

## APPROVED

At the session of the Senate of  
Nicolae Testemitanu SUMPh

Minutes no. \_\_\_\_\_

of \_\_\_\_ \_\_\_\_\_ 2016

At the session of the Medicine nr 2  
Faculty Council Minutes no.4 of 31.05.2016

## REGULATIONS

on the activity of Faculty of Medicine No. 2

of Nicolae Testemitanu SUMPh

of the Republic of Moldova

### I. General principles

I.1. Faculty of Medicine Nr. 2 (hereinafter the Faculty) is a didactic-scientific and administrative subdivision of Nicolae Testemitanu SUMPh of the Republic of Moldova, which works under the legislation in force, University Charter, rules, instructions of the Ministry of Education, Ministry of Health, and of Nicolae Testemitanu SUMPh of the Republic of Moldova (hereinafter the University).

I.2. The Faculty aims to organize and develop the educational process, for students from other countries, methodical and scientific research activities and ensure living and training conditions for foreign citizens who came to study at the University, in conformity with the legislation in force.

### II. Faculty Responsibilities

2.1 The Faculty has the following responsibilities:

- a. training of qualified teaching and scientific specialists through higher education (license, maser course), specialized postuniversity education, doctoral and postdoctoral studies;
- b. coordination of teaching and research activities of departments and other subdivisions and implementation of their results;
- c. training of specialists through full-time education;
- d. assuring of quality of education;
- e. development and strengthening of the University positions in the international education market; selecting for studies the students from other countries, with a general education and high motivation.

- f. providing the population with healthcare and methodical organizational consultations in the Public Health Institutions of the Republic of Moldova.

2.2 Establishment, reorganization, suspension and liquidation of the activity of the Faculty is performed by decision of the University Senate.

### III. Organizational structure of the Faculty

3.1. Organizational structure of the Faculty comprises: departments, laboratories, department of admission, documentation and evidence and other university subdivisions determined in accordance with the University Charter, Senate Decisions, Decisions of the Board of Directors, decisions of the Scientific Council and orders of the Rector of the University.

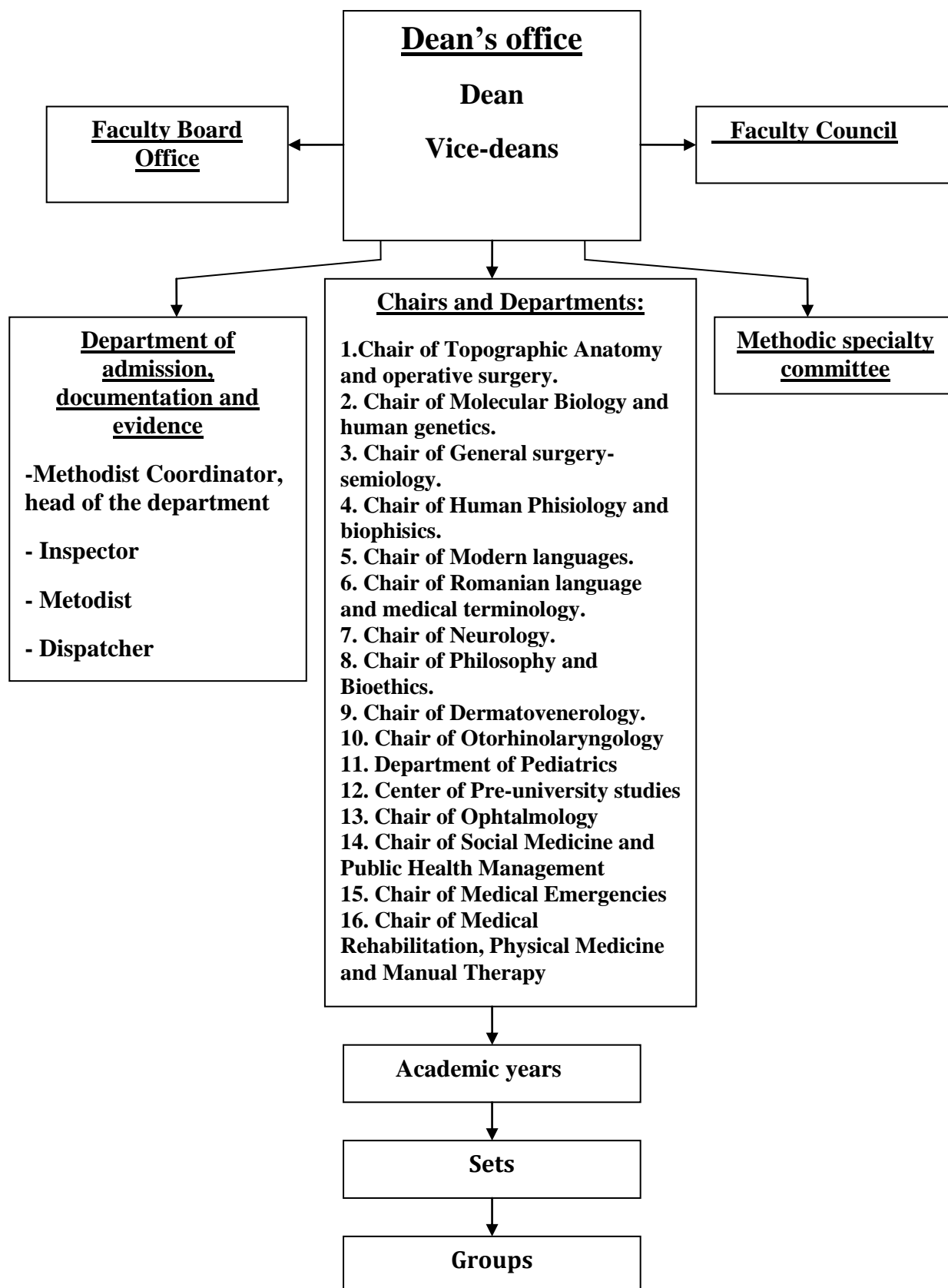
3.2. Organizational structure of the Faculty is flexible, being determined by the faculty development strategy.

3.3. Department is a basic subdivision of the Faculty, which organizes and conducts educational, methodic and scientific activities, in one or more lecture units (disciplines) related.

3.4. Laboratory is a Faculty or department subdivision, which aims to ensure completion of practical and research work in one or more lecture units (disciplines) according to curricula, scientific research plans etc. etc.

3.5. Faculty is established if the number of foreign students, enrolled for university studies, is of at least 200 people.

## Organizational structure of the Faculty



#### IV. Faculty Management

- 4.1. The supreme governing body of the Faculty is the Faculty Council, which is elected for the term of five years, in conformity with regulations in force.
- 4.2. Faculty Council consists of scientific and teaching staff, students, residents and doctoral candidates. All subdivisions of the Faculty are represented in the Council, under the principle of equality of rights.
- 4.3 Faculty Council has the following structure: dean, vice-deans, heads of departments, chairman and representative of trade union committee of employees of the Faculty, leaders of associations (communities) of foreign students, also an equal number of members from subdivisions, as well students, residents and doctoral candidates in proportion of 15 % of the total number of the Council.
- 4.4. Dean is the head of the Faculty Council, and one of the vice-deans is vice-head of the Council, elected by open vote by the Council members.
- 4.5 Secretarial and organizational activities related to the Faculty Council meetings, are assigned to the secretary of the Council, elected by the open vote of its members.
- 4.6 Faculty Council meets in ordinary sessions not less than once in two months, according to the activity plan, approved at the beginning of each academic year and in extraordinary sessions, convened at the initiative of the dean, Faculty Board Office or at the request of at least 1/3 of the Faculty Council members.
- 4.7 Faculty Council has the following responsibilities:
  - a. determines main directions of the faculty development, in conformity with the strategic development of the University;
  - b. submits the structure of the Faculty for Senate's approval;
  - c. proposes, in conformity with the legislation in force, candidates for the positions of rector of the University and dean of the Faculty;
  - d. approves the plans of development and strengthening of training of students in English, linguistic preparation of teachers, assurance of teaching materials, including English, curricula and syllabi for teaching foreign students at Undergraduate Training Department;
  - e. analyzes the results of training of students(results of examination sessions and traineeships etc.), examines issues relating to flow of the contingent of students (promotion, re-admission, transfer of students from one group to another or between sets, organizes sets and groups of studies etc.);
  - f. examines proposals on improvement of selection conditions for candidates to studies, for the conclusion of new contracts and proposing of promotional materials for attracting to studies the foreign citizens with a better motivation and general education;
  - g. analyses the development of scientific research in faculty subdivisions, including that of the students;
  - h. approves the plans of scientific research and of continuing training of teaching and scientific staff, individual plans of doctoral candidates, as well as documents on their attestation, signs the doctoral supervisors;
  - i. evaluates the results of license exams, of master thesis defense and submits them to Senate for approval;
  - j. signs the proposals of University Senate on establishment and abolition of departments or research units;

- k. approves competition commissions for filling the teaching positions of assistant, lecturer, senior-lecturer, associate professor;
- l. submits to University Senate proposals on granting the title of consulting-professor;
- m. signs and submits to the Senate or Senate Board suggestion on the use of Faculty property;
- n. submits to management bodies of the University proposals on continuation of activity of teachers of retirement age, according to provisions stipulated in the individual labour contract;
- o. to dean's proposal examines the materials on application of disciplinary sanctions to members of the university community from the Faculty, who don't comply with university regulations, and submits them to the rector of the University for approval;
- p. annually, approves and proposes for confirmation to University Senate dean's report on the didactic, scientific and educational activity of the Faculty;
- q. performs other duties, provided by legislation.

4.8 In periods between the meetings of the Faculty Council the operative management is performed by the Faculty Board Office consisting of: dean, vice-deans, secretary of the Council and representatives of students, master students, residents and doctoral candidates. Faculty Board has the following responsibilities:

- a. compiles the Regulation of the Faculty's activity and submits it for approval to the University Senate;
- b. executes the decisions of the Senate, Senate Board, Board of Directors, Scientific Council, Admission Committee of the University and orders of the rector;
- c. develops the curricula;
- d. proposes methods of using the Faculty property;
- e. signs the proposals of the departments on the list of the staff, performing of didactic activity, hiring auxiliary staff and submits them for approval to the University Senate Board;
- f. presents to the Faculty Council decisions for approval and the list of vacant positions proposed contest of filling the teaching positions of assistant, lecturer, senior-lecturer, associate professor;
- g. presents to the Faculty Council proposals on establishment or abolition of some departments or other subdivisions of the Faculty;
- h. submits to the Faculty Council for examination proposals on application of disciplinary sanctions to members of university community from the Faculty, who don't comply with university regulations in force;
- i. approves the transfer of students of the Faculty from one group to another or between sets;
- j. avizează transferul studenților de la o facultate la alta în cadrul Universității;
- k. implements decision of the Faculty Council and takes decisions on current issues, in the period between the meetings of the Faculty Council;
- l. coordinates the conducting of Council meetings;
- m. ensures the current management of the Faculty;
- n. solves social problems.

4.9 The executive management of the faculty is performed by the Dean, who is elected for a term of five years in conformity with regulations in force. The position of dean is considered extra-work to basic teaching position, according to Art. 104 (1) of Labour Code.

4.10 Dean of the Faculty:

- a. performs the general management of the Faculty;
- b. represents the Faculty within the institution and in relations with other physical persons and legal entities;
- c. elaborates the development strategy of the Faculty;
- d. coordinates the activity of the Faculty Board Office;
- e. signs cooperation agreements with other faculties, students' record books, diplomas, etc.;
- f. organizes, coordinates and ensures the control of realization of the educational, curative and scientific research processes within the Faculty;
- g. ensures the execution of decisions of the Faculty Council, University Senate, orders of the rector;
- h. is responsible for development of curricula for the disciplines of the Faculty;
- i. is responsible for the quality of training of students at Faculty specializations;
- j. proposes the expulsion of students of the Faculty;
- k. performs scientific and research activities;
- l. proposes to rector the candidates for hiring and firing of technical and administrative staff of the Faculty;
- m. is responsible for respecting the labour discipline by the staff of the Faculty;
- n. knows and respects the provisions of the Quality Management System;

4.11 Dean of the Faculty may have deputies – vice-deans depending on the number of students at the Faculty. Position of the vice-dean is extra-work to basic teaching position, according to Art. 104 (1) of the Labour Code. Usually, a position of vice-dean at full-time education is given in case, when the number of students exceeds 500. If the number of students exceeds 800 - the second position of vice-dean is given. As a rule vice-deans are people with didactic and scientific titles. Vice-deans are appointed and dismissed by order of the Rector in the proposal of the dean of the faculty.

4.12 Vice-dean's responsibilities:

- a. monitors and evaluates the organization and realization of training process in groups with studies in English;
- b. prepares the schedule for exams sessions, checks the execution of it in groups with studies in English;
- c. organizes, with leaders of groups with studies in English, meetings on fulfilling their commitments about the organization of educational work in their groups, setting of tasks, providing of consultative assistance;
- d. proposes measures of sanctioning and stimulation of students from groups with studies in English;
- e. works with curators of groups in order of cultural-educational activity;

- f. monitors the respecting of internal regime of hostels, by students from groups with studies in English;
- g. knows and respects the Quality Management System.

## V. Department of the Faculty

5.1. Department of the Faculty (hereinafter Department) is a basic structural subdivision of the University, which works under the provisions of the legislation in force, this Regulation, University Charter and the Regulation of Department Activity, created under Framework Regulation of a higher education department (Annex nr. 1 to the order nr. 671 of 06.08.2010 of the Ministry of Education of the Republic of Moldova).

5.2. Department aims to organize and conduct, at a very high level, didactic, scientific, methodical and consultative activities, at one or more related lecture units (disciplines) .

Department has the following responsibilities:

- a. planning, organization and development of the teaching process;
  - b. organization of scientific research;
  - c. assessment of teaching, methodical and research activities;
  - d. methodical ensuring of the teaching process;
  - e. ensuring of the quality of studies;
  - f. training of the professional staff through master course, residensy and clinical internship;
  - g. training of scientific and teaching staff through doctoral and postdoctoral studies;
  - h. providing educational activities with students;
  - i. ensures the development and continuous improvement of the process of teaching in English.
- 5.3. establishment and suspension of the work of the Department is done by the Faculty Council and is confirmed by the University Senate.

List of the Faculty's chairs and departments ( the order of the rector of the University nr. 04-A of 15.01.2015):

1. Chair of Topographic Anatomy and operative surgery.
2. Chair of Molecular Biology and human genetics.
3. Chair of General surgery-semiology.
4. Chair of Human Phisiology and biophysics.
5. Chair of Modern languages.
6. Chair of Romanian language and medical terminology.
7. Chair of Neurology.
8. Chair of Philosophy and Bioethics.
9. Chair of Dermatovenerology.
10. Chair of Otorhinolaryngology.
11. Department of Pediatrics.

## 12. Center of Pre-university studies.

### VI. Students, Residents, Clinical Interns

#### 6.1. Rights of the student, resident, clinical intern are:

- a. to elect and to be elected in the University Senate, Faculty Council;
- b. to participate in solving all the problems in the University and student life;
- c. to study at a chosen specialty and specialization;
- d. to study according to an individual plan and to Regulations in force;
- e. to participate in the scientific research activity;
- f. to participate at scientific meetings of university, national and international level;
- g. to use classrooms, teaching equipment, sports complex, spaces for cultural and public activities;
- h. to be provided with medical care, as established;
- i. to freely express their opinions, beliefs, ideas.

#### 6.2. Obligations of the student, resident, clinical intern are:

- a. to acquire theoretical knowledge, practical skills and investigation methods in the domain of chosen specialty;
- b. to perform in set terms all types of works under study curricula and syllabi;
- c. to respect the legislation of the Republic of Moldova, University Charter, Intern Regulations of the University, University Moral Code, rules of conduct in the University and hostels, have a caring attitude toward University's property;
- d. to strive for a high level of general culture, for a healthy way of spiritual and physical life;
- e. foreign citizens – students of the University must respect the Rules of Stay in the Republic of Moldova, in conformity with legislation in force.

### VII. Methodic Specialty Committee of the Faculty

7.1. Composition of the Methodic Specialty Committee of the Faculty is proposed by the Faculty Council and approved by the rector or vice-rector of Quality assurance and integration in education of the University.

7.2. Methodic Specialty Committee of the Faculty subordinates to Faculty Council and reports to the Faculty Council, and Central Methodic Council of the University.

7.3. Meetings of the Methodic Specialty Committee of the Faculty take place monthly or as needed.

7.4. Methodic Specialty Council of the Faculty has the following responsibilities:

- a. ensuring of interdisciplinary coordination, improvement and optimization of didactic process, including studies in English;
- b. review and approval of curricula and syllabi in the view of interdisciplinary coordination;



- c. review and improvement of teaching methods (lectures, seminars, laboratory lessons);
- d. review and improvement of the methods of assessment of students knowledge ( exams, tests and tests with grades etc.);
- e. approval of tests of assessment and control of knowledge;
- f. review of results of promotion exams;

7.5. Propunerile Comisiei Metodice de Profil a Facultății, care vizează perfecționarea și optimizarea procesului didactic, sunt discutate la ședințele Consiliului Facultății și Consiliului Metodic Central al Universității și recomandate pentru realizare.

#### VIII. Department of admission, documentation and evidence

Department of admission, documentation and evidence is a structural subdivision of the Faculty, subordinated to the dean, vice-rector of external relations and rector of the University, who provides technical assistance to ensure the totality of teaching activities (lectures, seminars, practical and laboratory lessons, traineeships, individual guiding of students), selecting and inviting to studies of foreign citizens, evidence and completing of documents for obtaining entry-exit visa for foreign citizens, who make their undergraduate, university and postgraduate training at the University, as well as completing the documents for admission and graduation. Cooperates with the migration department of the Republic of Moldova and includes personnel in number and proportion, which allows to ensure the optimal realization of the teaching process at the Faculty.

8.1. Tasks of the methodist coordinator of didactic unit, responsible for the work of the Faculty:

- a) processing and translation of leaflets and bulletins and other informative and advertising materials;
- b) processes and translates forms and documentation in English;
- c) is responsible for updating the WEB Page;
- d) concludes in English the necessary materials, to Rector's oral or written interpellations;
- e) is responsible for operation and ensuring the protection of database referring to students of the Faculty, carrying out operational changes occurring in it;
- f) draws up lists of citizens from other states, candidates for admission to the Faculty, concludes the minutes, prepares all necessary materials for meeting of Committee for Admission of students from abroad to "Nicolae Testemitanu" SUMPh;
- g) presents all necessary materials to oral or written interpellations of the Ministry of Education, rector, vice-rector, dean of the Faculty;
- h) checks the correspondance of data from students' record books with data from electronic database; concludes the necessary documents for graduates;
- i) coordinates with the dean, vice-deans of the Faculty solving of problems related to the work of the Faculty;
- j) oversees the process of providing students with textbooks and other teaching materials for disciplines of study;
- k) proposes and participates at implementation of activities for development and strengthening of teaching process, linguistic training of professors and other specialists, who have an attitude for creating conditions for education and stay in in the Republic of students from other countries;

8.2. Tasks of the dispatcher of didactic unit, responsible for the work of the Faculty:

- a) processes on computer, to dean's or vice-dean's indication, all the materials necessary for the work of the Faculty;
- b) prepares and completes students' personal files;
- c) receives and returns (if necessary) documents from the archives;
- d) processes the liquidation sheets in case of expulsion;
- e) technically processes the documents, necessary for evaluation and accreditation of the Faculty in the terms set;
- f) informs the students invited to dean's office;
- g) is responsible for technical processing of expulsion/admission/transfer orders;
- h) is responsible for issuing of students' cards and record books;

8.3. Tasks of the inspector of didactic unit, responsible for the work of the Faculty:

- i) processes on computer, to dean's or vice-dean's indication, all the materials, necessary for the work of the Faculty;
- j) prepares and completes students' personal files;
- k) receives and returns (if necessary) documents from the archives;
- l) processes the liquidation sheets in case of expulsion;
- m) technically processes the documents, necessary for evaluation and accreditation of the Faculty in terms set;
- n) informs the students invited to dean's office;
- o) is responsible for technical processing of expulsion/admission/transfer orders;
- p) is responsible for issuing of students' cards and record books.

IX. Final provisions

9.1. The University is authorized to detail the provisions of present Regulations, provided that these documents do not contradict the legislation in force.

9.2. Regulations may be amended and supplemented in conformity with normative and legislative acts in force.

9.3. These Regulations enter into force on the date of approval.

Dean of the Faculty of Medicine 2

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Date

Head of Law Department

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Date