



APPROVED

**minutes of the Senate meeting of
PI Nicolae Testemitanu SUMPh
no. 8/22 of 23.11.2017**

REGULATION

**on the activity of the Faculty of Pharmacy of
PI Nicolae Testemitanu State University of Medicine and Pharmacy
of the Republic of Moldova**

I. DISPOZIȚII GENERALE

1. This Regulation is drawn up on the basis of:
 - ◆ Education Code no. 152 of July 17, 2014;
 - ◆ Regulation on the occupation of teaching positions in higher education institutions, approved by GD no. 854 of 21.09.2010;
 - ◆ The Framework Regulation on the organization and functioning of the governing bodies of higher education institutions in the Republic of Moldova;
 - ◆ University Charter of IP Nicolae Testemitanu SUMPh;
 - ◆ Regulations, instructions and decisions of the governing bodies of the University, the Ministry of Health, Labor and Social Protection, the Ministry of Education, Culture and Research
2. The Faculty of Pharmacy (hereinafter Faculty) is a functional didactic-scientific, clinical and administrative unit of Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova (hereinafter University), which develops and manages study programs.
3. The establishment, reorganization and suspension of the activity of the Faculty is carried out by the decision of the University Senate at the proposal of the Faculty Council.
4. The program of integrated higher education (cycle I + cycle II) in the field of dentistry within the Faculty is organized exclusively as full-time education, with a duration of 5 years of studies regulated by international law to ensure the system of health care with highly qualified pharmacists.

II. FACULTY MISSION

5. The mission of the Faculty is to organize and carry out the training process, to carry out methodical, educational and scientific research activities for the field of training PHARMACY.
6. The faculty forms highly qualified pharmaceutical staff, competitive on the national and international market.



7. Conducts scientific research in accordance with national and international standards, including in collaboration with institutions in the country and abroad.
8. The faculty has the following tasks:
 - ✓ organization of, modern, flexible pharmaceutical studies in integrated higher education, in accordance with accepted national and international standards, including the requirements of the Bologna Declaration;
 - ✓ training of multilaterally developed pharmacy specialists, endowed with decent moral principles, knowledge and practical skills indispensable for the qualified, competent and responsible exercise of professional obligations;
 - ✓ selection, orientation and preparing of students for practical, research and teaching activities;
 - ✓ training of foreign citizens in the traditions of the national medical school adjusted to the training requirements of specialists in the countries of origin;
 - ✓ implementation of the results of scientific research and advanced world achievements in the field of pharmacy, in order to continuously develop the quality of pharmaceutical services;
 - ✓ ensuring of basic social needs of students;
 - ✓ implementation of modern technologies in the process of training and assessment of knowledge;
 - ✓ promotion and development of interuniversity cooperation with similar institutions and pharmaceutical and medical centers in other countries, as well as academic and professional mobility;
 - ✓ promotion of national and universal culture and values;
 - ✓ cultivation of the tradition of free thought and academic democracy in the spirit of respect for fundamental human rights and freedoms and the principle of the rule of law;
 - ✓ postgraduate training by residency in specialties:
 - ◆ industrial pharmaceutical technology;
 - ◆ community and hospital pharmacy;
 - ◆ analytical pharmacy;
 - ◆ clinical pharmacy;
 - ✓ continuing training of pharmaceutical staff in pharmaceutical faculties;
 - ✓ coordination of teaching and research activities of scientific departments and subdivisions;
 - ✓ quality assurance of studies.

III. ORGANIZATIONAL STRUCTURE

9. The organizational structure of the Faculty includes departments, scientific laboratories, centers and other subdivisions and is approved by the decision of the University Senate.



10. The faculty consists of subdivisions - departments, which constitute the structural unit of the faculty, which carry out teaching and research activities.
11. Commission for Quality Assurance and Curricular Assessment is set up within the faculty.
12. The Commission operates on the basis of the Regulation, the composition of which is approved by the Faculty Council.
13. Beside the faculty, the Methodological Commission of Pharmacy profile carries out its activity based on the Regulation on the organization and activity of the Methodological Commissions of the profile, the composition of which is approved by order of the Rector.
14. Beside the faculty, the Competition Commission carries out its activity based on the Regulations for the organization and activity of the Competition Commission.

IV. FACULTY MANAGEMENT

IV.1. FACULTY COUNCIL

15. **The Faculty Council** represents the governing body of the faculty, which organizes, coordinates and ensures the development of the didactic-scientific process at the faculty level. The members of the Faculty Council are, as a rule, persons with a scientific and scientific-didactic title. The faculty council is elected for a term of 5 years, and the composition is approved by order of the Rector.
16. The members of the Council are: the dean, the vice-deans, the heads of departments, the heads of studies, the heads of subdivisions of the faculty, scientific-teaching staff, students, residents. Students are represented in the Faculty Council in proportion of 1/4 of the total number of members.
17. The replacement and completion of the number of members of the Council are done in accordance with the decision of the Council.
18. The Faculty Council ceases its activity and dissolves by right at the expiration of the mandate or at the dissolution of the Faculty.
19. The Faculty Council works in ordinary, monthly and extraordinary meetings:
 - ✓ the ordinary meeting is convened by the Dean at least 3 calendar days before the meeting;
 - ✓ the extraordinary meeting is convened at least 1 calendar day before the meeting at the request of the Dean or at least 1/3 of the total number of members of the Council.
20. The meetings of the Council are chaired by the Dean, who is the President of the Council, or by the Vice-Dean, who is the Vice-President of the Council, in the absence of the Dean.
21. The quorum required for meetings of the Council shall be at least 2/3 of the total number



of its members.

22. Voting in the Council is direct and individual. Voting shall be by secret ballot in the cases provided for in this Regulation or whenever the Council decides on persons. In all other cases, the vote shall be open.
23. A decision shall be taken if it meets a simple majority of the number of valid votes cast by those present, subject to a meeting of the quorum.
24. Teachers and scientific-teaching staff, students or other persons directly related to the agenda may also be invited to the Council meetings.
25. The debates and decisions of the Council shall be recorded in the minutes of the meeting. The minutes are signed by the President and the secretary of the faculty council.
26. Members of the Council who are unjustifiably absent from more than 3 meetings lose their membership.
27. Faculty Council has the following tasks:
 - a) approves the annual strategic and operational plan of the Faculty, the strategy for international academic cooperation, the development directions of the faculty, as well as the measures proposed for implementation;
 - b) examines and submits to the Senate for approval the educational plan, approves the curriculum for the subjects taught, the practical and production internships;
 - c) analyzes and solves fundamental problems of the faculty education process, such as the quality of the teaching-training process, the results of general and professional training of students, the results of examination sessions, teaching and production practice, the transfer of students from a group in another;
 - d) approves the composition of the Commission for Quality Assurance and Curricular Assessment;
 - e) proposes the composition of the Competition Commission at the Faculty;
 - f) approves, at Dean's proposal, the structure, organization and functioning of the Faculty;
 - g) approves by secret ballot, by simple majority, the proposal for the establishment or dissolution of the chairs, as well as their structure;
 - h) summarizes the proposals and initiatives of the departments, specifies the teaching and research tasks of the departments;
 - i) approves the internal academic assessment reports in order to provisionally authorize, accredit or periodically assess the study programs;
 - j) approves the setting up, modification or abolition of the study programs managed by the Faculty;
 - k) controls the activity of the Dean and approves his annual reports on the general state of the Faculty;



- l) approves the positions of the Faculty and proposes the exceptions in the constitution of the didactic norms; examines the opportunity to change the job descriptions proposed by some departments, when this is justified by the strategic interests of the Faculty;
- m) approves by secret ballot the candidacies for the teaching and scientific-didactic positions put up for competition;
- n) endorses the hiring of specialists with recognized scientific value in the field, as associate / guests professors or lecturers;
- o) approves the measures for organizing the graduation exam;
- p) analyzes the results of the regular peer evaluation of teachers and the results of the regular evaluation of teachers by students and proposes the necessary measures;
- q) proposes the disciplinary sanctioning of the teachers within the Faculty, according to the law;
- r) submits to the Senate proposals for the title of consulting-professor.
- s) approves equivalence of studies, proposed by the Faculty Equivalence Commission, for students transferred from other universities.

IV.2. FACULTY COUNCIL BOARD

28. In the periods between the meetings of the Faculty Council, the operative management is carried out by the Faculty Council Board consisting of:
- ✓ dean;
 - ✓ vice-deans (foreign and local students);
 - ✓ secretary of the Council;
 - ✓ student representative.
29. Faculty Council Board has the following tasks:
- ✓ updates the activity regulations of the faculty and proposes them for approval to the Senate;
 - ✓ implements the decisions of the Senate, the Senate Bureau, the Admission Boards and the Faculty Council;
 - ✓ develops, monitors and updates the educational Plan;
 - ✓ manages the use of the faculty's patrimony;
 - ✓ presents to the Faculty Council for approval proposals regarding the establishment or dissolution of some departments or research units;
 - ✓ submits proposals for the application of disciplinary sanctions to the Faculty Council for consideration;
 - ✓ take, as necessary, decisions on current issues, in the period between meetings of the Faculty Council;
 - ✓ coordinates the conduct of Council meetings;
 - ✓ approves the transfer of students from one group to another or between series;
 - ✓ solves social problems;
 - ✓ convenes extraordinary meetings of the Faculty Council, as appropriate.



IV.3. COMMISSION FOR QUALITY ASSURANCE AND CURRICULAR ASSESSMENT

30. At the faculty, the decision of the Faculty Council approves the Commission for Quality Assurance and Curricular Assessment in Pharmacy (hereinafter the Commission), which implements the strategies and policies for quality assurance and the process of curricular reform, in accordance with the vision, mission and policy of the University, at faculty level.
31. The Commission carries out its activity based on the Regulation on the organization and activity of the Commission for quality assurance and curricular assessment at faculty level at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova, approved by the Senate of the University and the Activity Plan, approved annually at the first meeting of the Commission.
32. The mission of the Commission is:
 - ✓ promoting and implementing quality assurance policy and curriculum development in line with current European and global requirements in medical and pharmaceutical education;
 - ✓ supporting teachers in their desire to teach students in a modern and effective way;
 - ✓ promoting research in the field of medical and pharmaceutical education.

IV.4. COMPETITION COMMISSION

33. The competition commission of the Faculty of Pharmacy is approved by order of the Rector at the proposal of the Dean and operates within the faculty based on the Regulation, in order to organize and conduct the process of evaluation and selection of applicants for scientific and teaching positions at the faculty.
34. The commission is made up of the president, secretary and 3 members, who hold scientific and scientific-didactic titles and work in the profile departments of the Faculty.
35. The activity of the Competition Commission is coordinated by the Dean of the Faculty and the Head of the Human Resources Department.
36. The Commission is convened when a public competition for scientific and didactic positions is announced and examines the files submitted by the head of the respective department, accompanied by the request of the claimant signed by the Rector and the extract from the minutes of the department meeting.
37. The meeting of the Competition Commission is chaired by the chairman of the committee and decisions are taken by open, simple majority vote.
38. Minutes are drawn up for each meeting, showing the topics covered and the decisions taken.



IV.5. DEAN OF THE FACULTY

39. The executive management of the Faculty is carried out by the dean, who is selected by public competition, in accordance with the approved regulations and the University Charter once every 5 years and represents the Faculty in the University, in relation to other Faculties and organizations nationally and internationally.
40. The competition is open to teachers with the degree of associate professor or university professor within the University or outside the University.
41. After his appointment by the Rector, the Dean appoints the vice-deans, from among the staff members, with teaching positions, of the Faculty, who are validated by the Faculty Council and approved by order of the Rector of the University.
42. The dean is directly subordinated to the rector of the University and to the vice-rectors by fields of activity;
43. The Dean is responsible for the management and leadership of the Faculty and performs the following functions:
 - a) performs the general management of the Faculty and manages its activities;
 - b) signs the agreements concluded by the Faculty with the Rector of the University;
 - c) sets up the duties of the vice-dean through the job description, which will be attached to the individual employment contract. The Vice-Dean is responsible for the management and proper solution of some activity problems that the Dean coordinates within the Faculty;
 - d) proposes for approval to the Faculty Council the structure, organization and functioning of the Faculty;
 - e) pursues and is responsible for meeting the objectives set for:
 - ◆ academic and administrative structure of the Faculty;
 - ◆ regular accreditation of study programs and research centers, as appropriate;
 - ◆ ensuring of the quality of education and scientific research;
 - ◆ human, financial and material resources management available to the Faculty.
 - f) convenes and conducts the meetings of the Faculty Council and the Faculty Council Board and signs the minutes of these meetings;
 - g) applies the decisions of the Rector, the Board of Directors, the Senate Bureau, the University Senate and the Faculty Council and is responsible for their application in the Faculty;
 - h) analyzes the job descriptions and presents a report on them to the Faculty Council;
 - i) presents the exceptional proposals in the constitution of the didactic norms;
 - j) controls the dynamics of the contingent of students within the Faculty;
 - k) oversees student scholarship activities;
 - l) proposes the expulsion of students, in accordance with the regulations of the University;
 - m) signs the documents regarding the current activity of the Faculty;
 - n) may cancel the results of an examination or assessment under the provisions of the University Charter and the approved Regulations, when it is proved that they were



- obtained fraudulently or in violation of the provisions of the University Moral Code, in such cases, may order the reorganization of the examination;
- o) is responsible for organizing the graduation exam at the Faculty;
 - p) approves the individual activity plans of the heads of the subdivisions of the faculty (departments, laboratories, centers);
 - q) may propose disciplinary action against subordinate staff and dean's office staff;
 - r) implements disciplinary sanctions and those set up by the University Ethics Commission;
 - s) performs the periodic evaluation of the heads of departments and of the teaching staff - directly administratively subordinated;
 - t) coordinates the elaboration of investment and acquisition plans at the Faculty;
 - u) presents an annual report to the Faculty Council on the state of the Faculty, quality assurance and respect for university ethics;
 - v) is responsible for the organization and development of activities at the faculty, for compliance with applicable law and work discipline by Faculty staff
 - w) fulfills any other attributions set up by the Senate, the Board of Directors, the Rector or the Faculty Council.
44. The Dean is accountable to the University Senate, together with the heads of departments for the proper conduct of the competitions for the positions, in compliance with the norms of quality, University ethics and the legislation in force.

IV.6. VICE-DEAN

45. The Vice-Dean is appointed and dismissed by order of the Rector of the University based on the proposal of the Dean of the Faculty of Pharmacy.
46. The Vice-Dean is a full member of the Faculty Council and the Faculty Council Board.
47. The vice dean has the following responsibilities, according to the job description:
- a) performs the tasks delegated by the Dean;
 - b) bears responsibility for organizing the study process;
 - c) draws up the schedule of exam sessions and colloquia, verifies the carrying out of the session;
 - d) systematizes the information regarding the students' option in selecting the optional subject for the respective year of studies and informs the departments;
 - e) organizes with the heads of the groups meetings regarding the fulfillment of their commitments regarding the organization of the educational work in groups, the setting up of the tasks;
 - f) signs the correspondence of the Faculty in the absence of the Dean;
 - g) is responsible for the activity specific to the position for which he was appointed;
 - h) bears responsibility for scientific and research activities within the Faculty;
 - i) monitors the observance by the students of the Faculty of the internal regime of the hostels;
 - j) knows and respects the provisions of the Quality Management System as head of QMS at the faculty.



V. CHAIRS AND LABORATORIES

48. The chair is the basic structural and functional subdivision of the Faculty of Pharmacy, which operates on the basis of the Regulation on the organization and conduct of the chair approved by the University Senate.
49. The staff of the chair is made up of teaching, scientific-teaching staff and, as the case may be, auxiliary teaching staff.
50. The following activities are carried out at the chair level:
- Teaching activities*: lectures, practical work, internships, seminars for integrated and postgraduate studies, in accordance with the educational plan and the job description;
 - research activities*, in accordance with research plans and contracts;
 - administrative activities*, in accordance with the job description;
 - coordination of curative (clinical) activity*, where appropriate.
51. Each chair is responsible for managing the specific activities of one or more subjects in the educational plan.
52. The decision to establish and dissolve the chair is taken by the Faculty Council, by the vote of a qualified majority of members, expressed by open vote and is subject to the approval of the Senate.
53. The chair is headed by the head of the chair.
54. The research laboratories (as the case may be) are made up of teachers, scientific and teaching, and scientific staff, the main directions of activity being:
- ✓ drug research;
 - ✓ pharmaceutical evaluation of drugs;
 - ✓ preclinical and clinical evaluation of drugs, mainly local ones;
 - ✓ consulting activity;
 - ✓ realization of microproduction based on technological transfer;
 - ✓ information activity in the field of drugs.
55. The basic function of these research subdivisions is to:
- ✓ development and implementation of new or reproduced drugs mainly based on local raw materials;
 - ✓ optimization of modern pharmacotherapy in accordance with the principles of evidence-based medicine;
 - ✓ promoting measures and actions to minimize adverse drug outcomes;
 - ✓ training of highly qualified staff in the field of drugs and pharmaceutical activity.

VI. CONDUCT OF THE DIDACTIC PROCESS AT THE FACULTY

56. The didactic process at the Faculty is carried out in accordance with the provisions of the Regulation on the organization of studies in higher education based on the National Study Credit System at Nicolae Testemitanu State University of Medicine and Pharmacy approved by the Senate.



57. The teaching-learning-assessment process is carried out according to the Educational Plan developed on the basis of the National Qualifications Framework and the Curriculum approved by the Senate.
58. In order to acquire and maintain the status of a student of the Faculty, it is necessary for the applicant to initiate and complete the enrollment / reinstatement procedure and the procedure for taking the competition in places with budget funding (in the case of local students admitted to studies from 2013), promotion from year to year, signing the study contract, as well as payment of the tuition fee (if applicable) and making the payment for practical maneuvers.
59. The studies within the Faculty are carried out only through full-time education.
60. It is not allowed to reduce the duration of studies for graduates of other higher education institutions, as well as for graduates of the University at other faculties requesting enrollment in the Faculty of Pharmacy.
61. It is forbidden to transfer from other private and state universities from other countries to the Faculty if the Faculty does not have the capacity to teach.
62. The students of the Faculty are obliged to know and respect the provisions of the legislation in force, the University Charter, the Moral Code of the University, the Internal Regulations of the University, the Regulation of organization of studies in higher education based on the National Study Credit System approved by the University Senate, other University Regulations, as well as the study contract.
63. Funcțiile și obligațiunile inspectorului:
 - ✓ technical work in group formation;
 - ✓ completing student files;
 - ✓ issuing students' record-books and cards;
 - ✓ monitoring students from socially vulnerable families;
 - ✓ completing and distributing insurance policies;
 - ✓ perfecting and multiplying the nominal lists of student groups, displaying them, assigning them to the chairs;
 - ✓ preparation and completion of personal sheets of students;
 - ✓ registration and completion of examination sheets;
 - ✓ completing and recording the provisions for recovering absences, transferring in groups;
 - ✓ completing and registering certificates, typing students' letters of recommendation for merit scholarships;
 - ✓ technical processing of orders about: granting the scholarship; granting the social scholarship; promotion; registration; expulsion; release on one's own initiative; transfer to another faculty; re-sumption; change of family name; issuing duplicates of student record books and cards; return money for the home; granting academic



- leave; return from academic leave;
- ✓ completing the academic certificate for the years of study;
- ✓ finalizing and typing the information presented by the vice dean on the success of students (native and foreign);
- ✓ preparation of all documents for the session: fulfillment of the academic registers from the dean's office, distribution of the examination lists to the chairs;
- ✓ processing the results of winter and summer sessions (including re-examinations);
- ✓ distribution of grades in groups;
- ✓ issuance of liquidation sheets in case of expulsion (release);
- ✓ technical processing of the program difference to students restored or transferred from other Universities;
- ✓ typing information for evaluations, accreditations of the Faculty of Pharmacy;
- ✓ technical processing of information on student poor academic progress;
- ✓ announcing the chairs of the Faculty about the meetings held within the University;
- ✓ announcing the students requested at the dean's office;
- ✓ completing the necessary documents for the Graduation Exams;
- ✓ collaboration with the archive service;
- ✓ observance of the professional code of ethics;
- ✓ fulfilling the verbal disposals of superiors.

VII. FACULTY HERITAGE

64. The faculty has rooms such as offices, classrooms and halls equipped with the necessary equipment and furniture.
65. The faculty is provided with a technical-material basis that directly contributes to the development of the activity, in accordance with the provisions of this Regulation, approved in an established manner.
66. The technical-material basis of the faculty includes:
 - ◆ the material goods transmitted for use by the University;
 - ◆ goods obtained, in accordance with the law, from sponsorship, donations, technical, humanitarian aid, etc.
67. Responsible for the patrimony are the managers of the Faculty, appointed by order of the Rector at the proposal of the dean.

VIII. RESPONSIBILITY

68. The Faculty is responsible for the level, correctness, veracity and consequences of the implementation of the results of the didactic and scientific activity carried out and for the non-observance of the individual employment contracts, the internal regulations of the University and / or the legislation in force of the Republic of Moldova.



69. The faculty is responsible for the integrity of the machinery, equipment and other goods received for use.
70. The staff of the Dean's Office is legally responsible for fulfilling the job responsibilities in accordance with the provisions of the legislation of the Republic of Moldova in force, the respective Regulation and the job descriptions.
71. Faculty employees are responsible for:
- ◆ compliance with the legislation in force of the Republic of Moldova and the internal regulations of the University;
 - ◆ responsible use of the equipment provided, without abuse;
 - ◆ conscientiousness towards the tasks they have to perform;
 - ◆ the quality of the work and the timely fulfillment of the tasks stipulated in the provisions of the present Regulation.
72. The responsibility of each employee of the Faculty is regulated in the job description.

IX. FINAL PROVISIONS

73. This Regulation shall enter into force on the date of its approval by the University Senate.
74. All amendments and additions to these Regulations shall enter into force upon their approval by the University Senate.
75. The regulation will be made public by posting it on the Faculty's website www.farmacie.usmf.md.

Coordinated

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