



Reference documents:

National Education Act no. 1/ 2011, and subsequent amendments

Law no. 441/ 2001 approving Government Emergency Ordinance no. 133/ 2000 on self-funded higher and postgraduate education, and subsequent amendments

Government Ordinance no. 75 of 12 July 2005 on the quality of education, and subsequent amendments

Law no. 288/ 2004 on the organisation of university studies, and subsequent amendments

The Charter of the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology

George Emil Palade University of Medicine, Pharmacy, Sciences and Technology Senate Decisions dated 11.03.2020, 9-10.04.2020 și 18-19.05.2020

LEARNING AND PROFESSIONAL ACTIVITY REGULATION FOR STUDENTS IN BACHELOR AND MASTER PROGRAMMES

The Student's Learning and Professional Activity Regulation

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Drafted:	Designated committee, Responsible - Vice-rector for clinical and postgraduate education Prof. Dr. Mărginean Oana	Date: 09 March 2022
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CONTENTS:

Chapter I. General provisions

Chapter II. Didactic activity. Syllabus. Transferable credits

Chapter III. The student

Chapter IV. Students' rights and obligations

Chapter V. Matriculation. Re-matriculation. Enrollment.

Chapter VI. Student documents

Chapter VII. Study contracts. Fees.

Chapter VIII. Professional activity. Attendance.

Chapter IX. Performance evaluation. Examination.

Chapter X. Promotion. Repetition. Extension of studies on medical grounds.

Chapter XI. Interruption of studies. Transfer. Withdrawal from studies.

Chapter XII. Distribution of funded places based on students' performance in the didactic process.

Chapter XIII. Rewards and sanctions

Chapter XIV. Final provisions

Appendices



Chapter I. General provisions

Art. 1

This rulebook was elaborated in agreement with the strategy of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, for promoting professional performance of students.

Art. 2

The rulebook defines and regulates the professional relationships governing the teaching process established between the undergraduate and master students of the university (hereafter called students), and the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (hereafter called university).

Chapter II. Didactic activity. Syllabus. Transferable credits

Art. 3

The application of the European Credit Transfer and Accumulation System (ECTS is defined in the specific regulations adopted by the University Senate.

Art. 4

60 ECTS are allocated for an academic year, divided into two semesters. (Physical education is credited with +1/+2 ECTS supplementary to the 60, according to the ARACIS standards).

Art. 5

The number of credits allocated to each subject depends on the volume of work necessary for the course study and promotion.

Art. 6

(1) The educational activity within the University is organized in university studies cycles for the Medicine and Dental Medicine study programmes with 360 credits (6 years - Bachelor's and Master's in one), cycle I (years I - III) and cycle II (years IV - VI) and the Pharmacy study programme with 300 credits (5 years - Bachelor's), cycle I (years I - II) and cycle II (years III - V).

(2) The study programmes with a number of 240 credits (4 years - Bachelor's), 180 credits (3 years - Bachelor's), 120 credits (2 years - Master's), respectively 60 credits (1 year - Master's) are organized as one cycle of studies.

(3) The duration of the Bachelor studies cycle and the Master studies cycle is the same for the full-time learning programme (IF) and for part-time learning programme (IFR) and distance learning (ID).

(4) Starting with the academic year 2020-2021, the didactic activity is organized in a modular form (two modules per semester), with the organization of a summative and / or practical theoretical evaluation after the completion of the modules. The actual conduct of activities within the modules will be determined by each faculty.

(5) As an exception, according to Senate decision no. 1 of 7021 / 07.09.2020 for the academic year 2020 - 2021, the teaching activity will take place in a "hybrid" system (online and onsite), depending on the evolution of the epidemiological state, throughout the existence of restrictions given by the COVID-19 pandemic. This procedure may change depending on the evolution of the epidemiological situation.

Art. 7

(1) Bachelor studies within the university are organized as full-time, part-time and distance learning programmes and the Master studies as full-time programmes.



(2) For the full-time learning programmes, funding is insured by means of budget funded studies grants, given by the university, or by means of tuition fees, approved by the University Senate.

(3) For the part-time and distance learning programmes, funding is insured by means of tuition fees, approved by the University Senate.

Art. 8

- (1) The structure of the academic year - the periods of teaching activity, the examination sessions, practical training, as well as legal suspensions of studies (holidays, legal holidays etc.) is approved by the University Senate and communicated at the beginning of each academic year.
- (2) The academic year comprises *two semesters*, each semester has *14 weeks of teaching activity* and with 2 modules, with 7 weeks each. Every semester has a 4 week *examination session*, divided into 2 parts, so that after each module there is a 2-week exam session. According to the structure of the academic year, there is a session of to retake exams and for reexaminations.

Art. 9

- (1) The curricula is drafted in accordance with the national and European standards, and ensure that the knowledge and skills, which are defining for the approached field of studies, are gained, so as to ensure student-centered learning. The curricula contain fundamental disciplines (DF), specialty disciplines (DS), field disciplines (DD), disciplines which are complementary and relevant for the student's training in a certain field, which may be mandatory, optional and voluntary.
 - 1) The mandatory disciplines ensure that students gain the basic knowledge, indispensable for the chosen field.
 - 2) The optional disciplines allow the students to refine certain particular directions, in accordance with the specialty chosen by the student.
 - 3) The voluntary disciplines approach both the specialty field and the complementary fields, thus expanding the students' knowledge horizon.
- (2) The number and denomination of the optional and voluntary disciplines are approved annually by the Faculty Council by means of the curricula.
- (3) The credits associated to the optional disciplines / courses may be attributed to any of these disciplines, by choosing them, participating to them and passing said disciplines. Once chosen by a student, the optional discipline becomes mandatory.
- (4) At the end of each year of studies, the students choose the optional discipline they desire for the next academic year. First year students or students repeating the year make this choice in the first 2 weeks of the current academic year.
- (5) The curricula will be structured on study modules and may contain transdisciplinary, integrative teaching disciplines.
- (6) The curricula are approved by the Faculty Council and the University Senate, and are brought to the attention of the students at the beginning of each academic year.

Art. 10

The specific of the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy

- (1) The discipline sheets are elaborated by the course coordinators under the coordination of the heads of discipline / department heads, approved by the Department Council, validated by CEIPSCU and approved by the Faculty management, in relation to the specific of the faculties and the studies programmes.
- (2) The discipline sheets shall be adapted depending on the studies programme, the university's curricular reform strategies, by introducing the ICSs (International Clinical Situations) where applicable,



as well as the minimum scheme of specific maneuvers performed, in correlation with the Skills Book (for clinical disciplines).

(3) For the study programmes which are carried out in parallel and in study languages other than Romanian, the discipline sheets shall comprise the same curriculum, regardless of the language. The discipline heads, along with the course coordinators for each teaching line, are required to render the curricula uniform so that students from the same programme and within the same year of studies, regardless of the language in which they study, may learn by pursuing the same curriculum for the respective discipline.

(4) In order to ensure the quality and equity of education in the process of evaluating the students, the subjects will respect the standardized conduct of exams. Thus, the subjects and tests for the theoretical exams within the study programs with different teaching series, will be elaborated for each discipline from the Curriculum by groups of authors and will be the same for the Romanian and Hungarian teaching series.

(5) The exams will take place in the sessions after each module and will have a summative character from the subjects taught in the respective module, having the same number of questions, way of correction and duration for all students of a year of study, regardless of series, within a discipline in the Curriculum.

(6) The theoretical summative exam will examine in a single exam the disciplines studied in the respective module.

(7) The summative theoretical examinations of final evaluation will be carried out in the form of tests with single / multiple choice questions (MCQ) which can be associated with short editorial questions that will be integrated in a single exam conducted over years of studies.

(8) The final evaluation of summative theoretical exams will be carried out over a period of 2-4 hours, in the session after the module and will contain, within the single test a number of 150-180 questions, each discipline having a proportional number of questions with the number of credits allocated to it out of the total number of 30 credits that the semester has. The questions will be separated on chapters corresponding to the component disciplines, the score obtained for the questions from each discipline representing the score at the theoretical exam of the respective discipline. The weight of this score in the final grade will be in accordance with the decision of each discipline.

(9) In case of obtaining an insufficient score for the promotion of a discipline, the examination for that failed discipline may be repeated/ re-examined, and the other disciplines, for which a passing score has been obtained, will be considered promoted.

(10) Students who during the academic year recover subjects / disciplines that were not completed in previous years of study, including those due to ERASMUS mobility, will participate in the exams organized for the years of study corresponding to these subjects, but will answer only the related questions to the discipline to be recovered.

(11) The correction of the tests / questions will be done according to the decision of each faculty.

(12) The course holders will be responsible for drafting the questions and correcting them, according to the model of organizing the bachelor exam, with questions at first sight.

Art. 11

The specific of the Faculties of Engineering and Informational Technologies, Sciences and Letters, „Petru Maior” and Economy and Law:

(1) Periodic evaluations will be carried out during the modules and in the intermediate sessions, depending on the specific of each discipline, which will be part of the final grade, in a weight proposed by the head of discipline and approved by the management of each faculty.

(2) The final evaluation exams will be conducted in the form of tests with single / multiple choice questions (MCQ), summary questions, case studies, problem solving, which may be



accompanied by short essay questions, which will be integrated in a single exam conducted over years of study.

- (3) The final exam for the study programs, other than those in the field of health, shall be study programs will take place over a period of 2-4 hours within the single test, each discipline having a number of questions / subjects proportional to the number of credits allocated to it from the number total of 30 credits that the semester has. These will be separated into chapters corresponding to the component disciplines, the score obtained for the questions in each discipline representing the score in the theoretical exam of that discipline. The weight of this score in the final grade will be in accordance with the decision of each discipline.
- (4) In case of obtaining an insufficient score for the promotion of a discipline, the examination for that failed discipline may be repeated/ re-examined, and the other disciplines, for which a passing score has been obtained, will be considered promoted
- (5) Students who during the academic year recover subjects / disciplines that were not completed in previous years of study, including those due to ERASMUS mobility, will participate in the exams organized for the years of study corresponding to these subjects, but they will only answer the questions / topics related to the discipline that needs to be recovered.
- (6) The correction of the tests / questions will be done according to a correction scale established by the drafting team.
- (7) The course holders will be responsible for drafting the questions and correcting them

Art. 12.

- (1) The Faculty Councils establish and vote the structure / organization of the study cycles for each study / specialization program.
- (2) Periodic evaluations will be carried out during the modules and in the intermediate sessions, depending on the specifics of each discipline, which will be part of the final grade according to the updated provisions of the regulations of each discipline.

Art.13

- (1) The final mark at an exam will represent the average of the marks obtained by the student at all the exams during the module and during the session, the calculation formula being assumed by the disciplines through their own regulations.
- (2) The examinations of the students during the module represent 30-50% of the final mark in the field of medicine; and 30-80% in the field of sciences, and the final examination in the session (theoretical and / or practical) represents 50-70% of the final mark in the field medicine and 20-70% in sciences.
- (3) The scores for the theoretical tests of grid type during the session will be adjusted in relation to the highest score obtained at that exam, in that session, according to the procedures approved by the university.

Art. 14

The theoretical exams will be submitted for evaluation at the Compartment of Study Program and University Curriculum Internal Evaluation (CEIPSCU), and the conclusions of these evaluations will be transmitted to the department directors and heads of discipline, they will take subsequent corrective measures.

Art. 15



At the end of each cycle, students must complete the total number of credits provided in the curriculum of that cycle.

Art. 16

The curricula and the discipline sheets shall be displayed at the study disciplines / departments, respectively on the University's site www.umfst.ro, before the start of the academic year.

Art. 17

In the case of certain students within the 4 year study programmes, other than in the field of Health, with an exceptional training, the Faculty Council may approve the promotion of two years within one academic year, only once throughout their studies, under the following conditions:

- the grade average of the years of study is at least 9.00 (without having exams that need to be retaken);
- the students are at least in their second year of studies;
- the final year of studies is not included in the aforementioned two years;
- the students were not sanctioned;
- the tuition fees are paid for.

Chapter III. The student

Art. 18

The person which cumulatively fulfills the following conditions is considered a student of the university:

- (1) the person is admitted to study;
- (2) the person is enrolled for studies in accordance with the legal provisions;
- (3) the person signed a student contract with the university.

Art. 19

The title of student is attested by means of the student report card and the student ID, which are stamped annually.

Art. 20

The title of student of the university is gained as follows:

- (1) as a result of the admission competition, in accordance with the university admission regulation;
- (2) by means of transfer from another higher education institution, in accordance with the provisions under Chapter XII of the present Rulebook;
- (3) by means of dispositions issued by the competent ministry;
- (4) by means of re-enrollment, under the conditions of the present Rulebook.

Art. 21

The title of student of the university may be lost as follows:

- (1) upon graduating the studies cycle;
- (2) by withdrawing from studies;
- (3) by expulsion;
- (4) during the interruption of studies.

Chapter IV. Students' rights and obligations

Art. 22



The students have the following rights:

- a) to benefit from the entire training process provided within the Curriculum of the studies programme within which they are enrolled;
- b) to use the university's material base (laboratories, amphitheaters, class rooms and seminary rooms) in accordance with the curriculum;
- c) to have access to other services associated to the educational process (library, lecture halls), sports, cultural, social activities, vocational orientation and career counseling activities, organized by the university;
- d) to participate to additional educational activities in accordance with the Rulebook in force;
- e) to request that the university interrupt their studies on medical or other grounds, in accordance with the rules in force;
- f) to benefit from a funded place, under the conditions of the present Rulebook;
- g) to receive study grants, social aids and other forms of social support, in accordance with the normative acts in force;
- h) to benefit from free medical assistance, in accordance with the legal provisions;
- i) to be accommodated within the university's campus and to eat at the student restaurant, under the conditions established by university's own institutional regulations;
- j) to benefit from subsidized places within the student camps, according to the rules in force;
- k) to benefit from international student mobility programmes, under the conditions established in the university's own institutional regulations;
- l) to choose and to be chosen by the students within the Faculty Council and the University Senate, under the conditions of the university's rules and the University Charter;
- m) to be a member of student, vocational, cultural etc. organizations, constituted legally;
- n) to express their opinion with regards to any matter that concerns the university community, without restrictions and repercussions;
- o) to bring to the attention of the discipline heads, to the departments and deanships, the deficiencies observed with regards to the educational act;
- p) to benefit from all rights deriving from the title of student, only for the periods of time for which the student has paid the tuition fees, in the case in which the student pays tuition. Not paying the tuition fees incurs the suspension of the student's rights and may lead to losing the title of student.

Art. 23

The students have the following obligations:

- a) to fulfill the educational obligations which are attributed to them, in accordance with the Curriculum;
- b) to be respectful towards the members of the academic community; to have a behavior that is adequate to their academic status both within and outside the university, so as to not damage the university's image;
- c) to pay the tuition fees and other financial obligations established in accordance with the student contract in due time;
- d) to use with care the material made available to them within the educational process or during associated activities. The student shall be materially liable for all damages produced by him/her;
- e) to know and respect all rules that govern the academic activity within the university. Not knowing the provisions of the rules or of the decisions of the management structures cannot be invoked as an excuse and cannot be a cause for liability exoneration;
- f) to verify the correct character of all documents issued by the services within the university.

Chapter V. Matriculation. Re-matriculation. Enrollment.



Art. 24

- (1) Only the persons which have obtained the title of student may matriculate for studies, in accordance with art. 20.
- (2) A person cannot be matriculated within the university, simultaneously, to two or more university studies with medical-pharmaceutical profile.

Art. 25

- (1) The re-matriculation and resuming of the activity after having interrupted the studies or after having extended the school years, may be performed 2 weeks before the start of the academic year, based on the decision of the Rector, at the proposal of the Dean. The Administrative Board may decide upon certain special situations, but not later than the 1st of November of each academic year; the CNRED (National Center for Equivalence and Recognition of Diplomas) notices constitute an exception.
- (2) The students may be re-matriculated only to the same faculty and studies programme and shall keep their initial student identification number. For re-matriculation, the students shall pay a fee, approved by the University Senate.
- (3) Transfer is not allowed during the year of re-matriculation.
- (4) The re-matriculation of students is carried out as follows:
 - a) Disciplinary expelled students can no longer be subsequently re-enrolled in the university.
For the rest of the expelled students, the following provisions apply:
 - b) an expelled student who has obtained at least 50 credits for the **Faculties of Medicine, Medicine in English, Dental Medicine, and Pharmacy**, respectively 30 credits for the **Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior”, Economics and Law**, during the year of studies from which he/she was expelled, shall be re-enrolled into a study year superior to the one from which he/she was expelled. The student shall pay the entire annual tuition fee for the year in which he/she is re-matriculated;
 - c) an expelled student who has obtained less than 50 credits for the **Faculties of Medicine, Medicine in English, Dental Medicine, and Pharmacy**, respectively 30 credits for the **Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior”, Economics and Law**, during the year of studies from which he/she was expelled, shall be re-enrolled into the same study year as the one from which he/she was expelled. The student that is in the situation of being re-enrolled into the same year of study is required to pay the tuition fee depending on the number of credits, for the disciplines which he/she did not pass;
 - d) the first year students who do not fall under the provisions of art. 91 of the present Rulebook, shall be expelled for not passing the year and shall not be able to start their studies once again except through a new admission exam;
- (5) The students expelled for not having paid the tuition fee, are subjected to the same exigences as those under letter (b) and (c), after having carried out the re-enrollment procedures.
- (6) Upon re-enrollment, the students are required to fall under the requirements of the study programme's curriculum in force and to pass potential difference exams.

Art. 26

The matriculation and re-matriculation to studies shall be carried out after the student completes a faculty enrollment file.



Art. 27

The matriculation and re-matriculation to studies within the university shall be carried out based on the Rector's decision.

Art. 28

The matriculation and re-matriculation to studies is conditioned by the conclusion of the student contract.

Art. 29

For students paying tuition fees, matriculation to studies is conditioned by the payment of the tuition fees, in accordance with the university rules.

Art. 30

For the foreign students, holding places funded by the Romanian state, matriculation shall be performed based on the order issued by the competent ministry, consecutive to the approval given by the University's management.

Art. 31

For foreign students who study and pay tuition fees:

- (1) the provisional matriculation is carried out based on the Decision of the Administrative Board and the letter of acceptance to studies, as applicable.
- (2) the definitive matriculation of these students shall be carried out:
 - a) after the recognition and equivalence of their high school studies by the competent ministry;
 - b) after the verification and approval of the student's personal file by the competent ministry;
 - c) based on the letter of acceptance to studies / MNE order on definitive matriculation;
 - d) based on the Rector's decision, with observance of the provisions of the present Rulebook.

Art. 32

A candidate admitted to Bachelor studies, respectively to Master studies, may benefit from a funded place only once; exceeding the duration of funded education provided by law is supported by the student.

Art. 33

Each student is enrolled within the Student Register under a unique number, valid throughout the entire period of the studies programme the student has been admitted to.

Art. 34

The student matriculation numbers shall continue to be attributed consecutively for each new series of students.

Art. 35

The students who attend, simultaneously or consecutively, two study programmes within the university, shall receive a different student matriculation number for each study programme.

Art. 36

Upon registration into the Student Register, the student shall draft a personal file which includes:

- (1) for Romanian citizens, the documents provided under Appendix no. 1;



- (2) for foreign citizens, the documents provided under Appendix no. 2;
- (3) for transferred students, the documents provided under Appendix no. 3;
- (4) for re-matriculated students, the documents provided under Appendix no. 4;

Art. 37

- (1) A student's enrollment into the second year of studies and into the subsequent years of studies shall be performed based on completing an enrollment sheet and signing the additional document to the student contract.
- (2) The enrollment sheet shall be completed within the first 15 days from the beginning of the academic year.
- (3) The additional document to the student contract shall be drafted by the university's Legal Department, based on the annual decisions of the Senate and the provisions under the present Rulebook.
- (4) The enrollment shall be made based on the professional results obtained during the previous academic year, with the requirement of having achieved the minimum number of credits necessary as to promote an academic year.
- (5) The students who are declared to be repeaters shall be required to enroll until the beginning of the academic year.
- (6) The students who are declared to be repeaters shall pay all financial obligations they may have to the university within the term and the amounts established annually by means of the Additional Document to the Student Contract.

Art. 38

The students who come through Erasmus+/CEEPUS programmes or in accordance with other collaboration agreements concluded with foreign universities, shall enroll temporarily for the period during which the teaching activity is carried out, based on the student contract signed by the parties and the specific internal rules.

Chapter VI. Student documents

Art. 39

- (1) The student report card is issued to each student upon enrolling at the faculty, by the Faculty's Dean/the IOSUM Secretariat. The student report card attests the student title of the holder and is stamped at the beginning of each year. The examiner or the secretary responsible for the study year, shall write and sign all grades achieved in exams or other forms of knowledge evaluation within the student's report card, even the grades obtained in exams which the student did not pass.
- (2) The students' grades will be introduced into the online register.
- (3) The Deanship shall issue, for a fee, duplicates of the student report card, after an announcement is published in the press, in case the report card has been lost or damaged.

Art. 40

- (1) The student ID is issued by the RCCI Service (Computer Networks, Communications and Computerization) during the first semester of studies.
- (2) The RCCI shall issue duplicates of the student IDs, after an announcement is published in the press, in case the report card has been lost or damaged.

Art. 41



Throughout the schooling period, the student's personal file shall be completed with other documents, provided under Appendix 5.

Art. 42

The student ID for public transportation gratuity/reduction is issued by the deanships, under the law.

Art. 43

In case of transfer, interruption of studies or expulsion, the respective students are obligated to submit the student report card, ID and, as applicable, the student ID for public transportation gratuity/reduction to the deanship / IOSUM Secretariat.

Art. 44

The department for foreign students issues foreign citizens the necessary documents as to regulate their stay in Romania.

Art. 45

No corrections, erasures or introduction of false data is admitted on the student's documents. As applicable, these facts may constitute forgery and are eligible for sanctions.

Chapter VII. Study contracts. Fees

Art. 46

A student's enrollment to studies shall be performed on the basis of a student contract signed by the student.

Art. 47

- (1) The student contract shall comprise the student's and the University's rights and obligations within the educational process.
- (2) The student contract is the basis for establishing financial obligations.
- (3) The student contract concluded between the student and the University as a result of the student's admission to a university studies programme, cannot be amended during the academic year, except for the case in which the contrary may be provided by means of documents of the central public authorities (law, ordinance - simple or emergency, government decision, Minister Order) or the University Senate.

Art. 48

The student's financial obligations are stipulated within the Student contract, respectively in its annual Additional Documents.

Art. 49

- (1) In the case in which the tuition fees are not paid, the student shall pay the penalties provided under the student contract, respectively in its annual Additional documents.
- (2) The student who has not paid his/her tuition fees to date shall have his/her right to take the exams suspended until the financial situation is resolved.
- (3) Regaining the student rights for the ongoing academic year shall be possible only after having paid all associated fees.



Art. 50

- (1) In case of annulment or termination of the student contract, as well as its termination upon the finalization of studies, the student is required to carry out the procedure of liquidation of debts to the university.
- (2) The documents within the personal file of the student that finds himself/herself in the situations provided under para. (1) of the present article, shall be provided only upon presenting the liquidation sheet with all of its columns filled in.

Chapter VIII. Professional activity. Attendance.

Art. 51

- (1) Until the beginning of the academic year, each discipline/department must display the syllabus, the objectives of the course and of the practical works/laboratories, examination themes, reference bibliography, evaluation and marking methods, and class and practical activities attendance conditions.
- (2) The manner in which the examination shall be carried out and the specific requirements shall be brought to the attention of the students by the course coordinator during the first course session.
- (3) Examination may be in theoretical /practical form or any other means of verifying knowledge.
- (4) The evaluation form associated to a discipline (exam, test throughout the year, projects, essays, dissertations etc.) is established by the Faculty Dean and approved by the Faculty Council.
- (5) For each discipline, establishing the examination theme shall be made by the head of discipline / course coordinator, depending on the course syllabus and, respectively, the content of the internships/practical works/laboratories.
- (6) In case the study of several disciplines finalizes with a single grade (complex examination):
 - a) it is mandatory that each of the disciplines count in the examination and the final grade;
 - b) the discipline coordinators shall commonly establish the manner in which the examination shall be carried out and the weight of each discipline in the final grade.

Art. 52

In the university, the student's professional activity shall be carried out as:

- a) courses;
- b) practical works;
- c) laboratories;
- d) seminars;
- e) clinical internships;
- f) individual study;
- g) mentoring;
- h) project etc.

Art. 53

- (1) The practical activity program must be completed in full by each student. Unrecovered absences are not allowed for practical work / internships / laboratories
- (2) The student is required to attend at least 75% of the seminary activities provided in the Curriculum.
- (3) Course attendance is not mandatory.



Art. 54

- (1) Each discipline establishes its own way of recovering from absences.
- (2) At the beginning of each module, each discipline shall make public, by display, the manner in which practical works / internships / laboratories may be recovered.
- (3) A fee must be paid as to recover unmotivated absences, fee which is established by the University Senate.
- (5) No fees are perceived for the recovery of motivated absences.
- (6) Usually, it is permitted that a student recover up to 20% of the total practical works / clinical internships / laboratories, and in well justified cases, with the Deanship's approval, it may be accepted that a student recover 50% of the total practical works / clinical internships / laboratories.
- (7) Being absent from over 50% of the total practical works / clinical internships / laboratories, does not allow their recovery.

Art. 55

Motivating absences at certain disciplines shall be made by the faculty's management, based on the substantiating documents and the individual request registered at the Secretariat / Record Office. Absences determined by the following circumstances may be motivated:

- a) cases of illness proven with medical certificates, signed or countersigned by the specialist physician at the Student Ambulatory; the request shall be taken into consideration only in the case in which it is submitted within at most two weeks from restarting activity; in case of hospitalization, a copy of the discharge ticket shall be attached; in case of an absence which exceeds 7 days, a medical certificate from the attending specialist physician is mandatory;
- b) well justified personal reasons, which shall be made known to the deanship on the first day of returning to school, based on a written request;
- c) in the case of the death of a family member (first and second degree relatives - parents, grandparents, brothers, sisters etc.), the student has the right to be absent for three days from courses and internships/practical works/laboratories, with the possibility of recovering them;
- d) activities performed to the benefit of the University, carried out according to a prior scheduling;
- e) internship carried out in another educational institution, but with the prior approval of our University; the substantiation request shall be taken into consideration only if it is submitted within at most two weeks from the moment of returning to school;
- f) participation to scientific manifestations, for at most 5 days, with a paper or as organizer or guest; the substantiation request shall be taken into consideration only if it is submitted within at most two weeks from the moment of returning to school;
- g) prior leave given by the deanship, in exceptional cases.

Art. 56

Not recovering all absences registered at the practical activity automatically incurs the student not being admitted to the examination, until said student recovers all absences.

Art. 57

The Faculty Dean may approve a partial exemption from attendance for pregnant students and students who have just given birth, as well as for students with severe diseases (chronic diseases), based on



medical documents issued by the specialist physician. The extent of the exemption shall be established by the Dean based on the recommendation made by the Faculty Medical Commission.

Chapter IX. Performance evaluation. Examination

Art. 58

Starting with the academic year 2020-2021, the structure of the academic year provides for the following exam sessions: ordinary intermediate sessions, organized after each teaching module, the overdue session and the re-examination session.

Art. 59

Exams may be taken outside examination session only with the approval of the Faculty Dean, based on individual requests.

Art. 60

In the case of disciplines within medical studies programmes, participation to the theoretical exam cannot be conditioned by the promotion of the practical exam.

Art.61

- (1) The student has the right to take only one date / ordinary intermediate session at the exam at the end of each module.
- (2) A student may be admitted to an exam at most 3 times:
 - I. ordinary session;
 - II. session destined for retaking exams;
 - III. reexamination session.
- (3) If the student does not succeed in passing the year after the three attempts, the students shall once again and entirely fulfill his/her obligations towards that discipline and shall repeat the exam the following year.
- (4) The first two presentations to the exam, in the ordinary winter/summer sessions are free of charge; for reexamination, the student shall pay the corresponding fee established by the Senate.

Art. 62

The right to attend the exam belongs only to the students that have fulfilled their obligations entirely during the academic year, the conditions of attendance to teaching activities, as well as the financial obligations to the University.

Art. 63

At the beginning of each academic year, the disciplines / departments are required to display the bibliography, the theme and the manner in which the theoretical exam shall be carried out, and to make mentions with regards to the manner in which the practical exam shall be carried out, as well as regarding its content, and other conditions which may contribute to the final grade (theme and recommended bibliography, manner in which the exam shall be carried out, manner of evaluating the internship activity, essays, projects etc.).



- a) the mandatory bibliography must be proportional to the number of hours attributed to the respective discipline and shall not exceed 8-10 pages/course hour attributed through the Curriculum;
- b) each discipline is required to make the course aid (support material) available to students in printed and/or electronic format, updated at least every 5 years. The participation of faculty members to the drafting of course aids and practical works / internships / laboratories is mandatory;
- c) the manner in which the examination shall be carried out and the specific requirements shall be brought to the attention of the students by the course coordinator during the first course session.
- d) examination may be carried out in theoretical, practical or any other means of verifying knowledge.

Art. 64

Regardless of the evaluation form used, all students' examination at a certain discipline within the curriculum must be unitary, both from the point of view of difficulty and from the point of view of the manner in which it takes place and the number of questioned subjects.

A. Knowledge evaluation within the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy

Art. 65

- (1) The students are required to participate to all forms of practical activity provided in the Curriculum. Each discipline is required to have a register within which the students' attendance and results from the practical works/clinical internships/laboratories/seminaries shall be recorded for each discipline.
- (2) The way of attending the didactic activity hours, as well as the fulfillment of the obligations are in accordance with chapter VIII, art. 53 and 54..

Art. 66

- (1) The students' knowledge shall be graded on a scale from 1.00 to 10.00, the minimum passing grade being 5.00. The evaluation implies examining the students' theoretical knowledge and, as applicable, their practical knowledge.
- (2) An exam is considered as passed by achieving the minimum final grade (five). Once one of the exam's tests is passed, it continues to be recognized as such regardless of the results obtained on the other tests.
- (3) The grades obtained on various tests which make up the final grade associated to a discipline in the Curriculum which has not been passed, shall be recognized upon retaking the exam.
- (4) The final grades which are less than 5, obtained at a discipline within the Curriculum, impose that the exam be retaken during a future session.
- (5) Conditioning permission to enter the exam refers only to the fulfillment of the educational obligations associated to the respective discipline, without referring to other disciplines within the Curriculum.

Art. 67

The manner in which the practical exams shall be carried out depends on the specific and the particular conditions of each discipline. The share of the grade obtained on the practical exams within the final grade



shall be established by the discipline coordinators, specified within the Discipline Rules and brought to the attention of the students at the beginning of each semester.

Art. 68

The frequency and results obtained at the practical activities / seminars / periodic verifications will be published in accordance with the GDPR rules.

Art. 69

The final examination forms which have a share in the final grade are represented by: the theoretical written test, the practical exam and the evaluation of the student's activity throughout the year. The student evaluation throughout the year may be performed during the course, by means of TBL sessions or during practical activities and through individual themes (essays, clinical case presentations etc.), and for practical works and clinical internships, the evaluation of the student is based on the laboratory report, through CBL sessions or individual topics (reports, presentations of clinical cases, etc.). Those shall be stipulated within the Discipline Rules, and its share within the final grade shall be established at the level of each discipline.

Starting with the academic year 2022/2023, the TBL type evaluations will be eliminated from the study programs in the field of Health.

(1) Theoretical grid type examinations will be carried out according to the following model:

- a) the tests for the theoretical exams shall be elaborated commonly by collectives of authors, for all teaching series and lines: Romanian, Hungarian, English;
- b) the questions and answers shall be found within the materials taught during the courses and practical works/seminaries/internships, respectively, within the bibliographic materials proposed within the Discipline sheets. The presented materials and the bibliography shall be common for all teaching lines. The common bibliography shall be announced at the beginning of the year/semester;
- c) the subjects shall be unique in Romanian, Hungarian;
- d) the exams shall be carried out on the same day, at the same time, for all teaching series: Romanian, Hungarian;
- e) the examinations will be carried out according to those provided in art. 10 in this Regulation.
- f) the Dean's Office will be establish the number of questions in the multiple choice tests, in correlation with the number of credits in the curriculum corresponding to each discipline. The questions will be separated on chapters corresponding to the component disciplines, the score obtained for the questions from each discipline representing the score at the theoretical exam of the respective discipline. The weight of this score in the final grade will be in accordance with the decision of each discipline.;
- g) the questions for the multiple choice tests shall be:
 - questions with a single choice answer - 1 correct answer out of 4 possible answers, with a share of 25% out of the total;
 - questions with multiple choice answer - 2 correct answers out of 4 possible answers, with a share of 75% out of the total;
- h) the questions with a single or multiple choice answer shall not be marked;



- i) the multiple choice answer test may be completed with open answer questions for disciplines with a particular specific;
 - j) upon the end of the time allocated for the exam, the marking scheme shall be displayed.
 - k) the student may request to review his/her own paper together with the examiner and the series representative, during the appeals period, after the display of the final results;
 - l) will be done according to the decision of each faculty and it will be correlated with the type of multiple choice test;
 - m) the final grade shall contain all scores from the evaluations from during the modules and the cumulative evaluations corresponding to the discipline, from theoretical exam and the practical exam. The grades for the evaluations performed during the modules shall be communicated until the end of the modules;
 - n) the scores on the choice-answer tests held shall be adjusted in relation to the highest score obtained;
 - o) the series/year representatives shall be informed with regards to the grades having been uploaded to the online register.
- (2) In the case of pre-clinical disciplines (laboratories and seminars), the student shall be graded weekly according to the rules of each discipline, with the purpose of providing a significant feedback upon personal performance, based on the Laboratory Reports. The disciplines shall establish the specific criteria for grading practical activities (which will represent a percentage of the final grade) and admission to the practical exam.
- (3) The manner in which the written theoretical exam shall be carried out (multiple choice tests, short written or mixed) shall be established by each discipline and shall be communicated to students during their first class.
- (4) The student's test papers shall be kept at least until the start of the following academic year.
- (5) The theoretical cumulative exams shall be subjected by CEIPSCU, in accordance with its attributions, to a quality control regarding the distribution of grades, the degree of difficulty, equivalence per teaching series. The conclusions of these evaluations shall be sent to the discipline coordinators, who shall be required to take corrective measures in the case of major discrepancies of evaluations.

Art. 70

- (1) In the case of disciplines which evaluate knowledge by means of a complex examination, each discipline shall include a number of questions proportional to the teaching volume. In case of complex exams, the final grade shall be unique, calculated by means of the same proportionality ratio created by the teaching dimension offered by each discipline.
- (2) In the case of disciplines with several teaching members, the subject bank shall be unique per discipline, and the exam shall be scheduled on the same day for all disciplines and it shall be held in the presence of all teaching members, the final grade being written within the exam register under their signature.
- (3) The register shall be issued to the discipline to which the discipline with the highest share belongs to.

Art. 71

- (1) The students shall have access to the exam after they identify themselves with a valid ID or the student ID. The students paying tuition fees shall not be allowed to take the exam if they have not paid



the tuition fee. The Deanship is required to communicate the students who haven't paid their tuition fees to the discipline.

(2) The faculty members shall examine only the students registered on the examination registers sent by the Faculty Deanships.

(3) The examination result shall be written within the online register.

(4) The registers shall be submitted to the Faculty Secretariat within at most 48 hours from the end of the session.

(5) In the case of voluntary disciplines, the grade registration within the record documents shall be made depending on the student's option.

(6) The online registers will be drawn up respecting the GDPR norms and will be available in printed format only in special situations, cases in which the Dean's Office will send the exam catalogs to the disciplines at least 48 hours before the theoretical exam..

(7) The students are required to attend the exam on the date, at the time and the place established in accordance with the scheduling.

Art. 72

(1) Not attending the examination, without motivation, shall be considered an exam failed through absence. The student not being admitted to the exam due to the non-fulfillment of educational obligations, means that the student loses the chance to take that exam, it also being considered an exam failed through absence.

(2) Not attending the exam on any of the examination occasions provided under art. 58, shall be included within the at most 3 possibilities that the student has to take the exam for a certain discipline.

Art. 73

(1) At written exams, student supervision shall be carried out by at least two university teachers.

(2) In the case of the practical tests that imply patient contact, these shall obligatorily be performed in the presence of a university teacher.

(3) The oral examination within the structure of certain test shall be carried out in the presence of at least 2 university teachers included in the respective discipline's teaching programme. During the examination, there can be no less than three students remaining in the examination room.

Art. 74

(1) The appeals in the case of written exams shall be submitted to the Discipline's office, within 24 hours after having received the results. These shall be analyzed and solved by the discipline coordinator and the course coordinator, or by the course coordinator together with another teaching faculty member. The appeals shall be sent to the deanships only if they were not resolved at the level of the discipline, and the Faculty Dean shall designate commissions to analyze the appeals.

(2) The student has the right to see his/her paper and to receive explanations with regards to marking from the examining faculty member.

(3) The appeal formulated by a student may only concern their own results.

Art. 75



- (1) The exams shall be carried out in accordance with a prior planning. A discipline's exam scheduling cannot interfere with the teaching activity or the examination of another discipline.
- (2) The days on which the exams are taken shall be established at the level of the Deanships, by consulting the discipline coordinators and the student representatives. The time and place of the exam shall also be displayed on the discipline's notice board. The exams shall be carried out on working days, from Monday to Friday, with the exception of public holidays or other public holidays, between 8:00-20:00.
- (3) The theoretical (written) exams shall be performed on the same day for all series with a certain teaching language.

Art. 76

- (1) In case of fraud during the exam, the student shall not pass the respective exam and shall be expelled.
- (2) Fraud or attempted fraud ascertained by the supervising faculty member shall be recorded under a protocol, drafted by the faculty member with the highest degree in the examination hall. The protocol shall be signed by the faculty members within the hall and by the authors of the fraud or attempted fraud. In case of refusal to sign on their part, this shall be noted within the protocol. The protocol is forwarded to the Deanship within 24 hours, and the decision with regards to the applied sanctions shall be discussed by the faculty's management.

Art. 77

- (1) During the exams, the bags, outside clothes, mobile phones, other electronic communication devices or data storage devices shall be stored in the places specified by the supervising faculty member. The mobile phones must be closed upon entering the exam hall and must remain closed throughout the entire exam. During the exam, the students are not allowed to have mobile phones or other electronic communication devices which would allow interpersonal communication or data consultation. Having such devices, including turned off ones, shall be considered attempted fraud.
- (2) During the exam, any request or question shall be addressed in a loud voice and only with the permission of the faculty member supervising the exam. During the examination, communication among students is forbidden.
- (3) The papers, including the drafts, must only be written on sheets stamped or signed by the university teacher or multiple choice test forms distributed by said faculty member. Upon leaving the hall, the students must hand over the written paper and all the other sheets used throughout the exam.

B. Knowledge evaluation at the Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior” respectively Economics and Law

Art. 78

Evaluating the students' knowledge is provided under the discipline sheet and can be in the form of an exam, colloquium or mid-term exam. The students' answers shall be graded on a scale from 1 to 10 (full numbers), the minimum passing grade being 5.00.

Art. 79

The examinations of the students through summative examinations are made according to art. 11 of this Regulation. Exam planning is done by the Dean's Office for students in full-time courses. For students in part-time education (IFR), respectively distance learning (ID), the programming of evaluations is done by the secretariats of the dean's offices, the CIFRD secretariat, in collaboration with the university teachers.



The exam planning must be carried out throughout the entire session provided within the structure of the academic year.

Art. 80

(1) The knowledge evaluation shall be obligatorily performed by the university tenure teacher and the teaching assistant who performed the seminary, laboratory etc. activities, the tenure university teachers or by those outside the institution, who collaborate with the university. In the case in which these learning activities (course, seminary etc.) have been performed by the same university teacher, the department head shall propose, as assistant to the exam, another teacher who is a member of the department.

(2) The students performing practical activities outside the institution, shall have an examination component carried out by an external examiner, that person having the title of representative designated by the practical training partner, according to the Rules for practical training, code UMFST-REG-72.

Art. 81

Written evaluation described in art. 11 shall be carried out on the same day with all of the students within a series or a year of studies, in the presence of the course coordinator and other teaching personnel who supervise said evaluation. The course coordinator is required to make the marking scheme public.

Art. 82

The students have the right to attend the final evaluation for a discipline only if they have settled all vocational obligations (projects, practical works, laboratories, essays, monographs, projects etc.) provided under the Curriculum and the discipline's syllabus, as well as all financial obligations (tuition fees, examination fee etc.).

Art. 83

- (1) The students may take the exams from which they have been absent or which they have not passed within the ordinary session, during the session destined for retaking exams.
- (2) The students who have not passed all of the exams held during the sessions, may request (based on an application and by paying the associated fees) to be reexamined for at most 4 exams.

Art. 84

The grade registers, introduced into the online register, signed by the examining faculty member, as well as by the assisting faculty member, shall be submitted to the faculty secretariat within at most four days from the date on which the written exam was held and 24 hours after the oral exam.

Art. 85

The evaluations for the disciplines which have not been passed in a year, shall be carried out in accordance with the content and during the sessions corresponding to the curriculum and the disciplines' syllabi in force at the time of the evaluation.

Art. 86

- (1) The appeals with regards to the written evaluations shall be submitted in writing by each student at the faculty deanship, within 24 hours from the moment of the communication of the results by the course coordinator. Upon the student's request, the course coordinator shall present the paper and shall explain the manner in which the paper was evaluated, within 24 hours after the appeal was submitted, with the possibility of withdrawing the appeal in case the reasons that led to its formulation no longer exist.



- (2) The appeal is to be solved within 48 hours by a commission designated by the head of department. The commission's assessments are definitive.
- (3) The appeals commission shall be composed of three faculty members, except for the course coordinator whose grade is being appealed. The commission shall request that the examiner submit, within 24 hours, the evaluated paper, the answer key or the correct answers, including the marking scheme. To the extent to which it is considered necessary, the commission may request information from the examiner with regards to the manner in which he/she graded the paper.

Art. 87

In the case of voluntary disciplines provided under the Curriculum, evaluation shall be carried out by means of midterms. The grades obtained as a result of the evaluation shall be written within the student's academic record documents (report card/grade register, centralizer, student register), but shall not be considered when calculating the grade average.

Art. 88

Attending laboratory classes and projects is mandatory. All laboratory themes and projects must be performed and passed until the final discipline evaluation. The laboratory themes and the projects which have not been prepared in due time can be recovered, for a fee, during the last week of the semester.

Art. 89

- (1) Evaluation for the *Physical education* discipline shall be performed on a rating basis (*admitted / rejected*).
- (2) Students who are medically exempt are required to be present for this discipline's classes, performing a table sport (chess, checkers and other sports which do not require physical effort), in order to be evaluated, given that it is a mandatory discipline and it is credited over the 180/240 credits.

Art. 90

Evaluation of practical training knowledge shall be carried out by means of a colloquium, with grades on a scale from 1 to 10. Not passing the colloquium shall lead to the integral or partial remake of the practical training period, depending on the practical training coordinator's appreciation.

Chapter X. Promotion. Repetition. Extension of studies on medical grounds

Art. 91

- (1) In order to promote/pass the year, a student requires a minimum of **50 credits** from the total of 60 allocated credits, **for the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy**, respectively **30 credits** for the **Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior, Economics and Law**.
- (2) The calculation of the credit units obtained throughout an academic year does not include the credit units obtained that year from remaining credits.
- (3) In order to pass a higher education year, it is necessary that the sum of the credits remaining from inferior years to not exceed 10 credit units **for the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy**, but keeping the barrier of zero credits remaining between the preclinical and the clinical cycle - where appropriate, respectively **30 credit units** for the **Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior”, Economics and Law**, within a studies cycle.



(4) **For students in their II-IV years at the Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior”, and, respectively Economics and Law**, the measure provided under para. (3) shall apply from the academic year 2020-2021.

(5) Admission to the the sessions dedicated to retaking exams shall be performed by promoting at least 30 credits during the current year **for the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy**, achieved during the ordinary sessions (winter and summer). These 30 credits shall not include the credits obtained for the practical training and the credits for Physical Education (the form of evaluation in Physical Education being admitted / submitted)..

(6) In the case of the **Medicine, Medicine in English and the Dental medicine** studies programmes, the students are required to accumulate all 180 credit units, associated to the first cycle of studies, by the end of the third year.

(7) In the case of the **Pharmacy** studies programme, the students are required to accumulate all 120 credit units, associated to the first cycle of studies, by the end of the second year.

Art. 92

The students who do not accumulate the minimum number of **50 credits for the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy**, respectively **30 credits for the Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior”, Economics and Law**, shall be declared unpromoted (students who have not passed the year). Upon request, these students may repeat the year only once, paying tuition, based on the number of remaining credits.

Art. 93

(1) The students paying tuition who find themselves in the same situation, may repeat the year upon request.

(2) A student may repeat a year of studies on grounds of not passing that year due to lack of credits, only once.

(3) If the student does not promote the year after having repeated it, said student shall be expelled and his/her academic records shall be issued.

Art. 94

(1) In the case of promoting the year of studies, remaining credits from the previous year may be performed in the following year of studies, however, only within the same cycle.

(2) A fee shall be paid for remaining credits, transfered to the superior year. Its amount shall be established by the Senate.

Art. 95

The first year students attending the **Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior” Economics and Law** who have achieved a minimum of 15 credits associated to the mandatory and optional disciplines within the studies programme's Curriculum, may opt, based on a request approved by the faculty dean, to repeat the first year with full tuition fees and within the extent of available places, after the finalization of the admission exam, in order of the obtained value points.

Art. 96



During the repeated year, the student shall pay the tuition fee correspondent to the year he/she is repeating or to the number of remaining credits, as applicable.

Art. 97

During the repeated year, the student's educational obligations resume to the non-promoted disciplines and to the new disciplines, in the case in which the Curriculum changes. The promoted disciplines shall be recognized by the faculty deans. No credits in advance are accepted for the medical-pharmaceutical studies programmes. Upon the students' request, these may opt to redo certain courses which they have previously promoted, for a fee.

Art. 98

Examination in the case of new disciplines - if the Curriculum is amended - shall be performed as equivalence exams, by paying the fee associated to these exams.

Art. 99

The transferable credits system is valid for all of the University's studies programmes, including those with a single studies cycle.

Art. 100

The year of studies is considered promoted when the student has obtained the minimum grade of 5 at each of the requested mandatory and optional disciplines and has accumulated the minimum 60 mandatory credits.

Art. 101

The students who have not promoted into the following academic year, may be re-enrolled into the same year of studies, thus obtaining the medical extension of studies, if during the period between October 1st - July 10th:

- a) they have been hospitalized for a period of time longer than 60 calendar days or
- b) they have had medical leaves for a period longer than 60 calendar days, of which at least 20 consecutive days of hospitalization.

Art. 102

- (1) The request for the medical extension of studies shall be submitted to the faculty's secretariat within 10 days from the end of the medical exemption period specified in the medical certificate.
- (2) The approval of the medical extension of studies shall be given by the faculty dean, after having analyzed the request together with the vice-deans.

Art. 103

- (1) The medical extension of studies may be granted at most twice throughout the entire period of studies.
- (2) In exceptional cases, the University Senate may approve the additional extension of studies.
- (3) During the year of medical extension of studies, the student shall maintain his/her title of student on a funded place or a tuition fee paying student, that he/she had had during the last year of normal studies.



Chapter XI. Interruption of studies. Transfer (academic mobility). Withdrawal from studies

Art. 104

The request to interrupt studies must be justified by means of an application which is submitted to the faculty deanship during the first week of the academic year.

Art. 105

In well justified cases, the dean may approve the interruption of studies for a maximum period of 2 years during the entire period of studies.

- (1) The exams passed up to the interruption of studies shall be recognized.

Art. 106

- (1) The students who pay tuition fees are required to pay the tuition fee up to date, including the fee associated to the entire month in which the interruption is requested.
- (2) The students who interrupt studies before the expiration term for which they paid the tuition fee, shall not benefit from the reimbursement of the paid fee.

Art. 107

- (1) Students who have interrupted studies, are required, upon restarting their studies, to fulfill potential educational obligations which may have resulted from the Curricula being amended in the meantime, by studying the newly introduced disciplines and taking equivalence exams.
- (2) Upon finalizing the studies, all graduates of a class must have learned from the same Curriculum and must have identical Diploma Supplements, with regards to the mandatory disciplines.
- (3) Upon restarting their studies, the students who have interrupted their studies for other reasons than medical shall be enrolled as students paying tuition, regardless of their status (funded place/place with tuition fee) at the moment of interrupting their studies.

Art. 108

- (1) The students' transfer between the university's faculties or to other educational institutions shall be permitted for students enrolled within their second year of studies and their penultimate year of studies.
- (2) The accepted reasons for transfer are as follows: stable residence, marriage, dependent first and second degree relatives, severe chronic illnesses of first and second degree relatives.
- (3) The transfer approval shall be conditioned by the settlement of all dues towards the university.
- (4) Transfers are not permitted between the study lines (Romanian, Hungarian, English); the student shall keep the study line opted for upon admission.
- (5) Changing the study line may be performed only by means of a new admission exam, with the equivalence of the disciplines studied and passed in the initial study language.
- (6) The transfers within the same faculty, from one education form to another, on the same Bachelor's or Master's field of study or a similar one, shall be approved under the following conditions:
 - a) transfer from a part-time learning programme to a full-time learning programme on a place with tuition fees may be approved for students who do not have outstanding exams,



depending on the number of places available and in descending order of the scores or averages;

- b) the students requesting the transfer must have at most **10 non-promoted credits for the Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy**, respectively **30 non-promoted credits for the Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior”, Economics and Law**;
- c) transfer from a full-time studies programme to a part-time studies programme, based on a request made by the solicitor.

Art. 109

The approval of the transfer falls under the competence of:

- a) The Faculty Dean, when request is made for transfer from one studies programme to another within the same faculty;
- b) The University Rector, when request is made for transfer from one faculty to another within the same university, the requests obtaining favorable notice from both faculties;
- c) The Administrative Board, when request is made for transfer from one university to another, the requests obtaining favorable notice from both faculties, respectively both universities.

Art. 110

Transfer of students on funded places enrolled in their first year of studies or in their last year of studies is not allowed.

Art. 111

The transfer fees are approved by the University Senate.

Art. 112

Students declared to have promoted the previous academic year may be transferred within the university from other educational institutions, in accordance with the norms regarding the promotion of the academic year applied within the university, as they derive from the present Rulebook.

Art. 113

- (1) Students who are Romanian citizens or EU citizens and who hold funded places, may obtain transfers only if they have been declared admitted at the admission competition held by the accredited state faculties.
- (2) The students who are Romanian citizens or EU citizens studying at private accredited faculties may be transferred on places with tuition fee and after passing an admission exam for the medical-pharmaceutical studies programmes or only to part-time studies programmes, under the condition that the students have no outstanding exams and their grade average for the graduated years is of at least 6.00.
- (3) The students who are citizens of third-party countries, holding places funded by the Romanian state or funded as a result of intergovernmental agreements, may be transferred by respecting the regulations in force.

Art. 114



- (1) The students who transfer into the university from another authorized university within which they were enrolled without having passed an admission competition are required to take an admission exam.
- (2) Students who have been enrolled as Olympic champions, under the same conditions as those applied upon the admission of students to the university, are exempt from the provisions under para. (1).

Art. 115

- (1) The students who leave the university by means of transfer to other higher-education institutions, cannot request to be re-enrolled into the university, to the same specialty.
- (2) Exceptions from this provision are analyzed and approved individually by the university's Administrative Board.

Art. 116

- (1) The deadline for submitting transfer requests is set to September 12th at the latest, before the beginning of the academic year.
- (2) No transfers shall be accepted during the academic year.

Art. 117

- (1) The Credit equivalence commission within the faculty shall establish, based on the differences between the syllabi, the equivalence exams that the student must take during the academic year into which the student was enrolled.
- (2) The fee associated to the equivalence exams shall be approved by the University Senate.

Art. 118

- (1) The students who are enrolled through transfer and who have to take equivalence exams, are required to take and pass these exams during their first year from their enrollment into the university.
- (2) In exceptional cases, the faculty dean may approve that some of these exams be taken the second year from the student's enrollment into the university.

Art. 119

- (1) Faculty dropout means the complete absence of the student from the teaching activities over a period of at least 2 consecutive months, without an approval in this respect from the faculty's deanship.
- (2) In case of dropout, the university has the right to unilaterally cease the student contract and expel the student.

Art. 120

- (1) Students have the right to request withdrawal from studies, by means of an application submitted to the faculty's deanship.
- (2) The student requesting the withdrawal is required to pay all tuition fees to date until the date of the withdrawal.
- (3) The documents within the personal file shall be issued only after having presented the complete liquidation note to the deanship.



Art. 121

The students benefiting from the interruption of studies or withdrawal from studies shall submit to the deanship the student report card, student ID and, if applicable, the student transportation gratuity/reduction ID.

Chapter XII. Distribution of funded places based on the students' performance in the didactic process

Art. 122

(1) The number of studies grant funded places is granted to each class of students by the Ministry of National Education and the number of places is distributed by the Administrative Board for each study program. This number of places funded by means of study grants shall be maintained throughout the entire period of studies of that respective class.

(2) The status of “student on a funded place” or of “student paying tuition” is amended annually in accordance with the legislation in force and under the conditions established by the University Senate.

(3) The distribution of funded places shall be made based on the vocational results obtained during the previous academic year, with the requirement of having achieved the minimum number of credits necessary as to promote an academic year.

Art. 123

(1) Occupation of state funded places for the **Faculties of Medicine, Medicine in English, Dental Medicine and Pharmacy** shall be separately analyzed for each teaching line, by:

- a. students (on funded places or paying tuition) who have completely promoted the disciplines within the Curriculum as students who have passed all of their exams during the ordinary session, in descending order of their average weighted grades;
- b. the places left available shall be occupied by students who have completely promoted the disciplines within the Curriculum after the session destined for retaking exams and, if the case may be (that the places are not completely occupied), after reexamination session, in descending order of their average weighted grades;
- c. the places left available shall be occupied by the students (on funded places or paying tuition) who have obtained the necessary credits in order to pass the year, in descending order of the obtained scores, calculated as follows: $\text{grade 1 obtained} \times \text{number of credits} + \text{grade 2 obtained} \times \text{number of credit} + \dots \text{grade n obtained} \times \text{number of credits}$;
- d. admission to the the sessions dedicated to retaking exams shall be performed by promoting at least 30 credits during the current year, achieved during the ordinary sessions (winter and summer). These 30 credits shall not include the credits obtained for the practical training. In order to promote/pass the year, a students requires a minimum of 50 credits from the total of 60 allocated credits. A number of 10 remaining credits may be transfered to a superior year of studies within one studies cycle. The promotion to a new studies cycle shall be made with all 60 credits achieved for each year within the cycle.
- e. in case of tie (weighted averages or score), the settling criteria are as follows:
 1. the score obtained at the end of the ordinary exam session (before the retake exam session);
 2. the grades obtained on the disciplines with the most credits.



(2) The number of funded places attributed to each teaching series shall be proportional to the total number of students enrolled into that respective series at the beginning of the academic year for which the classification is being made. Classification is done based on years of studies and teaching lines.

Art. 124

(1) Occupation of state funded places for the **Faculties of Engineering and Informational Technologies, Sciences and Letters „Petru Maior” and Economy and Law** shall be carried out in descending order based on the performance score obtained by each student at the end of the previous year (voluntary disciplines are not taken into consideration).

(2) In case of a tie in points, this shall be settled based on the average grade of the graduated year. If the tie continues to exist even after this criterion, the situation shall be settled based on the student's score and grade average from the previous year.

Art. 125

Students transferred from other universities shall maintain the quality with which they were transferred (funded place or paying tuition) only during the first academic year after the transfer, afterwards, they are subject to the provisions under the present Rulebook.

Art. 126

The students benefiting from a student mobility grant with the duration of one year, shall maintain the quality they had (funded place or paying tuition) during the year prior to their leaving with student mobility.

Art. 127

The students benefiting from a medical extension of studies shall maintain the quality they had (funded place or paying tuition) during the year prior to their studies interruption.

Art. 128

(1) The students funded by the Romanian state, enrolled in university Bachelor's or Master's programmes, regardless of the academic year into which they were admitted, who, upon the end of the academic year, meet the minimum number of transferable credit approved by the University Senate and provided within the Rulebook herein for promotion, may maintain their initial funding.

(2) In the case in which the student of Romanian ethnicity, funded by the Romanian state, obtains the Romanian citizenship throughout the study years, he/she could continue his/her studies as a student funded by the Romanian state, only if the identity documents indicate stable residence abroad. In the case in which the student's stable residence is in Romania, he/she may continue his/her studies by paying tuition in RON, in the amount established by the University Senate.

Art. 129

(1) The classification of students with the purpose of distributing funded places is performed by the personnel of the Deanships' secretariats / IOSUM secretariat, verified by the designated representatives of the student organizations of each faculty and certified under signature by the dean of each faculty / the IOSUM director.

(2) The classification of the budget / fee students from the Faculties of Medicine, Medicine in English, Dentistry, respectively Pharmacy, for the academic year 2019/2020, with applicability for the academic year 2020/2021 will be made by series and teaching lines.

(3) Classification of students budget (with both forms of funding) / fee, from the Faculties of Engineering and Information Technology, Sciences and Letters "Petru Maior", respectively



Economics and Law, for the academic year 2019/2020, with applicability for the academic year 2020/2021 will be for years of study.

Art. 130

The classification is announced and displayed at each faculty's deanship during the first 4 weeks of the following academic year, respecting the GDPR rules.

Art. 131

The students may appeal the classification within 2 working days from it being displayed.

Art. 132

The appeal shall be submitted in writing at the deanship / IOSUM secretariat.

Art. 133

The appeal may focus solely on the student's own results.

Art. 134

The student shall expose the reasons for which he/she believes the classification to be incorrect and shall present arguments and proofs in this respect.

Art. 135

- (1) The appeal is resolved by the dean and the vice-dean within 5 working days from its submission.
- (2) The decision upon the appeal is final.

Art. 136

- (1) If, after the classification, there are funded places which have not been attributed, these are redistributed, for a year, to another Bachelor's or Master's programme from the same year of studies, at the same faculty or, as applicable, to another faculty, by means of Administrative Board Decision.
- (2) After one year, the places shall once again be attributed to the Bachelor's or Master's programme to which they belonged initially.

Chapter XIII. Rewards and sanctions

Art. 137

For outstanding educational results, scientific activity results or other extraordinary merits, the student may be rewarded by means of:

- a) praise at the level of the year of studies, faculty or university;
- b) granting the student a merit diploma for outstanding educational and/or scientific results;
- c) annual or occasional prizes (such as objects, books etc.);
- d) approval of certain studies and documentation travels;
- e) participation to camps, scientific manifestations;
- f) other forms of distinction established by the university from its own funds, in accordance with legal regulations.



Art. 138

- (1) For violating university conduct norms, the student may receive the following sanctions:
- a) written warning;
 - b) written warning with notice;
 - c) cease of grant for a certain period of time;
 - d) suspension of retraction of the right to certain facilities that the student may benefit from (accommodation on campus etc.);
 - e) expulsion.
- (2) The sanctions shall apply based on the gravity of the violations, for their repetition, and the conditions under which they were performed. They may be contested at the level of the university's management structures within 5 days from the date on which the sanction was communicated.
- (3) In the case of a first time offense of fraud or attempted fraud of exams, the sanction of written warning with notice shall apply; in the case of a second time fraud or attempted fraud of exams, the sanction of expulsion shall be applied.
- (4) The sanction is decided by the University's Administrative Board, by consulting the students' representatives, at the proposal of the Faculty. The discussion of the sanctioning proposal shall be carried out in the presence of the Faculty's management, of a faculty member who has signaled the deed (in the case of fraud) and of the student in question. The reason for sanction shall be provided within the decision to sanction.
- (5) The sanction shall be made known to the sanctioned student, and the decision to sanction shall be attached to the student's personal file.

Art. 139

- (1) Expulsion is applied:
- a) for the repeated violation (twice) of professional conduct norms: fraud or attempted fraud of exams - expulsion without the possibility to re-enroll into the University;
 - b) for the grave violation of social cohabitation, within or outside the University - expulsion without the possibility to re-enroll into the University;
 - c) for not paying the financial obligations (fees) towards the University within the terms established by means of specific regulations - expulsion;
 - d) for dropout;
 - e) for exceeding the normal duration of studies associated to the specialty for which the student is enrolled - expulsion without the possibility to re-enroll into the same year he/she was enrolled;
 - f) for carrying out any type of actions (verbal or written) meant to discredit the University or any other member of its academic community or meant to gravely affect its image and prestige.
- (2) The expulsion notice is drafted at the Faculty Deanship.



Chapter XIV. Final provisions

Art. 140

- (1) All students enrolled within the foreign language studies program, with the exception of those who have Romanian citizenship, shall take, at the end of their third year of studies, a Romanian language knowledge test.
- (2) The test shall be organized by the specialty department within the university.
- (3) The students may be enrolled into their fourth year of studies only if they promote this test.
- (4) The students who do not promote this test shall be enrolled into a repeat year.

Art. 141

Each discipline / department is required to ensure the framework necessary for the student-faculty member interaction. As such:

- a) Each discipline/department is required to organize its own counseling and mentoring program for students, which shall be made public on the discipline/department's website and on the e-learning platform.
- b) The activity of offering counseling to students is mandatory for each faculty member.
- c) Counseling may be performed by means of the following methods:
 - directly, through a discussion held at the discipline/department office;
 - on-line - by e-mail, using the e-UMFST platforms or platforms such as: Microsoft Teams

Art. 142

- (1) All other previous contrary provisions within university Rulebook or Senate Decisions are abrogated.
- (2) The amendment and completions of the present Rulebook shall be done by means of University Senate Decision.

The Senate of the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș has approved the edition herein of the Rulebook on March 10th, 2022 and it shall enter into force from March 11th, 2022.

APPENDICES

Appendix 01 The content of the Romanian citizen student's personal file

Appendix 02 The content of the foreign citizen student's personal file

Appendix 03 The content of the transferred student's personal file

Appendix 04 The content of the re-enrolled student's personal file

Appendix 05 Other documents which are kept within the student's personal file



Appendix 01

The content of the Romanian citizen student's personal file

The Romanian citizen student's personal file contains:

- (1) Bacalaureate Diploma, original.
- (2) copy of the Bachelor's Diploma as to certify it with the original - for graduates of a faculty on funded places who become students enrolled into the second faculty, paying tuition;
- (3) completed enrollment application;
- (4) birth certificate in legalized copy;
- (5) proof of having performed all medical investigations established by the university's management
- (6) signed statement of knowing and accepting to respect
 - a. the present Rulebook and
 - b. the student contract.
- (7) two ID card photographs.
- (8) For Master's students who are enrolled to a second faculty, paying tuition, the following shall be presented:
 - a. copy of the Bacalaureate Diploma as to certify it with the original copy, as well as
 - b. certificate attesting that the respective students holds a funded place, issued by the faculty where the original copy of the Bacalaureate diploma is.

Appendix 02

The content of the foreign citizen student's personal file

The foreign citizen student's personal file shall contain:

- (1) Bacalaureate diploma or, as applicable, document attesting the graduation of high school studies, in original, and its translation into an international language, legalized and stamped by the Embassy of the issuing country in Romania, or with apostille, as applicable;
- (2) language certificate (Romanian, French or English), depending on the teaching language of the studies programme the student wishes to be enrolled to;
- (3) certificate of preparatory year or a certificate that attests the fact that the students has studies at least 4 years in the teaching language chosen for studies;
- (4) passport copy;
- (5) birth certificate in legalized copy;
- (6) competent Ministry Order regarding the title of funded student (where applicable);
- (7) letter of acceptance to studies (where applicable);
- (8) decision of high school studies equivalence (where applicable);



- (9) completed enrollment application;
- (10) proof of having performed all medical investigations established by the university's management
- (11) signed statement of knowing and accepting to respect
 - a. the present Rulebook and
 - b. the student contract.
- (12) two ID card photographs.



Appendix 03

The content of the transferred student's personal file

The transferred student's personal file shall contain:

- (1) the document provided under appendix no. 1 or no. 2, as applicable;
- (2) decision of studies equivalence, under the conditions of the Rulebook herein, issued by the faculty' deanship
- (3) decision of establishing the equivalence exams, under the conditions of the Rulebook herein, issued by the faculty' deanship

Appendix 04

The content of the re-enrolled student's personal file

The re-enrolled student's personal file shall contain:

- (1) the document provided under appendix no. 1 or no. 2, as applicable;
- (2) documents which attest that the state which has led to losing the title of student of the university has ceased.

Appendix 05

Other documents which are kept within the student's personal file:

- (1) the student contract;
- (2) the requests regarding motivation of absences, for cases of illness, approved by the faculties' management, accompanied by medical documents;
- (3) documents through which the student was granted rights to:
 - a. interruption of studies,
 - b. transfer.
- (4) documents through which credits originating from mobilities are recognized;
- (5) rewards or applied sanctions;
- (6) proof of having paid all requested fees;
- (7) applications, requests, petitions addressed by the student to academic structures and their resolutions.