



# UMF

UNIVERSITATEA DE  
MEDICINĂ ȘI FARMACIE  
**IULIU HAȚIEGANU**  
CLUJ-NAPOCA

## REGULATIONS FOR ORGANISING AND CONDUCTING UNDERGRADUATE TEACHING AND LEARNING ACTIVITIES





**“IULIU HAȚIEGANU” UNIVERSITY OF MEDICINE AND PHARMACY  
CLUJ-NAPOCA**

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## REGULATIONS FOR ORGANISING AND CONDUCTING UNDERGRADUATE TEACHING AND LEARNING ACTIVITIES

### Chapter I. General Principles

**Art. 1.** All teaching activity at “Iuliu Hațieganu” University of Medicine and Pharmacy (Universitatea de Medicină și Farmacie “Iuliu Hațieganu”, UMFIH) is conducted based on the provisions of the Romanian Constitution, the National Education Law no. 1/2011, the University Charter, and other national normative acts on higher education.

**Art. 2.** The present Regulations define the teaching activity and all the professional relations established between undergraduate students (hereinafter referred to as students) and “Iuliu Hațieganu” University of Medicine and Pharmacy Cluj-Napoca (hereinafter referred to as UMFIH or University).

**Art. 3.** Undergraduate teaching and learning activity at UMFIH is organised according to faculties and study programmes (specialisations).

**Art. 4.** Master’s degree and doctoral studies at UMFIH have their own regulations.

**Art. 5.** UMFIH ensures that all credits awarded to its students are recognised by other accredited/provisionally authorised Romanian or foreign universities that apply the European Credit Transfer and Accumulation System (ECTS), or with which there are recognition agreements.

**Art. 6.** Before the beginning of the academic year, each faculty issues the *Study Guide*, which includes information regarding: undergraduate fields of study, study programmes, curricula, subject outlines, pass requirements, etc. According to the Decision of the University Management Board, the Study Guide will be available on the university website, the website of each faculty, as well as in hard copy on request.

### Chapter II. The University Student

**Art. 7.** A person who simultaneously fulfils the following conditions is a University student:

- (1) the person was admitted to University;
- (2) the person was definitively matriculated in accordance with the legal provisions;
- (3) the person signed the Student Contract with the University.

**Art. 8.** The capacity as student is attested by the student report card.

**Art. 9.** The capacity as University student is acquired:

- (1) following the admission contest, in accordance with the University admission regulations;
- (2) by permanent mobility (transfer) from another accredited medical university;
- (3) by provisions of the relevant ministry;
- (4) by mobility, from another higher education institution, for a limited period of time;
- (5) by re-matriculation, under the conditions of the present Regulations.

**Art. 10.** The capacity as University student is lost:

- (1) upon graduation;
- (2) by withdrawal from studies;
- (3) by expulsion;
- (4) during the interruption of studies.

### **Chapter III. Student Rights and Obligations**

**Art.11.** Students have the following **rights**:

- (1) to benefit from the educational process outlined in the curriculum of their study programme;
- (2) to use the material resources of the University (laboratories, lecture halls, seminar rooms, classrooms, sports halls, etc.) in accordance with the curriculum;
- (3) to have access to other services related to the educational process (library, reading rooms) or to any sports, cultural, social, career guidance and career counselling activities organised by the University;
- (4) to participate in additional teaching activities in accordance with the regulations in force;
- (5) to request the discontinuation of studies for medical or other reasons, in accordance with the regulations in force;
- (6) to benefit from a state-funded place, according to the present Regulations;
- (7) to receive scholarships, social aid and other forms of social support, in accordance with the regulations in force;
- (8) to benefit from free medical and dental care, in accordance with legal provisions;



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(9) to be provided with on-campus accommodation and meals at the student restaurant, according to institutional regulations;

(10) to benefit from subsidised places in student camps according to the regulations in force;

(11) to benefit from national and international student mobility programmes, under the conditions established by the University management;

(12) to elect and to be elected by students in the Faculty Council and the University Senate according to University regulations and the University Charter; to be part of the committees of the Faculty Council or of the University Senate;

(13) to be part of legal student, professional, cultural, or other organisations;

(14) to express their opinion on any matter concerning university life and the academic community without restrictions and repercussions, in accordance with the code of conduct;

(15) to inform heads of disciplines and dean's offices with regard to shortcomings in the teaching process;

(16) in case of tuition-fee paying students, to benefit from all student rights only for the time periods for which they paid the tuition fees. Failure to pay the tuition fees will result in the suspension of student rights and may lead to loss of student status.

**Art. 12.** Students have the following **obligations**:

(1) to fulfil their academic obligations in accordance with the curriculum;

(2) the students' academic obligations are stipulated in curricula and faculty regulations, they are approved by the Faculty Council and the University Senate, they are published on the website of each faculty and in the ECTS Guide, and they are also communicated by the heads of disciplines in the first two weeks of each semester;

(3) to know and comply with all regulations governing the academic activity within the University. Ignorance of regulations or University management decisions cannot be invoked as an excuse and cannot be a cause for exoneration from liability;

(4) to show respect for the members of the academic community; to behave within and outside the University in a manner appropriate to their academic status, so as not to prejudice the image of the University in any way;

(5) to pay their tuition fees and other financial obligations on time, in accordance with the Student Contract;

(6) to use with care the material goods put at their disposal for teaching or related activities. Students are liable for any damage caused;

(7) to verify the correctness of all documents issued by University departments;

(8) to show loyalty to the University and to the values it promotes;

(9) to report any problems related to the academic activity. If students have problems that need solving or complaints about teaching activities or other educational aspects, they will contact: the series/year tutor, the vice-dean for student affairs, the dean, the vice-rector for teaching and education, or the rector. Students will not express their complaints on social networks or in the press. Instead, they will contact the faculty or University management, in hierarchical order. If the problems are not solved by the University, the students can go to court. The denigration of the University in the public space will be sanctioned according to the laws in force.

(10) to actively participate in evaluating the teaching activity, as requested by the University during the evaluation sessions.

## **Chapter IV. Teaching Staff Rights and Obligations**

### **Art. 13.**

(1) The teaching-related rights and obligations of the university teaching staff are stipulated in the:

- a) University Charter;
- b) Job description;
- c) University's Code of Academic Ethics and Deontology;
- d) employment contract.

(2) Tenured and non-tenured University teaching staff members have the obligation to know and comply with all the regulations governing the academic activity of the University. Ignorance of regulation provisions or of University management decisions cannot be invoked as an excuse and cannot be a cause for exoneration from liability.

## **Chapter V. Organisation of Teaching Activities**

**Art. 14.** The *curriculum* of each study programme includes the allocation of subjects by semester, the number of credits awarded for each subject, and the type of examination to be conducted. At the end of each academic year, deans allot subjects to disciplines and teaching staff for the next academic year according to the *assignment of workloads by subjects* as well as to the *teaching workloads* included in the *list of positions* of the departments.

**Art. 15.** The curriculum may include fundamental, domain-specific, specialist, and complementary subjects, which can be compulsory, elective and optional. The curricula and the lists of positions are drawn-up in accordance with the National Education Law no. 1/2011 and other regulations in the field, including the decisions of the UM-FIH Senate.

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**Art. 16.**

(1) The students' academic activity includes lectures, practical courses, seminars, clinical training, tutorials, practical training, individual study, etc.

(2) The teaching activity is scheduled Monday to Friday, from 8 am to 8 pm. The timetable must be respected and activities must be scheduled according to specific situations (examination session; graduation examination, etc.). In exceptional circumstances, some activities can at times be scheduled on Saturdays or Sundays, if previously approved by deans' offices.

(3) Students can make up for missed classes after paying the fees established by the University Senate.

**Art. 17.** The Subject Outline defines the content and requirements of all teaching activities. It also establishes how students can make up for missed classes.

## **Chapter VI. Admission, Matriculation, Enrolment, Interruption of Studies, Withdrawal from Studies, Expulsion, Re-matriculation and Student Academic Mobility**

**Art. 18.**

(1) The admission to an undergraduate degree programme is conducted in accordance with the methodology drawn-up following the Order of the relevant Minister with regard to organising university admissions, and it is also approved by the University Senate. Candidates are admitted to UMFIIH following a contest for the number of available places, as previously approved by the University Senate.

(2) UMFIIH organises admission contests only for accredited or provisionally authorised study programmes included in the Government Decision issued prior to the beginning of the admission.

(3) Citizens of Member States of the European Union can participate in the admission examination, with the same rights and obligations as Romanian citizens. Candidates from these states must obtain a Diploma or Certificate of Recognition of previous studies from the National Centre for Recognition and Equivalence of Diplomas, as well as a certificate of language proficiency.

(4) Non-European Union nationals, except for Romanians everywhere, are admitted according to the Admission Methodology for Foreign Citizens issued by the relevant ministry, based on the Letter of Acceptance issued by the Directorate-General for International Relations and European Affairs. Prior to the issuance of the Letter of Acceptance, the application files are reviewed by admission committees at faculty level.

(5) Romanians everywhere candidates are admitted according to the Framework Methodology issued by the relevant ministry.

(6) International students admitted to UMFIIH have the same rights and obligations as Romanian students, according to the law.

**Art. 19.** The places allocated for admission are:

- a) state-funded places;
- b) places financed from fees and other extra-budgetary resources.

**Art. 20.**

(1) One may benefit only once from state funding for each study cycle, for the maximum number of semesters allotted to the study programme in which s/he is matriculated.

(2) Any financial subsidy or scholarship from public funds is granted according to the legal norms in force.

(3) A student who benefited from free tuition within a degree programme funded by the state budget has the right to attend another degree programme within the same study cycle, under the law:

- a) on a tuition fee basis, if the public higher education institution offers such a programme;
- b) without having to pay tuition fees, with funding from the state budget, provided that the person pays the equivalent value of the tuition services previously funded by the state budget, in whole or in part, if the second study programme is fully funded by the state budget. The amount representing the equivalent value of the tuition services is collected by the higher education institution that offered them. This institution may also decide to accept payment by instalments. Such sums are considered as state income.

**Art. 21.**

(1) Candidates admitted to University following the admission contest are **matriculated** by decision of the University rector.

(2) Upon matriculation, each student receives a unique **matriculation number**, which is valid throughout the duration of the degree programme at the faculty where s/he was admitted. Matriculation numbers are successively generated for each series of students by field / study programme / language of instruction. A student who is re-matriculated by decision of the rector will receive the initial matriculation number.

(3) Incoming students who transferred or were admitted/matriculated in a higher year will receive a unique matriculation number, according to the procedure for assigning such numbers.

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**Art. 22.**

(1) Only a person who acquired the capacity as student may be matriculated, according to art. 10.

(2) A person may not be matriculated simultaneously in two or more full-time study programmes at UMFIIH.

**Art. 23.** Matriculation occurs only after the student submitted a registration file and signed the Student Contract.

**Art. 24.** Tuition fee-paying students will only be matriculated if they pay the tuition fees, according to University regulations.

**Art. 25.** International students who are scholarship holders of the Romanian state will be matriculated by an order of the relevant ministry nominating them for the award of the scholarship, following the approval of the University management.

**Art. 26.** International tuition-fee paying students:

(1) are provisionally matriculated based on the provisional matriculation decision issued by the Department for International Students and on the letter of acceptance from the University, where applicable.

(2) are fully matriculated:

- a) after the recognition and equivalence of their high school studies by the relevant ministry
- b) after the verification and approval of their personal file by the relevant ministry
- c) based on the matriculation order of the Ministry of Education
- d) based on the decision of the rector, in compliance with the provisions of the University Charter.

**Art. 27.** The complete file of an international student is created at the Department for International Students and then submitted to the dean's office after being verified and approved by the relevant ministry, according to the admission schedule for the current academic year.

**Art. 28.** Candidates admitted as first year students who fail to register during the period established by the decision of the University Management Board lose the right to be matriculated.

**Art. 29.**

(1) Students who were admitted based on the academic achievements included in their application file can **register** within a maximum of 30 days from the beginning of the academic year.

(2) The University Management Board may decide to extend this term, in exceptional situations.

**Art. 30.** When a student is entered in the matriculation register, a **personal file** is created, which includes:

- (1) for Romanian citizens, the documents included in Annex no. 1
  - a) original high school diploma (or equivalent) and original Bachelor's degree diploma (if the student enrolls in a second faculty) or an original graduation certificate;
  - b) high school transcript of records and the diploma supplement (if the student enrolls in a second faculty);
  - c) standard application form to the admission contest;
  - d) birth certificate - authenticated copy or certified by the University staff;
  - e) name change documents - authenticated copy or certified by the University staff, if applicable;
  - f) copy of identity card / passport;
  - g) 2 colour ID photos (format 2/2.5 cm);
  - h) medical certificate issued by the family doctor within the last 6 months (health status of the candidate; chronic diseases: yes/ no; chronic disease(s), if applicable);
  - i) Student Contract and "Tuition Fees" Annex, both signed by the student;
  - j) Equivalence statement for diplomas/ degrees or for the recognition of transfer credits, marks or grades, accompanied by proof of previous studies at other universities and the results obtained, if applicable;
  - k) hand-signed consent form for personal data processing;
  - l) certificate from the School Inspectorate for the members of the enlarged national team taking part in the International Biology or Chemistry Olympiad, in the case of students admitted as Olympiad participants.
- (2) for foreign citizens, the documents included in Annex no. 2.
- (3) for transferred students, the documents included in Annex no. 3.
- (4) for re-matriculated students, the documents included in Annex no. 4.
- (5) for students in mobility programmes, the documents included in Annex no. 5.

**Art. 31.** Students have the obligation to complete their **personal file**, throughout the study programme, with any relevant documents that modify/update existing information (for example: name change, domicile address, identity card, email address, telephone number, death certificate of the parent(s) or guardian, etc.). Any

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such changes will be communicated to the secretary's office within 30 days of their occurrence.

**Art. 32.** Students are entered in the Matriculation Register using the **name** in the birth certificate. The addition of a name (by marriage) or name change (adoption, administrative decision, or court decision) can be requested in writing and must be approved by the dean.

**Art. 33. Matriculation in a higher year.** An admitted candidate may also be matriculated in the 2nd, 3rd or 4th year, as the case may be, according to the transfer credit system, if the respective person had previously attended a similar study programme.

### **The Student Contract**

**Art. 34.** Students are registered at University based on the **Student Contract**, which must be signed by both parties (student and University).

**Art. 35.**

(1) The Student Contract includes the rights and obligations of both the student and the University within the educational process.

(2) The Student Contract constitutes the basis for establishing financial obligations.

(3) The Student Contract concluded between the student and the University following admission to a degree programme cannot be changed during the academic year.

**Art. 36.**

(1) The financial obligations of the student are stipulated in the "Tuition Fees" Annex to the Student Contract.

(2) The "Tuition Fees" Annex to the Student Contract must be signed by the student at the beginning of each academic year.

**Art. 37.**

(1) In case of failure to pay the tuition fees in due time, a student matriculated on a tuition fee basis shall pay penalties in accordance with the "Tuition Fees" Annex to the Student Contract.

(2) A student who failed to pay tuition fees on time is not allowed to take any examinations and is not issued an examination grade book until the financial situation is clarified.

(3) The student regains all rights for the current academic year only after the payment of all required fees.

**Art. 38.**

(1) In case of cancellation or dissolution of the Student Contract, or its termination upon graduation, a student must undergo a procedure for the clearance of any debts to the University.

(2) If a student is in any of the situations described in paragraph (1) of this article, documents in the personal file can only be returned upon submission of a fully completed clearance form.

**Art. 39.**

(1) Matriculated/re-matriculated students through temporary/permanent internal mobility at the beginning of an academic year must conclude the Student Contract (regardless of whether they are tuition-fee paying students or not) and the "Tuition Fees" Annex to the Student Contract no later than 31 October of the respective academic year.

(2) Students who resume their studies will conclude the Student Contract for the year of study they are resuming.

(3) Students who fail to sign the Student Contract and the "Tuition Fees" Annex during the designated period will not be matriculated.

**Art. 40. Course Enrolment. Enrolment form**

(1) Starting with the second year, a student matriculated at UMFH has the obligation to enrol in courses at the beginning of each academic year by filling out an enrolment form and signing the "Tuition Fees" Annex to the Student Contract. The enrolment form must be completed within 15 calendar days from the beginning of the academic year.

(2) The enrolment form and the "Tuition Fees" Annex are attached to the Student Contract.

(3) The "Tuition Fees" Annex to the Student Contract is written by the financial department of the University, based on the annual decisions of the Senate.

(4) In case of resumption of studies, enrolment in the second semester can only occur for the same year of study that the student interrupted.

**(5) Enrolment** at the beginning of an academic year occurs as follows:

- a) For years 1 to 3, a student who has failed subjects totalling 10 or fewer than 10 missing credits in these years will be enrolled in a higher year of study than the last year attended;
- b) For years 1 to 3, a student who has failed subjects totalling more than 10 missing credits in these years will be enrolled in a supplementary year;
- c) For years 4 to 6 of the Medicine and Dental Medicine study programmes, a



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student is enrolled in a higher year if all the 60 ECTS credits allotted to the current year have been earned (the student has not failed any exams);

- d) For years 3 to 5 of the Pharmacy study programme, a student is enrolled in a higher year if all the 60 ECTS credits allotted to the current year have been earned (the student has not failed any exams);
- e) A student who, after the last year of study, has at least one missing credit for any of the curriculum subjects of the respective study programme will be enrolled in an extension year.

(6) Students declared to be in a supplementary year (repeat year students) have the obligation to enrol until the beginning of the academic year.

(7) Students declared to be in a supplementary year will pay their financial obligations by the deadlines and in the amounts established annually by the University Management Board and validated by the University Senate.

#### **Art. 41.**

(1) Upon enrolment in the faculty, the following documents are issued to each student:

- a) the student report card; it certifies the capacity as student of the holder and is endorsed at the beginning of each academic year. In case of loss or damage of student report cards, dean's offices issue duplicates against a fee stipulated by the UMFIIH Senate in the "Tuition Fees" Annex to the Student Contract.
- b) the student's subsidised travel pass
- c) other documents specific to the faculties (e.g., the Practical Skills Guide, etc.) or to the library.

(2) These documents are endorsed annually, throughout the years of study, provided that the obligations regarding the payment of fees and the signing of the enrolment form are fulfilled.

(3) In case of transfer, interruption of studies or expulsion, the students in question are required to submit to the University their student report card, library card and, as the case may be, their travel pass.

(4) The Department for International Students issues to foreign students the necessary documents regulating their stay in Romania.

(5) Corrections, erasures and data entries are not allowed in student documents. Such actions constitute forgery in public acts and are sanctioned by law.

#### **Art. 42. Interruption of studies**

(1) Following a student request, the faculty management may approve their interruption of studies, for a requested period of up to 2 years, cumulatively, throughout

their studies. An interruption of studies cannot be requested for in the semester in which the conditions for expulsion of the student are met.

(2) An application for interruption of studies shall be submitted to the faculty secretary's office within the first 10 working days from the beginning of the semester and, exceptionally (e.g., for medical reasons), until the end of the teaching activity of each semester.

(3) An application for resumption of studies shall be submitted to the faculty secretary's office 15 days before the beginning of the semester in which the resumption is made. Upon resumption of studies, students who have interrupted their studies for reasons other than medical ones are enrolled on a tuition fee basis, regardless of their status (state-funded / tuition-fee paying) at the time of the interruption.

(4) After resumption of studies, the student must meet the requirements of the curriculum for the year in which s/he continues their studies. This fact must be made known to the student at the time of their interruption of studies and must be certified by the student's signature on their application for interruption of studies.

(5) During the interruption of studies, the student does not benefit from the rights granted by law to students (dormitory, scholarship, subsidised local public transport and railway (CFR) transport, student certificate, etc.).

**Art. 43. Withdrawal from studies** is made at a student's request and is recorded by the University registry office. As a result, the Student Contract is terminated. A student who has withdrawn from studies can only be re-enrolled through a new admission process.

**Art. 44.**

**(1) Expulsion** occurs if a student is in one of the following situations:

- a) the student has not signed the Student Contract / the "Tuition Fees" Annex;
- b) the student did not enrol in courses at the beginning of the academic year, by filling in an enrolment form;
- c) the student has not paid the tuition fees by the established deadlines;
- d) the student has been proposed for expulsion, as a sanction for fraud during university activities, according to the decision of the University Senate;
- e) the student has been proposed for expulsion, as a sanction for serious deviations from the University norms, according to the decision of the University Senate;
- f) the student has withdrawn from studies; in this case, the student does not have the right to re-enrol and can only resume studies following a new admission;
- g) University dropout (unexcused absences for more than 120 days);

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- h) the student has not submitted an application to resume studies, or the maximum duration of their interruption of studies has been exceeded, in accordance with the present Regulations;
  - i) the student breaches the rules of professional conduct: examination fraud or attempted examination fraud by impersonation - expulsion without the right to be re-enrolled in the University;
  - j) for a second offence of fraud / attempted fraud;
  - k) the student seriously breaches the rules of social coexistence, inside or outside the University - expulsion without the right to be re-enrolled in the University;
  - l) the student exceeds twice the normal duration of studies for the degree programme in which they were enrolled - expulsion without the possibility to be re-enrolled in the University in the year of study from which they were expelled;
  - m) the student is in the situation of being enrolled for the fourth time in a supplementary year - expulsion without the possibility to be re-enrolled in the University in the year of study from which they were expelled;
  - n) consumption of narcotics or other high-risk drugs, as evidenced by toxicology tests;
  - o) unfounded, serious denigration of the institution in the media and on social networks, dissemination of false information that prejudices the institution and the academic community;
  - p) final criminal conviction for serious offences: drug trafficking, robbery, murder, etc.

(2) The expulsion procedure is initiated at the proposal of the faculty management and is completed by the rector's decision.

(3) The expulsion decision is communicated to the student by email (at the address provided in the faculty enrolment form / their updated file) and by advertising. The advertising is made by posting an announcement, stating that the decision of their expulsion was issued, at the secretary's office and/or on the website of the faculty where s/he was a student. To ensure confidentiality, the notice will contain the following: their matriculation number, the number and date when the expulsion decision was issued, the posting date. The student will be identified by their matriculation number. The notice will be displayed for 60 days from the posting date.

**Art. 45. The re-matriculation of students** requires an application, approved by the Faculty Council, within the limit of the tuition capacity (maximum number of students that can be enrolled). The application is submitted to the faculty secretary's

office within the established time frame. The re-matriculation is made by the decision of the rector, after the payment of the re-matriculation fee.

**Art. 46.**

(1) Re-enrolment of students is done as follows:

**In the 1st - 3rd years of study**

- a) an expelled student who has failed subjects totalling 10 or less than 10 credits in the years of study completed until the date of expulsion, may be re-enrolled in a higher year of study than the last year attended ;
- b) an expelled student who has failed subjects totalling more than 10 credits in the years of study completed until the date of re-enrolment will be re-enrolled in the same year of study from which they were expelled;
- c) a student expelled in the final year of study, who has at least one missing credit, will be re-enrolled in an extension year, in accordance with the University Charter;
- d) students expelled for non-payment of tuition fees are subject to the same provisions of letters (a), (b), (c) after going through the re-matriculation procedures;

(2) A student expelled for disciplinary misconduct and/or breach of the Code of Ethics can no longer be re-matriculated in UMFH.

**Art. 47.**

(1) Upon re-enrolment, students who have been expelled must meet the requirements resulting from the modification of the curricula; the European Credit Transfer System is applied.

(2) Recognition of subjects previously studied is granted by a commission set up at faculty level for this purpose; they verify if the curricula are identical for each subject, between the time when the student passed the examination and the time of their re-enrolment.

(3) This requirement is also valid if the student is enrolled in the same year of study more than once.

**Art. 48.**

(1) According to the law, academic mobility represents the students' right to have their transfer credits recognized if they earned them, in accordance with the law, in other accredited higher education institutions in the country or abroad. Academic mobility can be internal or international, and permanent or temporary, for all forms of education.

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(2) An academic mobility can be carried out on a student's initiative, provided both of the following conditions are fulfilled:

- a) inter-institutional agreements are in force;
- b) the student has received acceptance from the home or host accredited higher education institution, as the case may be.

(3) Inter-institutional acceptance consists in completing and signing the standard mobility application, as follows:

- a) the student submits the mobility application to the higher education institution where they wish to do their mobility, in order to obtain acceptance;
- b) after obtaining the mobility acceptance, the student applies for a mobility grant from the higher education institution in which they are enrolled;
- c) the higher education institution that accepts the mobility is the first to sign the student's mobility application, which is then also signed by the home institution;
- d) the conditions under which the mobility takes place are also mentioned in the application.

#### **Art. 49. Temporary internal academic mobility**

(1) A student may benefit from temporary internal academic mobility between two accredited higher education institutions.

(2) Temporary internal academic mobility through internal mobility programmes shall be carried out in accordance with the inter-institutional agreements concerning those programmes.

(3) Temporary internal academic mobility may occur after the first year of study, provided that the student completed the examination session.

(4) The period of studies may not exceed the end date of the academic year in which the mobility takes place. Students enrolled in the final year of study cannot benefit from study mobilities.

(5) Both students admitted to state-funded places and tuition-fee paying students can benefit from this type of mobility.

(6) Temporary internal academic mobility is based on inter-institutional acceptance and requires the completion and signing of the standard mobility application. Applications for temporary internal mobility must be submitted to the faculty secretary's office, in their original form, at least 5 days before the beginning of the semester in which the mobility will take place and must contain all necessary approvals.

(7) In order to recognize study transfer credits, the compatibility of the curricula is established prior to the mobility period, and the recognition of study transfer cred-

its is granted at the end of the mobility period, based on the regulations of the higher education institutions involved.

(8) Before starting the mobility, the student must fill out a Learning Agreement stipulating the subjects to be attended, according to the curriculum of the degree programme in which they carry out their mobility; the Learning Agreement will be endorsed by both the home and host institutions. The host institution must issue the student's *Transcript of Records* at the end of the mobility.

(9) Permission to take the examination for the completion of studies at the end of the mobility is conditioned by the student's fulfilment of their professional obligations at the university where the temporary internal mobility took place.

### **Art. 50. Temporary international academic mobility**

(1) Temporary international academic mobility through international programmes / agreements / conventions is carried out in accordance with the regulations regarding the respective programmes / agreements / conventions.

(2) Temporary international academic mobility on one's own account means temporary mobility carried out outside the framework established by an international programme, in EU countries, at the request of a student who has identified a possible host university.

(3) Temporary international academic mobility on one's own account requires the consent of both the home and the host accredited / provisionally authorised higher education institutions. Temporary international mobility can only take place after completing the first year of study, but not in the final year of study.

(4) The recognition of transfer credits is done by the home accredited higher education institution, only for the person who proves the completion of the mobility internship with documents issued by the higher education institution attended.

(5) In order to recognize study transfer credits, the compatibility of the curricula is established before the mobility period, and the recognition of study transfer credits is done at the end of the mobility period, based on the regulations of the higher education institutions concerned.

(6) Before starting the mobility, the student must fill out a *Learning Agreement* stipulating the subjects to be attended, according to the curriculum of the degree programme in which they will do their mobility; the Learning Agreement will be endorsed by both the home and the host institutions. The host institution must issue the student's *Transcript of Records* at the end of the mobility.

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**Art. 51. Permanent internal academic mobility (transfer)**

(1) Permanent internal academic mobility may be carried out from a State accredited higher education institution to UMFIH, applying the European Credit Transfer and Accumulation System (ECTS).

(2) Permanent internal academic mobility can also be done within UMFIH, between the Faculties of Medicine and Dental Medicine, in exceptional cases, with the approval of the faculty management and the University Management Board.

(3) Permanent internal academic mobility can be carried out both by state-funded and tuition fee-paying students and is carried out in compliance with the legal provisions on tuition capacity and financing of higher education institutions and with the acceptance of the accredited higher education institutions concerned.

(4) Permanent internal academic mobility may be carried out between study programmes with the same total number of mandatory study transfer credits, in the same field, taking into account the application of the Credit Transfer System (minimum number of credits required for the year/semester in which the student will be enrolled). Permanent academic mobility is carried out only after fulfilling all requirements provided in the education programme (the student has passed all examinations) and if the cumulative grade point average (CGPA) is above 9 in the study programmes of the Faculties of Medicine and Dental Medicine, and above 8.50 in the study programmes of the Faculty of Pharmacy.

(5) Permanent internal academic mobility is approved, within the limit of the tuition capacity established and approved by the University Senate, taking into account the following:

- a) application of the Credit Transfer System;
- b) compatibility of study programmes and curricula;
- c) the professional performance criteria established by the University and by each faculty;
- d) social/medical situations which justify the transfer.

(6) Permanent internal academic mobility is done upon request, at the beginning of the academic year, on a student's initiative. A standard application, drawn up in duplicate, shall be submitted to the faculty secretary's office. The approved applications are signed by the dean and the rector.

(7) The management of each faculty undertakes the following: applies the recognition and equivalence of study transfer credits; establishes, in a report, the equivalency examinations students need to take to be in alignment with the curriculum of the degree programme to which they were transferred; the period for taking the equivalency examinations (of no more than two consecutive semesters); other compulsory activities that transferred students must complete.

(8) Enrolment of students accepted for permanent academic mobility is carried out in accordance with the legal requirements for recording changes in the Unique Matriculation Register.

(9) Permanent internal academic mobility is made based on the “grants follow the student” principle.

(10) The approved application for permanent internal academic mobility is submitted, in its original form, both to the faculty at which mobility is applied for and to the faculty from which mobility is applied for, before the beginning of the academic year. The original documents to be added to the student file will be submitted to the secretary’s office of the faculty where the mobility was accepted.

(11) Permanent internal academic mobility from accredited or provisionally authorised study programmes of private higher education institutions is not possible within UMFH.

#### **Art. 52. Permanent international academic mobility**

(1) The provisions on permanent internal academic mobility also apply to students from EU, EEA and Swiss Confederation Member States.

(2) The provisions of bilateral agreements and relevant international agreements in force on the date of the mobility shall apply to third countries.

**Art. 53. The secretary’s office.** All technical and administrative activities regarding admission, matriculation, interruption of studies, expulsion, re-matriculation, academic mobility of students, approved by the faculty or University management, are carried out at the level of the faculty secretary’s offices, which bear the entire responsibility for the promptness, accuracy of data registration and informing students about their academic records.

#### **Art. 54. Additional credits.**

(1) Students enrolled at UMFH may take additional elective subjects and optional subjects, on a tuition fee basis, up to a maximum of 20 ECTS.

(2) Accumulation of credits for these subjects is provided in the academic record.

(3) Credits accumulated according to this article may not be used for enrolment in a higher year.

(4) Optional subjects in the curriculum of a study programme are allocated 2 credits, which are additional to the 30 credits/semester.

(5) The credits for subjects included in the psycho-pedagogical module are allocated within the module. These are additional credits, as the subjects are optional.

(6) The components of the graduation examination and the Bachelor’s degree thesis are allocated separate credits. The number of credits allocated for completing



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a Bachelor's thesis and passing the graduation examination is in accordance with the ARACIS standards.

(7) According to the ARACIS Standards specific to specialist committees, practical training is a compulsory subject which is allocated separate credits in the curriculum and completed with PASS/FAIL grading.

**Art. 55. Tutoring.**

(1) Each faculty must delegate one or more tutors from the tenured teaching staff for each student series.

(2) The tutor's duties are as follows: guiding students on the organisation of teaching and learning activities; counselling them in choosing elective and optional subjects and in making professional choices, informing them on the provisions of the Regulations of professional activity, curricula, assessment, etc. Details on the tutoring programme can be found in *Regulations on tutoring activity*.

**Chapter VII. Enrolment of Incoming International Students through the Erasmus+ Programme, EEA Grants and Other Mobility Programmes or Agreements**

**Art. 56.**

(1) Incoming International students through Erasmus+ programmes, EEA grants, other programmes or mobility agreements or on their own account are temporarily enrolled, during the period in which they attend school, on the basis of the Learning Agreement for Studies signed between the parties.

(2) During the mobility period, these students have the rights and obligations that arise from being a student at UMFIIH.

(3) Temporary enrolment of incoming students through the Erasmus+ programme, EEA grants and other mobility programmes or agreements is made in separate matriculation registers from those of students enrolled for full degree studies, for each faculty.

(4) Enrolment and completion of separate matriculation registers are carried out at central level by the Erasmus+ Office for incoming students through mobility programmes who have received a letter of acceptance and who arrived at UMFIIH, as host university, at the beginning of the established mobility period.

(5) Enrolment is conditioned by the presence, in each student's file, of the following documents (previously sent at the time of mobility preparation): photocopy of passport or identity card; photocopy of the letter of acceptance; application form analysed and approved by the department coordinator and the institutional coordinator in UMFIIH; pre-mobility Transcript of Records issued by the home university; Learning Agreement signed by the mobility student, the representative of the home

university and the Erasmus+ department coordinator in UMFIH; the certificate / letter of appointment from the home university attesting the student's capacity as beneficiary of Erasmus+ mobility; certificate of language proficiency in French/English, as appropriate.

**Art. 57.** For enrolment, international students will submit to the Erasmus+ Office of UMFIH the following:

- a) identity card / passport (original document and a photocopy of it);
- b) birth certificate / extract of an entry in a register of births / family record book (original document and a photocopy of it), for the parents' forenames, that will be entered in the Matriculation Register;
- c) three ¾ cm ID photographs.

**Art. 58.** The Erasmus+ Office assigns enrolment numbers and, in collaboration with the Dean's Offices of the faculties within the University, issues to incoming Erasmus+ students their student report cards and railway (CFR) travel passes, according to the regulations in force.

**Art. 59.** The Erasmus+ Office records mobility students in the Unique Matriculation Register.

Incoming international students through the Erasmus+ programme, EEA grants and other mobility programmes or agreements, as well as students carrying out free mover research / traineeship mobilities are registered in the records kept by the Erasmus+ Office / International Relations Department, as the case may be, without being enrolled.

## **Chapter VIII. Curriculum and Transfer Credits**

**Art. 60.** The application of the European Credit Transfer and Accumulation System (ECTS) in the University is defined in the specific regulations, adopted by the University Senate.

**Art. 61.** A total of 60 credit units are allocated for one academic year, 30 for each semester.

**Art. 62.** The number of ECTS credits assigned to each subject depends on the workload required for studying and passing the examination in that subject.

**Art. 63.** At UMFIH, education is:

(1) linear, with 2 examination sessions, one at the end of each semester (winter and summer), or

(2) modular, organised in blocks of subjects, with four examination sessions, two for each semester.

**Art. 64.**

(1) Successful completion of an academic year of study requires obtaining all 60 ECTS credits allocated to a year of study for years 4 to 6, and at least 50 ECTS credits out of the total of 60 allocated to a year of study for years 1 to 3.

(2) To progress to a higher year of study, it is necessary that the number of missing credits from the lower years does not exceed 10 credit units for years 1 to 3.

(3) The calculation of credit units obtained in an academic year does not include credit units obtained in that year from missing credits.

(4) Students are required to obtain the missing credits within a maximum of 2 years after they failed the examinations in the respective subjects.

(5) At the end of the third year of study, students must have acquired all 180 credits allocated for the first three years of undergraduate studies.

(6) If the requirement from para. (4) or (5) is not fulfilled, the student is enrolled in a supplementary year, being considered a repeat student.

(7) For making up missing credits, a fee is paid according to the "Tuition Fees" Annex.

**Art. 65.** The curriculum includes compulsory, elective and optional subjects. Once chosen, the elective subject becomes compulsory.

**Art. 66.** Credits for elective subjects can be awarded to any of these subjects, based on students' choice, attendance and successful passing of the examination.

**Art. 67.** Enrolment in elective courses and the organisation of their activity is done according to the methodology approved by the University.

**Art. 68.**

(1) A student may attend several elective courses during an academic year.

(2) The extra credits obtained shall constitute additional credits.

(3) Additional credits cannot replace the credits allocated to compulsory subjects.

## Chapter IX. Professional Activity. Attendance.

**Art. 69.** In the University, the professional activity of students takes place in the form of:

- a) courses;
- b) practical courses;
- c) seminars;
- d) clinical training;
- e) individual study;
- f) tutorials;
- g) individual activity portfolios, etc.

**Art. 70.** In order to earn the complete number of credits allocated to a subject, students are required to participate in at least 70% of the lectures in that subject.

### **Art. 71.**

(1) Absences that exceed 30% of the total number of course hours result in the student not being admitted to the examination in that session and losing an opportunity to take that examination.

(2) Absences from courses can only be made up for within the same week, with another student series, if it is possible and if the teaching activities do not get disrupted. No fees are charged for absences from lectures.

### **Art. 72.**

(1) The practical activities programme should be fully completed by each student. Attending practical activities (clinical training, practical courses, seminars) is mandatory.

(2) All absences from practical activities, excused or unexcused, must be made up for. **Absences from practical courses / clinical training that are not made up for are not accepted.**

(3) Failure to complete all work missed due to absence from the practical activity results in the student not being permitted to attend the examination until all absences are made up for.

(4) Students are allowed to make up for **up to 20% of practical activities in a subject.**

(5) Absences that exceed 20% of the practical activities entail taking that particular course in full once again.

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(6) Each discipline establishes its own way of making up for missed classes, usually by organising extra meetings at the end of the semester/module.

(7) At the beginning of each year or semester (in the case of subjects studied for only one semester), each discipline publicly displays how students can make up for any missed practical courses/ clinical training.

**Art. 73.**

(1) The faculty management will excuse absences registered by the disciplines, based on supporting documents and on an individual request registered at the faculty secretary's office.

(2) Submission of supporting documents to the dean's office must be accomplished within maximum 10 (ten) working days from the moment students resume their studies .

(3) Absence excuse forms that are not submitted to the dean's office in time will not be taken into account and the respective absences will be considered unexcused.

**Art. 74.** In order to excuse medical absences that amount to more than 14 consecutive days, it is necessary to submit a hospital discharge paper or a certificate validated by a medical commission established by the University management.

**Art. 75.** Medical excuse forms issued by institutions other than the medical office of UMFIH will be validated by the UMFIH medical office before being submitted to the dean's office.

**Art. 76.** Excusing absences can be done only based on a certificate issued by the dean's office.

**Art. 77.**

(1) Absences occurring due to particular situations:

- a) blood donation;
- b) participation in research teams in the activities organised by the University or by the faculties;
- c) student scientific events;
- d) volunteering with SMURD or other organisations;
- e) other extenuating circumstances, justifiable in the interest of the University, must also be excused and made up for.

(2) In order for these absences to be excused, it is necessary to submit a request to the dean's office beforehand.

(3) Absences are permitted only with the approval of the dean's office.

(4) Making up for absences due to blood donation or activity at SMURD is permitted without payment of fees.

**Art. 78.**

(1) For exceptional situations caused by personal events (marriage, death in the family), students can be exempted from academic activities for a maximum period of 5 working days and the excuse of the corresponding absences.

(2) In order to be excused, students will submit a request to the dean's office, accompanied by supporting documents.

**Art. 79.** Excused absences that cannot be made up for during the semester, during the activities provided in the timetable and that require the organisation of additional meetings by the disciplines, need to be paid for in accordance with the provisions of the "Tuition Fees" Annex.

**Art. 80.**

(1) The following situations are exempt from the provision of art. 79:

- a) polytrauma,
- b) fractures,
- c) infectious-contagious diseases,
- d) hospitalizations in university clinics in Cluj-Napoca,
- e) special family situations.

(2) Extenuating circumstances are analysed by the dean of the faculty based on the private audience requested by the student and the supporting documents submitted.

**Art. 81.** Unexcused absences, for which there is no absence excuse form or for which the form was submitted too late, in accordance with art. 61(2), are made up for only after the payment of the fee stipulated in the "Tuition Fees" Annex.

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## Chapter X. Performance assessment. Examination of students.

**Art. 82.** The assessment of a student's academic performance is expressed by a final grade in each discipline.

**Art. 83.**

(1) Final grades are expressed as whole numbers from 1 to 10, with aggregate marks rounded up or down to the nearest whole number. The minimum passing grade is 5.

(2) Final grades are entered in the discipline's grade book, in the faculty computer system and in the grade books printed from the system. The grade books are signed by the teaching staff member who taught the subject and by the examination assistant.

(3) For oral examinations, grade books are submitted to the faculty secretary's office 2 days after the end of the examination at the latest. In the case of written examinations, grade books must be submitted no later than one week after the date of the final assessment. The grade entered in the grade book will be registered by the tenured teaching staff in the student management computer system.

(4) The grades received for subjects in the curriculum as well as the ECTS credits of each subject are the basis for calculating the arithmetic and weighted grade point average for each year of study.

(5) For students who do not sit the exams planned in a session, "absent" / "abs." will be recorded in the examination grade book.

**Art. 84.** In compliance with the right to personal data protection, the academic record of a student, including final grades, fees, etc. is confidential. Access to this information is possible in the personal account of the student in the education management computer system or through official documents, provided in response to a request from the student, submitted in person or through a representative. Information on the academic record is not transmitted in other forms. **Discipline grades are not displayed unless they are anonymised.**

**Art. 85.**

(1) Examination regulations must be known and complied with by the entire academic community.

(2) Recommended methodologies for the application of this chapter of the Regulations are set out in Annex 7 (Procedures).

**Art. 86.**

(1) Curriculum disciplines taught during each semester include a final assessment in the form of examinations, continuous assessment, or oral exams.

(2) Student assessment in the form of examinations is carried out in the ordinary sessions, at the end of the semester or of the modules at the Faculty of Medicine, as scheduled, for all study programmes.

(3) Continuous assessment or oral examinations may take place during the semester, after completion of the subject.

(4) In the case of subjects assessed by means of an examination, continuous assessment (tests, essays, etc.) may count towards the final grade as stipulated in the subject outline. The result of the semester or module continuous assessment is communicated to students in the last week before the examination session, by any appropriate means, by the teaching staff member who conducted the practical classes.

**Art. 87.** Examinations are conducted in Romanian and English or French respectively, for the study programmes taught in these languages, in the years of study in which, according to the Student Contract, education is conducted in a foreign language.

**Art. 88.**

(1) At the beginning of the academic year, each discipline must display the **subject outline**, which must contain the curriculum, the educational objectives of the course and of the practical courses, the examination topics, the bibliography and the assessment and grading methods.

(2) Each teaching staff member must explicitly mention the following aspects in the **Subject Outline**: the methods of assessment, the conduct of the examination, the requirements the students must meet to take part in the continuous or final assessment.

(3) Students are notified of the subject outline by the head of discipline during the first class of the semester / module.

(4) The subject outline is not changed during the year.

(5) The subject outline is signed and submitted by the head of discipline to the faculty secretary's office in paper format, annually, in the first 2 weeks of the academic year.

(6) The **ECTS Guidelines** for each study programme, which include the subject outlines, must be posted on each faculty website by the faculty management in the first month of the academic year. The subject outlines may be updated annually, depending on the scientific progress made in each discipline.

**Art. 89.**

(1) Examinations may be conducted in written or oral formats, as practical tests – OSCE (objective structured clinical examinations) or through other types of assessment. The type of assessment in a certain subject (examination, continuous assessment, projects, essay, dissertations, etc.) is established by the dean of the faculty and approved by the Faculty Council.



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(2) The conduct of the examination is proposed by the heads of discipline and approved by the dean of the faculty.

For each discipline, the head of discipline establishes the examination topics, depending on the syllabus and on the content of the clinical training / practical courses, respectively.

(3) For subjects that are studied within several disciplines during the same academic year, the examination topics and methodology must be **unitary**. If the study of several disciplines is completed by awarding students a single grade (**complex examination**): a) it is mandatory that each of the disciplines concerned has its weight in the examination and in calculating the final grade; b) the faculty management establishes the examination methodology and the weight each subject carries in calculating the final grade.

(4) In the case of written examinations, the test papers will be **archived for 1 year** from the date of the examinations. The test papers from the continuous assessment are kept by the assessor until the end of the current academic year and the completion of the assessment process.

#### **Art. 90.**

(1) Examinations consist of **two parts**: a **theoretical** part and a **practical** one.

(2) The practical examination is carried out in accordance with the nature of the discipline.

(3) In all clinical disciplines, the practical examination must also include an oral component.

(4) Written examinations can be carried out in the form of a multiple-choice test, a writing task or mixed items (multiple-choice + writing).

(5) Theoretical examinations are carried out in the presence of at least two teaching staff members: the course holder or a person delegated by them and the teaching staff member who conducted the practical course / clinical training or a substitute appointed by the head of discipline.

#### **Art. 91.**

(1) Regardless of the form of assessment, the examination of all students in a discipline must be **uniform**, both in terms of difficulty and in terms of how it is conducted, and the number of examination topics.

(2) The head of discipline is responsible for ensuring the uniformity of the examination (if there are several course holders for the same course), or the head of department (if the examination takes place in several disciplines where the same subject is taught).

(3) In the case of standardised examinations, the methodology is established by the dean of the faculty and is approved by the faculty Council, being brought to the students' notice at least one month before the examinations.

### **Prerequisites for sitting the examination**

**Art. 92.** Participation in the examination is conditioned by attendance in all clinical training and practical courses or by making up for the absences.

#### **Art. 93.**

(1) Only enrolled students can take examinations at the University.

(2) Students are admitted to the examination exclusively based on the grade book issued by the dean's office, a grade book which officially certifies their capacity as students and that they fulfilled all their financial obligations.

#### **Art. 94.**

(1) Admission to the examination is allowed only after the student's identity has been verified against a valid identity document (identity card or passport) and on the basis of the student report card signed and stamped by the faculty secretary's office.

(2) Admission in the examination is conditioned by the student's completion of the training prerequisites.

**Art. 95.** The student has the right to take the examination in a certain subject only **once per examination session**.

#### **Art. 96.**

(1) The student has the right to sit the examination in a discipline no more than **three times during an academic year**.

(2) The curriculum includes 4 examination sessions for linear education: the winter session, the summer session and two sessions for re-sitting examinations.

(3) In the case of **linear** education, the student may sit the examination as follows:

- a) the first sitting in the session following the course;
- b) the second sitting in the 1st resit session;
- c) the third sitting in the 2nd resit session.

(4) In the case of **modular** education, students may sit the examination as follows:

- a) one sitting at the end of the module attended by the series in which the student is enrolled,
- b) the second sitting in the 1st resit session,
- c) the third sitting in the 2nd resit session.

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(5) Failure to sit an examination or being denied participation in an examination at the end of a semester or module means losing one of the opportunities to pass that examination.

(6) In this sense, failure to sit the examination on the date scheduled for the respective group, without good reasons approved by the dean of the faculty, leads to the loss of an opportunity to take the examination, consequently reducing the number of possible presentations.

(7) Being denied admission to an examination due to absences has the same consequence, i.e. reducing the number of possible presentations.

(8) Students whose absences from the examination are excused by the dean keep their initial number of possibilities to sit that examination.

**Art. 97.** The examinations of the **2nd resit examination session** are carried out in the presence of an examination committee consisting of three teaching staff members, appointed by the head of discipline.

**Art. 98.** To be awarded missing credits – maximum 10, students pay the equivalent value of the credits for the failed subjects, according to the “Tuition Fees” Annex. It is possible to sit the exam up to three times during an academic year, in each discipline.

**Art. 99.** For the third sitting of the examination, students pay a fee in accordance with the “Tuition Fees” Annex.

**Art. 100.**

(1) Resits can be done only in the examination sessions scheduled during the academic year as approved by the University Senate.

(2) After the beginning of the academic year, no examination is possible for the previous academic year(s), except for missed credits, maximum 10, for which the examinations will be conducted during the ordinary sessions.

**Examination scheduling**

**Art. 101.**

(1) Examinations are conducted only according to prior planning.

(2) Continuous assessment and oral examinations are scheduled by mutual agreement between students and course holders, with the approval of the head of discipline.

(3) Examinations are scheduled by the faculty management, considering the number of credits allotted to each discipline and the standardised assessment process.

**Art. 102.**

- (1) Examinations are scheduled between 8:00 a.m. and 8:00 p.m.
- (2) It is not allowed to continue the examination after 8:00 p.m., regardless of the manner in which it takes place.

**Art. 103.**

- (1) Examinations are usually scheduled during working days.
- (2) Conducting examinations on Saturdays or Sundays requires previous mutual agreement between teaching staff members and students, through their representatives.
- (3) In special situations, examinations can be planned on Saturdays or Sundays, with the dean's approval (for years of study in which the number of examinations exceeds the number of session weeks, in order to allow an optimal number of days to prepare for the examination).

**Art. 104.** The date, time and place of the examination are established during the semester/module and are posted at the discipline office, at least three weeks before the start of the examination session.

**Art. 105.** Resit sessions are scheduled by the heads of discipline until the end of the summer session.

**Art. 106.** In the 1st resit session and the 2nd resit session, each discipline must offer a single option per session for the examination date.

**Art. 107.**

- (1) It is not allowed to conduct examinations in different disciplines on the same day.
- (2) The 1st and 2nd resit sessions are exempt from this provision.
- (3) In winter and summer sessions, in linear education, an interval of at least two days must be provided between two successive examinations.

**Art. 108.**

- (1) In exceptional cases, when students cannot take the examination scheduled with their group for objective reasons, they may request the head of discipline to re-schedule the examination with another group, in the same examination session.
- (2) The reasons must be proven by accompanying documents.
- (3) Failure to sit the examination with the group in which the student is enrolled, without justification and approval from the course holder leads to the loss of an opportunity to take the examination.

**Art. 109.**

(1) Only a number of groups that is not detrimental to the quality of assessment can be scheduled on an examination day, depending on the capacity of the room and the number of invigilating staff members.

(2) If the theoretical examination can be taken on the same day for the whole series, the related practical examination must not exceed 5 consecutive days.

**Art. 110.** In the case of linear education, the practical examination may be conducted before the beginning of the examination session, during the last practical course or clinical training, with the consent of the head of discipline, provided that this methodology is adopted uniformly for all series of one year of study.

**Art. 111.** The duration of the written examination cannot exceed 3 hours.

**Conduct of examinations****Students' obligations**

**Art. 112.** Students are required to sit the examination at the time and in the place set according to scheduling.

**Art. 113.** For written examinations, students are assigned to the examination room according to the decision of the teaching staff invigilating the examination.

**Art. 114.** To sit the examination, students need their report card (or a temporary certificate from the dean's office) and an identity card (or passport). Upon entering the examination room, students are identified against these documents by the examiners.

**Art. 115.** Impersonation in the examination is fraud, it is prohibited and leads to the expulsion of both the impersonator and the student being impersonated.

**Art. 116.**

(1) Bags, outerwear and mobile phones shall be stored in places specified by the invigilating staff and not next to students.

(2) Mobile phones must be switched off when entering the examination room and must remain off throughout the examination, being switched on again only after leaving the examination room.

(3) During the examination, students are not allowed to carry mobile phones, prepared notes or electronic devices that allow interpersonal communication or consultation of data.

**Art. 117.**

(1) Students must have a pen or pencil and all permitted writing materials necessary to take the examination.

(2) Making any request or asking questions may only be done aloud and only with the permission of the teaching staff invigilating the examination.

**Art. 118.** Papers, including draft notes, should only be written on sheets signed by the teaching staff or on multiple-choice forms that are distributed to students by the teaching staff.

**Art. 119.** During the examination, communication in any form between students is prohibited.

**Art. 120.** In oral examinations, students are given 20 minutes to prepare the answer and a maximum of 20 minutes to provide the answer.

**Art. 121.** For any type of examination, the last 3 students must remain in the room until the examination of all students is completed.

**Art. 122.**

(1) Upon leaving the classroom, students must submit the written paper and all signed sheets that they have on them.

(2) At the end of the written examination, each student must sign for the submission of the written paper.

**Teaching staff obligations**

**Art. 123.** During written examinations, invigilation is carried out by at least 2 teaching staff members.

**Art. 124.** Teaching staff members participating in the examination have the duty to identify students against an identity document and to verify whether the identity in the student report card corresponds to the identity document presented and the grade book issued by the dean's office.

**Art. 125.** The course holder is responsible for ensuring the conditions for conducting the examination, so that students benefit from an academic climate throughout the examination.

**Art. 126.** Teaching staff members who invigilate the examinations must have an attitude that discourages any attempt at fraud, the course holder and the head of discipline being directly responsible for this aspect of academic discipline and ethics.

**Art. 127.** The actual duration of the examination is displayed on the board by the teaching staff.

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**Art. 128.** In the case of multiple-choice written tests, the course holder has the obligation to communicate the correct answers at the end of the written examination.

### **Passing the examination**

**Art. 129.** Examinations must be objective, reproducible, and performance-based.

**Art. 130.**

(1) The results of the final assessment are expressed in grades from 1 to 10, in whole numbers, rounded up or down to the nearest whole number. The minimum passing grade is 5.

(2) A student is awarded a pass in a discipline when the final grade, both in the theoretical and in the practical test, is at least 5.

(3) The grades below 5 require the repetition of the examination in a future session, for the failed test.

(4) When the results are known, if students fail the first part of the examination (theoretical / practical) they are denied admission to the next part.

(5) If students sit one part of the examination but are absent for the second one, they receive 1 point in the test they did not take and do not pass the examination.

**Art. 131.**

(1) At the beginning of each academic year, disciplines publish the examination attendance criteria and the way in which the final grade is calculated, as well as the weight each test carries in the calculation of the result.

(2) It is mandatory that both the theoretical test and the practical test carry weight in the student's final grade.

**Art. 132.** For the groups of subjects where students are assessed in the form of a complex examination, and are awarded a single grade, the final grade is calculated according to the ratio of the different subjects, based on an algorithm accepted by all disciplines. Students are informed of this method at the beginning of the courses.

**Art. 133.**

(1) Passing an examination grants students the number of credits provided for the respective subject.

(2) The number of credits allocated to a subject is not divisible.

**Art. 134.**

(1) The results of an examination are communicated to the student on the spot (for oral examinations) and are entered in the grade book and in the student report card within a maximum of 7 calendar days from the examination.

(2) The grade book, once filled in, signed, and stamped with the discipline's stamp, is submitted to the secretary's office within a maximum of 7 calendar days after taking the examination. Exception: the 1st and 2nd resit sessions in the summer, when the grade books are sent to the dean's office within a maximum of 5 calendar days from the written examination.

(3) The head of discipline is directly responsible for the security of the transmission of the grade book to the dean's office.

**Art. 135.**

(1) Students have the right to see their exam paper and to receive explanations regarding the grading.

(2) To this purpose, the course holder must establish a time interval in which students can see their exam papers, no later than two working days after they received their results.

**Art. 136. Appealing a final grade**

(1) If students consider that they have been graded incorrectly, they will submit an appeal to the dean of the faculty, requesting the reassessment of the written paper by a committee.

(2) The **appeal** formulated by a student can only concern their own results.

(3) The appeal will be submitted to the faculty's secretary's office within 24 hours after the grades have been posted in the integrated education management information system. The dean appoints the appeal committee, consisting of two staff members who teach the respective subject, without including the teaching staff who were part of the examination committee.

(4) The grade is changed only if the committee finds that there is a difference of at least one point from the final grade awarded initially. The grade resulting from the reassessment will be entered in the grade book by the dean.

(5) The answer to the appeal is communicated in writing to the student, the teaching staff member involved and the head of discipline, within a maximum of 7 days from its submission.

(6) If it is proven by indisputable evidence that the examination was carried out in breach of regulations, the dean of the faculty may cancel the result of the examination and order a new examination undertaken by a committee of three teaching staff members (the head of discipline must be one of the three), in compliance with the examination procedures provided for that subject.

(7) The resit taken under these circumstances does not reduce the total number of possible sittings of an examination.



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(8) The results obtained in **oral tests**, including **practical** examinations, cannot be appealed.

**Art. 137.**

(1) The written examination papers of students are internal documents of the discipline.

(2) The course holder keeps the students' written examination papers for at least one year.

**Resit to increase the grade**

**Art. 138.**

Resits to change a grade are carried out with the approval of the dean of the faculty, complying with the following principles:

(1) resits to increase grades apply only to examinations passed by students;

(2) throughout the entire degree programme, the maximum number of possible resits is equal to twice the number of years of study in the degree programme that a student attends;

(3) during one academic year, no more than 2 resits may be taken to increase the grade.

**Art. 139.**

(1) In order to request a resit to increase their grade, a student must not have any missing credits.

(2) The fact that a student does not have any missing credits is established at the end of each examination session and is applied starting with the next session.

**Art. 140.** A resit is taken in the presence of an examination committee consisting of three teaching staff members appointed by the head of discipline.

**Art. 141.** A resit to change the grade is taken in the 1st or 2nd resit sessions.

**Art. 142.**

(1) The grade obtained in a resit is final and is recorded in the matriculation register, no matter if it is lower or higher than the initial grade.

(2) The grade thus obtained is included in the calculation of the grade point average.

**Art. 143.** For grade reassessment, students must pay a fee according to the "Tuition Fees" Annex.

## **Liability and sanctions**

**Art. 144.** Failure to comply with examination regulations results in the student's exclusion from the examination.

**Art. 145.** Attempted fraud and fraud in the examination are punishable regardless of their nature: direct communication with other students, being found in possession of written materials, electronic communication devices, impersonation, etc.

**Art. 146.**

(1) If, during an examination, students are found to have on them electronic devices capable of mediating communication or data search, they are considered to have committed an attempted fraud, even if the respective devices were not used and were shut off.

(2) Students with hypoacusis who require the use of hearing aids, must notify the course holder of this situation at least 72 hours before taking the examination.

(3) The course holder has the right to request medical documents attesting the student's need to use a hearing aid.

(4) The course holder may decide that these students take the examination orally.

**Art. 147.** Students caught attempting to cheat or cheating are excluded from the examination immediately.

**Art. 148.**

(1) The attempted fraud or fraud found by the invigilating teaching staff member is recorded in a report, written by the highest-ranking teaching staff member in the examination room.

(2) The report is signed by all teaching staff present.

(3) The report is submitted to the dean's office within 48 hours from its drafting or on the first working day (for the examinations held on Friday or at weekend) and are discussed by the faculty dean and vice-deans.

**Art. 149.** Before proposing sanctions, the faculty dean and vice-deans must interview both the teaching staff member(s), and the student involved. They all must give written and signed statements.

**Art. 150.**

(1) The sanctions proposed by the faculty dean and vice-deans must be submitted for approval to the Faculty Council and the University Senate and enforced by the competent bodies.

(2) The possible sanctions are set out in Chapter 15.

**Art. 151.**

(1) Students have the right to report breaches of the present Regulations by the teaching staff or other students.

(2) If students notice attempted fraud or fraud during the examination, they must notify the teaching staff immediately.

(3) Informing of the teaching staff's breach of the examination regulations is made in writing, within 48 hours from the event or on the first working day of the following week (when the event occurred at the end of the week).

(4) The notice is addressed to the dean and is submitted to the dean's office within the period stated in paragraph (3).

(5) The notice is considered by the dean, together with the vice-deans of the faculty, who will decide the appropriate measures to be taken. These measures are voted on by the Faculty Council.

**Chapter XI. Supplementary Year. Extension of Studies for Medical Reasons.****Art. 152.**

(1) Students who have not obtained the minimum number of credits required to complete a year of study successfully may continue their studies in a supplementary year. A supplementary year is considered a repeat year.

(2) Students in the final year of study who, at the end of the resit sessions, did not obtain all necessary credits to graduate from the respective study programme may continue their studies in an extension year.

(3) Supplementary years, interruption years and extension years prolong the total duration of studies.

**Art. 153.**

(1) During their studies, a student can be enrolled in a supplementary year for a maximum of three times.

(2) Students are required to complete their studies in a period of time no longer than double the normal duration of the degree programme in which they were enrolled.

(3) Failure to comply with the provisions of paragraphs (1) and (2) results in the student's expulsion.

(4) The maximum duration of a student's education and training, including the completed years of study, supplementary years, years of interruption, and extension years, may not exceed double the normal duration of the respective study programme.

**Art. 154.**

(1) Students enrolled in a supplementary year and/or in an extension year pay a tuition fee according to the "Tuition Fees" Annex.

(2) Students enrolled in a supplementary year do not have the right to receive a scholarship.

**Art. 155.**

(1) In a supplementary year, students' academic obligations are limited to failed subjects and new subjects, if the curriculum has changed.

(2) Attending practical courses and lectures in failed subject(s) is mandatory in a supplementary year, regardless of the student's attendance in the year when s/he failed those subject(s).

(3) The dean's office recognises pass grades obtained by students in subjects they completed, regardless of what the grade is.

(4) In case of curriculum change, examinations in newly introduced subjects are carried out in a manner that is similar to equivalency examinations, and require the payment of the corresponding fees.

(5) Students in an extension year will attend all the academic activities in the failed subjects and will take the examination in the regular examination sessions. If students gain the required number of credit units at the end of the first semester, they will be able to take their graduation examination in the February session.

**Art. 156.** If the academic activity in the failed subject is carried out in modules, the student can choose the study period, with the approval of the head of discipline and of the faculty management, prior to the beginning of the academic year.

**Art. 157.** Students who did not successfully complete the academic year because, between October 1st and July 10th, they:

- a) were hospitalised for more than 60 calendar days, or
- b) were on medical leave for a period longer than 60 calendar days, of which they were hospitalised for at least 20 consecutive days, may be re-enrolled in the same year of study, thus obtaining an extension of studies for medical reasons.

**Art. 158.** The extension of studies for medical reasons is not considered a repeat/supplementary year. The students in this situation have the right to receive a scholarship, in accordance with the scholarship regulations.

**Art. 159.**

(1) The extension of studies for medical reasons may be granted a maximum of two times during the entire study period.

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(2) In exceptional situations, the University Senate may approve the additional extension of the students' tuition without exceeding the term provided in art. 139 para. (2).

(3) In the extension of studies for medical reasons year, students hold their status of state-funded or tuition payer that they had in the last year of normal tuition.

**Art. 160.** In the year of extension of studies for medical reasons, a student's academic obligations are those set out in art. 156.

**Art. 161.**

(1) The application for an extension of studies for medical reasons shall be submitted to the faculty secretary's office within 10 days from the end of the period of medical exemption mentioned in the medical certificate.

(2) The approval of the extension of studies for medical reasons is made by the dean of the faculty, after considering the application together with the vice-deans.

## **Chapter XII. Interruption of Studies. Transfer. Withdrawal from Studies.**

**Art. 162.** A request for interruption of studies must be justified in an application submitted to the faculty secretary's office within the first 10 working days from the beginning of the semester and, exceptionally (e.g., for medical reasons), until the end of the teaching activity of each semester.

**Art. 163.**

(1) For well-grounded cases, the dean may approve the application for interruption of studies for a maximum period of 2 years for the entire duration of studies.

(2) Examinations passed until the date of interruption of studies are granted recognition.

**Art. 164.**

(1) Tuition-fee paying students are required to pay the current tuition fee, including the fee for the entire month in which they request the interruption.

(2) Students who interrupt their studies before the end of the period for which they have paid the tuition fee do not receive a refund of the paid fee.

**Art. 165.**

(1) Upon resumption of their studies, students who have interrupted their studies are required to fulfil all academic obligations resulting from any change in the curriculum by studying the newly introduced subjects and taking the equivalency examinations.

(2) At the end of their studies, all graduates of a class must have completed the same curriculum and have identical diploma supplements in terms of compulsory subjects.

(3) Upon resumption of studies, students who have interrupted their studies for reasons other than medical ones are matriculated on a tuition fee basis, regardless of their status (state-funded / tuition-fee paying) at the time of interruption.

**Art. 166.**

(1) Transfer students, who are required to take equivalency examinations, must take and pass these examinations within the first two years from their enrolment in the University, regardless of the year in which they matriculate, provided that they do not accumulate more than 10 missing credits.

(2) If students fail to comply with these requirements, they shall be enrolled in a supplementary year, in the same year of study in which they were transferred, until they have no more than 10 missing credits.

(3) The provisions of para. (1) do not apply to students transferred in the third year of study at the Faculty of Medicine. They must take and pass the equivalency examinations by the end of the academic year.

**Art. 167.**

(1) University dropout means the complete absence of a student from academic activities for a period of at least 2 consecutive months, without the approval of the faculty dean's office.

(2) In the case of a student dropping out, the University has the right to unilaterally terminate the Student Contract and to expel the student.

**Art. 168.**

(1) Students have the right to request their withdrawal from studies, through an application submitted to the dean's office.

(2) Students who request their withdrawal from studies must pay the tuition fees up to the date of their withdrawal.

(3) The documents in the students' personal files are returned only after the submission, to the dean's office, of their fully completed clearance form.

**Art. 169.** Students who benefit from interruption of studies, transfer, or withdrawal from studies, submit, to the dean's office, their student report card and, if applicable, their subsidised travel pass.

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## Chapter XIII. Equivalence of Studies

**Art. 170.** The regulations of this chapter refer to the equivalence of studies pursued in other medical education institutions by students requesting matriculation in a year of study other than the first one.

**Art. 171.** The equivalence rules apply both to international students requesting enrolment and to Romanian students requesting transfer or equivalence of studies and who have completed part of their studies at another medical education institution in Romania.

**Art. 172.**

(1) Studies are not equated for the year of study in which the student is matriculated or for the subsequent years.

(2) Subjects from the same year of study in which the students matriculate can be equated in the case of students who have undergraduate degrees in regulated professions and who are enrolled in a second undergraduate degree programme.

(3) In this case, the equated studies cannot be older than twice the normal duration of the degree programme in which the student matriculated.

**Art. 173.** Studies older than 6 years from the date of their completion are not equated.

**Art. 174.** The following criteria must be met to equate studies:

(1) There must be a minimum of 70% similarity between the subject contents (as stated in the syllabuses) and the course duration (as stated in the curricula) of the two universities;

(2) A maximum of 10 credits corresponding to subjects which were not previously studied and are part of the UMFIIH study programmes curricula can be earned through equivalency examinations.

(3) The subjects Physical Education, Romanian Language or Modern Language are not included in the calculation of the credit units mentioned in para. (2).

(4) Only the subjects in which the applicants passed the examinations, in the university where they completed their studies, are taken into account.

(5) The practical courses and the clinical training that students attended without passing the corresponding examinations are not recognized.

**Art. 175.** For the equivalence of studies, the applicant must submit the original documents stipulated in Annex no. 8.

**Art. 176.** All documents requesting the equivalence of studies are submitted only once. Subsequent file additions are not accepted.

**Art. 177.**

(1) UMFIIH equates only studies completed at medical and pharmaceutical higher education institutions, which grant students a degree of medical doctor, dentist, or pharmacist.

(2) Studies undertaken in faculties of Biology, Chemistry, Veterinary Medicine, in Nursing, 2 to 4-year healthcare programmes, post-secondary schools or Master's degree studies, etc. cannot be equated for the purpose of matriculating students in Medicine, Dental Medicine or Pharmacy undergraduate programmes.

(3) The dean, together with the vice-deans of the faculty, have the right and the responsibility to decide the method of equivalence of studies for matriculation in Pharmacy, Nursing, and generally regulated undergraduate programmes.

**Art. 178.** The application files for the equivalence of studies for transfer and/or matriculation in a year of study other than the 1st year are submitted to the dean's office in the first 10 working days of September.

**Art. 179.** The evaluation of the application files for the equivalence of studies is carried out by the dean or a vice-dean appointed by the former and is approved in a report drawn up by the dean and all vice-deans.

**Art. 180.** The file evaluation is made within a maximum of 7 working days from the date of its receipt at the dean's office.

**Art. 181.** The faculty dean has the right to request and take into account the opinion of the course-holders for those subjects for which the duration of studies and/or the content of the syllabuses do not coincide with those of the faculties where matriculation is applied for.

**Art. 182.**

(1) Any appeals against the decisions taken by the dean, together with the vice-deans of the faculty, shall be submitted within a maximum of 48 hours from the date in which the applicant was notified of the decision.

(2) The appeals are discussed by the appointed evaluator, the dean, and the applicant.

(3) The decision taken by the dean and vice-deans following the discussion of the appeal is final and unappealable.



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## **Chapter XIV. Allocation of State-Funded Places According to Student Academic Performance**

### **A. General provisions**

**Art. 183.** The University allocates annually the state-funded places according to the academic performance of students, following the methodology described in this chapter.

**Art. 184.**

- (1) The present regulations apply to all the faculties within the University.
- (2) The provisions apply to all students matriculated at the university following a written admission examination.

**Art. 185.**

- (1) The allocation concerns all state-funded places of each year of study, depending on the number of state-funded places approved by the University Senate and financed by the state.
- (2) State-funded places are allocated per year of study and not per series.

**Art. 186.** The number of state-funded places is announced annually by the dean's office of each faculty, at least 90 days before the time of the allocation.

**Art. 187.** The performance standards set out through the present Regulations and their application methodology are also used for granting student scholarships and for the selection of students for University-provided dormitory accommodation.

### **B. Students who can benefit from the place allocation**

**Art. 188.**

(1) Only students matriculated after a written admission examination held at UMFH, as well as students transferred from another accredited medical and pharmaceutical Romanian higher education institution can benefit from the provisions of the present Regulations, in accordance with the provisions of art. 185. At the time of the allocation, they also have to meet the conditions for having successfully completed the academic year.

(2) Students admitted to state-funded places as Olympiad winners, without an admission examination, keep their state-funded places only in the first year of study, after which they enter the competition for a state-funded place.

**Art. 189.** Students matriculated at the university on special state-funded places, tuition-fee paying students (foreign currency or RON), students on tuition-fee paying

places matriculated through equivalence of studies, or by order or letter of acceptance of the relevant ministry are not subject to the present Regulations and do not benefit from its provisions.

**Art. 190.**

(1) Students transferred from other universities keep the status granted to them when they transferred (state-funded or tuition-fee paying students) only in the first academic year following the transfer. Afterwards, they are subject to the present Regulations, in accordance with the provisions of art. 163.

(2) The provisions of art. 190 also apply to this category of students and refer to how they were matriculated at the university from which they transferred.

**Art. 191.** Students who benefit from a one-year student mobility keep the status they had (state-funded or tuition-fee paying students) in the year before leaving for the mobility.

**Art. 192.** Students who benefit from a one-semester mobility are subject to the same requirements as students who have not received such a scholarship if the mobility takes place in the first semester of the academic year. They keep the status (state-funded or tuition-fee paying students) they had prior to leaving for the mobility if the mobility takes place in the second semester of the academic year.

**Art. 193.**

(1) The provisions concerning the allocation of state-funded places according to academic performance do not apply to students who obtained a state-funded place through an admission contest and who meet the conditions for receiving social allowance.

(2) Special social cases, which occur after the posting of the allocation lists, are analysed and solved by decisions of the University Senate, without affecting the number of available state-funded places.

**Art. 194.** Students who benefit from an extension of studies for medical reasons retain the status they had (state-funded or tuition-fee paying students) in the year prior to the interruption of studies.

**C. Allocation methodology**

**Art. 195.** The performance standard used for the allocation of places in an academic year is the student's academic record after the 2nd resit session in the previous academic year.

**Art. 196.** The average grade taken into account for the allocation of state-funded places is the arithmetic mean between the student's weighted grade point average

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and their unweighted grade point average for the academic year, calculated after the 2nd resit session.

**Art. 197.** For both types of average grades (weighted and unweighted), failed examinations, regardless of the grades obtained, are allotted 0 (zero) points.

**Art. 198.** Summer practical training is not taken into account for the allocation of state-funded places. When calculating the weighted grade point average, the total number of credits used for the calculation shall be reduced accordingly.

**Art. 199.** Students are ranked in descending order of their place-allocation average grades, starting with the students without any missing credits from the years prior to the year for which the place-allocation average grade was calculated.

**Art. 200.** To determine class ranking in case of equal place-allocation average grades, the following criteria will be taken into account, in the following order:

1. weighted grade point average;
2. if the equality persists, the grade earned in the subject with the most credits allocated will be taken into account;
3. if the equality still persists, the next subject with the most credits allocated will be taken into account (if this is a two-semester course, the arithmetic mean is calculated). This criterion will be applied until a class ranking is determined. If there are several subjects with the same number of credits allocated, all these subjects will be considered, in alphabetical order.

**Art. 201.** Student results are taken into consideration in a unitary manner, for each year of study and faculty, irrespective of which groups students belong to.

**Art. 202.** Students without any missing credits may retake examinations to increase their grades in the 1st resit session.

**Art. 203.** Establishing the class ranking of students for the purpose of allocating state-funded places is carried out by the secretarial staff of each dean's office, verified by the designated representatives of the student organisations of each faculty and certified, under signature, by the dean of each faculty.

**Art. 204.** Class ranking is published and displayed at the dean's office of each faculty within 15 working days from the end of the 2nd resit session.

**Art. 205.** Students can appeal the class ranking within 2 working days from its publication.

**Art. 206.** The appeal is submitted to the dean's office in writing.

**Art. 207.** The appeal can only concern one's own results.

**Art. 208.** The student presents the reasons why s/he considers the ranking incorrect and offers arguments and evidence in this regard.

**Art. 209.**

(1) The appeal shall be reviewed and resolved by the dean and by the appointed vice-dean within 5 working days from the submission.

(2) The decision on the appeal is final.

**Art. 210.**

(1) If, after the 2nd resit session, state-funded places remain unallocated, they shall be redistributed, for one year, to another undergraduate programme in the same year of study, the same faculty or, as the case may be, another faculty.

(2) After one year, the places shall revert to the undergraduate degree programme to which they originally belonged.

**Chapter XV. Rewards and Sanctions**

**Art. 211.** For special academic or scientific achievement, or for other special merits, students can be rewarded by:

- (1) commendation at the level of their year of study, faculty or University;
- (2) diploma of merit;
- (3) annual or occasional awards;
- (4) University-provided financial support or exemption from paying certain fees;
- (5) merit-based scholarship;
- (6) special scholarships awarded by the University.

**Art. 212.** Students found responsible for violating University conduct norms, may be subject to the following sanctions:

- (1) written disciplinary warning;
- (2) written warning and disciplinary probation;
- (3) suspension of student scholarship for a period of 10-30 days;
- (4) suspension or withdrawal of the right to use certain facilities that the student benefits from (dormitory accommodation, subsidised travel pass, etc.);
- (5) expulsion.

**Art. 213.**

- (1) Attempted examination fraud is penalised by:
  - a) expelling the student from the examination,
  - b) failed examination, and

c) written notification of the dean's office on the misconduct, and entering the attempted fraud in the student's record.

(2) The second attempted examination fraud shall be penalised as fraud.

**Art. 214.** Examination fraud, regardless of the form in which it occurs, with the exception of impersonation, is penalised as follows:

(1) For a first offence, the student:

a) will be suspended from studying in the current academic year;

b) is enrolled in a supplementary year as a tuition-fee paying student, in the academic year following the one in which s/he committed the offence, regardless of the academic record s/he had at the time of the misconduct;

enrolment in the supplementary year allows recognition of credits obtained before the offence;

c) permanently loses the right to benefit from a state-funded place for the entire duration of their University studies;

d) permanently loses the right to benefit from a University scholarship and University-provided dormitory accommodation.

(2) For a second offence of the same nature, the student is expelled and loses the right to be re-enrolled in the University.

**Art. 215.** University expulsion applies:

(1) for breaching the rules of professional conduct: examination fraud or attempted examination fraud by impersonation - expulsion without the right to be re-enrolled in the University;

(2) for a second fraud / attempted fraud offence, in accordance with the provisions of art. 214-215 - expulsion without the right to be re-enrolled in the University;

(3) for a serious breach of the rules of social coexistence, inside or outside the University - expulsion without the right to be re-enrolled in the University;

(4) for failure to comply with their financial obligations (unpaid fees) to the University by the deadlines established by specific regulations - expulsion with prior notice, with the possibility to be re-enrolled in the University within a maximum of two years from the date of expulsion;

(5) for dropping out of University - expulsion with prior notice and with the possibility to be re-enrolled in the University within a maximum of two years from the date of expulsion;

(6) exceeding twice the normal duration of studies for the degree programme in which they were enrolled - expulsion without the possibility to be re-enrolled in the University in the year of study from which they were expelled;

(7) if the student is in the situation of being enrolled for the fourth time in a supplementary year - expulsion without the possibility to be re-enrolled in the University in the year of study from which they were expelled;

(8) refusal to sign the Student Contract and the "Tuition Fees" Annex (in the first 30 days from the beginning of the academic year) - expulsion with prior notice and the possibility to be re-enrolled in the University within two years from the date of expulsion. The expulsion notice is drawn up by the faculty dean's office;

(9) use of narcotics or other high-risk drugs, as evidenced by toxicology tests;

(10) unfounded, serious denigration of the institution in the media and on social networks, dissemination of false information that prejudices the institution and the academic community;

(11) final criminal conviction for serious offences: drug trafficking, robbery, murder, etc.

**Art. 216.** Appeals against the sanctions are addressed to the University Senate, within 5 working days from the moment the student was informed about the sanction.

## **Chapter XVI. Final Provisions**

### **Art. 217.**

(1) All students enrolled in study programmes in foreign languages, except those who have Romanian citizenship, take a test of Romanian language at the end of the third year of study.

(2) The test is organised by the Modern Languages Discipline within the Faculty of Medicine of the University.

(3) Students may be enrolled in the fourth year only if they pass this test.

(4) Students who do not pass the test are enrolled in a supplementary year.

### **Art. 218.**

(1) The present Regulations are approved by a Decision of the University Senate, published on the University website and are in force starting with the 2021-2022 academic year.

(2) Amending and supplementing the present Regulations is approved by a Decision of the University Senate.

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## **ANNEXES to the Regulations for Organising and Conducting Undergraduate Teaching and Learning Activities**

### **Annex 1**

The **personal file** of a student who has Romanian citizenship includes:

1. Original high school diploma (or equivalent) and original Bachelor's Degree diploma, (if the student enrolls in a second faculty) or original graduation certificate;
2. high school transcript of records and the supplement to the Bachelor's Degree diploma (if the student enrolls in a second faculty);
3. standard application for registration in the admission contest;
4. authenticated copy of birth certificate or a copy certified by the University staff;
5. authenticated copy of documents attesting the name change or a copy certified by the University staff, if applicable;
6. copy of identity card / passport;
7. 2 colour ID-card type photographs (format 2/2.5 cm);
8. medical certificate issued in the last 6 months by a family physician stating the candidate's health status (the candidate is/is not known to suffer from chronic diseases, and, if applicable, what chronic diseases);
9. Signed Statutory Declaration, stating that the candidate has read and agreed to comply with:
  - the present Regulations,
  - the Student Contract + the "Tuition Fees" Annex,
  - the Student Code of Conduct;
10. a document stating that the candidate's diplomas/degrees, transfer credits, marks or grades, have been formally validated and recognized, accompanied by proof of previous studies at other universities and results obtained, if applicable;
11. hand-signed consent form for the use and processing of personal data;
12. certificate from the School Inspectorate for members of the enlarged national group of participants in the International Biology or Chemistry Olympiad, in the case of students admitted as Olympiad participants;
13. signed Student Contract and "Tuition Fees" Annex.

## Annex 2

The **personal file** of a **student who is a European Union national** includes:

1. enrolment form completed by the candidate;
2. Signed Statutory Declaration, stating that the candidate has read and agreed to comply with:
  - a) the present Regulations,
  - b) the Student Contract + the "Tuition Fees" Annex,
  - c) the Student Code of Conduct;
3. Europass CV downloaded in the language the student wishes to study in - Romanian, or an equivalent CV;
4. Letter of Intent (approximately 1-2 pages);
5. High school Diploma, or equivalent:
  - if the original document was issued in Romanian, English or French, an authenticated copy of the original document;
  - if the original document is written in languages other than the above, an authenticated copy of the original document + a notarized sworn translation into Romanian, English or French of the original document;
6. High school Examination Transcript of Records (where applicable):
  - if the original document was issued in Romanian, English or French, an authenticated copy of the original document;
  - if the original document is written in languages other than the above, an authenticated copy of the original document + a notarized sworn translation into Romanian, English or French of the original document;
7. Transcript of Records for the last 2 years of high school studies:
  - if the original documents are issued in Romanian, English or French, an authenticated copy of the original document;
  - if the original document is written in languages other than the above, an authenticated copy + a notarized sworn translation into Romanian, English or French of the original document;
8. Other study documents (where applicable): an authenticated copy of the original document and a notarized sworn translation into Romanian, English or French, except for study documents in English and French;
9. Birth Certificate:
  - a) if the original document was issued in Romanian, English or French, an authenticated copy of the original document;



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- b) if the original document is written in languages other than the above, an authenticated copy of the original document + a notarized sworn translation into Romanian, English or French of the original document;
10. A photocopy of pages 1, 2, 3, 4 of the candidate's passport (a photocopy of the identity card is not accepted); the candidate's passport should be valid for at least 6 months from the date the student's application file was submitted;
  11. Medical certificate attesting the candidate's health status, in Romanian, English or French, including the results of the candidate's general clinical examination, as well as of the ophthalmological, E.N.T, neurological, and psychiatric examinations. The medical certificate must also include information about any chronic diseases the candidate suffers from and must be signed and sealed by the family physician / specialist physicians who examined the candidate and must bear the seal of the health unit issuing the medical certificate.
  12. Psychological examination certificate - the psychological examination is mandatory only for the candidates applying to the Faculty of Medicine;
  13. Certificate of language proficiency. Candidates from countries where the official language of the state is the language of instruction are exempt;
  14. Standard application for recognition of high school studies for admission to University studies;
  15. Consent form for the collection, processing and storing of personal data and documents (signed and dated);
  16. Proof of undergoing the medical tests required by the University management.

**The personal file of a student who is a non-European Union national includes:**

1. enrolment form completed by the candidate;
2. Signed Statutory Declaration, stating that the candidate has read and agreed to comply with:
  - a) the present Regulations,
  - b) the Student Contract + the "Tuition Fees" Annex,
  - c) the Student Code of Conduct;
3. Europass CV downloaded in the language the student wishes to study in - Romanian, or an equivalent CV;
4. Letter of Intent (approximately 1-2 pages);
5. High school diploma, or equivalent:

- if the original document was issued in Romanian, English or French, an authenticated copy of the original document;
  - if the original document is written in languages other than the above an authenticated copy of the original document + a notarized sworn translation into Romanian, English or French of the original document;
6. High-School Examination Transcript of Records (where applicable):
    - a) if the original document was issued in Romanian, English or French, an authenticated copy of the original document;
    - b) if the original document is written in languages other than the above, an authenticated copy of the original document + a notarized sworn translation into Romanian, English or French of the original document;
  7. Transcript of Records for grades 9-12/13
    - a) if the original document was issued in Romanian, English or French, a photocopy of the original document;
    - b) if the original document is written in languages other than the above, an authenticated copy of the original document + notarized sworn translation into Romanian, English or French of the original document;
  8. Other study documents (where applicable): an authenticated copy of the original document and a notarized sworn translation into Romanian, English or French, except for study documents in English and French;
  9. Birth Certificate:
    - a) if the original document was issued in Romanian, English or French, an authenticated copy of the original document;
    - b) if the original document is written in languages other than the above, an authenticated copy of the original document + a notarized sworn translation into Romanian, English or French of the original document;
  10. Photocopy of pages 1, 2, 3, 4 of the candidate's passport (a photocopy of the identity card is not accepted); the candidate's passport should be valid for at least 6 months from the date the student's application file was submitted;
  11. Medical certificate attesting the candidate's health status, in Romanian, English or French, including the results of the candidate's general clinical examination, as well as the ophthalmological, E.N.T., neurological, and psychiatric examinations. The medical certificate must also include information about any chronic diseases the candidate suffers from and must be signed and sealed by the family physician / specialist physicians who examined the candidate and must bear the seal of the health unit issuing the medical certificate.

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12. Psychological examination certificate - the psychological examination is mandatory only for the candidates applying to the Faculty of Medicine;
  13. Certificate of language proficiency. Candidates from countries where the official language of the state is the language of instruction are exempt;
  14. Standard application to obtain the Letter of Acceptance - all fields must be filled in;

The standard application can be downloaded from this internet address: <http://www.umfcluj.ro/images/fisiere/studinternationali/2020/Anexa 2 Cerere.docx>

Please attach a  $\frac{3}{4}$  cm ID photograph to the completed application before scanning it.

15. A photocopy of the document attesting the payment of the non-refundable application file verification fee;
16. Consent form for the collection, processing and storing of personal data and documents (signed and dated);
  - a) certificate of completion of a preparatory year, or a document attesting that the candidate has studied for at least 4 years in the language of instruction chosen for their studies in our University;
  - b) Order of the relevant ministry attesting the candidate's capacity as scholarship beneficiary (where applicable);
  - c) Letter of Acceptance (where applicable);
17. Proof of undergoing the medical tests required by the University management.

### **Annex 3**

The **personal file of a transferred student** includes:

1. the documents listed in Annex 1 or 2, as appropriate;
2. an official document ("proces-verbal") certifying equivalence of studies, under the conditions of the present Regulations;
3. an official document ("proces-verbal") stating the equivalence examinations that the candidate is required to take, in compliance with the present Regulations.

**Annex 4**

The **personal file of a re-matriculated student** includes:

1. the documents listed in Annex 1 or 2, as appropriate;
2. documents proving the termination of the condition that led to the loss of the capacity as student of the University;

**Annex 5**

The **personal file of a student in a mobility programme** includes:

1. copy of the Bilateral Learning Agreement;
2. partial Transcript of Records;
3. mobility application form;
4. Learning Agreement;
5. document (“proces-verbal”) certifying the recognition of transfer credits;

**Annex 6****Other documents:**

1. copy of the Mobility Financial Agreement (if applicable);
2. documents required for the granting of scholarships and/or occasional social aid;
3. written requests to justify absences due to illness, approved by the faculty management, accompanied by medical documents;
4. commendations received or sanctions applied;
5. proof of payment of the required fees;
6. applications, requests, petitions addressed by the student to the academic structures and their resolution.

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## Annex 7

### Procedures related to the Regulations for Organising and Conducting Undergraduate Teaching and Learning Activities

#### I. Standardising examination procedures:

1. In a written test using multiple choice questions, uniformity of assessment is ensured as follows:
  - a) The number of multiple choice questions must be identical for all students in a study programme.
  - b) The duration of the test must be identical for all students assessed.
  - c) The procedures for compiling test content databases, the selection of test questions, the writing of test versions, test marking and the maintenance of databases will be established through a project jointly developed by the student associations and the dean's offices, coordinated by the office of the vice-rector for teaching and education.
  - d) For each subject that requires a multiple choice examination, the Study Guide will provide at least 3 model questions for each unit in the examination topics list.
2. For short or long-answer questions, uniformity of assessment is ensured as follows:
  - a) Each student answers the same number of test questions.
  - b) The duration of the test must be identical for all students in a study programme.
  - c) Test topic cards are the same for all students in a study programme. No items are deleted, added or changed from a student series to another.
  - d) Marking of each item is done according to a predetermined marking scheme which lists the keywords required for a maximum score per each answer.
3. If the written examination in a particular subject uses both types of questions, i.e. multiple choice and short or long-answer questions, the specific procedures for each type of assessment shall be complied with.
4. In a theoretical **oral** examination, uniformity of assessment is ensured as follows:
  - a) Each student draws their own test topic card.
  - b) The number of examination topics is the same for all students in a study programme.

- c) It is recommended to assess each student in at least two examination topics.
  - d) Marking is based on a predetermined marking scheme.
5. In a practical examination via **oral presentation, interview, oral examination**, or other forms of oral assessment, uniformity of assessment is ensured as follows:
- a) The same assessment criteria apply to all students in a study programme.
  - b) The assessment criteria refer to the acquired knowledge, oral communication skills, or other parameters corresponding to the specifics of the subject.
  - c) Performance in each criterion corresponds to the score given to the student.
  - d) Assessment criteria are made public at the beginning of the academic year.
6. In a practical **laboratory** work examination, uniformity of assessment is ensured as follows:
- a) Each student draws their own test topic card with the practical task(s) s/he is required to perform.
  - b) The examination areas are unique for the same year of study in a degree programme. The list of examination topics is approved by the head of discipline, at the beginning of the academic year.
  - c) In a practical laboratory work examination, marking is based on a predetermined marking scheme.
7. In a practical examination in a clinical setting, uniformity of assessment is ensured as follows:
- a) The list of clinical cases for the examination is compiled for each examination day by the course holder or a person designated by them.
  - b) Each student draws their clinical case card, on the basis of which s/he will take the examination.
  - c) Marking practical tests is based on a predetermined marking scheme established by the head(s) of discipline. The assessment scales are the same for all students in a study programme.
8. If, in a certain subject, the practical test involves **several types of examination**, the above recommendations, specific to each assessment method, shall apply. The clinical practical test must also include an oral component.
9. **Continuous assessment** of the students is recommended, including by making it count towards the final grade.

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- a) Continuous assessment and final assessment are conducted in a similar manner.
  - b) The rules specific to the chosen assessment method are observed.
  - c) The role of continuous assessment is a formative one. Students receive feedback based on these assessments.
  - d) The content studied for continuous assessment is not removed from the list of topics for the final examination.
10. At the beginning of the academic year, each discipline publishes examples of marking schemes for short or long-answer questions, or for the theoretical oral examination, as well as the presentation requirements for the practical oral examination, laboratory work examination, or the clinical practical test.

## **II. Procedures for the conduct of examinations**

1. Examinations in a certain subject are identical for all students, in all examination sessions.
2. During written examinations, the recommended number of invigilating teaching staff is in a ratio of 1:10 - 1:20 to the number of students, for the entire duration of the examination.
3. There are at least two teaching staff members who invigilate each examination room.
4. During the examination, verbal communication among invigilators or between them and students is strictly limited to examination-related purposes.
5. Retaking an examination by students who wish to increase their grade involves the application of the examination procedures used in the ordinary examination sessions.

## **Annex 8**

### **Documents required for the equivalence of studies:**

1. proof of tuition, with the results of the examinations taken;
2. academic curriculum;
3. syllabus of each subject for which equivalence of studies is requested;
4. official explanatory note on the grading system used in the educational institution where the student attended higher education studies, as well as the correspondence between that system and the ECTS system;
5. written application stating the subjects for which equivalence of studies is requested.



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