



**UMFT**

Universitatea de  
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„Victor Babeș”  
din Timișoara

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Annex to H.S no. 10/9161/29.06.2017  
Completed by H.S. no. 7/10837/27.07.2017

## **UNIVERSITY OF MEDICINE AND PHARMACY „VICTOR BABEȘ” FROM TIMIȘOARA**

# **ORGANIZATIONAL AND OPERATIONAL RULES AND REGULATIONS OF THE EDUCATIONAL ACTIVITIES WITHIN THE BACHELOR'S STUDIES**

**Academic year 2017-2018**

Approved in Senate session of 29.06.2017 and 27.07.2017



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## CHAPTER I. GENERAL PROVISIONS

### Art. 1.

The organization and carrying on of the educational and professional activity for the Bachelor Studies programs operation within the University of Medicine and Pharmacy „Victor Babeș” from Timișoara is based on the provisions of the national laws in force, regarding the academic education system, as follows :

1. Law of the national education no. 1/2011, with the further amendments and completions;
2. Law no. 288/2004 regarding the academic studies organization, with the further amendments and completions;
3. HG /GD no. 404/29.03.2006 regarding the organization and carrying on of the master academic studies;
4. **Law no. 224 dated July the 11th 2005, for the amendment of art. 5 from the Government Emergency Ordinance no. 133/2000 regarding the fee state academic and postgraduate education, over the places financed from the state budget ;**
5. Emergency Ordinance no. 75/12.07.2005 regarding the education quality assurance, with the further amendments;
6. Order of the Education Minister no. 3617/2005 regarding the generalized application of the European Credit Transfer System ;
7. MECTS (Ministry of Education, Culture, Youth and Sports) Order no. 3666/2012 regarding the approval of the Students Rights and Obligations Code;
8. Charter of the University of medicine and Pharmacy ”Victor Babeș” from Timișoara;
9. In-laws, internal regulations and decisions, important for this activity.

### Art. 2.

This regulation regards the academic bachelor studies, is drawn up in compliance with the national laws in force and in based on the following principles, stipulated in art. 202, indent. (1) of the din Law of the National Education (LEN) no.1/2011:

- a) non-discrimination principle;
- b) principle of the right to assistance and free additional services in the state academic education;
- c) principle of participation to the decision making process;
- d) principle of freedom of expression;
- e) principle of transparency and access to information.

This regulation is revised annually, is amended in compliance with the new legal provisions and is approved by the University Senate **at least three (3) before the academic year starting, according to L.E.N. (National Education Law) no. 1/2011, art. 136, indent (2).**

### Art. 3.

The University of Medicine and Pharmacy ”Victor Babeș” din TimișoaraVictor Babeș” from Timișoara, further designated as UMFVBT, is an university for education and scientific research, Romanian Agency for Quality Assurance in the Academic Education ARACIS) giving it, in 2014, the qualifying “High Confidence Degree”, as a result of the institutions evaluation, and has in its structure academic study programs accredited by ARACIS, having the right to organize admission exams for the study programs in the field of Health Bachelor Degree.



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**Art. 4.**

(1) In UMFVBT, the academic studies are organized in three cycles :

- Cycle I – Bachelor studies ;
- Cycle II – Master studies, with a duration of 1-2 study years (between 60 and 120 ECTS);
- Cycle III – Doctoral studies – with a duration of 4 study years (240 ECTS) - art. 174 of LEN - NEL)

(2) The Bachelor studies represent the first cycle of academic education and it is organized on study programs.

(3) The participants to these programs have the quality of student all long their period of presence/attendance within that program, since their matriculation/enrollment until the program pass / graduation or expelling, less the periods of studies interruption.

(4) The Bachelor studies may be attended by secondary high school graduates holders of Baccalaureat Diploma or an equivalent document, recognized in Romania.

(5) The Bachelor Degree area / field and study program shall be mentioned on the Bachelor's Degree.

(6) The Bachelor Degree programs are organized as full time programs, the schooling is done on places financed from budget and on fee based places.

(7) The length of the Bachelor studies is :

- 3 study years (minimum 180 ECTS),
- 4 study years (minimum 240 ECTS),
- 5 study years (minimum 300 ECTS),
- 6 study years (minimum 360 ECTS);

(8) The admission/entrance exam for the 1st year is organized on faculties and study programs. Through the admission exam the budget financed places, as well as the fee based places are occupied. The organization of the study formations is done alphabetically and no distinction is done between the two categories of students, fee based or no fee studies.

(9) The Bachelor's Degree studies graduates have access to master studies and to postgraduate programs for continuing professional training and development.

## CHAPTER II. ORGANIZATION AND CARRYING ON OF THE EDUCATIONAL ACTIVITY

**Art. 5.**

(1) The academic year is organized in compliance with the structure annually established by the University Senate, on academic study cycles.

(2) For the Bachelor's degree programs teaching in English/French, the first years (pre clinical) – 3 years for Medicine, Dental Medicine, respectively 2 years for Pharmacy – are carried out in the foreign language (English/French) and the last 3 years (clinical) in Romanian language.

**Art. 6.**

(1) The planning, organization and carrying on of the teaching process are in compliance with the academic self-government, observing and according to the provisions of the Law of the National Education no. 1/2011.



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## **Art. 7.**

(1) The curricula objectives aim at a competitive education of high performance and are structured on study cycles including basic disciplines, disciplines specific to the field of study, specialty disciplines, and complementary disciplines, optional and elective disciplines.

(2) Each faculty, depending on the specificity of its curricula, establishes its own study cycles and informs the students on the curriculum for that academic year as well as on the criteria to pass exams for each study year and study cycle, by displaying all this information at the notice board or on the university site. All this information is disclosed to the students at the matriculation/enrolment moment.

## **Art. 8.**

(1) The curricula shall be in compliance with the national and European standards and shall assure the acquiring of the defining knowledge for the approached study field in order to assure a student focused educational system.

(2) The curricula include compulsory, optional and facultative subjects :

- The compulsory subjects assure accumulation of basic knowledge of students, needful for the study field.
- The optional subjects allow different important higher specialization lines of study, in compliance with the specialization targeted by the student.
- The facultative subjects approach both the basic knowledge field, and the complementary field, thus widening the students horizon of knowledge.
- The number of the optional and facultative subjects is annually approved by the Faculty Board through the curricula.

## **Art. 9.**

(1) All the faculties shall compulsorily apply the European Credit Transfer System (ECTS – European Credit Transfer System) intra- and inter university (internal, external).

In compliance with this system, the students mobility and their professional education flexibility are assured.

(2) The University practices/have a system of equivalence and recognition of the credits got in the own faculties or in other universities accredited from the country or abroad, which shows compatibility as regards the curricula and syllabus.

## **Art. 10.**

In order to assure the ECTS implementation and survey, the credits awarding system is under the control of a coordinator at the University level (teaching Pro - rector).

## **Art. 11.**

(1) The subjects syllabus are drawn up by the subjects keepers, endorsed by the section council and approved by the Faculty management, depending on the faculties and specializations specific. For the curricula carried on at the same time in other teaching languages different of Romanian, the subject syllabus shall include the same curriculum, regardless the teaching languages. The subject/chair keepers for each teaching language are obliged to harmonize the curricula so that the students of the same program and from same study year, regardless the teaching language, to be able to acquire the same curriculum for the said subject.

(2) The curricula and subjects syllabus shall be displayed for the study subjects that is on the university site, [www.umft.ro](http://www.umft.ro), before the academic year beginning.



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(3) At the end of each cycle, the students must have achieved the credits total number required by the respective cycle curricula.

(4) For the subjects for which there are two or more teaching series within the same study program, the examination methodology shall be the same, and the course holders shall conceive together the questions for the written examination and the scales for the practical tests, these ones also being the same for all the teaching series, in the same session. Within the same teaching series, the bibliographical material edited by the respective chair and made available to the students shall be unique, regardless the number of the teaching chairs for that study program.

(5) The unique course material will be elaborated, by mutual agreement, by the collaboration of the heads of discipline.

**Art. 12.**

Students are guaranteed the right to free choice of courses and specializations, and of optional and elective courses, in compliance with the legal provisions in force and with the curricula.

**Art. 13.**

The department manager is responsible for the curricula.

## CHAPTER. III. STUDENTS RIGHTS AND OBLIGATIONS

**Art. 14.**

(1) Students are partners of the universities/high education institutions and members of the University community, having rights and obligations, in compliance with the principles specified at art. 118 of the Law no. 1/2011, with the further amendments and completions.

(2) All students rights, freedoms and obligations are included in the **Student Rights and Obligations Code** (art. 202, indent.3 of the Law no. 1/2011, with the further amendments and completions) approved by the University Senate, in compliance with the MECTS (Ministry of Education, Culture, Youth and Sports) Order no. 3666/2012.

**Art. 15.**

(1) The student has the following rights in compliance with the principles provided in the Law no. 1/2011, with the further amendments and completions:

*a)* the right to a quality education ;

*b)* the right to access internal and external mobility programs, with the recognition, according to the law, of the credits got in such a way;

*c)* the transfer right from an university to another one, in compliance with the legal provisions in force and with the universities charters;

*d)* the right to the personal data protection ;

*i)* the right to take part to the evaluation of the courses, seminars, practical works, teaching staff activity and other educational and/or organizational aspects related to the attended study program, in compliance with the provisions of art. 303 indent (2) of the Law no. 1/2011, with the further amendments and completions. The evaluations are public information and are used for the respective courses, seminars, internships, study programs and teaching staff performance evaluation.

*j)* the access right to regulations, resolutions, decisions, minutes and other documents of the high education institution where the student studies, under the provisions of the laws in force;



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(2) The way of identification, organization and evaluation of the specialization internship represents a compulsory criterion of the study programs quality evaluation.

#### **Art. 16.**

(1) Students are represented in the consultative, decision and executive structures within the universities, in compliance with the provisions of the Law no. 1/2011, with the further amendments and completions and the Universities Charters.

(2) Students are involved in the decision making process within the University, based on the following rights:

*a)* the right to elect and to be elected in the University management structures, in compliance with the Law no. 1/2011, with the further amendments and completions;

*b)* the right to be represented in the University Senate and in the Faculty Council, in a proportion of minimum 25%, under the requirements of the Law no.1/2011, with the further amendments and completions and the universities Charters.

*c)* the right to be represented in the University structures which manage the social services, including accommodation commissions, scholarships allocation, themed camps allocation;

*d)* the right to take part to the procedures regarding the ways to designate the Rector through representatives, as well as in the rector designation process, regardless the designation way, acc. to art. 209 indent (2) of the Law no.1/2011, with the further amendments and completions;

*e)* the right to be informed and consulted by the students representatives as regards the decisions voted in the management structures of the high education institution of which they are part.

#### **Art. 17.**

(1) **Students enjoy of gratuitousness for:**

*a)* Bachelor studies, master studies and doctoral studies in the limit of the available budgetary places and in compliance with the regulations of the Law no.1/2011, with the further amendments and completions, for the Romanian citizens, European Union member states citizens, citizens from the states pertaining to European Economic Space and of the Swiss Confederation – acc. to art. 142 indent (4), Romanian ethnics from everywhere acc. to art. 205, indent (4), as well as for the cases provided at art. 205 indent (5) and (6) of the Law no.1/2011, with the further amendments and completions;

*b)* issuance of the study documents and of those certifying the student statute (including the school status/transcript of records, Bachelor's Degree, Engineer Degree, Urbanist Degree, Master Degree and PhD Degree, degrees' supplements, certificates, student cards and student ID, including those for access to the library.

*c)* access to museums, concerts, theater shows, opera, pictures, to other cultural and sports events organized on Romania territory in case of the Romanian ethnics outside of Romania borders, acc. to art. 205, indent (4), of the Law no.1/2011, with the further amendments and completions.

#### **Art. 18.**

**Students enjoys of the following tariff reductions:**

*a)* at least 50% for the local common surface and underground transport, as well as for the road, railway and naval home transport, acc. to art. 205, indent (2), of the Law no.1/2011, with the further amendments and completions;

*b)* of 75% for the access to museums, concerts, theater shows, opera, pictures, to other cultural and sports events organized by public institutions, acc. to art. 205, indent (3), of the Law no.1/2011, with the further amendments and completions. (article 13, indent 4 of the University Code of the Students Rights and Obligations)



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## Art. 19.

Students are encouraged to take part to volunteering actions, for what they may receive supplementary credits, acc. to art. 205, indent (9), of the Law no.1/2011, with the further amendments and completions.

## Art. 20.

**Students enjoys of the following social rights:**

- a) free of charge medical assistance, acc. to art. 205, indent (1), of the Law no.1/2011, with the further amendments and completions;
- b) accommodation, excepting the case where the student studies in the residence place, under the legal provisions, in compliance with the **Accommodation Regulations**;
- c) accommodation subsidies, acc. to art. 205, indent (15), of the Law no.1/2011, with the further amendments and completions;
- d) access in the University areas in order to organize projects for students or to carry on internal activities, outside the classes and other default/pre-established activities, in compliance with the provisions of the University Charter;
- e) the right to apprise abuses and irregularities and to require these intimations checking and evaluation by specialized legal bodies provided by the laws in force, as well as the right to protection of those who apprise, acc. to the Law no. 571/2004, regarding the protection of the staff from the public authorities, public institutions and other organizations which report violations of the law;
- f) the right to have registered all the applications written or sent to the e-mail official addresses of the University and to receive written reply, or through electronic means to the said applications, under the requirements provided by the law and by the University regulations.

## Art. 21.

- (1) Students have the right to know the mechanisms through which the tuition fees are established, as well as other fees perceived by the University, in compliance with the University Charter.
- (2) Students have the right to be informed about the number, type and amount of each fee perceived by the University.

## Art. 22.

- (1) Students may have granted scholarships, in compliance with the **Scholarships Granting Regulation**.
- (2) Students may receive loans through the Agency for Credits and Scholarships for Students, in compliance with art. 204 of the Law no.1/2011, with the further amendments and completions.

## Art. 23.

**Students have the following obligations :**

- a) to fulfill all their tasks in compliance with the curricula and syllabus;
- b) to observe the university Charter, regulations and decisions;
- c) to take part in the meetings of the management structures within “Victor Babeș” University of Medicine and Pharmacy, as students voted representatives;
- d) to observe the quality standards imposed by the University;
- e) to observe the copyright of other people and to recognize the information authorship presented in the drawn up works;
- f) to observe the provisions of the University ethic code;
- g) to drawn up and present evaluation works at level of subject and original graduation work papers;
- h) to apprise the competent authorities any irregularities in the education process and in the activities related to it;





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- i) to take part to academic activities, without being under the influence of alcohol or other forbidden substances;
- j) not to use a language and behaviour improper to the University environment;
- k) to properly use, in compliance with the established purposes, all the received facilities and subsidies;
- l) to observe the rules regarding the cleanliness, silence and order inside the university area;
- m) to maintain the integrity and good operation of the material base, made available by the high education institutions;
- n) to bear the payment of the possible damages caused to the material base, made available by the high education institutions;
- o) to inform the competent authorities as regards the existence of any circumstances which would influence the good carrying on of the individual and general study activities;
- p) to respect and address appropriately, as well as to have a proper behavior in the academic community towards: the academic staff, auxiliary teaching staff, students.
- q) to have a decent conduct in the academic community;
- r) to fulfill their own financial commitments imposed by the institution where he study, under the requirements established in the learning agreement.

## CHAPTER IV. TEACHING STAFF RIGHTS AND OBLIGATIONS

### Art. 24.

Besides the rights and obligations resulting from the labour laws in force, the teaching staff from UMFVBT has rights and obligations, professional and administrative, in compliance with the University Charter, in-law regulation and individual labour contract.

### Art. 25.

**The teaching staff rights are :**

- (a) to continuously develop and improve their professional level;
- (b) to use the material base and resources of UMFVBT for their professional tasks performance ;
- (c) to freely choose the scientific research topics in their competence area, in compliance with the academic freedom principle, following the ethic, deontological and legal provisions and standards;
- (d) to publish, communicate and discuss the research results, within UMFVBT, as well as outside it, observing the clauses stipulated in the research agreements/contracts regarding the intellectual property right and also the affiliation declaration to UMFVBT;
- (e) to hierarchically be promoted, in compliance with the legal provisions and national minimal standards and also University standards established by the Senate;
- (f) to actively take part to the educational, scientific and decision making process;
- (g) to take part to the management of the UMFVBT organizational structures;
- (h) to elect and to be elected in leading positions without any discrimination, excepting the cases where the law provides special eligibility criteria;
- (i) to appeal any decision, following the hierarchical way, as well as to the courts;
- (j) to freely express their opinion in the university environment in compliance with the academic freedom in the teaching and in the research processes, in compliance with the academic quality criteria;
- (k) to be part of associations and trade unions, professional, cultural, national and international unions, as well as political organizations legally established, in compliance with the law provisions;
- (l) to benefit, under the law requirements, of salary increases and other material benefits for the supplementary supplied activities;



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- (m) to benefit of qualified and high performance medical and pharmaceutical assistance, free of cost and collegial supplied by the University specialists;
- (n) to have guaranteed the intellectual and industrial property rights in compliance with the laws in force and provisions of the Professional Deontology and Ethics Code;
- (o) the right to publish studies, articles in the University magazines and to edit work papers related to the teaching process at the University Publishing House;
- (p) the right to run/compete for getting national and international grants;
- (q) the right to have reserved the teaching position, under the law requirements;
- (r) the right to participate to the contest for getting the merit rating;
- (s) the right to vacation, under the law requirements;
- (t) the right to unpaid leave, under the law requirements;
- (u) the right not to be disturbed during their teaching activity by any university or public authority, excepting the emergency circumstances; the teaching evaluation process is not considered to be disturbing.

#### **Art. 26.**

- (1) Audio and/or video recording of the teaching activity to be done only based on the written agreement of the leading person and without violation of the intellectual property rights.
- (2) Copying, in any way, of the teaching activity records by students or other people is allowed only based on the written agreement of the respective teaching person.

#### **Art. 27.**

All members of the university community enjoy the freedom of thinking, conscience, expressing, association and moving and have the right to exercise their powers without any discrimination.

#### **Art. 28.**

**The teaching staff obligations** are:

- (a) to integrally and an optimum level fulfill their professional obligations in compliance with the pay rolls and job descriptions;
- (b) to observe the provisions of the University Charter and of their own regulations drawn up in compliance with the University Charter;
- (c) to fulfill the professional tasks received on the hierarchical way;
- (d) to take part to the meetings / general assemblies of the departments/faculties/university, all these representing work duties;
- (e) to observe, in any circumstances, the professional ethics and deontology;
- (f) to mention their affiliation to UMFVBT in case of professional and scientific achievements presented in Romania and abroad;
- (g) to sustain the University programs;
- (h) to take part to the research programs/projects of the chairs/departments part of which they are;
- (i) to observe the confidentiality regarding the activity, talks or decisions of different management structures or commissions part of which they are;
- (j) to make their periodical own evaluation, in compliance with the home methodology and under the law requirements;
- (k) to do the periodical health control, under the law requirements.



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## **CHAPTER V. ADMISSION IN STUDY PROGRAMS, STUDENTS MATRICULATION AND REGISTRATION. ACHIEVEMENT OF THE STUDENT POSITION. STUDENTS DOCUMENTS**

### **V.1 Admission.**

#### **Art. 29.**

Based on the university autonomy and undertaking the public responsibility, Universitatea de Medicină și Farmacie ”Victor Babeș” din Timișoara (University of Medicine and Pharmacy ”Victor Babeș” from Timișoara) organizes admission examination/contest for each study program/specialization, for testing the knowledge and cognitive capacity.

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

For the Bachelor's studies cycle, the admission examination is organized for the specializations/study programs accredited or authorized to temporary operation acc. to the legal provisions in force.

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

The periods of the admission sessions, the contest forms and tests are established through the **own annual regulations**, which is made public in compliance with the legal provisions in force, through their displaying at the high education institution headquarters and through their publication on their own web page.

#### **Art. 32.**

(1) A person may benefit of budget financing for a single Bachelor's program, for a single master program and for a single doctoral program.

(2) The person who had schooling benefits free of costs in the framework of a academic study program financed from the state budget has, under the law requirements, the right to attend another academic study program inside the same academic studies cycle:

a) under fee based regime, if the state high education institution organizes the program in such a way also;

b) under free of costs regime, with state financing regime, given that that person pays the schooling services value of which he/she had previously benefits with state budget financing, totally or partially, in case the study program to which he/she was admitted is organized only with integral budget financing.

### **V.2 Registration.**

#### **Art. 33.**

In order to be registered in the 1st year and to sign the academic Learning Agreement (in two copies), the students who was declared accepted, who paid the tuition in the term provided by the Admission Regulation, shall personally go to the faculty secretariat, during the opening hours : Monday – Friday, between the hours 12.00-15.00, according to the planning established by the management of each faculty, within maximum 30 days since the academic year starting. The Administration Board may decide, in exceptional cases, to extend this deadline.



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

The accepted candidates/examinees, who do not register in the 1st year up to the established term, are considered, *ex officio*, that they had renounced, by failure to be present, to their status of student and lose the right to be registered.

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

Failure to supply the Baccalaureat Diploma / Bachelor's Degree, in original, in the term provided for the students registration in the 1st year, cause the loss of the state budget financed place and/or expelling.

#### **Art. 36.**

The foreign student registration for studies, accepted to the specializations with teaching in English language or in French language, as well as of the foreign students, scholars of the Romanian state, shall be done in maximum 30 days from the academic year starting. The Administration Board may decide, in exceptional cases, to extend this deadline.

(1) The documents filled by the foreign students, accepted to the specializations with teaching in English language or in French language, as well as of the foreign students, scholars of the Romanian state, shall be analyzed by the University International relationships Department, which will give a principle notice for the temporary registration and shall issue the Decision (Order) of acceptance to studies, approved by the University Rector.

(2) The students – foreign students shall supply, personally, to the faculties secretariats, within the period established for the students registration, the Decision (Order) of acceptance to studies, to whom the following documents shall be enclosed :

- The Letter of acceptance to studies (for the students registered on their own account, in currency) / Certificate of Equivalence of the Baccalaureat Diploma (for the students from EU, EES and Switzerland) / Nominal Order issued by MNE (Ministry of National Education) (for the scholar students of Romanian state);
- certificate of linguistic competence for Romanian language (for those who study in Romanian language), respectively certificate of foreign language test pass (for those who study in English language or in French language);
- official documents of authenticated copy conforming to the original, to support exemption from the language test, where applicable;
- proof of the tuition payment (integrally), endorsed by the University Financial - Accounting Department.

(3) The the Decision (Order) of acceptance to studies is valid until the date of drawing up of the registration decisions and final registration of the foreign students, the latest on December, the 2<sup>nd</sup> of the running academic year, after the transmission of the complete files of the students who are foreign citizens, by the International Relationships Department, to the faculties secretariats.

(4) The foreign citizens (EU and third-country citizens) accepted to Bachelor's academic studies are obliged to submit the Baccalaureat Diploma, in original, to the International Relationships secretariat, not later than the last day established for the registration in the academic year.

(5) The secondary high school graduates, who have not yet received their Baccalaureat Diploma until the registration date, must submit a notarial statement through which they undertake to file the study documents in original (plus copies and certified translations) until a limit date (the date is established depending on the country where the study document was issued), date which may not be later than the next academic year starting date.

(6) Failure to supply the Baccalaureat Diploma, in original, in compliance with the term/requirements above mentioned, has as result the student expelling.



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

(1) The students registration/enrollment for the II<sup>nd</sup> year and the following study years is done through the filling in and signing of the Addendum to the Bachelor's Studies Agreement, in compliance with the planning / scheduling established by the management of each faculty, in maximum 30 calendar days from the starting day of each academic year.

(2) At the beginning of each academic year, the registration is done based on the professional results of the previous academic year, provided that the minimum number of credits required for the academic year pass to be got.

#### **Art. 38.**

The faculties secretariats shall assure the copying and distribution towards the students of the forms of the academic studies agreement / addendum to the studies agreement.

#### **Art. 39.**

For the registration in the II<sup>nd</sup> academic year and the following, the students shall supply, personally / through the students representatives, to the faculty secretariat, during the opening hours : Monday – Friday, between 12.00-15.00, the following documents :

- Addendum to the Bachelor's Studies Agreement, in two folds,
- Health Certificate, endorsed by the physician from the University dispensary. For the Romanian students, the certificate is issued by the family physician, and for the foreign students, by the University dispensary.
- Student's Internship Agreement and Internship Activity Reference / Evaluation Contract. This forms, issued to the students by the faculties secretariats before the start of the internship period, are filled in by the students, respectively by the health unit representatives where the internship carried on.
- Student ID Card,
- Transport ticket.

#### **Art. 40.**

(1) The students who fail to be registered in the academic year up to the established deadline are considered, ex officio, having renounced to the status of student, by their default to be present, and therefore they are expelled for non-registration reason.

2) The expelling decision shall be made known to the expelled student, to the International Relationships Department, the University Financial-Accounting Department, and the Department of Academic Development - IT Compartment - Statistics in maximum 30 calendar days from the limit date established for the students registration in each academic year.

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

The students declared in a complementary/additional year shall be registered in the study year they repeat, in the period and according to the above established procedure.

### **V.3 Matriculation.**

#### **Art. 42.**

The matriculation of the students declared accepted after the admission examination preliminary examination is done through the decision of the Rector of the University of Medicine and Pharmacy „Victor Babeș” from Timișoara , after the tuition payment and academic Learning Agreement signing.

#### **Art. 43.**



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(1) The students who benefited of financing from the state budget, for a Bachelor's Study program, completed through the Bachelor's Exam / not not completed, may be registered and matriculated in the 1st year, after passing the admission contest/preliminary examination to the University of Medicine and Pharmacy „Victor Babeș” from Timișoara, only on the fee/tax based places, without right of reclassification on the budgeted places.

(2) Candidates who benefited from financing from the state budget, partially, within a program of Bachelor's studies, and they was declared accepted on the budgeted places at the admission contest/preliminary examination organized by UMF „Victor Babeș” from Timișoara, will be enrolled on the fee based places starting with the first year of study.

(3) The category of students referred to in paragraph (2) has the right to be reclassified to the budgeted places only after the promotion, in a fee regime, of the number of years of study related to those already covered, free of charge, in compliance with the criteria and performance standards for the annual reclassification of students, set by the university management.

#### **Art. 44.**

After the matriculation approval, the students are registered in the Matriculation Register under an unique number valid for the whole schooling period for specialization / specializations / study program / study programs to which they had been accepted.

#### **Art. 45.**

The Students Matriculation Numbers are given in continuation of the last matriculation number given during the previous year, by faculties and specializations / study programs, as they are regulated through the Government Decision regarding the approval of the Nomenclature of Fields and Specializations/academic studies programs, of the high education/academic institutions structure, of the fields and programs of academic studies accredited or certified to temporarily operate.

#### **Art. 46.**

For the students declared accepted to the study programs newly established, authorized to operate according to the laws in force, the allotment of the matriculation numbers is done starting with the number/finger 1.

#### **Art. 47.**

The students who attend, in the same time or consecutively, two study programs within the University, receive two different matriculation numbers, one for each study program.

#### **Art.48.**

The re-matriculation shall be done in the established period for the students registration and it is done upon the Learning Agreement signing and tuition payment.

#### **Art. 49.**

The foreign students matriculation shall be done not later than the 2<sup>nd</sup> of December of the running academic year, based on the complete files of the students – foreign citizens, sent by the International Relationships Department to the faculties secretariats.

#### **Art. 50.**

(1) For the registration in the Records Register, the student personal file shall include:

- application form for the admission contest/preliminary examination;
- Baccalaureat Diploma, in original (for the students admitted on on the budgeted places);



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- Baccalaureat Diploma, in a certified copy according to the original, accompanied by a certificate from the faculty where the original of the diploma is (for those who attend two faculties at the same time);

- Bachelor's Degree, in original – for the graduates who attend a second faculty;
- Certificate of Birth, in a certified copy according to the original;
- Health Certificate ;
- Academic Learning Agreement;
- the proof of the tuition payment, established by the University Senate, for the fee/tax based students;
- the transcript including the marks got in the previous years (as the case may be);
- other documents required at the admission contest ;
- the multiple choice test of the knowledge from the admission contest;

(2) For the final/definitive internal and/or international mobilities, the student's personal file also includes the following :

- the approval of the university from what the student transfers;
- schooling status/transcript records at the transfer moment;
- syllabus (learned subjects content),
- curriculum (learned subjects length, course hours number/curricular practical training/internships);
- official certificate stating the scoring system applied in the institution where he/she learned, as well as its equivalence in ECTS system,;
- certificate regarding the admission contest pass, issued by the faculty whence the student comes ;
- payment proof of the transfer fees;
- Letter of acceptance to studies (for the students registered on their own account, in currency) / Certificate of Equivalence of the Baccalaureat Diploma (for the students from EU, EES and Switzerland) / Nominal Order issued by MNE (Ministry of National Education) (for the scholar students of Romanian state);
- certificate of linguistic competence, not older than 5 years, for the foreign students;
- the study documents of the transferred foreign students shall be translated in Romanian language and certified;
- The Equivalence Committee decision, if necessary.

(3) The foreign students personal file shall include :

- application form for the I academic year;
- Letter of acceptance at studies (for the students registered on their own account, in currency) / Certificate of Equivalence of the Baccalaureat Diploma (for the students from EU, EES and Switzerland) / Nominal Order issued by MNE (Ministry of National Education) (for the scholar students of Romanian state);
- Certificate of Birth, copy and certified translation;
- study document – original and copy, translated and certified (Baccalaureat Diploma or its equivalent);
- transcript – original and copy, translated and certified, related to the done studies and the syllabus, for the candidates asking the partial studies equivalence;
- Passport copy;
- Identity Card or Residence Card (as the case may be) copy;
- Health Certificate (in an International language);



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- Certificate of linguistic competence for Romanian language or the Graduation Certificate of the preparatory year;
- Certificate of Promoting the Foreign Language Test, for those who study/learn in English language or in French language;
- Academic Learning Agreement;
- written test from the admission contest/preliminary examination ;
- other documents required at the admission contest / files selection contest.

#### **Art. 51.**

During the schooling period, the student's personal file shall be completed with the following :

- addendum to the Learning Agreement, filled in and signed at the beginning of each academic year;
- copy of the Marriage Certificate or other documents which change the name (if necessary);
- documents required for the scholarship granting, in compliance with the Regulation for the Scholarships Granting;
- receipts regarding the tuition payment in the matriculation/re-matriculation year for the fee based students);
- other documents generated ex officio or at the student's request.

## **V.4 Student Status Achievement**

#### **Art. 52.**

The student status is acquired through the acceptance at a Bachelor's study program acc. to art. 199 indent (2) of the Law no. 1/2011, with the further modifications and completions.

#### **Art. 53.**

The student status of the University is held by a person who meets the following requirements: he/she is accepted at studies, finally matriculated to studies, in compliance with the legal provisions and signs the Individual Learning Agreement with the University; for the students admitted on fee based places , the tuition payment is also compulsory.

#### **Art. 54**

The student status is acquired when meeting the following requirements;

- a) after the admission contest, in compliance with the University Admission Regulation ;
- b) by means of a transfer from another academic institution;
- c) by means of the re-matriculation, under the terms of the present regulations (the students who get the approval for re-matriculation shall keep their initial matriculation number);
- d) by decisions of the Ministry of Education and Scientific Research.

#### **Art. 55.**

(1) The termination of the student status is done in the following circumstances :

- a) as of right, at the studies cycle graduation;
- b) at the student's demand, through his/her dropout ;
- c) through expelling;

(2) In case of termination of the student status, the student is obliged to file to the faculty secretariat his student card, travel ticket (as the case may be), student departure clearance form.





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(3) The students who lost their student status may receive their documents from the file after paying all their duties towards the University.

## **V.5 Studies/Learning Contracting**

### **Art. 56.**

The registration at studies is done based on filling in and signing a Learning Agreement, or, as the case may be, an Addendum to the Learning Agreement, annually filled in and signed by the students, in 30 calendar days from the beginning of the academic year, the period established for the students registration, during the first four weeks of the academic year, in compliance with the curriculum established by each faculty management.

### **Art. 57.**

(1) The Learning Agreement includes the student's rights and obligations and the University rights and obligations within the educational process.

(2) The Learning Agreement regulates the student's financial obligations, approved by the University Senate and stipulated in the Schooling Taxes and other Taxes Regulation, as well as by other own regulations and methodologies.

(3) The model of the Learning Agreement, respectively of the Addendum to the Learning Agreement are approved annually by the University Senate, previously to the academic year beginning.

### **Art. 58.**

(1) The registered students, who do not fulfill their obligation regarding the tuition payment within the period/term provided by the Fees Regulation, approved by the University Senate, shall be expelled, based on the records sent by the Financial-Accounting Department of the University.

(2) Up to the issuance of the expelling decision or up to the financial status settlement, the student who did not pay to date his/her tuition, had suspended the student status and the right to be present at exams.

### **Art. 59.**

(1) In case of annulment/termination of the Learning Contract, the student is obliged to follow the procedure of student obligation departure clearance towards the University.

(2) The documents from the student's personal file shall be released only after the student departure clearance form submitting, with all its boxes filled in.

## **V.6 Students Documents.**

### **Art. 60.**

(1) The student ID card is issued for each student, after the registration, by the faculty secretariat.

(2) The student ID card certifies the student status of its holder and it is endorsed at the beginning of each academic year.

(3) The student ID card underlies the student legitimacy for all the services and activities of the University.

(4) The examiner – teaching person/professor writes down in the student card and signs all the marks/grades got to the exams or to the other forms of knowledge testing, including the marks/grades for the failed exams.



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(5) In case the student card is lost or damaged, at the student request, to which the proof of the announce publishing in a local newspaper shall be enclosed, the faculty secretariat shall issue another student ID card, for a fee.

**Art. 61.**

The transport ticket is issued by the faculties secretariats, under the law provisions.

**Art. 62.**

The library access card is issued, subject to a fee to be paid, by the University library personnel.

**Art. 63.**

In case of final mobility (transfer) or expelling, the students are obliged to submit to the secretariat the student ID card and transport ticket, respectively, the library access card to the library.

**Art. 64.**

The secretariat of the International Relationships Department issues to the students which are foreign citizens, in no more than 5 days from the application registration date, the documents required for the settlement of the residence in Romania, based on the following documents which must be enclosed to the application :

- copy of the Academic Learning Agreement / Addendum to the Learning Agreement or the certificate issued by the faculty secretariat regarding the registration in the academic year.
- proof of the integral payment of the tuition, previously endorsed by the University Financial-Accounting Department. The deadline for the endorsing application by the University Financial-Accounting Department is no more than 5 working days from the date of the request for the payment proof endorsing, at the headquarters of the International Relationships – Accounting Office.

**Art. 65.**

Correction, deletions and false data introduction in the content of the student documents are not accepted. Such facts may be considered forgery in public documents and are punished in compliance with the laws.

## CAP. VI. CREDITS FOR STUDIES. ATTENDING THE PLANNED PROFESSIONAL ACTIVITIES. STUDENTS ONGOING EVALUATION. ACADEMIC YEARS PASS.

### VI.1 Credits for studies (ECTS)

**Art. 66.**

In the “Victor Babeș” University of Medicine and Pharmacy, from Timisoara, the ECTS is used for:

- record of the students’ professional results – evaluation function of the knowledge accumulation;
- students’ individual performances calculation and their classification.

**Art. 67.**

At UMFVBT level, application of the transferable credits system is on the charge of the teaching responsible Prorector.



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## Art. 68.

The effective application of the measures resulting from the regulations based on ECTS represents the competence of the academic structures directly responsible for the coordination and carrying on of the teaching process at that level (Bachelor, master, doctoral level).

## Art. 69.

(1) The way to apply ECTS for the students professional results record is completed by methodologies specific to each academic studies cycle.

(2) For all the study academic programs, the learning activity is quantified in credits (ECTS), calculated in compliance with the European Credit Transfer System (ECTS – European Credit Transfer System) intra and inter universities (internal, external) and with the regulations established by the Law of the National Education no.1/2011, chapter 9;

(3) According to this system, the students mobility and their professional flexibility are assured;

(4) The credits are defined as numerical values, allotted to all teaching activity forms: courses, practical courses, internships, seminars, etc., through which the average quantity of work done **by the student for** acquiring a subject is appraised.

(5) The University uses a system of equivalence and recognition of those credits got in their own faculties/departments or in other universities accredited from Romania and abroad, which presents compatibility as regards the curricula and syllabi.

(6) The credits allotment system is established at the University management level, based on the proposal of the Faculty management, in compliance with the specific teaching activity.

(7) A credit corresponds to 25-30 hours of individual work;

a. the quantity of normal work specific to an academic year has as equivalent 60 credits.  
30 credits correspond, usually, to a semester;

b. the credits do not evaluate the students competences and must not be confused with the marks/grades;

c. the credits do not measure the teaching person work time, but only the student's one;

d. the credits related to a subject are calculated in relation with the total quantity of work required for the academic year completion;

e. credits allotment – to each component part of the training program a number of credits from the total number of credits provided for the training program is allotted;

f. each subject has allotted a number of credits, in relation with the work volume necessary to the student for reaching that subject educational targets;

g. by passing a subject is understood getting the minimum mark / score 5 (five) or the “accepted” qualifying.

(8) In UMF “Victor Babeș” Timișoara there used only two units of credit, without fractions;

(9) A subject may not have assigned less than one credit unit;

(10) The granted credits for a subject may not be got in steps;

(11) The compulsory subject “Physical Education” does not have any credits.

(12) Credits do not represent a measure of the subjects importance, this is regulated by the compulsory subjects classification in compulsory, optional and voluntary.

## Art. 70.

(1) The compulsory and optional subjects in the curricula of an academic year are credited in the limit of the 60 related credits.

(2) The compulsory and **chosen** optional subjects are credited, the ECTS credits amount being of 60 for a study year, usually, equally distributed by the two semesters (30 ECTS credits by semester).

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



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(4) The optional subjects additionally attended during an academic year do not benefit of supplementary credits, they are only mentioned in the diploma supplement. These subjects are not taken into account in the calculation of the student's annual average.

(5) The voluntary subjects additionally attended during an academic year do not benefit of supplementary credits, they are only mentioned in the diploma supplement. These subjects are not taken into account in the calculation of the student's annual average.

(6) The student receives the respective credits package properly assigned in terms of the studied subject promotion.

### **Art. 71.**

During a study cycle, the credits got by a student are/remain valid, except for the situation when the student gives up the grade, on his own responsibility, in view of altering the grade within the re-examination session.

### **Art.72.**

(1) A passed exam in a previous academic year is recognized as passed, even if the number of credits assigned for the mentioned subject has changed.

(2) This provision is also adequately applied in case when, after the curricula modification, a subject for a semester is divided in two subjects for a semester or a subject for two semesters is pooled in a subject for one semester.)

(3) The Bachelor's exam is not separately credited.

(4) Credits assignment is done at the moment of the subject pass. Through the credits assignment, it is certified the fact that the work volume defined by the credit units number had been done for the got evaluation result,

(5) Got (assigned) credit means the credit unit validated through the presentation and pass of an exam to a subject.

(6) Outstanding/residual credit (not assigned) represents the credit unit corresponding to a subject whose learning had not been validated by the related exam pass.

(7) Advance credit represents the credit unit got under certain conditions provided by the University regulations, by the study of some subjects pertaining to the next year, higher to that one in which the student is registered. The advance credit can be contracted only when the student is enrolled in a complementary year.

(8) Transferred credit represents the credit unit got in another academic institution, different from the origin institution, or in another study cycle, and which is recognized by the origin institution based on different university agreements or a study equivalence regulation.

(9) Credits accumulation represents the summing of all the credits passed by the student at a moment. The study program graduation is subject to the accumulation of all the credits related to the program.

(10) Mobility represents the students' right to have recognized the acquired transferable credits, in compliance with the law provisions, to other accredited /temporary authorized academic education institutions from Romania or abroad.

(11) Bilateral agreement – a framework document concluded between two institutions for assuring the carrying on of a students' mobility program using ECTS.

(12) Mobility agreement – an educational agreement/contract concluded between the student, university of origin and the host university, including the parties' obligations and the list of the subjects the student undertakes to attend at the host university.

(13) Credits Recognition Report – a document certifying the recognition of the credits got by the student based on the studies done in another academic institution and/or as a result of the mobility.



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(14) Transcript of records – a document certifying the learned subjects, grades and credits got by the student in a determined period of studies.

## VI.2 Attendance to the Planned Educational Activities

### Art. 73.

Within UMFVBT, the type of organization for the Bachelor's studies is **full time**, in compliance with the provisions of Art. 139, letter a) of LNE (Law of National Education) no. 1/2011.

### Art. 174.

Regardless the learning financing sources, the student registered to the full time programs is obliged to take part to all the types of activities described in the syllabi, for all the subjects provided in their curricula. The course, practical courses, seminars, projects and internships attendance represents criteria for participation to the final evaluation exam of the knowledge acquired during a semester.

### Art. 75.

The absences registration is kept by the subject coordinator.

## VI.3 Students' Ongoing Evaluation

### VI.3.1. General Provisions

#### Art. 76.

(1) Termination of the activity related to the educational subjects is carried out through examination or viva voce, as it is provided in the curriculum.

(2) The colloquy represents a checking of the knowledge acquired by the students and shall be scheduled during the week prior to the session, without disturbing the teaching activity or during the ordinary session.

#### Art. 77.

A grading scale shall be used for all the subjects, as well as a unique bibliography, regardless of the teaching staff number. The bibliographic material shall be edited by each subject chair and made available to the students by means of their display on the site [www.umft.ro](http://www.umft.ro), and on the platform [moodle.umft.ro](http://moodle.umft.ro). The course topics must be in compliance with the current requirements and exigencies of the medical and pharmaceutical education system.

#### Art. 78.

The course book/practical course/internships content must be known and accepted by all the teaching staff for that subject, the subject coordinator(s) being the responsible(s) for that.

#### Art. 79.

The examination topics establishing is done depending on the course book/practical course/internships topics for the same subject. The subject coordinator and the department director are the responsible.

#### Art. 80.

The subject coordinator shall display at the faculty notice board the evaluation and grading criteria for the practical and theoretical examination, mentioning the weight of each criterion in the final grade, that is :



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practical examination, multiple choice test score, marks got during the semester to the seminars (if necessary), active participation to courses, internships/practical courses.

#### **Art. 81.**

The partial exams are forbidden in the case of the subjects administering semester examination.

#### **Art. 82.**

(1) The practical examination for a specialty subject is made of two parts: the written examination and the practical examination. The student can sit both examinations, regardless of having passed one or the other.

(2) The practical examination is mandatory and will be administered according to the specific of the subject. The practical examinations are to be seated during the last week of the semester or during the ordinary session.

(3) A maximum of 2 practical examinations per a day.

(4) The examination shall be scheduled based on mutual consent between students, the chair and group assistant. The practical examination will be taken and grading is to be done in the presence of the chair of the course and group assistant.

(5) The practical examination will be administered uniformly on the same subject, being established based on mutual consent by the subject coordinators.

(6) The examinations for the final years of study will be done by observing the structure of the academic year.

(7) Passing any test means acknowledging the grade until receiving the final grade of the examination.

(8) An exception of provisions of paragraph 6, in case the student requests a re-examination for the grade to be modified, examination shall be done as a whole, i. e. in both tests (written + practical).

#### **Art. 83.**

(1) The written theoretical examination shall be carried on in compliance with the Students Examining and Grading Methodology for all the study programs and for all the subjects.

(2) The questions shall be drawn up based on the unique course bibliography.

#### **Art. 84.**

The theoretical examination shall be organized on series, with the participation of the whole Examination Board.

#### **Art. 85.**

The Examination Board for a theoretical exam shall include minimum three people including the respective series teacher, other two teaching people and/or two assistants (from the same subject or from the same department).

#### **Art. 86.**

Each subject proposes one or more examination boards which shall be transmitted to the Dean, in written, two weeks before the session beginning.

#### **Art. 87.**

The multiple choice tests filled in by the students, from each subject, shall be archived for 5 years at the U. M. F. central headquarters.

#### **Art. 88.**



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The indicative grading weight: active participation to the course and ongoing got grades - maximum 10%, practical exam - 40%, theoretical exam grade - 50%. The student must get the minimum grade 5 both to the practical exam and to the theoretical one in order to pass the exam.

The final mark is obtained by rounding up the final grade (obtained as a fractional form) in student's favour.

#### **Art. 89.**

The correction shall be done in the Examination Board, the tests shall be signed by all the Examination Board members.

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

A fold of the multiple choice test with the corrected answers/right answers shall be supplied to the Dean's Office and to the Quality Assurance Department, after the examination, in a sealed envelope.

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

(1) The subject coordinator shall ensure topics including 1000 questions from all the material chapters (10 sets of 100 questions) of the year examining subjects.

(2) For the study programs with one series there will be at least 250 questions (at least 5 sets of 50 questions)

(3) For the study programs with over 2 series, for the subjects with semester examination, at least 300 questions shall be drawn up (at least 6 sets of 50 questions). The latest version is also applied to the subjects which are finalized with a colloquy. Excepted are only the modern languages subjects and Physical Education.

#### **Art. 92.**

Some questions may be repeated in the multiple choice test, according to the Students Examining and Grading Methodology within UMFVBT.

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

On the examination day/date, the students shall extract a set of question for the multiple choice test.

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

The length of the theoretical is of 120 minutes for the year examinations and 60 minutes for the semester examinations.

#### **Art.1. Art. 95.**

The questions of complement simple type shall be marked by an asterisk.

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

The students knowledge evaluation is done using grades from 1 to 10, the minimum promotion grade being 5. The evaluation consists in the theoretical knowledge testing and, as the case may be, the practical knowledge testing.

#### **Art. 97.**

The UMF lithography workshop assures the copying of the tests for the subjects which do not have the possibility.



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#### **Art. 98.**

The quality appraisal and assurance commissions at the University and faculties level shall verify by spot-check the observance of the provisions regarding the students examining/testing.

#### **Art. 99.**

The following may take part to the D.E.A.C. / Q.A.D. (Department for Quality Evaluation and Assurance) inspections: the department director, subject coordinator, deans, pro-deans and students' representatives.

#### **Art. 100.**

The subject coordinator and the department director are directly responsible for the students testing/examining provisions.

#### **Art. 101.**

The exams may be seated only during the examination sessions which are an integral part of the academic year, approved by the University Senate. The academic year structure provides the following examination sessions: two ordinary sessions (the winter one and the summer one), two outstanding exams sessions (the winter one and the summer one) and a re-examination/grades modification session (summer session).

### ***VI.3.2. Examination Presentation***

#### **Art. 102.**

The right to be present at the exam is held **only** by the students who had integrally fulfilled their professional obligations during the academic year, the requirements regarding their attendance to the teaching activities, as well as their financial liabilities towards the university.

#### **Art. 103.**

(1) The presence to the examination is subject to the students' participation at minimum 70% from the courses and minimum 85% from the internships / practical courses.

(2) If possible, a student will only recover a class missed, during the same week, with another series.

(3) Students' absences from internships/practical courses cumulated above the allowed limit, will be recovered, for a charge, within the limit of 15% of the number of absences altogether, during the period established for each and every subject, depending on its specialty, **preferably outside the examination sessions.**

(4) The students missing classes from courses/internships/practical courses which cannot be recovered anymore, more than 30%, cannot take the examination during the current academic year and are compelled to remake the study of the concerned subject.

#### **Art. 104.**

(1) The student has the right to be present a single time in the ordinary session to an examination of a subject. The student's presentation to the examination shall be accepted no more than 3 times during an academic year, in the following sessions:

1. The ordinary session (winter/summer) - related to the semester within which the subject was taught;
2. The ongoing exams session (winter/summer); corresponding to the semester within which the subject was taught





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3. The re-examination / grades modification session (winter/summer) for the failed exams (written test, practical test or both).
- (2) The student may be present to no more than 2 re-examinations / grades modification per academic year.
- (3) The first two presentations to examination are free of cost, in case they took place in the ordinary session, that is in the ongoing exams sessions.
- (4) For sitting the exams of the re-examination session, the student shall pay a tax, established by the University Senate, except for re-examinations for grade modification.
- (5) The re-examination represents the defense for the third time of maximum two failed exams.
- (6) The presence at the re-examination session is done at the student's request, in compliance with an application registered at the Faculty secretariat, at least 3 days before the session beginning, excepting the circumstances when the examinations planning does not allow the deadline observance.
- (7) The re-examinations for the grades modification are done with the faculty dean approval, for no more than two exams from the ongoing exams session. The re-examinations for the grades modification shall be sustained during the session provided in the academic structure. In order to benefit of re-examination for the grade modification, the student must had passed all the exams at the request date.

### ***VI.3.3. Examination Planning and Carrying on***

#### **Art. 105.**

The exams shall take place only in compliance with a previous planning.

#### **Art. 106.**

The exam carrying on way must be made known to the students during the first course.

The exams planning (in the ordinary session) is done by an agreement between the students and the teachers.

#### **Art. 107.**

The exams are planned between 8.00 – 20.00. The over passing of 20.00 o'clock for examination is not accepted, regardless its way of organization/carrying on.

#### **Art. 108.**

The examinations date, time and place are communicated in written to the faculty dean by the department deans and are displayed at the notice board of that subject at least one week before the examination session beginning.

#### **Art. 109.**

The examinations planning for the re-examination session is established by the subject coordinators / course keepers and it is displayed to the subject/secretariat notice board, at least one week before the re-examination session beginning.

#### **Art. 110.**

Each subject must offer at least two options / session for choosing the exam date.

#### **Art. 111.**

Exams to different subjects shall not be held in the same day. The exams of the outstanding exams and re-examination are excepted from this provisions.



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**Art. 112.**

In the ordinary sessions, between two successive examinations, a period/interval of at least two days must be provided.

**Art. 113.**

In exceptional cases, the student who, from objective reasons, may not be present to the exam in compliance with the planning with his / her series, he/she may require/ in written, to the Faculty Dean's Office, the examination re-planning in another series, in the same examination session. The reasons must be proved using justifying documents. Student's failure to be present at the examination, in compliance with the planning, without having any reason and the course keeper's approval, has as results the loss of a possibility to be present at the exam.

**Art. 114.**

The students may plan the exam in any of the session days, including on Saturdays and on Sundays, based on agreement with the teaching person.

**Art. 115.**

The partial/intermediate exams are organized only for the subjects having carrying on their course during the whole year, without disturbing the rest of the educational process.

**Art. 116.**

The students are obliged to be present at the exam at the time and place established and announced, according to the planning. (even 10-15 minutes before).

**Art. 117.**

The students are received at the exam based on the student ID card and/or call over through which the student status is officially certified.

**Art. 118.**

During the ordinary session, the student shall be present at the exam with his/her student ID card (with temporary certificate issued by the Dean's Office) and identity card (or passport).

**Art. 119.** The teaching staff who take part to the examination are obliged to identify the students asking them an identity document and to check if the identity from the student ID card is the same with that one from the supplied identity document and the call over issued by the Dean 's Office.

**Art. 120.**

Students are distributed in the examination room according to the teaching staff surveying the examination.

**Art. 121.**

During the exam, the students shall have all the communication means closed.

**Art. 122.**

For the specific subjects, the computer may be used, with the examiner teaching person approval, when such a test is part of the exam.

**Art. 123.**



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The person substitution at the exam is forbidden and punished with the substituted student expelling, as well as of the student who substituted the first one.

#### **Art. 124.**

(1) Bags, street clothes, mobile phones shall stored in the places provided by the teaching staff surveying the examination, not closed to the students.

(2) Mobile phones must be closed at the arrival moment in the examining room and must remain closed all the examination time.

#### **Art. 125.**

Discovering during the examination, different electronic means able to mediate the communication of a students or his/her data consulting, is considered attempted fraud, even if the devices had not been used.

#### **Art. 126.**

The students with hearing loss needing the utilization of hearing aids, must inform the course teacher about such a situation at least 72 hours before the examination presentation. The course teacher is entitled to require medical documents certifying the hearing aid need for the student.

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

Students may not leave the examination room sooner than 30 minutes from the exam beginning.

#### **Art. 128.**

Students must have on them ball pens or fountain pens and all the tools allowed for the examination. Any request or question may be addressed only with loud voice and only with the invigilator teaching staff approval.

#### **Art. 129.**

The paper works, draft included, shall be written only on a sheet of paper signed and stamped by the teaching person or on multiple choice test forms which shall be distributed to the students by the teaching staff.

#### **Art. 130.**

During the exam, the communication amongst students is forbidden.

#### **Art. 131.**

For any type of examination, the latest 3 students shall remain in the examining room until the students' examination ends.

#### **Art. 132.**

(1) When leaving the examination room, students must handover the written paper work and all the signed paper sheets they have on them and sign for their handing over.

(2) During the examination, the teaching staff shall not do any other activity than that of the students invigilating.

#### **Art.133.**

The examination actual duration is displayed by the teaching staff by means of writing it on the blackboard.

#### **Art. 134.**



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The exam final grade shall be written down in the student card, and the course teacher shall sign for it.

**Art. 135.**

The fraud or attempted fraud are punished with expelling, without re-matriculation right.

**VI.3.4. Exams Grading**

**Art. 136.**

The exam grade shall represent the level of the student's theoretical knowledge and practical skills.

**Art. 137.**

The exam final grade may be the result of a sole final evaluation or the arithmetical average between the exam grade and the grade to the colloquy / partial (intermediate) exam or other types of evaluation.

**Art. 138.**

A subject is passed if the final grade is minimum 5.

**Art. 139.**

The passed exam or only its passed practical part are recognized all long the study period to that specialty, except for the case when the student waives the grade, on his/her own responsibility in view to the re-examination session.

**Art. 140.**

At the end of the 1<sup>st</sup> cycle (3<sup>rd</sup> year – specializations in Medicine and Dental Medicine, 2<sup>nd</sup> year - - specialization Pharmacy), the student must accumulate the 180 credits, respectively 120 credits.

**Art. 141.**

(1) In case a student is not satisfied with the grade awarded at a passed examination (written exam, practical exam or both), is entitled to re-examination for the change of grade, free of charge.

(2) The change of grade related re-examination, at the passed exam, can be requested in writing, for maximum two examinations included in the curriculum plan of the current year of study, only if the student has completed all his or her credits successfully.

(3) The grade awarded after the re-examination is final and can result into a higher grade, a lower grade, or the student's failing the examination, losing the related credits.

(4) In case a student fails to take the examination, despite his or her written application for such re-examination – change of grade, the previously awarded grade will be validated.

(5) If the student takes only a part of the examination and fails to take the other part, the exam is considered failed, with losing the related grades.

**Art. 142.**

The results at an examination are communicated to the student on the spot or in maximum 48 hours from such examination, and are compulsorily registered in the result of examination / of retake / individual result for the re-examinations session and in the student card.

**Art. 143.**

The filled in and signed grade records is submitted to the Faculty Secretary Office at least the day after the results have been communicated.

(2) The grade records will be delivered at the Secretary Offices of each and every department, based on signature, by a member of the examination board/ a representative of the subject, the latest the day



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following that of the retake session (in case of winter session), and that of the re-examinations sessions (in case of the summer session).

#### Art. 144.

- (1) The student has the right to see his/her paper and to receive explanation related to the grading. For that purpose, the course teacher is obliged to establish a time interval when the students may consult their works in a period of time which shall be not longer than 24 hours from the results publishing.
- (2) Students who, after analyzing their own papers, consider they have been aggrieved may challenge the examination result.
- (3) The appeal expressed by the student may refer to the own results only.
- (4) The students appeals regarding the examination way of conduct, grading way or examination results shall be filed to the Faculty secretariat in 24 hours from the results communication.
- (5) If it is undeniably proved that the examination has been illegally conducted or that the student had been incorrectly evaluated, the Faculty Dean may cancel the examination result and decide a new examination by a committee proposed by the Faculty Board, committee which includes 3 teaching people (the course keeper shall be compulsorily included), subject to the observance of the examination procedures provided for that subject. The re-examination, in these conditions, shall not have as result the diminishing of the total number of presentations for an exam pass.
- (6) The appeal reply shall be transmitted, in written to the student, involved teacher and department director, in no later than 24 hours from its submitting.

## VI.4 Examinations Pass

#### Art. 145.

The medical educational system is organized in compliance with the Bologna process in two cycles : pre-clinical (years I-III, totalizing 180 credits – for the Bachelor's studies with a duration of 6 years, years I-II, totalizing 120 credits – Bachelor's studies with a duration of 5 years) and clinical (the next 3 years, totalizing 180 credits). (paragraph 212 of the University Charter).

#### Art. 146.

- (1) Within each cycle, for an academic study year recognition, it is required to get minimum 50 credits from the 60 of each year, excepting the latest year of each cycle when it is necessary to totalize all the 120/180 credits of the cycle for passing. The credit units got in that academic year from the previous years shall not taken into account.
- (2) The minimum pass grade is grade 5 (five) to both, practical examination and theoretical examination.
- (3) A passed test, even in absence of the examination pass, shall be recognized during the whole period of study.
- (4) The grades below 5 require the examination repeat in a future session.

#### Art. 147.

- (1) The overall average mark of the year of study will be calculated for each and every year as **weighted average mark**, all the compulsory subjects (including the optional subjects) and passed by the student **and the related number of credits** will be considered, after the end of the retake session or of the re-examination session.
- (2) The compulsory subjects are those provided for in the curriculum plan related to the year of study.
- (3) The weighted average mark is used for:
  - Annual reclassification of students;



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- Classification of students in order to be awarded incentive scholarships for their academic performances;
- Distribution of accommodation places in students homes;
- Students' classification for being awarded places in students camps;
- Selecting students for national and international mobilities.

(4) The provision from para. (3) are applied to the students enrolled in the academic year 2016-2017.

**Art. 148.**

An examination passed in a previous academic year is recognized as passed even if the assigned number of credits for that subject is changed; such a provision is properly applied also in case when, after the curricula modification, a subject for a semester is split in two semester subjects or a subject for two semesters is put together in a subject for a semester.

**Art. 149.**

During a cycle of studies, the school situation can be as follows:

1. **FULLY PASSED** (if all the 60 credit units have been awarded);
2. **PASSED WITH FAILED EXAMS** (if minimum 50 credits were awarded). The remaining credits (maximum 10 credit units) can also be fulfilled during the following year(s), but only within the concerned cycle (for example, the residual credits in the 1<sup>st</sup> year can only be fulfilled in the 2<sup>nd</sup> or/and 3<sup>rd</sup>);
  - (a) In both cases (item 1 and para. 2), the student can enrol in the following year of study.
  - (b) The students retaking exams from the previous years (failed credits) will only take the exam based on the individual examination roll, released by the secretary's office of the faculty.
3. **STUDENT REPEATING A YEAR OF STUDY** (if a student was not awarded minimum 50 credits). In such a case, the student is entitled to enrol in a **complementary year**;
4. **EXPELLED WITH SUBSEQUENT RIGHT TO ENROL**, in compliance with the provisions of art. 171, para. 1 from the hereby regulation.
5. **EXPULSION WITHOUT ENTITLED TO ENROL**, if the student failed to be awarded at least 50 credits for the second time consecutively, during the same year of study.

**CHAPTER VII. SCHOOLING PERIOD EXTENSION.  
(COMPLEMENTARY YEAR/  
ADDITIONAL YEAR. MEDICAL EXTENSION.  
SCHOOL INTERRUPTION.  
WITHDRAWAL FROM STUDIES,  
SCHOOL DROPOUT)**

**Art. 150.**

The student is obliged to finalize/complete his/her studies in a period of time which must not be longer than the double of the normal schooling period, for the study specialization/program to which he/she is matriculated.

**VII.1. Additional year**

**Art. 151.**



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(1) Students who did not get minimum 50 credit units required for the graduation of an academic year, may continue the study in the course of an **additional year, based on a new Learning Agreement signing.**

(2) The additional year means a repeating/recurrence year with the possibility to get a maximum number of 30 credits in advance.

(3) Through the additional year the study total duration is extended.

#### **Art. 152.**

(1) During the study period, a student may be registered in an additional year only once, for passing the same study year.

(2) If, after the two successive recurrences of the same study year, the student does not pass, he/she shall be expelled finally, without right of re-matriculation.

#### **Art. 153.**

(1) The written enrolment request for the additional year shall be submitted to the Faculty Secretary's Office no later than the beginning of the academic year or at least 10 working days before the beginning of the academic year, or else the student will be expelled for not having registered.

(2) In the additional year, the student shall pay the tuition proportionally with the outstanding credits number, but not more than the value of 60 transferable credits reported to the tuition related to the study year in which he/she registers, in compliance with the **Regulation regarding the tuition and other fees.**

(3) For the foreign students, non EU citizens, who study fee based in currency, the tuition related to the additional year shall be at the level of the year in which the student registers, in the amount established by the University Senate.

(4) At the moment of his/her coming back from the additional year, the student may be reclassified on a budgetary place, in compliance with the requirements of the criteria mentioned in Chapter X of the present Regulation.

(4) The student registered in an additional year is not entitled to receive scholarship.

#### **Art. 154.**

(1) Students who do not get the credits required for passing in the next academic year and are registered / re-matriculated in an additional year, must meet the requirements if the curricula for the studies series where they resume their studies.

(2) During the additional year, the student teaching obligations are limited to the failed subject and to the new subjects, in case of the curricula changing.

(3) In case of students repeating the years of study, the grades and credits awarded at the subjects passed in the previous year, including the credits awarded in advance, remain valid and will be transcribed by the secretary's offices of the faculties in the grades centralizer.

(4) In case, by repeated year, the Curriculum Plan per series of graduates suffered from changes, by adding subjects, the student repeating the year needs to align to the Curriculum Plan related to the concerned series of graduates and will need to take the established difference examinations, without any financial obligations.

#### **Art. 155.**

(1) Students registered in an additional year may have option to partially study the curricula of the higher/next academic year, getting, in such a way, credits in advance.

(2) Students who, during the additional year, request credits in advance, shall pay the tuition integrally.



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- (3) Getting credits in advance for an academic year is not followed by the diminishing of the tuition related to that year.
- (4) The option to study, partially, the curricula of the next year is registered to the Faculty Dean's Office in the term provided for the students' registration.
- (5) The application/request is endorsed by the course keeper and approved by the Faculty Dean.
- (6) The number of assumed credits from the next higher year is limited to 30 credit units. The outstanding credits sum and of those assumed from the next higher year may not be higher than 60 for an academic year.
- (7) Credits in advance shall not be approved for the continuing subjects, in case when they had not been passed in the previous years.
- (8) A week before presentation at the examination, during the session, students shall request an individual call aver with what they shall be present at the examination.
- (9) Depending on the outstanding credits schedule, the student, found in an additional year, may execute teaching activities and be present at examination for subjects pertaining to the next future year, with the course keeper endorsing and subject to the complete fulfilment of his/her teaching obligations (attendance to courses, practical courses, internships).
- (10) The distribution in the series or module is done without superposing the additional year outstanding credits (subjects) schedule with the next higher year assumed credits schedule. The examination of the students registered in the additional year and who study subjects from the next higher year shall be carried on in the same way as for the other students, they having the right to be present at an exam for three times during an academic year.
- (11) Credits that may exist obtained in advance are not taken into account when computing the necessary credits for passing the academic year. Credits in advance are taken into consideration only for the semester/year in which the subject contracted in advance is studied.

#### **Art. 156.**

In case when, coming back from the additional year, the repeated Bachelor's program does not exist anymore, the student may have option for a program closed as regards the content. If there is not such a similar program, the University has no obligation towards the students found in such circumstances.

## **VII.2. Medical extension**

#### **Art. 157.**

- (1) Students who did not pass in the next year because of health reasons, can be re-registered/re-enrolled/re-entered in the same year of study, under the following requirements :
  - a) they had been hospitalized for a period longer than 60 calendar days or
  - b) they had health leaves for a period longer than 60 calendar days, from which at least of 20 consecutive days of hospitalization.
- (2) For that purpose, students shall register a request for the schooling medical extension, to the Faculty secretariat, together with the justifying documents, endorsed by the students dispensary, in maximum 10 days from the termination of the medical leave period as mentioned in the health certificate.
- (3) The documents shall be analyzed and endorsed by the Dean's Office and Administration Board.

#### **Art. 158.**

At the studies resuming moment, the students who benefited of schooling medical extension, resume their budgetary or fee based place, had in the moment of the medical reasons extension.





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**Art. 159.**

(1) The budget financed students, who did not get the required credits number for passing from medical reasons, shall attend the additional year, **without financial obligations**.

(2) The final approval for continuing their studies, without financial obligations, shall be given by the Administration Board.

**Art. 160.**

(1) The schooling medical extension may be granted a single time for the whole schooling period, for 1 year.

(2) In exceptional circumstances, the University Administration Board may approve the schooling supplementary medical extension without exceeding the limit term for the studies completion.

**Art. 161.**

(1) During the schooling medical extension year, the student must meet the requirements of the curriculum of the series of students with what they resume their studies.

(2) The student teaching obligations are limited to the failed subjects and to the new subjects, in case the curriculum is changed.

(3) The grades to the passed subjects in the previous year are recognized.

(4) In case of the curricula changing, for the examinations at the new subjects the students shall be present at equivalence exams, without any fee obligations.

**Art. 162.**

In case when at the studies resuming, the repeated Bachelor's program does, nor exist/is there anymore, the student may have option for a program closed as regards the content. If there is not such a similar program, the University has no obligation towards the students found in such circumstances.

### **VII.3. Interruption of Studies**

**Art. 163.**

(1) The schooling interruption may be approved for a period of no more than two years during the Bachelor's cycle.

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

(3) The request for the schooling interruption shall be filed, in written, to the Faculty Secretary's Office, no later than the beginning of the session related to the 2<sup>nd</sup> semester.

(4) The request/application for the studies interruption shall be endorsed by the Faculty Dean and approved by the University Administration Board.

**Art. 164.**

The duration of the studies for which the students benefits of free of cost education, according to the laws in force, is not affected by the period for what the student has been approved the studies interruption

**Art. 165.**

(1) The fee/tax based regime students are obliged to pay the day the tuition, up to the day of the application approval by the Administration Board.

(2) In case of the academic year interruption, the tuition is paid back/reimbursed, at the student written application, from the date of the application approval by the University Administration Board.



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(3) The tuition reimbursing application shall be submitted to the Financial – Accounting Department, through the University Registrar's office.

**Art. 166.**

(1) The exams passed up to the schooling interruption are recognized.

(2) The students who interrupted their studies are obliged that, at their resuming, to fulfil the possible teaching obligations resulted after the modification, in the mean time, of the curricula, through the study of the newly implemented subjects and to be present at the equivalence examinations, without financial obligations.

(3) The student must be informed about this fact at the moment of the studies interruption, mentioning on their interruption application that he/she was informed about that.

(4) In case when at the studies resuming, the interrupted Bachelor's program does not exist/is there anymore, the student may have option for a program closed as regards the content. If there is not such a similar program, the University has no obligation towards the students found in such circumstances.

**Art. 167.**

(1) At the moment of studies interruption period expiration, the student shall file an application for the studies resuming, at least 10 working days before the academic year beginning, otherwise he/she will be expelled for failure to be registered.

(2) At the studies resuming moment, the students receive back their budgeted or fee based place, had before the interruption requesting moment.

## **VII.4. Withdrawal from Studies**

**Art. 168.**

(1) The student has the right to request the withdrawal from studies, through an application filed to the Faculty Dean's Office, which shall be endorsed by the Dean and approved by the University Administration Board.

(2) The fee based regime student is obliged to pay the day the tuition, up to the day of the withdrawal application approval by the Administration Board.

(3) In case of the academic year withdrawal, the tuition is paid back/reimbursed, from the date of the application approval by the University Administration Board.

(4) The documents from the student's personal file are issued only after the presentation of the complete student departure clearance form.

**Art. 169.**

(1) In case of withdrawal, a former student will resume his or her capacity of student at UMFVBT only by taking a new admission examination, except for the cases provided for by para. 2.

(2) We approve the reenrolment without an admission exam, upon the written request from withdrawn students, in maximum 3 years from such withdrawal from UMFVBT, with the consent of the faculty's dean and the approval of the Board of Directors, by decision of the chancellor, under the conditions provided for by this regulation related to reenrolment. Exceptions from such provision are the students which withdrew from the University in their 1<sup>st</sup> year of study.

(3) The application to resume the studies is filed at the secretary's office of the faculty, the latest upon the beginning of the academic year /or at least 10 working days before the beginning of the academic year.



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## **VII.5. Schooling dropout**

### **Art. 170.**

Within UMFVBT, schooling dropout means:

- Failure to be registered in the period provided in the present Regulation.
- Withdrawal from the studies.



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## CAP. VIII. EXPELLING

### Art. 171.

(1) In the following circumstances, the students shall be expelled, having the re-matriculation at UMFVBT:

- Failure to register / failure to sign the Learning Agreement or its addenda, in the deadlines/(timely submission) provided by the University regulations;
- Failure to pay the tuition, in the deadlines/(timely submission) provided by the University regulations;
- Failure to submit the personal file including the documents mentioned in the present Regulation, at the registration and matriculation, respectively failure to supply the Baccalaureate Diploma/Bachelor's Degree in original, in the period provided for the students registration in the 1<sup>st</sup> year;
- Failure to register the application for studies resuming, at the studies interruption expiry date, in the provided period and deadline.
- Deviations from the University discipline and also for the failure to observe the University regulations, at the Faculty Board proposal, through the Rector's decision.

(2) In the following circumstances, the students shall be expelled, without right to re-matriculation at UMFVBT:

- **Failure to pass the study year for the second time consecutively**
- Exceeding the double of the normal schooling duration at the study program where the student was matriculated;
- Violation of the professional behaviour standards: examinations fraud or attempted fraud ;
- Serious violation of the social cohabitation rules, inside or outside the University;
- Development of actions of any type (oral or in written) meant to discredit the University or any member of the academic community or to seriously affect its image and prestige.

(3) After expelling, the person in case loses his/her student status and UMFVBT has no any other obligation towards the student.

### Art. 172.

In the event of a new registration through admission contest, the results previously got are not recognized and may not be equated at UMFVBT.

## CAP. IX. RE-MATRICULATION

### Art. 173.

(1) The re-matriculation is done in the period established for the students registration, based on request, with the Faculty Dean's agreement and Administration Board endorsing, through the Rector's decision, subject to the Learning Agreement signing and schooling tuition payment.

(2) The expelled students may be re-matriculated in maximum 3 years from the expelling, in the framework of the same study program.

(3) A student may be re-matriculated for two times maximum during the same study year.

(4) The students registered/enrolled in compliance with the Law 84/1995 and who was expelled or withdrawn may not be re-matriculated.



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**Art. 174.**

- (1) The re-matriculation shall be done under fee based regime, for all the studies duration, with the initial matriculation number/student identification number keeping.
- (2) The students shall pay a re-matriculation fee, as established by the University Senate.

**Art. 175.**

- (1) The re-matriculation is done in the study year related to the equivalent transferable study credits/recognized, got till the expelling/withdrawal moment, through the curricula compatibility.
- (2) The re-matriculations are approved based on the presentation at the equivalence evaluations, if it is necessary
- (3) During the year within which the re-matriculation is done, the transfer is not allowed.

**Art. 176.**

- (1) The student status regaining by the people who were expelled or they was withdrawn from other faculties from Romania is done after the admission contest to the University of Medicine and Pharmacy „Victor Babeș” from Timișoara.

## **CAP. X. PERFORMANCE CRITERIA AND STANDARDS FOR THE STUDENTS TRANSITION FROM THE FEE BASED EDUCATION TO THE NO FEE EDUCATION**

**Art. 177.**

- (1) In compliance with the Law no. 224/11<sup>th</sup> of July 2005, at the beginning of each academic year, the students shall be reclassified on the budgeted study places depending on the weighted average, in decreasing order, starting with the students who passed all their exams. The reclassification refers to all the budgeted places of each study year at UMFVBT, depending on the number of places financed from the state budget, excepting the social cases.
- (2) The weighted average is expressed through the sum between the got grades N) and the credits related to the subjects (C), reported to the total number of credits of that year, excepting the summer practical courses, according to the formula :  $M_p = \sum N_n C_n / 58$ .

**Art. 178.**

The provisions of the present *Regulation* are applied:

- (1) To all the students registered as a result of an admission contest in the framework of all the faculties/study programs (doctoral studies excluded) in the framework of University of Medicine and Pharmacy „Victor Babeș” from Timișoara;
- (2) To the students transferred from another academic institution of the same line of study, accredited in Romania, which meet the pass requirements of the academic year. They keep their status with what they had been transferred (budgetary or fee based) only during the first academic year since the transfer moment.
- (3) The students accepted on budgetary places based on the fact that they are Olympic winners without admission contest, who will keep their budgeted place only during the first study year.

**Art. 179.**



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At the end of the academic year, the budgeted place is kept for the following students:

- the students classified in the social cases group, according to the laws provisions;
- the students who benefit of schooling medical extension keep their status they had (budget/fee based) in the previous year to the schooling interruption year.

#### **Art. 180.**

(1) The budgeted study places taking shall be done after the reclassification, in decreasing order of the weighted averages, at the academic year beginning, in the following order :

1. students who passed all the exams, without outstanding credits from the previous years;
2. passed students with outstanding exam from the next previous year;
3. passed students with outstanding exams (if they passed minimum 50 credits) from the previous years.

(2) In case of equality of the distribution averages, the tie-break criteria are :

1. The grade/average of the grades got at the subject/subjects with the highest number of credits, in decreasing order, during the latest academic year.
2. The weighted average of the grades got at the compulsory subjects (without foreign languages and Physical Education)

(3/c) For the students passed with outstanding exams, the weighted average shall be computed considering the grade 0 (zero) for the failed exams.

#### **Art. 181.**

A student who passed all the exams (who completed successfully all his/her credits)/ accredited student is, in the meaning of the present Regulation, a student who passed all the evaluation forms provided in the Learning Agreement pertaining to the academic year at the ending of whom the evaluation is done and accumulated at least 60 credits. The exam/s failed within the previous years influence the status of accredited student (for example : a student who is accredited during the II<sup>nd</sup> year and would pass to the budget places in compliance with his/her average, is reclassified acc. to art. 179, indent (1) in case he/she had an outstanding exam during the I<sup>st</sup> year.

**Art. 182.** Repeat students shall pay their tuition for the repeated year, proportionally with the failed number of credits. They shall be included in the reclassification in the year following the failed one, according to art. 180, indent (1).

#### **Art. 183.**

The following categories of students shall not be reclassified :

- fee based students who graduated another faculty under budgeted regime/subsidized;
- fee based students who graduated another faculty and had not been present to the admission contest;
- expelled and re-matriculated fee based students, until the completion of the studies of the academic year in which they had been re-matriculated;
- students matriculated on fee based places, as a result of the approval of their transfer from private universities;
- students accepted at studies based on the Acceptance Letter and/or without admission contest (non EU -CPV [College Positive Volunteerism]).
- students accepted at the programs where the open to competition are fee based only.

#### **Art. 184.**

(1) Students benefiting of mobility scholarship for a year keep their status (budgeted or fee based) had during their departure previous year.

(2) Students benefiting of mobility scholarship for a semester shall be reclassified according to the provisions of art. 179, indent (1).



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**Art. 185.**

**The students reclassification** for the budgeted places distribution is done by the staff of each Dean's Office secretariats, checked and certified, under signature, by each faculty Dean.

**Art. 186.**

**The reclassification** is announced and displayed at the notice board and on the site [www.umft.ro](http://www.umft.ro), till the academic year beginning.

**CAP. XI. STUDENTS MOBILITY AND EQUIVALENCE.  
RECOGNITION OF THE STUDIES  
DONE IN OTHER ACADEMIC INSTITUTIONS,  
FROM ROMANIA AND ABROAD**

**XI. 1. General Provisions**

**Art. 187.**

(1) The academic mobility represents the students right to have recognized their acquired transferable credits, according to the laws, to other academic institutions accredited/authorized temporarily in Romania or abroad.

(2) The students mobility may be domestic or international, as well as final or temporary, for all types of education.

(3) The academic mobility is performed subject to the observance of the legal provisions regarding the schooling capacity and academic education financing, in compliance with the provisions of the present Regulations.

...

**Art. 188.**

The transferable credits recognition in case of the international academic mobility may be done by the academic institutions only for the person who proves his/her student status with relevant documents issued by the academic institution attended by him/her.

**Art. 189.**

(1) The academic mobility can be carried out as a result of the student approach, respectively of the doctoral student :

- in compliance with different inter institutional agreements;
- only based on the approval of the academic institutions temporarily accredited/authorized, as the case may be, of origin or receiving ones;

(2) The inter institutional agreement consists in filling in and signing the Mobility Application Form, typified, provided in the Annex to the Order 651/2014, as follows :

- the student registers the Mobility Application Form to the academic institution where he/she desire to get the mobility;
- after getting the mobility approval, the student requires the mobility to the academic institution from where he needs to get the departure for mobility reasons;



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- the academic institution which accepts the mobility signs the first student's Mobility Application Form, and then it is signed by the academic institutions where he/she leaves from;
- the Mobility Application Form also includes the requirements under which the mobility is carried out.

## **XI. 2. The Final Mobility (Transfer)**

### **Art.190.**

The final domestic academic mobility is valid both for the state budget financed students and for the fee based students and it is carried out in compliance with the legal provisions regarding the schooling capacity and academic education financing, by the agreement of the temporarily accredited/authorized academic institutions, in compliance with the provisions of the regulation regarding the students vocational/professional activity.

### **Art. 191.**

(1) The final domestic academic mobility can be carried out after the first year till the penultimate study year ending, for the same specialty.

(2) The final domestic academic mobility (transfer) is carried out only at the ending of a study year, after meeting all the requirements provided by the curriculum.

### **Art. 192.**

The final mobility is done according to the principle “the subsidies follow the student”.

### **Art. 193.**

(1) The provisions regarding the final domestic mobility are also applied in the case of the students coming from the member states of EU, SEE and Swiss Confederation.

(2) For the third countries, the provisions of the bilateral agreement and of the international agreement in matter, in force at the mobility carrying out date, shall be applied.

### **Art. 194.**

(1) The students declared passed in the previous academic year, in compliance with the promotion rules of the academic year, applied in UMFVBT, in compliance with the present Regulations, may transfer in UMFVBT, from other academic institutions, in the framework of the same field of license/Bachelor's area, from the same fundamental area.

(2) The students may get the transfer to UMFVBT only if they had been declared accepted to the admission contest organized at the faculties where they come.

### **Art. 195.**

The students from the accredited private faculties may be transferred only under fee based regime, without possibility to be reclassified on the budgeted places, till the study program completion.

### **Art. 196.**

The students, citizens of the third countries, scholars of the Romanian State or financed as a result of different inter governmental agreement, may transfer subject to observe the regulations in force.

### **Art. 197.**

It is not accepted the transfer within UMFVBT of the students who, previously, left UMFVBT, through transfer to other academic institutions.





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#### **Art. 198.**

The transfer approval from **UMFVBT** is subject to payment of all the debts towards UMFVBT.

#### **Art. 199.**

- (1) The final domestic mobility applications and the studies recognition files shall be lodged within 0 – 15th of September, to the Faculty Dean's Office.
- (2) The solution/evaluation term of the files regarding the students final domestic mobility applications and the studies recognition by the Studies Equivalence Commission, organized at each faculty, is of maximum 10 working days.
- (3) Transfers are not accepted during the academic year.

#### **Art. 200.**

The studies recognition file which is enclosed to the final domestic mobility application shall include the following documents, in original, translated in Romanian language and certified :

- Application – typed form, registered with the UMFVBT Registry Office,
  - Transcript of records / School results,
  - Syllabus (content of the studied subjects),
  - Curriculum (studied subjects duration, number of courses/practical courses, internships hours),
  - Official certificate showing the grading system applied in the academic institution where the student studied, as well as its equivalence with the ECTS system;
  - Certificate regarding the admission contest pass, issued by the faculty from where the student comes;
  - Letter of acceptance at studies / Certificate of Equivalence of the Baccalaureat Diploma, for the foreign students;
  - Linguistic competence certificate, not older than 5 years, for the foreign students.
  - An envelope type file.
- (4) All the documents based on which the studies recognition is required shall be submitted only once. The files later/afterward completion is not allowed.
  - (5) The final mobility application (transfer) shall be endorsed by the Dean and approved by the University Rector.
  - (6) The the final mobility application (transfer) between the UMFVBT faculties or between studies curricula of the one faculty shall be endorsed by the deans and approved by the University Rector and Board of Administration.

#### **Art. 201.**

For the studies recognition, the following requirements must be met at the same time:

- Studied subjects content (certified through the syllabus) and the studied subjects duration (certified through the curriculum) must be in compliance with the equivalent syllabus and curriculum of UMFVBT at least in proportion of 70%, subject to the minimum number of the theoretical activity to be observed;
- The amount of the transferable credits related to some subjects representing equivalence, because of missing the study of different subjects from the UMFVBT curriculum and which shall be validated by equivalence exams, may not be more than **20 credit units, within the cycle.**
- In the calculation of the credit units from item (b), the following subject: Physical Education, Romanian or modern language and optional subject are not included.
- Only the subjects to what the applicant passed the exams in the educational institution where he/she did his/her studies are taken into account.



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- The carried out curricular practical courses and clinical internships, but which was not followed by the related exam pass also, are not recognized.
- The studies older than 3 years from their pass date are not recognized.

#### **Art. 202.**

(1) Only the studies passed within of different medical and pharmaceutical academic institutions, studies whose purpose is the getting of the physician, dentist or pharmacist /chemist diploma, may be recognized.

(2) The equivalence of the studies done within the Biology, Chemistry, Veterinary Medicine, Nurses Colleges, Medical Colleges or master studies is not accepted.

(3) It is excepted from the provisions of indent (2), Faculty of Pharmacy within UMFVBT.

(4) Students matriculated through transfer are obliged to be present and pass the equivalence exams within the first and/or the following years from their matriculation at UMFVBT, within the cycle.

### **XI. 3. Recognition of the Study Periods Accomplished in other Academic Institutions from Abroad (Final International Mobility)**

#### **Art. 203.**

Within UMFVBT, the final international mobility refers to the students who studied to a university from abroad and were asking the recognition of their studies accomplished abroad.

#### **Art. 204.**

The evaluation procedure of the file submitted by the students requiring the recognition of the studies accomplished abroad is provided in the present Regulation in compliance with the MECS (Education and Scientific Research Ministry) Order no. 3223/2012 regarding the Methodology for the recognition of the studies periods accomplished abroad, MEN (National Education Ministry) Order nr. 651/2014 for the approval regarding the students academic mobility and MENCȘ (National Education and Scientific Research Ministry) no. 3473/17.03.2017 regarding the Methodology for the receiving of the foreign citizens at studies and schooling in the pre-academic units / accredited state and private academic institutions, in the study/academic year 2017-2018.

#### **Art. 205.**

Periods of studies based on different agreements concluded between academic institutions accredited in Romania and academic institutions accredited abroad or of different international programs, are recognized by the University in compliance with the respective agreement provisions or mobility programs.

#### **Art. 206.**

The recognition of the study periods accomplished abroad in the framework of different unregulated mobilities is accomplished by the equivalence commissions at each faculty level, according to the present Regulations.

#### **Art. 207.**

(1) The University of Medicine and Pharmacy „Victor Babeș” from Timișoara reserves its right to refuse the recognition of the studies accomplished in other institutions with which there are not studies recognition agreements or which do not apply the ECTS system.

(2) In such cases, the decision is made by the Commission for the faculty studies recognition and approved by the Faculty Dean.



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(3) Appeals/complaints shall be discussed in the University Administration Board, the decision being final.

#### Art. 208.

The file of the studies accomplished abroad recognition shall include the following documents :

- Application – typed form, including mentions regarding the studies year for what the equivalence is required, as well as the student contact data (e-mail, telephone, origin country, country from where the transfer is required, permanent address), registered with the UMFVBT Registry Office. The typed form is also available on the University site – [www.umft.ro](http://www.umft.ro);
- Certified copy and certified translation of the Baccalaureat Diploma, or, as the case may be, the certified copy of the academic education access diploma got abroad;
- Baccalaureat Diploma Equivalence Certificate issued by the specialty directorate of MECS [Ministry of Education and Scientific Research] / Letter of Acceptance to Studies – document issued by the specialty directorate of MECS after the University recognition of the study periods accomplished abroad;
- The document (curriculum) certifying the schooling situation for the passed study years, bearing the appostilla or being superlegalized (as the case be), which must include : subjects, grades, credits number / number of points, number of course hours for each subject, issued by the academic institution from where the applicant comes – certified copy and certified translation in Romanian language;
- The syllabus (the content of the subjects studied in the academic institution from where the applicant comes) and certified translation in Romanian language;
- Official certificate showing the grading system applied in the academic institution where he/she studied and its equivalence in the ECTS system and certified translation, as the case may be;
- The Certificate for Romanian preparing year or the Linguistic competence Certificate for the teaching and examining language, as the case may be;
- **Copy and certified translation of the Certificate of Birth;**
- **Copy of the document attesting the stable domicile abroad (art. 21, letter b of the Order 3855/2016),**
- **Copy of the passport (art. 21, letter c of Order 3855/2016)**
- Certified copy of the Certificate of Marriage, in case the name mentioned in the study documents is not the same with that one from the identity document and, as the case may be, the certified translation in Romanian language;
- Statement on his/her own responsibility that the studies previously accomplished had not been interrupted as a result of the expelling caused by the violation of the origin university ethics and deontology code;
- **Health Certificate (in an international language) attesting the fact that the person which is going to register for studies do not suffer of contagious diseases or other diseases incompatible with the future profession (art. 21, letter i) of Ord. MENCȘ nr. 3855/26.05.2016);**
- **Minutes of the Equivalence Commission showing the study year in which the applicants may be registered and the possible equivalence exams to be defended, established by each university/faculty, comparing the curricula and the syllabi, subject to the academic institution checks the supplied documents authenticity, by direct correspondence with the academic institutions which issued the study documents (art. 21, letter j) of Ord. MENCȘ no. 3855/26.05.2016) ;**
- Envelope type file
- The file equivalence fee of 50 euro (irredeemable), paid by bank transfer in the below mentioned account:



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## **BENEFICIARY: UNIVERSITATEA DE MEDICINA ȘI FARMACIE “VICTOR BABEȘ” DIN TIMISOARA**

**Bank denomination: BANCA TRANSILVANIA, AGENTIA BEGA TIMISOARA**

**Address: 1, Augustin Pacha street, Timisoara, Romania**

**IBAN: RO53BTRL03604202A6896600**

**SWIFT: BTRLRO22TMA**

### **Art. 209.**

(1) **The file for the recognition of the studies accomplished abroad shall be submitted by the applicant to the University International Relationships Department, within the 24<sup>th</sup> of April – the 30<sup>th</sup> of June:**

Departamentul Relații Internaționale Timișoara, România, Tel.: +40 256 434418, +40 256 204250

E-mail: [relint@umft.ro](mailto:relint@umft.ro)

(2) The Secretary of the International Relationships Department checks if the file includes all the documents provided at the previous article and send it, through the University Registry Office, to the Faculty Dean's Office for which the studies recognition is required, for the specialty/equivalence Commission summons.

(3) In case the submitted file is incomplete, the Secretary of the International Relationships Department inform the applicant, immediately, by electronic means, the document/documents which was/were not /was/were submitted.

(4) The file completion may be done in 5 working days from the date of this communication by the secretariat of the University International Relationships Department.

(5) The Studies Equivalence Commission at each faculty level shall analyze the files submitted within the 10<sup>th</sup> of July – the 13<sup>th</sup> of July and shall transmit to the International Relationships Department through the University Registry Office the equivalence results on the 14<sup>th</sup> of July. The International Relationships Department inform the candidates/applicants about the Equivalence Commission resolution on the 14<sup>th</sup> of July. The candidates who agree with the Equivalence Commission decision may send the candidacy files by mail within the 17<sup>th</sup> of July 2017- 21<sup>st</sup> of July 2017, according to:

[http://www.umft.ro/admitere-2017\\_545](http://www.umft.ro/admitere-2017_545)

### **Art. 210.**

(1) The deadline for the recognition file solution by the Faculty Equivalence Commission is of 10 working days from the complete file submitting date.

(2) This term may be extended in cases when the authenticity of the schooling documents and issuing university statute must be checked, but not later to start the academic year, the applicant being informed in written as regards the delay reasons.

### **Art. 211.**

(1) The complaints to the recognition decisions may be filed/registered to the Faculty Dean's Office in maximum 3 working days from the written confirmation date (by mail or e-mail) of the recognition decision receiving.

(2) The Faculty Head-secretary summons, in two working days, the Committee of Appeal, including three specialty teaching people, assigned by the Faculty Dean, other than the teaching people who initially evaluated the file, having professional qualifications and competences in the science fundamental area to whom the specialization - object of the recognition pertains.

(3) The complaint/appeal is solved in 3 working days from the Committee of Appeal summons date.



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## Art.212.

The evaluation by the specialty/equivalence commissions at the Faculty level of the schooling documents and of the study documents for the studies recognition is carried out by the following steps covering :

1. checking of the statute of the study program and academic institution which issued the schooling documents and study documents submitted for recognition, as well as the level of the study program attended in the framework of that academic institution. In case the issuing academic institution is not recognize / accredited in the origin state, the studies documents submitted by the applicant are not recognized;
2. transmission to CNRED [National Center for Recognition and Equivalence of Diplomas], in electronic form, of the schooling document, lodged in the file, in case there are doubts as regards their issuance authenticity and legality;
3. analyzing the following elements;
  - a) the transferable and cumulable study credits number - ECTS or the points accumulated within the studies accomplished at the academic institutions from where the applicant comes;
  - b) the results got during the previously accomplished studies, highlighted by different evaluation/grading systems. To that effect, it is necessary to do the conversion of the got averages sing the conversion grid, provided in the annex which is integral part of the present methodology;
  - c) curriculum studied in the academic institution from where the student comes.

## Art. 213.

For the recognition of the studies accomplished abroad the cumulative meeting off the requirements provided in the present Regulation for the Recognition of the studies accomplished in another university from Romania is required :

- Studied subjects content (certified through the syllabus) and the studied subjects duration (certified through the curriculum) must be in compliance with the equivalent syllabus and curriculum of UMFVBT at least in proportion of 70%, subject to the minimum number of the theoretical activity to be observed ;
- The amount of the transferable credits related to some subjects representing equivalence, because of missing the study of different subjects from the UMFVBT curriculum and which shall be validated by equivalence exams, may not bypass more than 20 credit units, within the cycle (10 credit unit/study year).
- In the calculation of the credit units from item (b), the following subject : Physical Education, Romanian or modern language and optional subject are not included.
- Only the subjects to what the applicant passed the exams in the educational institution where he/she did his/her studies are taken into account.
- The carried out curricular practical courses and clinical internships, but which was not by the related exam pass also, are not recognized.
- The studies older than 3 years from their pass date are not recognized.

## Art. 214

(1) After the evaluation mentioned at the previous article, the specialty / equivalence commissions members from each faculty level, give the following solutions:

- a) immediate recognition, in case when there are not found out important differences regarding the elements above mentioned and the applicant may have equated the minimum number of study credits necessary for the matriculation in the running academic year, provided in the University regulations;
- b) compensatory measures support, that is the equivalence exams, in case there are found important differences, which must be passed in order the applicant be able to register in the corresponding academic



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year, in the limit established by the present Regulation for the domestic mobilities. The amount of the transferable credits related to different subjects which are reunited in equivalence, because some subjects are not included in the curriculum and in the syllabi of UMFVBT and which will be validated based on the equivalence exams, may not be over 20 credit units, inside the cycle;

c) rejection of the request for recognition of the studies accomplished abroad because the requirements provided by the University regulations are not met.

(2) The Equivalence Commission decision is made known to the applicant, by mail or electronic mail, by the secretariat of the University International Relationships Department, in two working days from the file solving.

(3) From the communication date, by mail or e-mail, of the decision regarding the equivalence exams taking, the applicant must state in written, in two working days, his/her agreement regarding the equivalence exams taking.

(4) Both, the exams taken and recognized at the origin academic education institution, as well as the exams taken as compensatory measures are mentioned in a minutes.

(5) The Equivalence Commission decision, along with the applicant file, shall be submitted to the International Relationships Department, through the University Registry Office, for its completion.

#### **Art. 215.**

(8) The students studies registration for which the studies accomplished abroad recognition was approved is done in maximum 30 days from the academic years beginning, in compliance with the provisions of the present Regulation for the foreign citizens registration in the 1st study year.

(9) The University International Relationships Department shall give a principle endorsing for the students temporary registration/enrollment and shall issue the studies receiving Decision (Order), approved by the University Rector.

(3) In order to have processed the file at the International Relationships Department, a fee/tax of 150 Euro (irredeemable) shall be paid through bank transfer.

(10) For their registration/enrollment, the students shall be personally present at the faculties secretariats, during the opening hours : from Monday to Friday, between 12:00 -15:00, having on them the studies receiving Decision (Order), to whom copies of the following documents shall be enclosed :

- The Letter of acceptance at studies (for the students from third countries, registered on their own account, in currency) / Certificate of Equivalence of the Baccalaureat Diploma (for the students from EU, EES and Switzerland);
- certificate of linguistic competence for Romanian language (for those who study in Romanian language), respectively certificate of foreign language test pass (for those who study in English language or in French language);
- proof of the tuition payment (integrally), endorsed by the University Financial - Accounting Department.

(11) The students complete files for which the studies accomplished abroad was approved, shall be submitted by the International Relationships Department to the faculties secretariats for registration/enrollment.

(12) The the Decision (Order) of acceptance to studies is valid until the date of drawing up of the registration decisions and final registration of the foreign students, the latest on December, the 2<sup>nd</sup> of the running academic year.

#### **Art. 216.**

All the documents issued within the recognition process of the studies accomplished abroad shall be archived in the applicant file.



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**Art. 217.**

The equivalence exams taking as compensatory measure is done in compliance with the University regulations regarding the exams period organization, as well as that of the outstanding exams, re-examinations and related tuition payment, as established by the University Senate.

**Art. 218.**

The Supplement to the Bachelor's Degree shall be filled in, as a result of the abroad accomplished studies recognition, in its chapter/section 5 “Additional Information” with the following: equated studies years, origin academic institution, mention regarding the equivalence exams taking or selection exams, as the case may be, as well as the document issued by the Ministry of National Education regarding the studies continuing approval.

## **XI. 4. Students Temporary Domestic Mobility**

**Art. 219.**

The student may benefit of temporary domestic mobility between two accredited / temporarily authorized academic institutions, as the case may be.

**Art. 220.**

- (1) The recognition of the studies transferable credits and curricula compatibility is carried out on the mobility period beginning and at its ending too, based on the involved academic institutions regulations.
- (2) The temporary domestic mobility, on budgeted or fee based places, may take place after the first study year, after the exam session completion.

**Art. 221.**

The University of Medicine and Pharmacy „Victor Babeș” from Timișoara is not a partner and does not carry out any program of students temporary mobility with other academic institutions from Romania.

## **XI. 5. Temporary International Mobility (Erasmus)**

**Art. 222.**

The temporary international mobility through international programs is carried out in compliance with the regulations regarding those programs. These mobilities take place according to European Commission Legislation [(eu) Regulation no. 1288/2013 of European Parliament and Council on 11<sup>th</sup> of December 2013, which establishes „erasmus +” action: the union program for education, training, youth and sports, and abrogation of decision no. 1719/2006/ce, no. 1720/2006/ce and no. 1298/2008/ce] and Bilateral Agreements established between our university and partners’ universities.

**Art. 223.**

The temporary international mobility on own account represents the temporary mobility carried out outside the framework established by an international program and it is accomplished with the approval of the origin accredited / temporarily authorized academic institutions, respectively the receiving ones.

**Art. 224.**

- (1) The recognition of the studies periods supposes the entire and immediate recognition of the study period or placement period, of the total number of transferable credits accumulated by the student during



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the internship period by the Faculty management where the student is registered/enrolled. (2) The recognition of the studies periods involves the recognition of the certified grades/ratings/qualifying/credits in the transcripts as being got by the student in the concerned institution.

#### **Art. 225.**

Equivalence of the study periods or Erasmus placement, of the qualifying/grades got at the subject studied during the internship period shall be done through very clear conversion rules, transparent and focused on competences, not on the subjects denomination, in compliance with a correspondence between the grading systems from the two countries taking part to the mobility process.

#### **Art. 226.**

The procedure of students studies periods recognition LLP-Erasmus is stipulated **in the Regulation regarding the recognition of the study or placement periods accomplished within the mobilities LLP – Erasmus.**

#### **Art. 227.**

The recognition of the periods of studies accomplished abroad in the framework of unregulated temporary mobilities is carried out according to the terms and conditions of the present Regulations.

## **CHAPTER XII. STUDIES COMPLETION EXAMINATIONS.**

#### **Art. 228.**

The Bachelor's studies from the UMFVBT faculties are completed with a Bachelor's Degree, which is organized in compliance with the own Bachelor's Regulation drawn up and updated yearly, according to the Ministry of National Education provisions.

#### **Art. 229.**

(1)The Bachelor's exam includes two tests:

- The fundamental and specialty knowledge testing/evaluation: this test is organized as a written test having a national component part and a practical testing for the study subjects requiring such a testing;
- presentation and defense of the Bachelor's thesis.

(2) The passing average for each test is at least 5,00 (five), and the passing average of the Bachelor's exam is at least 6,00 (six).

#### **Art. 230.**

(1) Within the University of Medicine and Pharmacy „Victor Babeș” from Timișoara, the following students may defense the Bachelor's examination : own graduates of the studies/temporary authorized or accredited specializations programs, who passed all the evaluation exams during the Bachelor's academic studies programs.

(2)The graduates of the specialties/accredited studies programs or specializations/studies programs authorized for temporary operation within UMF “Victor Babeș” from Timișoara shall register with the faculties Dean's Office and defense the Bachelor's exam within UMF “Victor Babeș” from Timișoara.

(3) For an academic study/specialization program, the examination for the studies completion is organized and it carries on in the same way for all the graduates.

#### **Art. 231.**

The University shall inform the candidates/examinees as regards the studies completion examinations periods, registration periods and requirements, topics, bibliography, programs, access to the libraries,





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preparatory courses, etc., through the faculties secretariats, display at the institution headquarters and/or web page.

#### **Art. 232.**

(1) The studies completion exam commissions are established on studies programs/ specializations programs, according to the University Senate decision, at the proposal of the faculties boards, respectively at the Rector's proposal, and approved by the University Administration Board. The commissions structure is published on the University site, [www.umft.ro](http://www.umft.ro).

(2) The University management, Dean's Office and examination commissions are fully responsible for the studies completion examinations organization and carrying on.

#### **Art. 233.**

The diplomas/degrees of the graduates who passed the bachelor's exam in the graduated Bachelor's program / graduated specialization program, shall be issued by the University of Medicine and Pharmacy „Victor Babeș” from Timișoara in no more than 12 months from the pass date.

#### **Art. 234.**

(1) Till the degree issuing, the graduated who passed the Bachelor's exam receive the Studies Graduation Certificates, in 30 days from the Bachelor's exam completion date.

(2) This Graduation Certificate offers to its holder the same rights as the degree/diploma and it must have mentioned the names and signatures of the responsible people from the academic institution and the following information :

- a) graduate's identification data;
- b) academic studies field;
- c) studies/specialization area;
- d) studies period;
- e) average of the studies completion;

f) the accreditation/ temporary authorization status, type of education, teaching language, geographical location, credits number and regulating provisions establishing all these (Government Decision, Minister Order, as the case may be).

(3) In case the Graduation Certificate is lost or damaged, a new certificate issuing is done according to the legal provisions regarding the issuing of the study documents duplicates.

#### **Art. 235.**

Graduates who fail the Bachelor's exam receive, at their request, a Certificate of Academic Studies which includes information regarding the education type where the schooling was organized, studies period, pass averages of the study years.

## **CHAPTER XIII. DIPLOMAS / DEGREES/ STUDY DOCUMENTS**

#### **Art. 236.**

(1) The study documents issuing terms and conditions are made public by their display at the Study Documents Secretariat notice board, on the UMFVBT site ([www.umft.ro](http://www.umft.ro)) and also described and included in the **Study Documents Regulation**, approved by the Senate.

(2) At the issuing moment, the graduate shall be present with his/her Identity Document – IB/IC or passport, in original, valid on the study document/s issuing date.

#### **Art. 237.**



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- (1) The study documents holders or their representatives are entitled to request the supplying of the filled in study documents after maximum 12 months from the study completion exam pass.
- (2) A study document regarding complete or partial studies which was completed shall be issued to its holder free of cost.
- (3) In dully substantiated cases, when the holder can not be present, the study document may be supplied to his/her representative, with the approval of the UMFVBT Rector, based on a Power of Attorney, which must expressly specify the fact that the empowered representative may receive study documents from UMFVBT, certified at the Notary Public Office. For the Romanian or foreign citizens having their domicile/residence abroad, the notarial Power of Attorney shall be superlegalized or bear the apostille (Apostille of the Hague), in compliance with thee international agreements, by the competent authorities from that country.

#### **Art. 238.**

- (1) The filled in study documents which are not claimed by their holders/representatives shall be kept in the UMFVBT archives with permanent deadline.
- (2) The filled in study documents which are not claimed because of their holder's death may be issued to a member of the holder's family (ascendant or descendant of Ist or IInd degree), based on an application approved by the UMFVBT Rector, to which a certified copy of the Death Certificate and a statement on own responsibility regarding the reasons invoked for the study documents receiving shall be enclosed.
- (3) To a person having her/his residence abroad, who addresses the application mentioned in paragraph (2), the study documents requested through the Embassy (Consulate) of that country in Romania or of the Embassy (Consulate) of Romania in that person residence country, the said documents may be supplied.

#### **Art. 239.**

In case of loss, complete or partial damaging of a study document, a duplicate of the said document may be issued if in the institution archives there is the respective document stub and/or other legal documents which reflect the holder's studies situation or if the archives was destroyed under force majeure circumstances (natural calamities, fires, etc.), by the school situation/records restoration by the institution.

#### **Art. 240.**

- (1) for the issuing of a study document duplicate, the holder shall address, in writing, to UMFVBT Rector an application to which the following documents shall be enclosed : written statement of the document holder, certified at the Notary Public Office, including all the elements necessary for the identification and circumstances in which the document had been lost, completely destroyed or partially damaged; certified copy of the Certificate of Birth; two photos of the document holder – recently done, on photographic paper, color, 3x4 cm form; proof of the publication in the Official Gazette of Romania, the IIIrd Part, regarding the loss of the respective study document – in case of a lost study document or of the study document in case – if it is partially damaged; proof of the tax payment for the duplicate issuing (the tax value is established by the UMFVBT) Board of Administration; an envelope type file.
- (2) The file including the documents provided at indent (1) shall be submitted by its holder or his/her empowered representative at the Study Documents Office (ground floor, room 20), in order to be checked.
- (4) If duplicates of many study documents are required (diploma/degree – Bachelor's, master, certificate, transcript of records, supplement to diploma/degree, annex to diploma/degree, etc.) then, according to the laws, the duplicate request shall be done separately for each document (separate file). At the same time, the taxes shall be separately paid for each duplicate.



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(5) All the approvals given for the duplicates issuing shall be kept in the institution archives, with permanent deadline.

#### **Art. 241.**

The study documents forms which are not still valid or had not been used for 10 years from their procurement may be invalidated.

#### **Art. 242.**

For the study documents issuing, UMFVBT may perceive taxes, according to the terms and conditions established by the University Senate, in compliance with the legal provisions in force.

## **CHAPTER XIV. REWARDS. SANCTIONS.**

#### **Art. 243.**

For remarkable results obtained at school, scientific activity or other remarkable merits, the student may be rewarded by:

- a) his/her distinguishing at the study, faculty or university level ;
- b) award of the diploma of merits for remarkable results in the learning activity and at the Bachelor's examination, depending on the average limit established by the Faculty or University regulations. .
- c) participation to camps, scientific events;
- d) scholarships, according to scholarship regulation;
- e) other distinguishing forms, with the approval of the Board of Administration, in compliance with the legal provisions.

#### **Art. 244.**

(1) Failure by the student to meet his/her duties resulting from the University regulations, as well as the provisions included in the University Charter by the University Senate and the Ethics and professional Deontology Code may cause the application of different sanctions (admonition, scholarship temporary suspension, suspension of some facilities the student enjoys and, in extreme cases, expelling from the Faculty) according to the legal provisions and own regulations in force.

(2) The sanctions shall be applied depending on the offence seriousness, their recurrence, conditions under which they were committed. They may be contested at the level of the University management forms in 15 days from the sanction communication date and shall be solved in 30 days from its registration/entry date.

(3) The sanctioned student must be informed about the sanction and the sanctioning decision shall be annexed to the student's personal file.

## **CHAPTER XV. FINAL AND TRANSITORY PROVISIONS.**

#### **Art. 245.**

(1) The Regulations may be modified depending on the laws changing or the proposals of the faculties boards, only with the University senate approval.

(2) The faculties boards and the Administration Board may adopt/pass decisions regarding the detailing of different articles of the present Regulation, depending on the activity specific.

#### **Art. 246.**

In order to know the present Regulation content, the following procedure shall be followed :



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„Victor Babeș”  
din Timișoara

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Annex to H.S no. 10/9161/29.06.2017  
Completed by H.S. no. 7/10837/27.07.2017

- it shall be displayed on the University site ;
- it shall be distributed to the subjects coordinators and Dean's Offices, which are obliged to make it known to the subject members and students.

**Art. 247.**

The following regulations and methodologies complete the present Regulation :

- The University Charter of the students rights and obligations;
- The Regulation for the organization and carrying on of the admission/preliminary examination at the Bachelor's academic studies cycle at the University of Medicine and Pharmacy „Victor Babeș” from Timișoara ;
- House Rules regarding the organization and operation of the housing at the University of Medicine and Pharmacy „Victor Babeș” from Timișoara;
- Scholarships granting regulation at the University of Medicine and Pharmacy „Victor Babeș” from Timișoara;
- Regulation regarding the recognition of the study periods or placement carried out in the LLP – ERASMUS mobilities framework;
- Recognition methodology of the study periods accomplished abroad in the framework of UMFVBT ;
- Regulation regarding the Bachelor's examination organization and carrying on ;
- Regulation regarding the management, completion, filling in and issuing of the study documents and records registers;
- Regulation regarding the schooling taxes and other taxes amount;
- Students grading methodology;
- Registration/enrollment and matriculation regulation;
- Performance criteria and standards for the students transfer from the tax/fee based education to the no fee/budgeted education;
- Methodology for the examination of the students from the University of Medicine and Pharmacy „Victor Babeș” from Timișoara.
- Performance criteria and standards for the students’ annual reclassification.

**Art. 248.**

Any other opposite regulations shall be abolished on the date of the present Regulation approval.

**Art. 249.**

The students’ annual reclassification system regarding the occupation of financed places from the state budget for Bachelor's academic studies, depending the weighted average, is applied starting with the 1st year, academic year 2016 – 2017.

The Senate of the University of Medicine and Pharmacy „Victor Babeș” from Timișoara approved the present Regulation within the meeting of 29.06.2017, date from which it comes into force.

**Rector,  
Professor, PhD Marius Raica**

**Legally endorsed,  
Legal adviser, PhD Codrina Levai**