

REGULATIONS ON THE ACADEMIC AND PROFESSIONAL ACTIVITY OF STUDENTS

UNIVERSITY OF MEDICINE AND PHARMACY OF CRAIOVA

Craiova, 2024

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Chapter I. Enrolment and Student Documents

Art. 1. Candidates declared successful in the admission examination are enrolled in the first year of the higher education institution on the basis of an enrolment order issued by the Rector.

Each student is entered in the student register under a unique number, valid for the entire duration of their studies at the faculty concerned. These numbers continue in sequence for each new cohort of students.

Art. 2. When a student is entered in the student register, a personal file is also opened, which shall contain:

- the original or a certified copy of the baccalaureate diploma (for students on the "fee-paying" track);
- the registration form;
- a certified copy of the birth certificate;
- a medical certificate or health certificate;
- proof of payment of the enrolment fee set annually by the UMFCV Senate;

- a signed acknowledgement that the student has read and will comply with these Regulations and with the Student Examination Methodology;
- the study contract;

During the course of study, the student's file is supplemented with:

- the documents required for the award of scholarships, in accordance with the Scholarship Regulations;
- applications submitted for excused absences, extended examination sessions, etc.

Art. 3. Upon enrolment, the Dean's Office issues each student with a student ID card and a student record book. All grades obtained in examinations and other forms of assessment, including failed examinations, are recorded in the student record book. Grades shall be signed by the examining teacher.

In the event of transfer, interruption of studies or expulsion, the Dean withdraws the student record book and the student ID card.

Art. 4. Enrolment in the second and subsequent years of study is based on passing the previous academic year, under the conditions set out in these Regulations. A student held back for credit recovery shall be enrolled in the same year of study.

Art. 5. In accordance with Higher Education Law No. 199/2023, and within the number of places approved annually by the UMFCV Senate, graduates holding a bachelor's degree or a bachelor's and master's degree from other state faculties may also be enrolled in the Faculties of Medicine, Dental Medicine, Pharmacy, and Midwifery and Nursing. Enrolment in a particular year of study is determined individually, based on the student's prior education, with equivalence examinations organised on the proposal of the departments, where necessary.

Chapter II. Principles Governing Student Activity

The principle of non-discrimination - under which all students receive equal treatment from the higher education institution; any direct or indirect discrimination against a student is prohibited.

The principle of the right to free assistance and complementary services in state higher education - expressed through: advice and information provided to students by teaching staff outside lectures, seminars or laboratory sessions; career guidance counselling; psychological counselling; access to the main specialist books and scientific publications; access to data concerning the student's own academic record;

The principle of participation in decision-making - under which decisions within higher education institutions are taken with the participation of student representatives;

The principle of freedom of expression - under which students have the right to express their academic opinions freely within the institution in which they study;

The principle of transparency and access to information - under which students have the right to free and unrestricted access to information concerning their own educational path and the life of the academic community to which they belong, in accordance with the law.

The rights, freedoms and obligations of students are set out in the Code of Student Rights and Obligations, proposed by student associations and adopted by the Ministry of Education by order of the Minister.

Art. 6. Rights and obligations of students

a) during their studies, students have the right:

- to free tuition, under the conditions laid down in the UMFCV Charter, for the duration of their university studies, with the exception of fee-paying students;

- to use the laboratories, lecture halls, classrooms and seminar rooms, reading rooms, libraries and other facilities made available by UMFCV, during the time allocated to teaching activities;
- to receive study scholarships and other forms of material support, in accordance with the legislation in force;
- to receive free medical and psychological care in university medical and psychological offices or in state outpatient clinics and hospitals, in accordance with the law;
- to benefit from reduced or free fares, in accordance with the legislative regulations in force, for local public transport and domestic road, rail and water transport. Orphaned students and students from children's homes are entitled to free travel on the categories of transport established by order of the Minister of Education;
- to receive a discount on admission to museums, concerts, theatre, opera and film performances and other cultural and sporting events organised by public institutions, within the limits of the approved budgets, in accordance with legislative regulations in force;
- to receive free of charge all study documents and the documents certifying student status (certificates, record books, ID cards), provided that no more than 2 record books or ID cards are issued in one year, and only on presentation of supporting documents justifying the issue of a second copy;
- to be accommodated, where possible, in the UMFCV halls of residence, in accordance with the regulations governing student residences;
- to elect and be elected to the Faculty Council and the UMFCV Senate;
- to establish within the institution workshops, clubs, literary circles, artistic and sports groups, organisations and publications whose programmes do not contravene the UMFCV Charter;
- to express their opinion on any matter concerning the university community, without restriction and without repercussions;

b) students have the following obligations:

- to carry out diligently, properly and on time all the tasks assigned to them under the curriculum and course syllabi, with a view to thorough professional training and intellectual development;
- to observe the rules of academic discipline and to conduct themselves in an academic manner in their relations with teaching staff, clinical staff, fellow students and administrative staff, and with all other persons with whom they come into contact within the higher education institution and outside it;
- to take care of the property made available to them in the institution, halls of residence, canteen, etc., bearing financial responsibility for any damaged property within a maximum of 30 days of the damage occurring;
- to comply with the UMFCV Charter, the provisions of these Regulations and of the other regulations or legal acts governing student activity;
- to present their student record book at every examination and assessment; admission to the examination is conditional upon it, and the grade must be entered in the record book and signed by the examining teacher;
- to comply with the alphabetical group distribution performed annually, in accordance with the study groups approved by the Faculty Council; the possibility of transfer between groups is done only based on supporting documents attached to the application, and the placement in another group is made following the analysis by the Bureau of the Faculty Council, exclusively within the same cohort/series, taking into account the number of students in each group. Applications are submitted in the first week of the academic year at the Student Secretariat of each faculty, only during the established schedule. No group transfer applications are accepted for first-year students.

Chapter III. Attendance

Art. 7. Students are required to take part in all forms of teaching provided for in the curriculum for each year of study. Attendance at practical activities (clinical placements, practical sessions, seminars, on-call duties) is compulsory.

The programme of practical activities is that set out in the timetable approved by the Dean's Offices and must be completed in full by the student.

The arrangements for making up absences (max. 20%) are set by each discipline, in accordance with regulations updated annually by the disciplines, which must clearly specify how absences are made up, the number of absences that may be made up in a session and the make-up period (with at least 2 days set aside for make-up sessions). Unexcused absences are made up, in accordance with these regulations, for a fee, the amount of which is set annually by the Senate. Making up absences is compulsory, regardless of the reason, and is a mandatory condition for admission to the examination, in any session.

Up to 3 unexcused absences per discipline are exempt from the fee.

Art. 8. Students are admitted to examinations only upon proof that they have fulfilled all their obligations.

Proof that all these obligations have been fulfilled is based on the attendance records kept by each discipline.

Art. 9. Absences recorded in the disciplines are excused by the faculty management, on the basis of supporting documents and an individual application registered with the Secretariat.

Absences may be excused in the following circumstances:

- a) illness, supported by standard medical certificates. The application is considered only if it is submitted within 10 working days of the date of issue of the certificate;
- b) other well-founded reasons, notified to the Dean's Office by written application on the first day the student returns to classes;
- c) prior leave granted by the Dean's Office, in exceptional cases.

Chapter IV. Progression to the Next Academic Year under the Credit System

Art. 10. Higher education in the field of health is delivered in accordance with the general and sectoral regulations of the European Union, namely:

- a) 6 years of study, comprising a minimum of 5,500 hours of theoretical and practical medical training, for the Medicine and Dental Medicine fields, at the Medicine and Dental Medicine study programmes; 5 years for the Pharmacy study programme; 4 years, comprising a minimum of 4,600 hours of training, for the General Nursing study programmes; and 3 years for the Balneology, Physiotherapy and Rehabilitation, Radiology and Imaging, Nutrition and Dietetics, Medical Cosmetics and Cosmetic Product Technology, and Dental Technology study programmes.
- b) each academic year carries 60 transferable credits under the ECTS, totalling 180 transferable credits for 3-year bachelor's programmes (Balneology, Physiotherapy and Rehabilitation, Radiology and Imaging, Nutrition and Dietetics, Medical Cosmetics and Cosmetic Product Technology, and Dental Technology), 240 transferable credits for 4-year bachelor's programmes (General Nursing), 300 transferable credits for the 5-year Pharmacy programme and 360 transferable credits for the 6-year Medicine and Dental Medicine programmes.

Art. 11. The transferable credit system is applied to all years of study at the University of Medicine and Pharmacy of Craiova.

- a) Credits measure the work required of the student to acquire the theoretical and practical knowledge of a discipline, including: lectures, practical sessions, clinical placements, seminars; independent study; other curricular teaching activities.
- b) Credits do not measure the teacher's activity (teaching) but the student's work (learning).
- c) Credits do not replace assessment by grades and are therefore not intended to evaluate the quality of study, which is assessed through grading.
- d) Credits do not measure the importance of the discipline studied; this is reflected by whether the discipline is compulsory, elective or optional.
- e) The credits of a discipline are obtained in full or not at all (credits are not split), under the conditions set out in the curriculum.
- f) Credits may be carried over to the following semester or academic year, under the conditions set out in these Regulations.

By convention, each semester is allocated 30 credits. Any differences are balanced between semesters so that each year of study carries 60 credits (the standard for one academic year). The disciplines included in the final graduation examination are credited separately.

Art. 12. Progression from one year of study to the next requires passing at least 75% of the outstanding credits or with a maximum of 15 outstanding credits.

Students who obtain between 50% and 75% of these credits are declared "held back for credit recovery", while those who obtain less than 50% are expelled.

Exceptionally, in justified cases, the Board of Directors of UMF Craiova may approve lowering the minimum credit threshold below which a student is expelled from 49% to 34%.

In the case of students "held back for credit recovery" and students "promoted with outstanding credits":

- in the immediately following academic year, they must meet all the requirements of the disciplines concerned in order to be admitted to the evaluation examination;
- recover credits for a fee, proportional to the number of credits to be recovered, calculated relative to the tuition fee for "fee-paying" students;
- in the recovery year, a student held back must obtain 75% of the total outstanding credits, failing which they are expelled.

Students of the Faculties of Medicine and Dental Medicine facing expulsion solely as a result of the application of the transferable credit system may opt to enrol, on a fee-paying basis, in one of the 3- or 4-year study programmes.

In cases of force majeure (e.g. sick leave exceeding two months, maternity leave, scholarships or research contracts abroad), exceptions may be made, and students may obtain, on the proposal of the faculty and with the approval of the UMFCV Board of Directors, an interruption or an extension of the statutory period of study.

For state-funded students, interruptions and extensions are not counted towards the statutory period of study.

If, at the end of the statutory period of study, a student has not obtained the number of credits required to sit the bachelor's degree examination, they may apply to extend their studies by 1-2 semesters in order to recover the credits. The request can be made only once, for a maximum of 2 semesters. Recovery is subject to a fee.

Art. 13. A student who attempts to pass examinations by fraud shall be sanctioned in accordance with the provisions of the Regulations set out in Art. 21. Expulsion is carried out on the proposal of the discipline, addressed to the Faculty Council, and is approved by the Rector.

Chapter V. Transfers and Interruption of Studies

Art. 14. In well-founded cases, the Dean's Office of the faculty may approve an application to interrupt studies for a maximum of two years, and only once during the course of study; the application must be submitted before the start of the examination session.

Art. 15. On resuming their studies, students who have interrupted them must fulfil any additional academic requirements / difference examinations arising from changes made to the curricula in the meantime.

Art. 16. Student status is suspended for all students who have been absent without justification for more than 2 months from the activities required by the curricula.

The suspension of student status is decided by the Faculty Council, on the proposal of the Dean's Office, on the basis of students' applications, and is endorsed by the Board of Directors. Student status may be regained within a maximum of two years from the suspension, in the same year of study, with the approval of the Board of Directors.

Art. 17. Studies completed in a study programme terminated as a result of expulsion for breaching the Code of University Ethics and Professional Conduct cannot be recognised upon re-enrolment.

Art. 18. a. Definitive academic mobilities of students to other faculties are permitted only for students in years II-V of the Medicine and Dental Medicine programmes, respectively II-IV for the Pharmacy programme, II-III for the General Nursing programmes and year II for Balneology, Physiotherapy and Rehabilitation, Radiology and Imaging, Nutrition and Dietetics, Medical Cosmetics and Cosmetic Product Technology, and Dental Technology), at the end of the academic year, provided that all legal debts to the University have been paid, and in other exceptional situations with the approval of the Board of Directors. They will be based on the complete documentation submitted to the deans' offices in accordance with the Academic Mobilities Regulations applicable at UMFCV, according to the established calendar; these are discussed, as a rule, after the conclusion of the period for submitting original documentation, with a view to obtaining the academic mobility, in the Board of Directors in September of each academic year, but no later than September 15.

In exceptional cases, supported by concrete evidence, and only with the approval of the Faculty Council, definitive academic mobilities may be accepted for students in their second semester / penultimate semester, provided they have passed all their exams.

b. Temporary academic mobilities

b1. Annual temporary academic mobilities of students to other faculties are permitted only for students in years II-V for the Medicine and Dental Medicine programmes, respectively II-IV for the Pharmacy programme, II-III for the General Nursing programmes, and year II for Balneology, Physiotherapy and Rehabilitation, Radiology and Imaging, Nutrition and Dietetics, Medical Cosmetics and Cosmetic Product Technology, and Dental Technology), only on condition of an inter-institutional agreement to this effect between the two institutions at the time of the request.

b2. Semester temporary academic mobilities of students to other faculties are permitted exclusively for medical situations, for students in their second semester / penultimate semester, based on requests made prior to the start of the semester, with the student's obligation to take the difference examinations caused by changes in the curriculum upon returning to UMFCV.

Art. 19. Academic mobilities to the faculties of UMF Craiova can be made for students from authorized or accredited state faculties who submit transfer applications within the periods established by the Faculty Dean's Offices; these are discussed punctually, if applicable, in the last meeting of the Board of Directors in September each year.

Art. 20. Upon a student's enrolment, the faculty management determines any equivalence / difference examinations the student must take in the year of study in which they are enrolled. If the equivalence examinations are not passed by the end of the academic year, the student is declared "held back for credit recovery".

Chapter VI. Rewards and Sanctions

Art. 21. For outstanding achievements in their studies, in scientific activity or for other notable merits, students may be rewarded with:

- a) commendations at the level of the year of study, the faculty or the University;
- b) certificates of merit;
- c) annual or occasional prizes (in kind, books, etc.);
- d) special scholarships.

Art. 22. For breaches of the rules of academic discipline, the following sanctions may be applied to a student:

- a) a warning;
- b) suspension of the scholarship for 10 - 30 days - applied on the first repeat of the initial offence;
- c) expulsion from UMF Craiova.

Art. 23. Sanctions are applied according to the seriousness of the offence, on the basis of an administrative investigation and the student's statement, also taking into account the student's academic record and general conduct. The sanctions under points a) and b) are decided by the Dean of the faculty. Expulsion is approved by the Board of Directors, on the proposal of the Faculty Council.

Art. 24. Appeals against sanctions are addressed to the Senate within 3 days of notification of the sanction.

Chapter VII. Final Provisions

Art. 25. The provisions of these Regulations do not contravene the UMFCV Charter.

Art. 26. The Regulations on the academic and professional activity of students shall be made public after approval by the UMFCV Senate.

Art. 27. Upon enrolment, students shall receive these Regulations and must certify, by signing the registration form, that they have read them and undertake to comply with them.

Art. 28. These Regulations are approved by the Senate of the University of Medicine and Pharmacy of Craiova and may be amended only by a vote of an absolute majority of the members of the Senate.

Art. 29. The updated Regulations on the academic and professional activity of students were approved at the meeting of the Senate of the University of Medicine and Pharmacy of Craiova of 24.10.2024 and are published on the University's website.

Art. 30. These Regulations enter into force starting with the date of their approval, on which date the provisions of the previous regulations approved by the UMFCV Senate in 2017 are repealed.