



# REGULATION ON THE ORGANISATION AND CONDUCT OF TEACHING ACTIVITIES WITHIN THE FRAMEWORK OF MASTER'S DEGREE STUDIES

## THE UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR BABEȘ" OF TIMISOARA

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## CHAPTER I. GENERAL PROVISIONS

**Art.1.** This Regulation was drafted on the basis of the National Education Law no. 1/2011 with subsequent amendments and additions, Law no. 288/2004 on the organization of university studies with subsequent amendments and additions, Government Decision no. 404/2006 on the organization and conduct of university master's studies, the Charter of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, Government Decision no. 915/2017 on the amendment of the Annex to Government Decision No. 1418/2006 for the approval of the external evaluation methodology, reference standards and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education (ARACIS), the Guidelines for periodic external evaluation of the fields of master's degree studies, approved in the ARACIS BEX.

**Art.2.** The "Victor Babeș" University of Medicine and Pharmacy Timișoara (hereinafter referred to as VBUMPhT) organizes master's studies in the field of Medicine, Dental Medicine and Pharmacy, in which there are accredited undergraduate degree programmes, for which ARACIS accreditation has been obtained and in accordance with the Government Decision on the fields and programmes of accredited master's studies and the maximum number of students that can be enrolled, issued annually.

**Art.3.** Master's degree programmes provide graduates with a bachelor's degree:

- deepening knowledge and developing skills in the field of undergraduate studies or a related field;
- obtaining complementary skills for those who have completed undergraduate studies in other fields;
- developing scientific research skills.

**Art.4. (1)** Depending on their specificities, Master's degree programmes may be:

- (a) vocational master's degree, mainly oriented towards professional skills training;
- (b) research master's, mainly oriented towards the training of scientific research skills.

(2) Learning undertaken in the research master's programme may be equivalent to the first year of study in the doctoral degree programmes. The research master's degree is exclusively in the form of full-time education and can be organised within the doctoral schools.

(3) In accordance with ARACIS requirements, professional master's degree programmes create the prerequisites for continuing studies in the third cycle of university studies and continuous professional career development through postgraduate studies; research master's degree programmes offer opportunities for continuing studies in the doctoral cycle of studies through the recognition of study modules in the master's cycle and internships at partner universities.

**Art.5.**

(1) Master's studies last 2-4 semesters and correspond to 30 transferable credits for one semester of study.

(2) The total cumulative duration of cycle I - undergraduate studies, and cycle II - master's studies, must correspond to the obtaining of at least 300 transferable study credits.

(3) Master's degree programmes represent the second cycle of university studies and are completed through level 7 of the EQF/CEC and the National Qualifications Framework.

**Art.6.** The Master's programmes can be organised in Romanian or an international language, in the form of full-time education, with funding from the state budget or on a fee-paying basis.



**Art.7.** The number of students enrolled in a Master's programme must ensure the funding of the specific activities of that programme, with the proviso that for an adequate level of quality of education the maximum number may not exceed 50 students per year of study, and that cumulatively the maximum number of students per year of study does not exceed the maximum number of students established by the accreditation of the Master's degree programme.

**Art.8.**

(1) The teaching posts created according to the legal rules will be filled by teachers tenured in higher education according to the law, with the rank of university professor, university lecturer or head of studies, with the scientific title of doctor.

(2) Of the teaching staff teaching in the research master's, at least two are PhD supervisors in the field of the research master's programme at VBUMPhT.

(3) For each master's degree programme at VBUMPhT, at least one university professor and one university lecturer, tenured at VBUMPhT, with initial training or doctorate, habilitation, doctoral supervision and/or recognised and relevant scientific results in the field of science of the master's degree programme is required.

**Art.9.** In order to develop programmes that meet the requirements of the labour market, VBUMPhT may establish partnerships with economic operators, professional associations and/or public institutions, based on the conclusion of agreements, according to legal provisions.

## CHAPTER II. MISSION AND OBJECTIVES

**Art.10.**

(1) The mission of the master's degree programmes is integrated into the mission of VBUMPhT, as stipulated in the University Charter:

(a) initial and continuous training in the field of health of qualified and highly qualified human resources in accordance with European and international standards and according to the current and future needs of the national health system;

(b) the promotion of scientific research aimed at advancing medical and pharmaceutical sciences;

(c) participation in scientific and cultural development in the life sciences.

(2) The mission of the master's degree programmes takes into account employment opportunities for graduates in the labour market, further developments in the field, and opportunities for further studies at the doctoral and postgraduate levels, together with the interests of the master's students.

(3) The mission of the master's degree programmes is to train specialists and researchers with professional, transversal and interdisciplinary skills and competences in the field of training, in order to carry out activities in public institutions, in economic entities at the level of the demands of the socio-economic environment, to participate in research programmes, for further training and enrollment in doctoral and postgraduate study programmes.

(4) The mission of professional master's programmes is to train competitive specialists by:

(a) a thorough knowledge of an area of specialization and within it of the theoretical, methodological, practical and scientific developments specific to the programme and field (Medicine, Dental Medicine and Pharmacy);



- (b) the use of specialist knowledge to interpret and explain new situations specific to the field of health in the wider contexts associated with the field;
  - (c) solving new theoretical and practical problems in situations that are incompletely defined conceptually and methodologically;
  - (d) critical and constructive reflection;
  - (e) developing professional and/or research projects in the field of health or related areas that support its development, using innovatively a range of quantitative or qualitative methods;
  - (f) to acquire the knowledge and skills necessary for effective health promotion from the perspective of the new specialist;
  - (g) the ability to use specific languages of communication in dealing with the patient, other members of the team, other specialists in the field or in related fields.
- (5)** The mission of scientific master's programmes is to train competitive graduates and specialists by:
- (a) systematic, advanced knowledge of concepts, research methods, controversies, and new hypotheses specific to the field; communication with specialists in related fields;
  - (b) individual and teamwork skills, with work planning and time management, ability to design and carry out experiments and innovations; practical skills of laboratory work and use of advanced analytical techniques, awareness of practical applications as an effective method of learning;
  - (c) the ability to design and write a research report or scientific study by linking the results of professional work with expert information;
  - (d) knowledge of and compliance with the rules of professional ethics and professional conduct;
  - (e) the initiation and innovative development of complex theoretical and practical projects, their critical-constructive evaluation, and the identification of knowledge and application priorities of the field, which can be completed later by continuing them in the cycle of doctoral studies.
- (6)** The objectives of the master's degree programmes are:
- (a) the training of highly qualified human resources and researchers in the field of master's studies;
  - (b) a continuous and interactive adaptation of the educational offer in line with the requirements of the labour market and the National Qualifications Framework;
  - (c) ensuring predictability of the master's student's academic and professional career and ensuring the master's student's personal development;
  - (d) to ensure the quality of the teaching and scientific research process within the master's programmes and to increase their national and international prestige and visibility
  - (e) providing a student-centred teaching, learning and assessment process to ensure that the student acquires the expected competences and skills of the master's programme;
  - (f) the promotion of interdisciplinarity within the Master study programme;
  - (g) providing the necessary support services for skills development;
  - (h) promotion of scientific research activity through the direct involvement of master's students in the research projects of the higher education institution and the organisation of scientific events for the dissemination of research results of master's students.



## CHAPTER III. INSTITUTIONAL ORGANISATION AND FUNCTIONING

**Art.11.** VBUMPhT organizes master's degree studies in accordance with the specific government decision, in the fields in which there are accredited undergraduate degree programmes and for which the Romanian Agency for Quality Assurance in Higher Education (ARACIS) accreditation has been obtained.

**Art.12.**

(1) Each master's degree programme is led by a programme coordinator, who is a tenured academic of the university and course holder in that programme.

(2) The coordinator of the master's degree programme is proposed by the Dean of the faculty in which the master's degree programme is located and validated by the University Senate with the approval of the programme or when appropriate.

(3) The coordinator of the Master's programme has the following duties in relation to the programme he/she directs:

- participates directly in:
  - o preparation of the evaluation/accreditation dossier of the Master's programme, the quality self-assessment report;
  - o the composition of the curriculum;
  - o ensuring academic quality in terms of the analytical syllabus of subjects;
  - o the establishment of function statements;
- coordinates
  - o admission;
  - o the conduct of teaching activity;
  - o exam planning;
  - o taking dissertation exams;
- chairs the admission and dissertation committees;
- is responsible for the scheduling and quality of teaching activities and ensures that they are carried out in full;
- endorses dissertation topics and monitors the scientific quality of dissertations;
- represents the Master's degree programme in relation to the faculty and university management, the socio-economic environment.

(4) The coordinating/responsible teacher of the master's field ensures the compatibility of the study programmes in the field, according to ARACIS provisions.

**Art.13. Faculty Deans** have the following duties:

- Ensure the elaboration and implementation of the curricula of the Master's degree programmes in accordance with the legal provisions;
- Approve the work schedules with the norming of teaching activities in the master's degree programmes, according to the provisions of the VBUMPhT Charter and monitor the fulfillment of the foreseen academic activities;
- **Participate in the establishment of professional and transversal competences related to the Master's degree programmes;**



- **Monitor the current activities for the Master's degree programmes carried out within the faculty;**
- Sign diplomas, certificates with final results on the completion of studies of master's students, supplements to the diploma, registers (where applicable), as required by law;
- Perform other duties as determined by the Faculty Council, the Board of Directors and the University Senate with regard to the master's degree programmes taught at VBUMPhT.

## CHAPTER IV. ADMISSION TO MASTER'S DEGREE STUDIES

### Art.14.

- (1) The admission of candidates to Master's degree studies is made following an admission examination, whose annual regulations are established by decision of the University Senate, based on university autonomy, in compliance with the legal provisions in force.
- (2) VBUMPhT applies a transparent student recruitment and admissions policy, publicly announced at least 6 months prior to application.
- (3) The entrance examination is based exclusively on the academic skills of the candidate and does not apply any discriminatory criteria.

### Art.15.

- (1) The entrance exam is organized annually for each study programme in a single session, the period of which is established by the VBUMPhT Regulations approved by the University Senate.
- (2) **The** date and specific conditions of the entrance examination for each degree programme is made public at the institution's premises and on the university's website at least 6 months before the examination.

### Art.16.

- (1) **Only** graduates with a bachelor's degree from a bachelor's degree course organized according to Law no. 288/2004 on the organization of university studies, as amended and supplemented, graduates with a bachelor's degree or equivalent from long-term university studies organized according to Law no. 84/1995, republished as amended and supplemented, as well as graduates of studies abroad and recognized by the specialized directorate of the Ministry of Education as at least bachelor's degree studies may participate in the admission competition.
- (2) According to the law, the application for admission to a Master's degree in a given field can be made regardless of the field in which the Bachelor's degree was obtained, with the provision that the Master's degree programme presentation file may expressly state which Bachelor's degree programme the Master's degree in question is intended for.
- (3) Candidates for the professional master's degree programme must be graduates with a bachelor's degree in fields related to the programme they are following and to be defined by the conditions of admission, and candidates for the research master's degree programmes must be graduates of bachelor's degree programmes in the fundamental field of which the master's degree programme is part, to be defined by the conditions of admission.
- (4) Any person who is entitled to participate in the entrance examination for master's degree studies may follow, only once, one master's degree programme on places financed by the state budget.



(5) A person who has been admitted to a Master's degree course has the status of a student and is referred to as a master's student for the duration of the second cycle of university studies.

(6) Graduates of 5 or 6-year bachelor's degree programmes, who have studied on a place financed from the state budget, can be admitted to the master's degree programme **only on a place with a fee in RON**, according to the legislation in force.

**Art.17.**

(1) The candidates' application file for the admission competition is compiled in accordance with the specifications of **the Regulation for admission to Master's degree studies**.

(2) For admission to all Master's degree courses taught in Romanian, citizens of the European Union, the European Economic Area and the Swiss Confederation and citizens of third countries are required to provide proof of knowledge of the Romanian language, with the obligation to present a certificate of linguistic proficiency in Romanian, issued by institutions authorized by the Ministry of Education.

(3) Citizens of the European Union, the European Economic Area and the Swiss Confederation may participate in the admission exam under the same conditions as those provided by law for Romanian citizens, including tuition fees.

(4) Citizens of the European Union, the European Economic Area and the Swiss Confederation who hold a bachelor's degree obtained in a country other than Romania must present the Certificate of Recognition of Studies, issued by the specialized directorate of the Ministry of Education when applying for admission to the entrance exam.

(5) By exception, for Romanian graduates who have completed their undergraduate studies in an international language or in a national minority language, the certification of oral communication skills in Romanian is done with the baccalaureate diploma.

(6) Romanian from everywhere candidates are automatically allocated places in degree programmes under the conditions set by the Ministry of Education.

(7) The files of citizens of the European Union, the European Economic Area and the Swiss Confederation and citizens of foreign third countries or Romanian citizens who have a degree obtained abroad will be approved in advance by the International Relations Prorectorate.

(8) The second cycle of Master's degree courses can be enrolled on a self-study basis for citizens from EU third countries (countries that are not members of the European Union or the European Economic Area, i.e. the Swiss Confederation) who meet the following cumulative conditions:

1. Participation in and passing a competition of applications, in the order of the scores obtained, according to the selection criteria in these rules;

2. Obtaining a Letter of Acceptance to study, issued by the Directorate General for International Relations and European Affairs, in accordance with the M.E.C. Order on the approval of the Methodology for the acceptance of foreign citizens from EU third countries to study and study in state and private accredited education in Romania, with subsequent amendments and additions, at the proposal of the "Victor Babeș" University of Medicine and Pharmacy in Timișoara, based on the evaluation of the file;

3. Foreign citizens from EU third countries are enrolled in university education only after graduation from the preparatory year or on the basis of the certificate attesting the knowledge of the Romanian language; during the preparatory year they acquire the necessary knowledge of Romanian language, as well as the specific knowledge, correlated to the profile of the future training, if the study programme is organized in Romanian.



- (9) The study programmes to which candidates can apply to study under the CPV regime and the tuition fees are approved by the University Senate.
- (10) Information on application procedures and required documents will be posted on the university website, [www.umft.ro](http://www.umft.ro).
- (11) Roma candidates benefit from a number of guaranteed budgeted places, in accordance with the law, the Order of the Ministry of Education on the distribution of tuition fees for master's degree studies with a view to admission and these Regulations. The option for Roma candidates to apply for the separate places excludes their possibility to apply for the other places offered by the competition, financed by the state budget/fees.

## CHAPTER V. RIGHTS AND OBLIGATIONS OF THE MASTER STUDENT

### Art.18.

- (1) A person who has been admitted to a Master's degree course is considered a student and is known as a Master's student for the duration of the degree course.
- (2) A person who fulfils the following cumulative conditions is considered a master's student of the university:
- is admitted to studies;
  - is registered for studies in accordance with the legal provisions;
  - signs a study contract with the university.
- (3) The status of Master of the University is acquired:
- following the admission competition, in accordance with the legal provisions;
  - by provisions of the Ministry of Education, by re-enrollment, academic mobility, under the conditions of these regulations.
- (4) The status of Master of the University is lost:
- upon graduation;
  - by withdrawing from studies;
  - by expulsion.

### Art.19.

- (1) The status of master's student is attested by the student card endorsed up to date.
- (2) The presentation of the student card at the exams is compulsory.
- (3) If the master's student loses the booklet, a duplicate will be issued against payment.

### Art.20. The master's student has the following rights:

- a) participates in the teaching and training activities set out in the curriculum;
- b) is part of the university community, in accordance with the legal provisions in force;
- c) takes the examinations and other forms of verification of acquired knowledge in the scheduled sessions;
- d) takes the final examinations in the scheduled sessions;
- e) uses in good faith the material base allocated to the educational process;
- f) benefits from assistance and complementary services free of charge, within the limits of the regulations;
- g) enjoys freedom of expression within the limits of the law;



- h) benefits from the provisions of the Transferable Credits Regulation and the Scholarships Regulation;
- i) students studying on a fee-paying basis will be provided with accommodation in the dormitory, subject to the limit of available accommodation capacity remaining after the accommodation of budgeted students;
- j) benefits from all the rights, facilities and opportunities established by the legislation in force, the *Code of Students' Rights and Obligations* and the regulations adopted by the university's governing bodies.

**Art.21.** The master's student has the following obligations:

- a) submits, when completing the contract, the original of the diploma and the diploma supplement/certificate of graduation in the case of a place financed from the state budget. Failure to submit the original of the required documents, through the exclusive fault of the student, within the deadline set, will result in the loss of the place financed from the state budget;
- b) fulfils the obligations assumed by the contract of academic studies and by any other contracts concluded with the University;
- c) fulfils all the tasks assigned to him/her according to the syllabus and the analytical programmes of the subjects, namely: the student passes the academic year on the basis of the minimum number of 45 credits for the year of study.
- d) complies with the law and all regulations adopted by the governing bodies of the university, particularly those relating to discipline and academic ethics;
- e) informs the university management of any situation likely to lead to a change in the student's budgeted or fee-paying status;
- f) pays the tuition and other fees established and posted annually by the University in the amount, manner and by the deadline established by the *Regulation on the amount of tuition and other fees*, approved by the University Senate;
- g) in case of withdrawal/interruption, pays the full tuition fee for the current academic year; the tuition fee is not refundable;
- h) does not request the refund of fees paid in case of expulsion or transfer to other higher education institutions;
- i) completes and signs the addendum to the academic contract at the beginning of each academic year, within the deadline set by the University management;
- j) gives his/her consent to the processing of personal data proving his/her status as a registered student in order to benefit from health insurance without payment of contribution and free domestic rail transport on all categories of trains, 2-nd class, throughout the calendar year, regardless of the distance or routes of travel, in accordance with the legal provisions in force.
- k) gives his/her consent to the processing of personal data for the purpose of exercising the rights provided for by the status of student or graduate, throughout the duration of his/her studies or upon completion of his/her studies;
- l) is informed that students' personal data are reported nominally to the Ministry of Education and through UEFISCDI;
- m) signs an *Information Notice* on the processing of personal data whenever the situation so requires;
- n) is aware that the trafficking and consumption of narcotics, hallucinogens and ethnobotanicals is prohibited in the dormitory and university premises;



o) knows and complies with the University's regulations and understands the changes made to them during the term of this contract. Changes and additions to the regulations will be communicated via the University's website;

p) other obligations provided for by the *University Code of Student Rights and Obligations*.

## CHAPTER VI. RIGHTS AND OBLIGATIONS OF TEACHERS

**Art.22.** In addition to the rights and obligations deriving from the labour legislation in force, the teaching staff of VBUMPhT has rights and duties, under the professional and administrative aspects, deriving from the *University Charter, the Code of Ethics and Professional Deontology, the Internal Regulations of the University, the ROF*, the individual employment contract.

**Art.23.** Teachers benefit from the following **rights**:

(a) to develop and improve professionally;

(b) to use the material base and resources of VBUMPhT for the purpose of fulfilling professional obligations;

(c) to freely choose their scientific research topics in their field of competence, in accordance with academic freedom, respecting ethical, deontological and legal rules;

(d) to publish, communicate and discuss the results of research, both within and outside VBUMPhT, in compliance with the clauses stipulated in the research agreements/contracts on intellectual property rights and the declaration of affiliation to VBUMPhT;

(e) to promote hierarchically, in accordance with the legal provisions and the national minimum standards, i.e. the University standards, set by the Senate;

(f) to participate actively in the teaching, scientific and decision-making process;

(g) to participate in the management of the organisational structures of VBUMPhT;

(h) to elect and to be elected to managerial positions, without any discrimination, except where the law provides for special eligibility criteria;

(i) to appeal against any decision through the hierarchy and to the courts;

(j) to freely express their opinion in the university environment by virtue of academic freedom in teaching and research, in accordance with academic quality criteria;

(k) to belong to trade union, professional, cultural, national and international associations and organisations, as well as to legally constituted political organisations, in accordance with the law;

(l) to receive, in accordance with the law, salary increases and other material benefits for additional work performed;

(m) to benefit from qualified and high-performance medical and pharmaceutical care, provided free of charge and collegially by the University's specialists;

(n) to be guaranteed intellectual and industrial property rights in accordance with the legislation in force and the provisions of *the Code of Ethics and Professional Conduct*;

(o) to publish studies, articles, in the University journals and to edit works related to the teaching process at the University Publishing House;

(p) to apply for national and international grants;

(q) the reservation of the teaching post, under the terms of the law;



- (r) to take part in the competition for a merit-based promotion;
- (s) rest leave, in accordance with the law;
- (t) leave without pay, under the conditions of the law;
- (u) not to be disturbed in the course of their teaching activity by any university or public authority, except in emergencies; the teaching evaluation process is not considered to be disturbed.

**Art.24.** In the course of teaching:

- (1) Audio and/or video recording of teaching activity will be made only with the written consent of the person conducting it and without infringing intellectual property rights.
- (2) **The** duplication, in any form, of records of teaching activity by students or other persons is permitted only with the written consent of the teacher concerned.

**Art.25.** All members of the university community enjoy freedom of thought, conscience, expression, association and movement and have the right to exercise their duties without discrimination.

**Art.26.** Teachers have the following obligations:

- (a) to perform fully and to the best of their ability the professional duties resulting from the job descriptions and job descriptions
- (b) to manage fairly the time allocated to the course/practical work/seminar he/she is leading.
- (c) to comply with the provisions of the University Charter and its own regulations drawn up on its basis;
- (d) to carry out the professional tasks assigned to them by the hierarchy;
- (e) to attend department/faculty/University general meetings/meetings as a duty;
- (f) to respect, in all circumstances, professional ethics and deontology;
- (g) to mention the affiliation to VBUMPhT in the case of professional and scientific achievements presented at home and abroad;
- (h) to support the University's programmes;
- (i) to participate in the research programmes/projects of the disciplines/departments to which they belong;
- (j) to respect the confidentiality of the work, discussions or decisions of the various management structures or committees to which they belong;
- (k) to periodically self-evaluate in accordance with the internal methodology and under the conditions of the law;
- (l) to undergo regular medical check-ups, in accordance with the law;
- (m) to participate in the organisation and conduct of admission, licensing, residency or mock examinations when requested.

## CHAPTER VII. ORGANISATION OF THE TEACHING PROCESS

**Art.27.**

- (1) The educational process in the Master's degree programmes is student-centred, while making the curriculum compatible with ARACIS standards, with the National Qualifications Framework and with similar plans and programmes in other European Union countries.



- (2) Master's degree studies are carried out on the basis of curricula approved by the Faculty Management and the Administrative Board and approved by the University Senate.
- (3) The curriculum must contain subjects of in-depth study and subjects of synthesis, of advanced knowledge, with content and applied activities corresponding to the mission undertaken and ensuring an interdisciplinary approach to the study, in order to create the premises for the insertion of graduates in the labour market.
- (4) The curriculum provides didactic hours of lectures, hours of applied activities (practical work, seminars, projects) hours of practice and preparation of the dissertation, allocated according to ARACIS.
- (5) **The** master's training programme also contains a scientific or professional research component. The results of the scientific research activity may be exploited through participation in scientific events and publication in the form of scientific articles and the completion of the dissertation.
- (6) VBUMPhT makes available the human and material resources of its master's degree programmes, thus ensuring for its master's students an interdisciplinary approach to the activities within the master's degree programmes and a flexible education and research pathway with multiple options.

## VII. 1. Registration and enrollment of students

### Art.28.

- (1) To register, the admitted candidates must submit the **original** file with the **documents required for the admission examination** to the secretariat **during the first month of the academic year**.
- (2) **The** enrollment of fee-paying students will be done only after the candidates have submitted to the faculty secretariat the proof of payment of the tuition fee, i.e. the copy of the receipt/payment order and have signed the study contracts. In order to register, candidates admitted to places financed from the state budget must submit the original diploma/certificate of recognition of the bachelor's degree to the secretariat. Failure to submit the original of the diploma/certificate or the certificate of recognition of the diploma, due to the sole fault of the candidate declared admitted, within the deadline set by these Regulations, will result in the loss of the place financed from the state budget.
- (3) The enrollment of the students declared admitted after the admission competition is made by the decision of the Rector of "Victor Babes" UMPH in Timisoara.
- (4) After registration approval, students are registered in the Single Register (RMU) under a unique number, valid for the entire period of study in the specialisation/specialisations/programme/programmes to which they have been admitted.
- (5) An applicant may be admitted and enrolled as a student in a maximum of two study programmes concurrently, regardless of the educational institutions offering them.
- (6) After enrollment, the secretariat of the master's degree programme generates and displays the final lists with the candidates declared admitted and enrolled.

**Art.29. (1)** The enrollment of students in the second year of study is carried out by completing and signing the Additional Act to the Master's Degree Study Contract within a maximum of 30 days from the beginning of each academic year.

- (2) At the beginning of each academic year, enrollment is based on the professional results of the previous academic year, with the obligation to obtain the minimum number of credits required to pass an academic year.



(3) In order to enroll in the second academic year, students will submit the following documents:

- Additional Act to the Master's Degree Contract, completed and signed, in duplicate,
- The medical certificate, signed by the doctor of the university's medical office. For Romanian students, the certificate is issued by the family doctor, and for foreign students, by the doctor of the university's medical office.
- Student card
- Transport authorisation.

(4) Students who do not register for the academic year by the deadline are automatically considered to have renounced their student status by non-attendance and are expelled for non-registration.

#### **Art.30.**

(1) Failure to submit the documents required for the preparation of the personal file, and refusal to sign the respective study contract within the specified time limit, determines the loss of the right won through the admission competition.

(2) A student who fails to pay his/her financial obligations in accordance with the university's fee regulations will be expelled.

## **VII. 2. Study credits**

#### **Art.31.**

At VBUMPhT, the European Credit Transfer and Accumulation System (ECTS) is used for:

- the record of students' professional results - the function of assessing the accumulation of knowledge;
- calculating students' individual performance and ranking them.

**Art.32.** At VBUMPhT level, the application of the system of transferable credits falls within the competence of the Prorector of Education.

**Art.33.** The effective application of the measures arising from the ECTS-based regulations is the responsibility of the academic structures directly responsible for coordinating and running the teaching process at the respective level (bachelor, master's, doctorate).

#### **Art.34.**

(1) The application of ECTS for recording students' professional results is completed by the specific methodologies of each university cycle.

(2) In all university study programmes, learning activity is quantified in credits (ECTS), calculated in accordance with the intra- and inter-university (internal, external) European Credit Transfer System (ECTS) and the regulations set out in the National Education Law no.1/2011, section 9.

(3) Under this system, student mobility and flexibility in their professional training are ensured.

(4) Credits are defined as numerical values, allocated to all forms of teaching activity: courses, practical work, internships, seminars, etc., which assess the average amount of work carried out **by the student** to master a subject.

(5) The credit allocation system is established at the level of the University management, following a proposal made by the Faculty management, in accordance with the specific teaching activity.

(6) One credit corresponds to 25 hours of individual work:



- a) the normal amount of work specific to an academic year is equivalent to 60 credits. One semester is usually equivalent to 30 credits;
- b) credits do not assess students' skills and should not be confused with grades;
- c) credits do not measure the teacher's working time, only the student's;
- d) credits for a subject are calculated relative to the total amount of work required to complete an academic year;
- e) credit allocation - each component of the training programme is allocated a certain number of credits out of the total number of credits foreseen for the training programme;
- f) each subject is allocated a certain number of credits in relation to the amount of work required by the student to achieve the educational objectives of a subject;
- g) Passing a subject means obtaining the minimum mark of 5 (five) or the pass mark.

(7) In the VBUMPhT only credit units are used, no fractions.

(8) A discipline may not be allocated less than one credit unit.

(9) Credits awarded to a subject cannot be obtained in stages.

(10) Credits are not a measure of the importance of subjects, this is regulated by classifying subjects into: compulsory, optional and elective.

#### **Art.35.**

(1) Compulsory and optional subjects in the curriculum of an academic year are credited within the limit of 60 credits.

(2) Compulsory and optional subjects **chosen** are credited, the total number of ECTS credits being 60 per year of study, usually distributed equally over the two semesters (30 ECTS credits per semester).

(3) Once chosen, the optional subject becomes compulsory.

(4) Optional subjects taken additionally during an academic year receive additional credits and hours and are recorded only in the Diploma Supplement.

(5) The student receives the corresponding credit package allocated to him/her, subject to passing the subject studied.

**Art.36.** During a year of study, the credits earned by a student remain valid unless the student waives the grade earned, under his/her own responsibility, in order to change the grade in the re-examination/re-grading session.

#### **Art.37.**

(1) Credit earned (awarded) - unit of credit validated by taking and passing the examination in a given subject.

(2) Remaining credit (not awarded) - unit of credit corresponding to a subject which has not been validated by passing the corresponding examination.

(3) Credit in advance - a unit of credit obtained under certain conditions laid down by University regulations by studying subjects relating to the year above the year in which the student is enrolled; Credit in advance may be taken only when the student is enrolled in a complementary year.

(4) Transfer credit - a credit unit earned at an institution other than the home institution or in a different course of study and which is recognised by the home institution on the basis of inter-university agreements and/or the approval of the Academic Equivalency Commission.



- (5) Accumulation of credits - the sum of all credits taken by the student at a given time. Graduation from the degree programme is conditional on the accumulation of all credits for the programme.
- (6) Mobility - the right of students to have their transferable credits acquired, under the conditions of the law, recognised at other accredited/provisionally authorised higher education institutions in the country or abroad.
- (7) Bilateral agreement - framework document concluded between two institutions for the implementation of a student mobility programme using ECTS.
- (8) Mobility contract – the educational contract concluded between the student, the home university and the host university, containing the obligations of the parties and the list of subjects the student undertakes to study at the host university.
- (9) Equivalence report – a document certifying the equivalence of studies and the recognition of credits obtained by a student following studies at another institution and/or following mobility.
- (10) Transcript of records - a document that documents the subjects studied, grades and credits earned by the student during a given period of study.
- (11) An examination passed in a previous academic year is recognised as passed, even if the number of credits allocated for that subject changes.
- (12) This provision will also apply accordingly where, following a change in the curriculum, a year subject is split into two-semester subjects or a two-semester subject is merged into a year subject.
- (13) Credit is awarded when the subject is passed. The award of credit certifies that the workload defined by the number of credit units has been completed for the assessment result.
- (14) Remaining credits:
- a) The promotion of a year of study in a 2-year Master's programme requires the obtaining of a minimum of 45 credits out of the total of 60 allocated credits/year, with the stipulation that **the number of remaining credits is a maximum of 15 credits/year of study.**
- b) The promotion of a Master's degree programme requires the successful completion of all subjects and the total number of credits foreseen for the study programme.

### VII. 3. Attendance at scheduled learning activities

**Art.38.** At VBUMPhT, the form of organization of the master's degree programmes is full-time.

**Art.39.** Regardless of the source of funding for their studies, students enrolled in full-time study programmes are required to participate in all types of activities described in the subject descriptions set out in their curricula. Attendance at lectures, practical work, seminars, projects and internships are criteria for participation in the final exam evaluating the knowledge acquired during a semester.

**Art.40.** Absence records are kept by the course holder.

### VII. 4. Student assessment

**Art.41.**

- (1) Examination rules must be known and respected by the entire academic community. In case of non-compliance, confirmed by DEACE, the examination will be cancelled and the responsible persons will be sanctioned according to the provisions of VBUMPhT regulations and the legislation in force.



- (2) Completion of work in the subjects is by examination or colloquium as set out in the syllabus.
- (3) The examination may be written, oral, practical or other means of testing knowledge.
- (4) The examination procedure is proposed by the heads of discipline, approved by the Department Council and approved by the Dean of the Faculty.
- (5) The colloquium is a form of verification of the knowledge acquired by the students and can be held in the week preceding the session (without disrupting the teaching activity) or in the regular session.

**Art.42.**

- (1) For all subjects/disciplines of study there will be a single syllabus and bibliography, regardless of the number of teaching staff.
- (2) The examination procedure and specific requirements are made known to the students by the course holder during the first class session.
- (3) Examination assessment must be objective and reproducible and characterise the student's professional performance.
- (4) The teaching material will be edited by the discipline and made available to students by posting it on [moodle.umft.ro](http://moodle.umft.ro).
- (5) The coursework and applied work must be updated and in line with the current needs and rigours of medical-pharmaceutical education.
- (6) The content of the coursebook/practical work/sessions must be known and accepted by all teaching staff in the subject, with the Head of the subject responsible.

**Art.43.**

- (1) Regardless of the form of assessment used, the examination of all students in a subject must be uniform in terms of both difficulty and the way in which it is carried out and the number of items questioned.
- (2) The examination topic will be set according to the coursework/practical work/stage and will be unique for the same subject/subject matter, with the course holders, head(s) of subject and department director is responsible.

**Art.44.** The subject leader will post on the notice board the assessment and marking criteria for the theory exam (multiple-choice, essay and/or oral) and the practical exam (which may include an assessment of work in progress, depending on the subject).

**Art.45.** The same assessment criteria apply to all students in a study programme.

**Art.46.** The assessment criteria relate to the knowledge acquired, the way of communicating or other parameters appropriate to the specific subject.

**Art.47.** The practical exam will be taken during the last week of the semester, in the regular session or, where applicable, at the end of the study mode/ during the last internship. A maximum of 2 practical exams can be taken in one day.

**Art.48.** The scheduling of the examination is agreed between the students, the course holder and the group assistant and will be forwarded to the Dean of the Faculty by the course holder/students, as appropriate.

**Art.49.** The scheduling of examinations in the final years will be done in accordance with the structure of the academic year.

**Art.50.** The theoretical examinations will be held in the form of an **oral, written (multiple-choice test/written essay) or mixed examination, at the proposal of the head of subject.** In the case of mixed tests, passing both components of the test is compulsory and eliminatory.

- (1) For tests containing essay topics, the choice of topics will be made by drawing lots.



- (2) In the written test conducted in **essay** form, uniformity of assessment will be ensured by the following:
- Each student solves the same number of topics.
  - Working time is equal for all students in a study programme.
  - Subject tickets are the same for all students in a study programme. No subjects are removed, added or changed from one series to another.
  - Each subject is marked according to a pre-determined scale. The rubric contains the keywords required to obtain the maximum score.
- (3) **The** duration of the written examination may not exceed 2 hours for semester subjects and 3 hours for year subjects.
- (4) The topics of the essay test and the multiple-choice questions will be drawn from the single bibliography of the course.

**Art.51.** Each discipline proposes one or more examination boards, which will be communicated to the Dean in writing two weeks before the start of the session. If the subjects do not send their proposals for committees within the deadline, the Dean of the Faculty will propose the composition of the committee for the subject in question. The Dean of the Faculty may intervene and make changes to the committees proposed by the subjects for good reason.

**Art.52.** The multiple-choice tests completed by students in each subject, the multiple-choice variants drawn for the exam and a copy of the multiple-choice test with the correct answers will be archived for 3 years at VBUMPhT headquarters.

**Art.53.**

(1) The weighting of marks is as follows: the mark for the theoretical examination – is 50% and the mark for the practical examination – is 50%. The mark for the practical examination will include, where appropriate, the mark for the on-the-job activity which may represent up to 20% of the mark for the practical examination. The student must obtain a minimum mark of 5 in both the practical and theoretical exams in order to pass the exam.

(2) **The** final mark is obtained by rounding the final mark (obtained in fractional form) in favour of the student.

**Art.54.** Some questions may be repeated between the variations of the multiple-choice test, according to the Methodology for the Examination and Marking of Students at VBUMPhT.

**Art.55.** On the day of the exam, students will draw a set of questions for the multiple-choice test.

**Art.56.** The duration of the theory test is 1 hour for semester exams and 2 hours for year exams.

(1) The duration of the theory test in the form of essay or mixed subjects may not exceed 2 hours for semester exams and 3 hours for year exams.

**Art.57.** Simple complement questions will be marked with an asterisk.

**Art.58.** The assessment of students' knowledge is done with marks from 1 to 10, the minimum pass mark being 5. Assessment consists of an examination of theoretical and, where appropriate, practical knowledge.

**Art.59.** University and Faculty Quality Assessment and Assurance Committees will verify, by survey, compliance with the provisions on student examinations.

**Art.60.** The following may participate in the checks carried out by the Department for Assessment and Assurance of Educational Quality (DEACE): department director, head of the discipline, deans, pro-deans and student representatives.

**Art.61.** The Head of Discipline and the Head of Department are directly responsible for enforcing the provisions relating to the examination of students.



**Art.62. (1)** Examinations may be taken only in examination sessions, an integral part of the structure of the academic year, approved by the University Senate.

**(2)** The structure of the school year provides for the following examination sessions: two ordinary sessions (winter and summer), two revision sessions (winter and summer) and a review/grade change session (summer).

## VII. 5. Attending the exam

**Art.63. Only** students who have fully fulfilled their professional obligations during the year, the conditions of attendance at teaching activities and their financial obligations to the University are entitled to sit the exam.

**Art.64. (1) The** theoretical test is conditional on students attending at least 50% of the courses.

**(2)** Students who accumulate more than 50% of course absences will be allowed to take the theory test in the overdue and re-examination session respectively (under the conditions of non-attendance/failure).

**(3) The** presentation of the practical test is conditional on the student's participation in at least 80% of the practical work/placements.

**(4)** Absences accumulated by students in internships/practical work in excess of the permitted amount (20%) may be made up, on a fee basis, up to a maximum of 30% of the total number of hours, during the periods established by each discipline, depending on its specificity, preferably outside the session periods.

**(5)** Students enrolled in a complementary year are obliged to repeat the internship/practical work/seminar in the non-promoted subject.

**(6)** Students who have been absent for well-documented medical reasons (hospitalisation, medical certificates countersigned by a specialist doctor from the VBUMPhT Evaluation Commission) may make up these absences without payment, depending on the subject programme, provided that the number of absences does not exceed 50% of the total number of hours. Special situations are examined by the Dean of the Faculty on the basis of the request and the documentation submitted.

**Art.65. (1)** A student has the right to sit only once, in the ordinary session, for the examination of a given subject. The student will be allowed to sit the examination a maximum of 3 times during an academic year in the following sessions:

1. Regular session (winter/summer) - related to the semester in which the subject was taught;
2. The final session (winter/summer) - for the semester in which the subject was taught;
3. Re-examination session (summer) for non-passed exams (written test, practical test or both)

**(1)** The student may sit a maximum of 2 re-examinations per academic year.

**(2)** The first two examinations are free of charge if they take place in the regular session or in the exam session.

**(3)** To take the exams in the review session, the student will pay a fee set by the University Senate.

**(4)** A re-examination is the taking of up to two failed examinations for a third time, including by non-attendance.

**(5)** Attendance at exams in the re-examination session is at the student's request, on the basis of a request submitted to the faculty secretariat at least 2 working days prior to the exam, except in situations where the scheduling of exams does not allow the deadline to be met.



(7) Re-examinations to change the grade (reconsideration of the grade) will be made with the approval of the Dean of the Faculty for not more than two examinations in the current academic year and will be held in the session provided for in the structure of the academic year. In order to be eligible for a review for a change of grade (reconsideration of the grade), the student must be a full student at the end of the final session.

## VII. 6. Scheduling and conduct of the examination

**Art.66.** Exams are only conducted according to a pre-planned schedule.

**Art.67.** The form of the examination is made known to the students during the first course. The scheduling of examinations (in the regular session) is agreed between students and course teachers.

**Art.68.** Exams are scheduled between 08.00-20.00. No exams will be held after 20.00, regardless of the mode of examination.

The date, time and place of the examinations will be notified in writing to the Dean of the Faculty by the course holders and/or students, as appropriate.

**Art.69.** The examination schedule is set by the course holders in agreement with the students and posted on the university website at least one week before the start of the session.

**Art.70.** Each subject must offer at least two options per session for the choice of examination date in the late and re-examination sessions.

**Art.71.** Examinations in different subjects cannot be taken on the same day. Exceptions to this provision are examinations during the overdue and re-examination sessions.

**Art.72.** In ordinary sessions, there must be an interval of at least two days between two successive examinations.

**Art.73.** Students may schedule the exam on any of the session days, including Saturdays and Sundays, in agreement with the teaching supervisor.

**Art.74.** Students are required to attend the exam at the time and place set and announced as scheduled (possibly 10-15 minutes before).

**Art.75.** Students are admitted to the examination on the basis of the student card officially certifying student status and/or the individual catalogue issued by the Dean's Office in the case of outstanding credits, credits in advance or difference examinations.

**Art.76.** In the regular session, the student will present himself/herself at the exam with the student card (with a temporary certificate from the Dean's Office) and ID card (or passport).

**Art.77.** Teachers attending the examination are required to identify students and check that the identity in the student's booklet corresponds to the one in the catalogue issued by the Dean's Office.

Students are assigned to the examination room according to the decision of the teachers supervising the examination.

**Art.78.** During the exam, students will have all means of communication turned off.

**Art.79.** In specific subjects, computers may be used with the approval of the examining teacher when this is part of the examination.

**Art.80.** Substitution of a person in the examination is prohibited and is punishable by the expulsion of both the student who has been substituted and the student who has substituted.



(1) Bags, outerwear and mobile phones are stored in the places specified by the supervising teacher, not on or near students.

(2) Mobile phones must be switched off when entering the examination room and remain switched off for the duration of the examination.

**Art.81.** The discovery on a student, during the examination, of electronic devices capable of communication or consultation of data is considered attempted fraud, even if the devices have not been used.

**Art.82.** Students who are hearing impaired and require the use of hearing aids must notify the course holder of this condition at least 72 hours before the examination. The course holder has the right to request medical documents attesting to the student's need for hearing aids.

**Art.83.** Students may not leave the examination room earlier than 30 minutes after the start of the examination.

**Art.84.** Students must carry a pen or pencil and all the permitted supplies needed for the exam. Any request or question may only be asked aloud and only with the permission of the teachers supervising the examination.

**Art.85.** The multiple-choice tests should be filled in only on the standard forms available at the VBUMPhT lithographer's office and distributed to students by the teachers.

**Art.86.** During the examination, communication between students is prohibited.

For any type of examination, the last 3 students must remain in the room until all students have been examined.

**Art.87.**

(1) On leaving the examination room, students must hand in the written paper and any signed sheets they have with them and sign for submission.

(2) During the examination, teachers do not carry out any activities other than supervising students.

**Art.88.** The actual duration of the exam is displayed by the teachers by writing on the board.

**Art.89.** The final mark of the examination is recorded in the student's record book with the signature of the course holder.

(1) Attempted fraud (discovery during the examination of malfunctioning/closed phones/other electronic devices or printed/written materials on or near students without consulting them) is punishable by being eliminated from the examination, failing the examination.

(2) Fraud (catching the student in the act while using/consulting the above-mentioned written materials or electronic devices, including the identification on or near the student of phones/electronic devices in working/unlocked condition) is punishable by expulsion without the right to re-enroll in VBUMPhT.

(3) The Examination Board will refer the examination fraud in writing to the Ethics Committee of VBUMPhT for review and resolution. Within 10 working days of receiving the referral, the Ethics Commission of VBUMPhT will determine the sanction, according to this Regulation, which will be implemented by the Rector within 30 days of its determination.

## VII. 7. Exam marking

**Art.90.**

(1) The examination mark must represent the level of the student's theoretical and practical knowledge.



(2) VBUMPhT will apply clear and transparent rules for challenging the assessment of competencies and skills, by applying the provisions of this Regulation, its own regulations and the legislation in force.

(3) In the evaluation process of the internship/scientific research activity, the assessment of the internship/scientific supervisor of the structure where the activity was carried out will be taken into account.

**Art.91.** The final mark may be the result of a single final assessment or the arithmetic average of the examination mark and the practical examination mark or other forms of assessment.

**Art.92.** A subject is passed if the final mark is at least 5.

**Art.93.** The examination passed or only the practical part passed is recognised throughout the period of study in the study programme concerned, unless the student waives the mark, under his/her own responsibility, in order to change the mark in the re-examination session.

**Art.94.**

(1) If the student is not satisfied with the mark obtained in the examination, he/she has the right to request a re-examination in order to change the mark, at a fee.

(2) A re-examination to change the mark of the examination passed may be requested, in writing, for a maximum of two examinations in the syllabus of the current year of study, only if the student is a full student at the end of the session of resits.

(3) The mark obtained following a re-examination with a view to changing the mark is final and may result in the mark being increased, the mark being lowered or the examination not being passed with loss of credits.

(4) If the student does not attend the examination, although there is a written request from the student for a re-examination - grade change, the grade obtained previously will be recognised.

(5) If the student only takes one examination paper and withdraws from the other paper, the examination is considered failed and the student loses the credits.

**Art.95.** The results of the examination are communicated to the student on the spot or within 48 hours after the examination and must be entered in the examination catalogue/exam results and in the student's record book.

**Art.96.** The completed and signed catalogue must be handed in to the faculty secretariat by a member of the examination board/subject representative, by signature, at the latest the day after the end of the revision session (in the case of the winter session) or the re-examination/grade change session (in the case of the summer session).

**Art.97.**

(1) The student has the right to see the work and receive an explanation of the mark within 24 hours of the results being announced. To this end, the course holder is obliged to set a time limit for students to consult their work.

(2) Students who feel that they have been unfairly treated in the examination may appeal against the result.

(3) A student's appeal can only concern his/her own results.

(4) Students' appeals regarding the way the exams are conducted, the marking or the results of the exam are submitted to the faculty secretariat within 24 hours of the results being communicated.

(5) If it turns out that the examination was conducted irregularly or that the student was assessed incorrectly, the Dean of the Faculty may cancel the result of the examination and order a new examination by a



committee proposed by the Dean of the Faculty, made up of 3 teaching staff, in accordance with the examination procedures laid down for the subject concerned. The re-examination, under these conditions, does not lead to a reduction in the total number of submissions possible for passing an examination.

(6) The answer to the appeal will be communicated in writing to the student, the teacher involved and the head of the department within 24 hours of submission.

## VII. 8. Passing exams and moving from one year of study to another

### Art.98.

(1) The promotion of a Master's degree programme requires the successful completion of all the subjects and the total number of credits (60 and 120 credits respectively) foreseen for each study programme.

(2) Students who have not obtained the total number of credits required to graduate from the programme, 60 credits/120 credits, may continue their studies during a **complementary year, on the basis of the signature of a new study contract.**

(3) The minimum pass mark is 5 (five) in both the practical and theoretical examinations.

(4) A passed test, even in the absence of passing the exam, will be recognised throughout the years of study.

(5) Marks lower than 5 require the exam to be repeated in a future session.

**Art.99.** An examination passed in a previous academic year is recognised as passed, even if the number of credits allocated for that subject changes. This provision also applies accordingly if, as a result of a change in the curriculum, a one-semester subject is split into two-semester subjects or a two-semester subject is merged into one-semester subject.

### Art.100.

In the years within a Master's degree programme, the academic situation can be:

1. **PROMOTED INTEGRALIST**, if he/she has obtained all 60 credit units as stated in the curriculum;

(a) **PASSED WITH RESERVES**, if he/she has obtained at least 45 credits out of a total of 60 credits stipulated in the curriculum, in the case of 2-year master's degree programmes (120 credits);

2. **REJECTED**, if he/she has not obtained the 60 credits/year (in the case of 1-year master's degree programmes), respectively if he/she has not obtained a minimum of 45 credits/year or the 120 credits stipulated in the study plan, in the case of 2-year master's degree programmes (120 credits);

In this situation, the master's student is entitled to enroll in a **complementary year.**

3. **EXPELLED, under the following conditions, in compliance with points VII.15 and VII.16 of these Regulations:**

- if the master's student has not obtained the 60 credits stipulated in the curriculum, has not fulfilled his/her financial obligations and has not submitted an application for enrollment in a complementary year (in the case of 1-year master's degree programmes);

- if the master's student has not obtained a minimum of 45 credits/year or the 120 credits, as set out in the curriculum, has not fulfilled his/her financial obligations and has not applied for a complementary year (in the case of 2-year master's degree programmes);

## VII. 9. Extension of the schooling period

### Art.101.



The student is obliged to complete his/her studies within a time limit not exceeding twice the normal duration of the study programme in which he/she is enrolled.

## VII. 10. Additional year

### Art.102.

(1) Students who have not obtained a minimum of **45 credits out of the total 60 allocated/year (the number of remaining credits is a maximum of 15 credits/year of study)**, required for the promotion of an academic year, may continue their studies during a **complementary year, on the basis of the signature of a new study contract**.

(2) The complementary year means a repeat year with the possibility of obtaining a maximum of 30 credits in advance.

(3) The supplementary year extends the total duration of studies.

### Art.103.

(1) During the course of studies, a student may be enrolled in an additional year without exceeding twice the normal duration of tuition for the study programme in which he/she is enrolled.

(2) If the student does not pass the complementary year, he/she will be expelled with the right to re-enroll/without the right to re-enroll, as the case may be.

### Art.104.

(1) The application for enrollment in the complementary year must be submitted in writing to the faculty secretariat after the end of the examination session or at the latest 10 working days before the beginning of the academic year, otherwise, the student will be expelled for non-enrollment.

(2) In the complementary year, the student pays a tuition fee proportional to the number of credits outstanding, but not more than the equivalent of 60 transferable credits in relation to the tuition fee for the year of study in which he/she enrolls. Outstanding credits mean all outstanding credits, not yet awarded at the date of enrollment in the complementary year, as defined in the Regulation on the amount of tuition and other fees.

(3) For foreign students (non-EU citizens) studying on their own, the tuition fee for the complementary year will be at the level of the tuition fee for the year of study in which they enrolled, in the amount set by the University Senate.

(4) The student enrolled in a complementary year is not entitled to receive a scholarship.

(5) A student enrolled in an additional year who is dissatisfied with a mark obtained in a passed examination for the year he/she is repeating has the right to repeat the subject, subject to the structure of the academic year.

### Art.105.

(1) Students who do not obtain the credits required for promotion to the next academic year and are enrolled in a complementary year must satisfy the curriculum requirements of the class with which they are returning.

(2) In the complementary year, the student's teaching obligations are limited to non-promoted subjects and new subjects in case of curriculum changes.



(3) In the case of students enrolled in a complementary year, the grades will be kept in the records of the subjects and the credits obtained in the subjects promoted in the previous year, including the credits obtained in advance, remain valid and will be transcribed by the secretaries of the faculties in the grade centralizer.

(4) Students enrolled in the complementary year must meet the requirements of the curriculum of the graduating class. If there are changes, the secretaries of the faculties will indicate in the applications for enrollment in the complementary year the subjects in which students must sit the exams/exams of difference by change of curriculum. Aligning the academic situation of students enrolled in the complementary year with the curriculum of the promotion, by adding or deleting subjects, may lead to a change in the overall average of the year in question. Difference examinations established by a change of curriculum are held without financial obligation.

**Art.106.**

(1) Students enrolled in a complementary year may opt to take part in the upper-year curriculum, thus obtaining credits in advance.

(2) Students who, in the complementary year, apply for loans in advance will pay the full tuition fee.

(3) Obtaining credits in advance for a year of study is not followed by a reduction of the tuition fee for that year.

(4) The option to follow, in part, the upper year curriculum is submitted to the Dean's Office within the deadline for student registration.

(5) The application is endorsed by the course holder and the head of the discipline and approved by the Dean of the Faculty. The student is required to submit a copy of the application approved by the Dean for the discipline for which he/she is requesting credits in advance with a mention of the group with which he/she will carry out practical work/internships.

(6) The number of credits taken from the senior year is limited to 30 units. The sum of outstanding and assumed upper-year credits may not exceed 60 in an academic year.

(7) Advance credits will not be approved for subjects with continuity if they have not been passed in previous years.

(8) One week prior to the exam, during the session, students will request an individual catalogue with which to take the exam.

(9) Depending on the schedule of outstanding credits, the student in the complementary year may carry out teaching activities and take examinations in subjects in the following year, with the approval of the course holder and provided that the student has fully fulfilled the teaching obligations (attendance at lectures, practical work, internships).

(10) Any credits obtained in advance are not taken into account when counting the credits required to pass the year of study. Credits taken in advance only count for the semester/year to which the subject taken in advance belongs.

## VII. 11. Medical extension

**Art.107.**

(1) Students who do not pass the next academic year for medical reasons can be re-enrolled in the same year of study under the following conditions:



a) have been hospitalised for more than 60 calendar days, or

b) had sick leave of more than 60 calendar days, of which at least 20 consecutive days of hospitalisation.

(2) To this end, students must submit a request for a medical extension of their tuition to the faculty secretary's office, together with the supporting documents approved by the university's medical committee, no later than 10 days after the end of the medical exemption period mentioned in the medical certificate.

(3) The documents will be reviewed and endorsed by the Dean and Board of Directors.

**Art.108.** On resuming their studies, students who have benefited from a medical extension of their tuition will resume their place, budgeted or fee-paying, held at the time of the request for an extension on medical grounds.

**Art.109.**

(1) Budgeted students who have not obtained the number of credits required for promotion due to medical reasons will follow the complementary year without financial obligations.

(2) **The** request for resumption of studies without financial obligations will be approved by the Dean of the Faculty and approved by the Board of Directors.

**Art.110.**

(1) Medical extension of schooling may be granted only once during the whole schooling period, for 1 year.

(2) In exceptional circumstances, the Board of Directors of the University may approve the additional medical extension of tuition.

**Art.111.**

(1) In the medical extension year, students must meet the curriculum requirements of the class they are returning to study.

(2) The student's teaching obligations are limited to non-promoted subjects and new subjects in case of curriculum changes.

(3) Exam grades from previous years are recognised.

(4) In the case of changes to the syllabus in new subjects, students will sit difference examinations without financial obligation.

**Art.112.** If, on resumption of studies, the repeated degree programme no longer exists, the student may opt for a programme close in content. If such a programme does not exist, the University has no obligation towards students in this situation.

## VII. 12. Interruption of studies

**Art.113.**

(1) Interruption of schooling may be approved for a cumulative period of up to one year during the duration of the study programme.

(2) During the interruption of studies, student status is suspended.

(3) **The** request to interrupt the schooling will be submitted in writing to the secretariat no later than the beginning of the second-semester session.

(4) **The** request for discontinuation will be endorsed by the Dean of the Faculty and approved by the Board of Trustees of the University.



- (5) **The** period for which the student benefits from free education, according to the legislation in force, is not affected by the period for which the interruption of studies has been approved.
- (6) Fee-paying students are required to pay the tuition fee for the current year.
- (7) Examinations passed by the date of interruption of schooling will be recognised.
- (8) Students who have interrupted their studies are obliged to fulfil, when they resume their studies, any teaching obligations resulting from changes in the curriculum in the meantime, by studying the newly introduced subjects and taking the difference examinations, without financial obligations.
- (9) This fact must be communicated to the student at the time of the interruption of studies, mentioning on the application for interruption that he/she is aware of it.
- (10) If, on return, the interrupted study programme no longer exists, the student may opt for a programme close in content. If such a programme does not exist, the University has no obligation to students in this situation.
- (11) At the end of the interruption of studies, the student will submit an application for resumption of studies at least 10 working days before the beginning of the academic year, otherwise, he/she will be expelled for non-enrollment.
- (12) On resuming their studies, students will resume their budgeted or fee-paid place held at the time of the request for the interruption.

## VII. 13. Withdrawal from studies

### Art.114.

- (1) The student has the right to request a withdrawal from studies by submitting a request to the Registrar's Office, which will be endorsed by the Dean and approved by the Board of Directors of the University.
- (2) The fee-paying student is obliged to pay the tuition fees for the current academic year.
- (3) The documents in the personal file will be released only after the complete liquidation note has been submitted to the secretariat.
- (4) In case of withdrawal, the regaining of the student status at VBUMPhT will take place only by taking a new entrance examination, except for the cases provided for in paragraph. 5.
- (5) Re-registration without an entrance examination may be approved, upon written request of withdrawn students, within a maximum of 5 years after the withdrawal from VBUMPhT, with the agreement of the Dean of the Faculty and the opinion of the Administrative Council, by decision of the Rector, under the conditions provided for in these Regulations on Re-registration. Students who withdrew from the University in the first year of study are exempted from this provision.
- (6) **The** application for regaining student status will be submitted to the faculty secretariat at least 10 working days before the beginning of the academic year.

## VII. 14. School dropouts

### Art.115.

At VBUMPhT, dropout means:

- failure to register within the time limit laid down in this Regulation.
- withdrawal from studies.



## VII. 15. Expulsion

### Art.116.

(1) In the following situations, students will be expelled, with the right to re-enroll in VBUMPhT:

- failure to sign/sign the study contract or the additional documents to it, within the time limits set by the University regulations;
- non-payment of tuition fees within the time limits set by the University regulations;
- failure to submit the documents required for enrollment and registration in the personal file, i.e. failure to submit the original degree diploma within the deadline for enrollment in the first year;
- failure to submit an application for resumption of studies within the prescribed time limit after the expiry of the interruption of studies;
- deviations from academic discipline and ethics and for non-compliance with University regulations, at the proposal of the Faculty Council and/or the VBUMPhT Ethics Committee, by decision of the Rector.

(2) In the following situations, students will be expelled, without the right to re-enroll in VBUMPhT:

- exceeding twice the normal duration of the study programme in which the student is enrolled;
- Exam cheating (catching the student in the act while using/consuming the written materials or electronic devices mentioned above, including the identification on or near the student of working/open phones/electronic devices);
- serious violation of the rules of social conduct, inside or outside the University;
- taking any action of any kind (verbal or written) designed to discredit the University or any member of the academic community or to seriously damage its image and prestige;
- deviations from academic discipline and ethics and for non-compliance with University regulations, at the proposal of the Faculty Council and/or the VBUMPhT Ethics Committee, by decision of the Rector.

(3) After the expulsion, the person concerned loses his/her student status and VBUMPhT is no longer bound to him/her.

(4) In the event of a new enrollment through an entrance examination, the results obtained previously are not recognized and cannot be equated in VBUMPhT.

## VII. 16. Re-registration

### Art.117.

(1) Re-registration is made within the deadline set for the enrollment of students, on the basis of an application, with the agreement of the Dean of the Faculty and the opinion of the Administrative Council, by decision of the Rector, subject to the signing of the study contract and the payment of the tuition fee.

(2) Expelled students may be re-enrolled within a maximum of 5 years after expulsion in the same study programme, except for students expelled in the first year of study and those expelled without the right to re-enrollment.

(3) Withdrawn VBUMPhT students may be re-enrolled within a maximum of 5 years after withdrawal in the same study programme, except for students withdrawn in their first year of study.

(4) Students enrolled according to Law no. 84/1995 and who have been expelled or withdrawn cannot be re-enrolled.



- (5) Re-registration will be on a fee basis, for the duration of the studies, with the retention of the original matriculation number.
- (6) Students will also pay a re-enrollment fee set by the University Senate.
- (7) Re-enrollment is done in the year of study corresponding to the number of equivalent/recognised transferable study credits obtained up to the moment of expulsion/withdrawal, by making the study plans compatible.
- (8) Re-registration will be approved with the passing of any difference examinations, if applicable. No permanent academic mobility is allowed in the year of re-enrollment.
- (9) **The** re-acquisition of student status by persons who have been expelled or have withdrawn from other faculties in the country is done after passing the entrance examination to the "Victor Babes" University of Medicine and Pharmacy in Timisoara.
- (10) During a study cycle students may be re-enrolled only once.

## VII. 17. Student mobility

### Art.118.

- (1) Academic mobility is the right of students to have their transferable credits acquired, in accordance with the law, recognised at other accredited/provisionally authorised higher education institutions in the country or abroad or at other study programmes within the same higher education institution.
- (2) Mobility may be internal or international, respectively permanent or temporary, for all forms of education.
- (3) Academic mobility will be carried out in compliance with the legal provisions on tuition capacity and funding of higher education, in accordance with the provisions of this Regulation.

**Art.119.** Recognition of transferable credits in the case of international academic mobility can be made by higher education institutions for the person who proves the completion of the mobility period with documents issued by the higher education institution he/she attended.

### Art.120.

- (1) Academic mobility may be carried out at the request of the student or the student-master:
- on the basis of interinstitutional agreements;
  - only with the agreement of the sending and receiving accredited/provisionally authorised higher education institutions, as appropriate.
- (2) The inter-institutional acceptance consists in completing and signing the mobility application form provided in the annex of the M.E. Order no. 5140/2019, regarding the academic mobility of students as follows:
- the student submits the mobility application to the higher education institution where he/she wishes to be mobile in order to obtain acceptance;
  - after obtaining the mobility acceptance, the student requests mobility from the higher education institution where he/she is registered;
  - the higher education institution accepting the mobility first signs the student's mobility request, then the institution from which the student is leaving signs;



- the conditions under which mobility takes place are also listed in the application.

**Art.121.** The conditions under which the academic mobility of the student can be carried out, namely the general criteria for recognition and equivalence of studies carried out in other higher education institutions abroad, for the cycle of master's degree studies at VBUMPhT are established by the Regulation on the academic mobility of students, for the bachelor's and master's cycle, at the „Victor Babeș” University of Medicine and Pharmacy in Timișoara.

## CHAPTER VIII. DISSERTATION

### Art.122.

(1) At VBUMPhT, the Master's degree is completed with the completion and defence of a dissertation that must demonstrate advanced scientific knowledge of the topic and contain original scientific research elements for the development and solution of the topic.

(2) Within VBUMPhT, the dissertation examination is conducted on the basis of its own methodology, according to the provisions of the National Education Law no. 1/2011, Law no. 288/2004 on the organization of university studies, with subsequent amendments and additions, Order of the Ministry of Education and Research no. 4062/2003, on the quality assurance of undergraduate, diploma and dissertation papers, Government Decision no. 404/2006 on the organisation and conduct of master's university studies, the Order of the Minister of Education no. 3106/2022 approving the Framework Methodology for the organisation and conduct of bachelor's/diploma and dissertation examinations, published in Part I of the Official Journal of Romania no. 169 of 21 February 2022.

(3) The dissertation examination consists of a single examination, namely the presentation and defence of the dissertation. The defence of the dissertation may be public and will take place before the evaluation committee.

(4) The purpose of the examination is to assess the ability of graduates to use the knowledge acquired during their studies to produce a scientific paper on specific problems in the medical or pharmaceutical field.

(5) The dissertation will be defended during the period established according to the organisational methodology approved by annual decision of the University Senate.

(6) In an academic year, only one dissertation examination session will be organised for each Master's degree programme.

(7) In the case of the dissertation of a Master's research graduate:

- a) the objectives of the dissertation must be to address a specific research topic;
- b) the dissertation must demonstrate the master's ability to conduct independent research;
- c) the applied purpose of the dissertation aims at the master's ability to implement in practice his/her own solutions resulting from the research undertaken;
- d) the dissertation must include two final components related to *research limitations* and *future research directions*.

(8) 10 ECTS in addition to the ECTS of the study programme will be awarded for the preparation, examination and passing of the dissertation examination.

### Art.123.

#### MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: 0256295157

Email: masterat@umft.ro



(1) The dissertation examination can be taken by the own graduates of the master's degree programme, if they have passed all the scheduled examinations, have accumulated all the credits according to the curriculum of the master's degree programme followed, have prepared and submitted the dissertation in due time.

(2) Master's students of the previous graduating classes who did not take the dissertation exam in that year, but who have completed their studies (credits accumulated according to the study plan) may also take the dissertation exam upon payment of a fee established in accordance with the Regulation on the amount of tuition and other fees in VBUMPhT.

(3) The period for registration and submission of dissertation papers is in accordance with the university structure.

(4) The dissertation will be handed in to the secretariat 30 days before the final examination.

**Art.124.** The dissertation examination is public and takes place in the presence, at the same place and at the same time, of the examination board and the examinee.

(2) The dissertation examination is concluded by marking the dissertation papers with marks from 1 to 10. The mark awarded for the dissertation will reflect both the theoretical and applied nature of the dissertation and the way in which it is presented and defended by the candidate.

## CHAPTER IX. ISSUANCE OF STUDY DOCUMENTS

### **Art.125.**

(1) Graduates who have passed the dissertation examination will be issued by the Office of Academic Records of the VBUMPhT with the graduation diploma accompanied by the diploma supplement, within at least 12 months from the date of promotion.

(2) Until the diploma is issued, graduates who have passed the school leaving examination will receive graduation certificates. The graduation certificate gives the holder the same legal rights as the diploma until its issuance.

(3) In case of loss or destruction, the issuance of a new certificate follows the procedures for issuing duplicate diplomas.

**Art.126.** The certificate of graduation, without a final examination, of university studies, which certifies the completion of a study programme and is issued on request to graduates who have not taken or passed the final examination. It is drawn up by the graduate institution and contains the following minimum compulsory elements:

a) field of university studies;

b) the study programme/specialisation;

c) period of study;

d) average years of study;

e) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as appropriate);

f) the number of the ministerial order/letter of acceptance to study/approval of enrollment/certificate of recognition of studies - for foreign students;



g) the position, surname, forename and signature of the persons in the institution in office at the date of completion (rector, head university secretary, dean, head faculty secretary) and the institution's seal.

#### **Art.127.**

(1) The conditions for issuing study documents are made public by posting on the notice board of the Study Documents Secretariat, on the VBUMPhT website ([www.umft.ro](http://www.umft.ro)) and presented in the **Study Documents Regulation**, approved by the Senate, in accordance with the Framework Regulation of 27 April 2020 on the regime of study documents and university documents in the higher education system.

(2) At the time of issue, the graduate must present his/her ID or passport in original, valid on the day of issue of the diploma(s).

## **CHAPTER X. ANNEXES**

Annex No. 1 - Standard application - Enrollment in a complementary year

Annex No. 2 - Standard application - Interruption of studies

Annex No 3 - Model application - Withdrawal from studies

Annex No. 4 - Standard application - Resumption of studies

Annex No. 5 - Standard application - Re-registration for studies

Annex No. 6 - Standard application - Extension of schooling for medical reasons

Annex No 7 - Standard application - for change of name on the birth certificate originally submitted

Annex No. 8 - Standard application - on the initiation of the procedure for the issuance of a new Letter of Acceptance for Studies by the Ministry of Education.

## **CHAPTER XI. FINAL PROVISIONS**

**Art.128.** These regulations will be reviewed annually, amended in accordance with new legal provisions and approved by the University Senate at least three (3) months before the start of the academic year, in accordance with LEN no. 1/2011, art. 136, para. (2).

(1) The regulations can only be amended with the approval of the University Senate.

(2) The Faculty Councils and the Administrative Board may adopt resolutions on the detailing of certain articles of these regulations, depending on the specific nature of the activity.

(3) In exceptional situations (state of emergency/curfew, epidemics/pandemics, natural disasters and other justified situations), the Board of Directors of VBUMPhT may decide on the way of carrying out the teaching activity, based on university autonomy, according to its own procedure.

**Art.129.** To make the contents of these Regulations known, they will be posted on the university website ([www.umft.ro](http://www.umft.ro)), section Students Regulations.

**Art.130.** The following regulations and methodologies supplement these Regulations:

- University code of student rights and obligations;
- Methodology for the organization and conduct of the entrance examination for the master's degree at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulations for the awarding of scholarships at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- Regulation on the application of the European Credit Transfer System (ECTS) at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;



- 
- Regulations for the academic recognition of Erasmus+ students' studies at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara
  - Methodology for the organisation and conduct of the dissertation examination;
  - Regulation on the management, completion and issuance of study documents and university documents within the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
  - Regulation on the amount of tuition and other fees;
  - Methodology of examination and grading of students at VBUMPhT;
  - Methodology on the organization and conduct of the examination process of students/master's/doctoral candidates in the *online* system at VBUMPhT;
  - Criteria and performance standards for the annual reclassification of students;
  - Regulation on the organization and conduct of specialist practice at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
  - Regulation on the academic mobility of students, for bachelor and master's cycle, within the University of Medicine and Pharmacy „Victor Babeș" in Timișoara.

**Art.131.** On the date of approval of this Regulation, any regulations to the contrary are repealed.

**Art.132.** The Senate of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara approved the present Regulation in the meeting of 31 May 2023, date on which it enters into force.

**RECTOR,**

**Prof. MD Octavian Marius Cretu, PhD**

*The holograph signature is affixed to the original version of the document which is kept in the archives of the University Senate. This act will have the same legal force as the original document.*



**Annex No 1 Form code** UMFVBT- REG/PD/DFM/DFMF/DF/19/2023 - 01

Registration No \_\_\_\_\_

*Favourable opinion,*  
DEAN,

To \_\_\_\_\_

**THE FACULTY MANAGEMENT** \_\_\_\_\_

The undersigned \_\_\_\_\_, declared REPETER in the year \_\_\_\_\_,  
academic year \_\_\_\_\_, at the Faculty of \_\_\_\_\_, Study  
Programme: \_\_\_\_\_, please approve my **ENROLMENT IN A COMPLEMENTARY**

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: 0256295157

Email: masterat@umft.ro



YEAR \_\_\_\_\_, in the academic year \_\_\_\_\_, at the Faculty of \_\_\_\_\_, Programme of study: \_\_\_\_\_.

Thank you.

Date, \_\_\_\_\_

Student signature, \_\_\_\_\_

**EDUCATIONAL STATUS of the student(s)** \_\_\_\_\_, **matric number** \_\_\_\_\_:

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

EXAMINATIONS OF DIFFERENCE established by the change of the Education Plan, according to the promotion \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*Head of Faculty Secretary,* \_\_\_\_\_

**I took notice and received a copy** \_\_\_\_\_  
(date and signature)

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 2 - UMFVBT- REG/PD/DFM/DFMF/DFP/19/2023 - 02**

Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS

\_\_\_\_\_

\_\_\_\_\_

To

**The Management of the "Victor Babes" University of Medicine and Pharmacy in Timisoara,**



The undersigned \_\_\_\_\_, country \_\_\_\_\_, student in year \_\_\_\_\_, gr. \_\_\_\_\_, academic year \_\_\_\_\_, in the **FACULTY OF** \_\_\_\_\_, Study programme \_\_\_\_\_, on a free / fee-paying basis, I would like to ask you to approve the **INTERRUPTION** of my Master's studies, during \_\_\_\_\_, for the following reasons: \_\_\_\_\_

Thank you.

\* I have taken note that, when I resume my studies, I will fulfil any teaching obligations resulting from the changes in the curriculum in the meantime, by studying the newly introduced subjects and taking the difference exams, without financial obligations.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**SCHOOL SITUATION:**

Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____

Head of faculty secretary,  
\_\_\_\_\_

**THE STUDENT'S FINANCIAL SITUATION:**

PAID - fee for the academic year \_\_\_\_\_

Admin.finance: \_\_\_\_\_

(name, surname, signature)

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 3** UMFVBT- REG/PD/DFM/DFMF/DFP/19/2023 - 03

Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,  
\_\_\_\_\_

THE BOARD OF DIRECTORS,  
\_\_\_\_\_

**To,  
THE MANAGEMENT OF THE "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND  
PHARMACY IN TIMISOARA,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, student in year \_\_\_\_\_, academic year: \_\_\_\_\_, gr. \_\_\_\_\_, in the **FACULTY OF** \_\_\_\_\_, Study

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: 0256295157

Email: masterat@umft.ro



programme: \_\_\_\_\_, on a free / fee-paying / CPV basis, please approve my

**WITHDRAWAL** from my Master's degree studies, for the following reasons:

At the same time, please release me:

- the personal documents file,
- school situation,
- analytical programme (please tick)

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**SCHOOL SITUATION:**

Year of study \_\_\_\_\_ University year \_\_\_\_\_ average \_\_\_\_\_  
Year of study \_\_\_\_\_ University year \_\_\_\_\_ average \_\_\_\_\_  
Year of study \_\_\_\_\_ University year \_\_\_\_\_ average \_\_\_\_\_  
Year of study \_\_\_\_\_ University year \_\_\_\_\_ average \_\_\_\_\_  
Year of study \_\_\_\_\_ University year \_\_\_\_\_ average \_\_\_\_\_  
Year of study \_\_\_\_\_ University year \_\_\_\_\_ average \_\_\_\_\_

Head of the faculty secretary,

**THE STUDENT'S FINANCIAL SITUATION:**

PAID - fee for the academic year \_\_\_\_\_

Admin.finance: \_\_\_\_\_ (name, surname, signature)

*The deadline for processing the request is in accordance with the legislation in force*

**Annex No 4 - UMFVBT- REG/PD/DFM/DFMF/DFE/19/2023 - 04**

Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS,

\_\_\_\_\_

\_\_\_\_\_

**To**

**The Management of the "Victor Babeș" University of Medicine and Pharmacy  
in Timisoara,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, having  
my student status suspended due to interruption of studies at the FACULTY OF

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: 0256295157

Email: masterat@umft.ro

[www.umft.ro](http://www.umft.ro)



\_\_\_\_\_, Study Program: \_\_\_\_\_, please approve my  
**RESUMPTION OF STUDIES** at the Faculty of \_\_\_\_\_, Study Program:  
\_\_\_\_\_, in the year \_\_\_\_\_, academic year \_\_\_\_\_, on a free / fee-paying basis.

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**EDUCATIONAL STATUS** of the student(s) \_\_\_\_\_, **matric number** \_\_\_\_\_:

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

EXAMINATIONS OF DIFFERENCE established by the change in the Education Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*Head of faculty secretary,*

\_\_\_\_\_

*The time limit for processing the application is in accordance with the legislation in force*

**Annex No 5 - UMFVBT- REG/PD/DFM/DFMF/DFP/19/2023 - 05**

Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS,

\_\_\_\_\_

\_\_\_\_\_

**To**

**The Management of the "Victor Babes" University of Medicine and Pharmacy  
in Timisoara,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, expelled  
from the Faculty \_\_\_\_\_, study programme \_\_\_\_\_, please approve my **RE-**

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: 0256295157

Email: masterat@umft.ro



**REGISTRATION in the** Faculty \_\_\_\_\_, study programme \_\_\_\_\_, in the year \_\_\_\_\_, academic year \_\_\_\_\_, on a free / fee-paying basis.

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**EDUCATIONAL STATUS of the student(s)** \_\_\_\_\_, **matric number** \_\_\_\_\_:

Year \_\_\_\_/ univ. year \_\_\_\_/ \_\_\_\_\_

*Head of Faculty Secretary,*

EXAMINATIONS OF DIFFERENCE established by the change in the Education Plan:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*The deadline for processing the application is in accordance with the legislation in force.*

**Annex No 6 - UMFVBT- REG/PD/DFM/DFMF/DFE/19/2023 - 06**

Registration No \_\_\_\_\_

*Favourable opinion,*

*Approved,*

DEAN,

BOARD OF DIRECTORS

**To**

**The Management of the "Victor Babes" University of Medicine and Pharmacy in Timisoara,**

The undersigned, \_\_\_\_\_, country \_\_\_\_\_, student in year \_\_\_\_\_, gr. \_\_\_\_\_, academic year \_\_\_\_\_, in the **FACULTY OF** \_\_\_\_\_, Study

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: 0256295157

Email: masterat@umft.ro



Programme \_\_\_\_\_, on a free / fee-paying basis, please approve my **EXTENSION OF SCHOOLING** for medical reasons, during \_\_\_\_\_, for the following reasons.

I enclose the following supporting documents: \_\_\_\_\_

Thank you.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_

**SCHOOL SITUATION:**

Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____
Year of study _____	University year _____	average _____

Head of the faculty secretary,

**THE STUDENT'S FINANCIAL SITUATION:**

PAID - fee for the academic year \_\_\_\_\_

Admin.finance: \_\_\_\_\_

(name, surname, signature)

*The deadline for processing the application is in accordance with the legislation in force .*

**Annex No 7 - UMFVBT- REG/PD/DFM/DFMF/DFP/19/2023 - 07**

Registration No ...../.....

*Acknowledged*  
*Legal Office*

**APPROVED**  
*Board of Directors*

**To**

***The Management of the "Victor Babeș" University of Medicine and Pharmacy in  
Timișoara***

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timișoara, Romania

Tel: 0256295157

Email: masterat@umft.ro

[www.umft.ro](http://www.umft.ro)



The undersigned, \_\_\_\_\_, student in year \_\_\_\_\_,  
academic year \_\_\_\_\_, Faculty \_\_\_\_\_, study programme \_\_\_\_\_  
\_\_\_\_\_ holder of the ID card series \_\_\_\_\_, no. \_\_\_\_\_, PIN: \_\_\_\_\_,  
residing in the town \_\_\_\_\_, str. \_\_\_\_\_, no. \_\_\_\_\_,  
bl. \_\_\_\_\_, entrance. \_\_\_\_\_, et. \_\_\_\_\_, ap. \_\_\_\_\_, county \_\_\_\_\_, ***I request to  
change the name on the birth certificate submitted initially,*** as follows: from  
\_\_\_\_\_ (initial name) to \_\_\_\_\_. (new name).

Attached:

1. Official documents showing the new name and on the basis of which another birth certificate was issued (original + one copy);
2. Birth certificate with new name (original + one copy).

Thank you,

Date:

Signature:

\_\_\_\_\_  
Dean of the Faculty of \_\_\_\_\_ propose for approval,

**Annex No 8 - UMFVBT- REG/PD/DFM/DFMF/DF/19/2023 - 08**

Registration No ...../.....

To,

***The Management of the „Victor Babeș“ University of Medicine and Pharmacy in Timișoara  
Faculty of .....***

The undersigned, \_\_\_\_\_, student in year \_\_\_\_\_, academic year \_\_\_\_\_,  
Faculty \_\_\_\_\_, study programme \_\_\_\_\_  
\_\_\_\_\_ holder of passport number \_\_\_\_\_, no. \_\_\_\_\_, domiciled in the town  
of \_\_\_\_\_, str. \_\_\_\_\_, no. \_\_\_\_\_, bl. \_\_\_\_\_,  
entrance \_\_\_\_\_, et. \_\_\_\_\_, ap. \_\_\_\_\_, county \_\_\_\_\_, ***I request the initiation of the procedure  
for the issuance of a new Letter of Acceptance by the Ministry of Education, having in regard\*:***

Change of name in the passport originally submitted

MASTER'S DEGREE

2 Eftimie Murgu Square, code 300041, Timișoara, Romania

Tel: 0256295157

Email: masterat@umft.ro

[www.umft.ro](http://www.umft.ro)



- Re-enrollment in the year ....., study programme .....
- Definitive academic mobility
- Other situations

I attach the following related documents:

- Change of name in the passport originally submitted*
- Official documents showing the new name and on the basis of which another passport was issued (original and one copy or certified translations);
  - Passport with the new name (original and one copy or certified translation);
  - Letter of acceptance initially issued by the Ministry of Education (copy);
  - Other documents (original and copy).
- Re-enrollment in the year ..... in the study programme .....*
- Application for re-registration (copy);
  - Letter of acceptance initially issued by the Ministry of Education (copy);
  - Other documents (original and copy).
- Definitive academic mobility*
- Application for definitive academic mobility (copy);
  - Letter of acceptance initially issued by the Ministry of Education;
  - Other documents (original and copy).
- Other statements (original and copy, i.e. certified translations):*

Thank you,

Date,

Signature,

\_\_\_\_\_  
Dean of the Faculty of \_\_\_\_\_ forward the request to the Prorectorate for International Relations for resolution