

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS**

**CHAPTER I. GENERAL PROVISIONS**

**Art. 1**

These Regulations are drawn up according to the following provisions:

- a) National Education Law no. 1/2011, as further amended and supplemented;
- b) The Charter of the University of Medicine and Pharmacy "*Carol Davila*" of Bucharest;
- c) Other normative acts.

**Art. 2**

These Regulations define the professional relations governing the teaching activity, established between the students of the bachelor's degree programmes (hereinafter referred to as students) and the University of Medicine and Pharmacy "Carol Davila" of Bucharest (hereinafter referred to as, University).

**Art. 3**

(1) The field of bachelor's degree studies is the HEALTH FIELD. The bachelor's degree programmes which the University offers are:

1. Specializations regulated at sector level:

- a) Medicine - 6 years of studies /360 credit units (bachelor's and master's degrees);
- b) Dental Medicine - 6 years of studies /360 credit units (bachelor's and master's degrees);
- c) Pharmacy - 5 years of study / 300 credit units (bachelor's and master's degrees);
- d) Midwives and Medical Assistance - 4 years of study / 240 credit units.

2. Specializations generally regulated with duration of 3 years of study/180 credit units:

- a) Balneo-physical-kinetic-therapy;
- b) Dental technique;

(2) Given that the professions in medical field, respectively the professions of physician, dentist and pharmacist, are specifically regulated by norms, recommendations or good practices at European Union level, in the faculties of Medicine, Dental Medicine and Pharmacy, 1st cycle (bachelor's degree studies) and 2nd cycle (master's degree studies) are gathered into a unitary university study programme with a duration of 5-6 years, and the diplomas obtained are equivalent to master's degree diploma.

(3) The subject "Physical Education" is mandatory, is credited, its marks and credits are not included in the calculation of weighted average mark.

**CHAPTER II – THE STUDENT**

**Art. 4**

(1) The capacity of student of the University has the person who fulfils the following conditions: is admitted to studies, is permanently enrolled in studies according to the legal provisions and signs an individual study Contract with the University; for the students admitted on places against a fee the payment of the tuition fee is compulsory. The capacity of student is attested by the student card, which is annually checked. The student card is the basis of identification of the student for all the services and activities in the University.

(2) The acquisition of the capacity of student is obtained under the following conditions:

- a) after the admission competition, according to the admission regulations of the University;
- b) by re-enrolment, under these regulations (the students who obtain the approval of re-enrolment will keep the initial student number);
- c) by academic mobility, from another higher education institution, for a limited/permanent period of time;

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

- d) by orders of the Ministry of Education (MoE);
  - e) admission to studies by evaluation of school performances and personal achievements of the applicants;
  - f) admission to studies of graduates of another faculty in the field of "Health", who enrol in the second faculty.
- (3) Cessation of the capacity of student takes place under the following conditions:
- a) At graduation of the study cycle;
  - b) By withdrawal from studies;
  - c) By expelling;
  - d) For the period of interruption of studies;
  - e) By non-graduation of the first year.
- (4) Suspension of capacity of student for the non-payment of fees comes into force when it is approved by the Board of Directors until the payment, in the same academic year;  
When the capacity of student ceases, the student is obliged to submit to the secretariat of the faculty the student card, the travel card (if applicable) and the liquidation sheet.

### CHAPTER III – ENROLMENT IN STUDIES

#### Art. 5

(1) The enrolment is made by decision of the Rector, at the request of the student, after the fulfilment of all the legal requirements, based on the proposals forwarded by the faculty deans. After the approval of request, each student is registered in the Student Register under a unique number valid for his/her schooling period in that faculty. With the enrolment in the higher education institution, the student signs an individual study contract with the University.

(1') Simultaneous enrolment in two university's study programmes is not possible.

(2) For the students, foreign citizens, who receive scholarships from the Romanian state, including Romanians everywhere, the enrolment is made based on the nominal Order issued by MoE, after the approval by the management of the University.

(3) For the students, NON EU citizens, who study in a fee regime, the enrolment is made based on the MoE Letter of acceptance to studies.

The permanent enrolment of these students is made:

- a) After the recognition and equivalence of high school studies by the MoE;
- b) After checking and approval of the personal file of the student by the MoE;
- c) Based on the MoE Order of permanent enrolment;
- d) After the passing of the linguistic competence examination;
- e) Based on the Rector's decision.

(4) The complete file of foreign citizens students is kept by the Service for foreign students.

(4') The student – foreign citizen – will complete the file with the high school graduation diploma in original and in notarized translation into Romanian until the start of the 2nd semester of the first year; otherwise, he/she will be expelled.

(5) The enrolment for studies of the students admitted by file competition (evaluation of performances from the personal file) according to the approved calendar. The Board of Directors can decide, in exceptional cases, to extend this deadline.

#### Art. 6

(1) At enrolment in the first year, in the student register, in the secretariats of faculties, the student is drawn up the personal file, which must contain:

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

- a) The high school graduation Diploma or its equivalent in original; for the students in tuition fees regime, enrolled also in another university, we accept notarized copy and certificate from this university, which shows that the high school graduation diploma in original is at that university;
  - b) Birth certificate in notarized copy;
  - c) individual bachelor's study contract;
  - d) enrolment sheet, according to standard form;
  - e) the proof of payment of the tuition fee (for the students enrolled in tuition fee regime, for the transferred students);
  - f) Approval of transfer, school situation for the previous years from the faculty/university from which they are transferred, the analytical syllabus for these studies (for the transferred students);
  - g) Medical documents;
  - h) The written works from the admission competition (with adequate exceptions);
  - i) Other documents (photograph 3/4 cm, copy of ID card, copy of stay permit, the necessary documents for granting the scholarship, according to the Scholarship Regulations, the acts by which the student was given certain rights, highlights or sanctions applied).
- (2) The applicants declared admitted in the first year and not enrolled during the period established by the Board of Directors lose the right to be enrolled.

**Art. 7**

- (1) The enrolment of the student in the 2nd year and the next years is made at the start of the academic year (or at the end of the credit session, for the students in this situation), upon the request of the student approved by the dean, based on the graduation of the previous academic year and after the completion of the enrolment sheet.
- (2) The Romanian students who study with tuition fees, and the foreign students who study on their own expense must pay the tuition fee, according to the decision of the Board of Directors, approved by the University Senate.
- (3) The student declared non-promoted will be enrolled, upon request, in the study year he/she repeats (exception: the students in the first year who are expelled).

**Art. 8**

To the student file, along with the enrolment sheet completed, the student signs a self-statement by which the student took knowledge of the content of these Regulations and the contents of the individual study Contract.

**Art. 9**

- (1) The documents of students for the period of bachelor's degree studies are:
  - a) Student card – issued by the dean's office, in the student card are written all the marks obtained in examinations or the other forms of checking of knowledge (including the non-promoted ones) which the student has to take during his/her schooling;
  - b) transport card – issued by the dean's office, according to the law;
  - c) library card – issued by the library staff;
  - d) documents necessary for the legal stay in Romania – for foreign students – issued by the Office for foreign students.
- (2) In the documents of students, we do not admit unjustified corrections, erasures and introduction of unreal data. These deeds represent forgery in public acts and can be sanctioned according to the laws in force and these Regulations.
- (3) If the student loses the student documents, we issue a duplicate, after the announcement of the loss in the press.
- (4) In case of transfer, interruption of studies or expelling, the dean's office withdraws these documents.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

(5) The issue of the study documents from the personal file of the student is made upon request, by the cessation of the study contract, only at the presentation of liquidation sheet with all the columns completed and signed.

#### **CHAPTER IV - INDIVIDUAL STUDY CONTRACT. TUITION FEES**

##### **Art. 10**

- (1) The individual study contract signed by the student is a mandatory condition for enrolment in studies.
- (2) The individual study contract includes the rights and obligations of the student;
- (3) The individual study contract establishes the financial obligations of the student;
- (4) In case of annulment or termination of the individual study contract, and at cessation and finalization of studies, the student has the obligation to go through the procedure of liquidation of obligations/duties to the University.

##### **Art. 11**

The tuition fees are proposed by the Board of Directors and approved by the University Senate. The methods of payment are set out in the individual study contract.

##### **Art. 12**

The method of financing the studies, respectively in budgetary regime or tuition fee regime, is established every year by classification, depending on the performances obtained in the previous year and expressed in weighted average mark. Exceptions from this classification are the students who have examinations to take in the credit session, the transferred students who are enrolled in tuition fees regime and those who benefited from financing from the state budget in another bachelor's degree programme.

#### **CHAPTER V – EVALUATION OF PERFORMANCES. EXAMINATION.**

##### ***Professional activity***

##### **Art. 13**

The graduation of the academic year requires the obtention of 60 credits (except the 1<sup>st</sup> and 2<sup>nd</sup> year that need 60+2 credits for physical education) allotted to the study year, until the latest, September 30th of the current academic year.

##### **Art. 14**

In the University, the professional activity of the student is carried out as: courses, practical works, seminars, internships, individual study, tutoring / consultations, scientific clubs, etc.

##### **Art. 15**

The programme of theoretical and practical activity must be fully completed by each student.

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

The Curriculum includes compulsory, optional and elective subjects. The credits for optional subjects can be attributed by selection, attendance and promotion of an optional subject annually.

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

The method of carrying out the teaching activity is as follows:

- a) Linear education;

OR

- b) modular education (at the Faculty of Medicine, for certain clinical subjects).

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

The evaluation of the training of the student is made during the whole route of studies, during seminars, practical works and other forms of activity set out in the Curricula and by examinations which are taken in the established sessions, according to the structure of the academic year.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**Art. 19**

For the linear education, the sessions are:

**Session I** – winter, at the end of semester I – for the subjects taken in the 1st semester;

**Session II** – summer, at the end of the 2<sup>nd</sup> semester for the subjects taken in the 2<sup>nd</sup> semester. In Session II one cannot take the examinations organized for one student in the subjects attended in Session I.

**Session III** – arrears – between 1 and 15 September (for terminal years, this Session is carried out in the first week after the end of session II);

**Session IV** – credits – between 15 and 22 September (for terminal years, this Session is carried out in the first week after the end of the 3<sup>rd</sup> session).

For the mark increases the examinations will be scheduled for the period 5-15 September.

The schedule of examinations of the 3<sup>rd</sup> session, as well as that for the mark increases for each subject will be established and displayed (online and at the subjects department) in the last day of the 2<sup>nd</sup> session.

**Art. 20**

(1) In sessions I and II can participate the students who fulfil the examination conditions established by the regulations of each subject, approved by the Department Council and checked by the Faculty Council (hereinafter referred to as "Examination Conditions").

(2) In Session III can participate the students who after sessions I and II fulfil the examination conditions and do not have more than 30 outstanding credits. The students with 31 or more outstanding credits after sessions I and II are declared non-promoted.

(3) In Session IV – can participate the students who after Session III meet the examination conditions and do not have more than 12 outstanding credits. The students with 13 or more outstanding credits after Session III are declared non-promoted.

(4) The students who have two successive non-promotions are expelled.

**Art. 21**

For modular education, examinations are taken:

- At the end of each module;
- In sessions III and IV.

**Art. 22**

The students who after Session IV (linear or modular education) remain with outstanding credits, are declared non-promoted. After September 30<sup>th</sup>, re-examinations are not accepted.

**Art. 23**

(1) In case of linear education, the student can attend the examination, if he/she fulfils the conditions (including those set out by art. 20 (2) and (3)), for maximum 3 times, as follows:

- the first attendance in the session which follows the deployment of training (Session I or Session II);
- the second attendance in arrears session (Session III);
- the third attendance in credit session (Session IV).

(2) In case of modular education, the student can attend the examination, if he/she fulfils the conditions (including those set out by art. 20 (2) and (3)), for maximum 3 times, as follows:

- the first attendance after the module taken;
- the second attendance in arrears session (Session III);
- the third attendance in credit session (Session IV).

(3) The failure to attend the examination on the scheduled date for the group entails the loss of the possibility to take the examination in that Session, by reduction of the number of possible attendances.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

(4) It not possible to pass 2 (two) examinations in the same day (session I-IV)

**Art. 24**

In the University only the enrolled students can take examinations. The students are accepted for examination only based on the catalogue issued by the dean's office, which officially attests the capacity of student.

**Art. 25**

(1) At the start of academic year, each subject must display the analytical syllabus, the course objectives and the objectives of the practical works, the examination themes, the reference bibliography and the methods of evaluation and marking. These remain valid during the academic year.

(2) The evaluation of knowledge can be under the form of examination, mid-term test, oral examination, etc. The marking of students' answers is made with marks from 10 to 1, integral numbers, the minimum promotion mark is 5.

(3) The marks below 5 entail the repetition of examination in a future session for the non-promoted tests. The failure to promote the precursory stages of the final examination entails the non-admission of the student for examination.

**Art. 26**

(1) The teaching and examination rules must be known and respected by the whole academic community.

(2) The teaching of courses, the course support and evaluation will be carried out in Romanian or English for the study programmes with teaching in English, respectively French for the study programmes with teaching in French, in the study years when, according to the study contract, the education is in foreign language.

(3) a. The method of deployment of examination and the specific requirements are brought to the knowledge of students by the course tenured teacher during the first course session.

The form of evaluation for each subject will be approved by the Faculty Council until September 15th, and can be in writing, oral, practical test or another method of checking the knowledge.

b. For each subject, the examination theme is established unitarily by the course tenured teachers and the heads of subjects and approved by the Department Council, depending on the analytical syllabus of the course and the content of internships/practical works.

c. If the study of several subjects is finalized by only one mark (complex examination):

- It is mandatory that each subject has a weight in examination and in the final mark; the weight of each subject in the final mark is proportional to the volume of subject taught (number of training hours);

- The heads of subjects establish by mutual agreement the method of deployment of examination.

(4) The students have the right to present themselves at the final evaluation of a subject only if all the professional obligations (projects, practical works, reports, etc.), and all the financial obligations (tuition fee, examination fee, absence motivation fee, etc.) are fulfilled.

**Art. 27**

(1) The theoretical examinations are carried out in the presence of at least two teachers: the course tenured teacher or a person delegated by him/her and at least one teacher involved in the teaching activity in that series, on the day and place established, between 7:30 and 20:00. We do not admit the exceeding of time 20:00 for examination, regardless of the method of deployment.

(2) The examiners can be replaced at their justified request, with the approval of the dean.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**Art. 28**

In the sessions I, II and III, in linear education, between two successive examinations there must be a period of at least two days, except for Session IV – credits.

**Art. 29**

(1) For sessions I and II, the day, time and place of examinations are established by the dean's offices, at the proposal of students, after the consultation of teaching staff, during the first half of semester, by display in department, before the start of examination session. For modular education, the examination will take place at the end of each module.

(2) For Session III and for mark increases session, the examinations are scheduled until the end of session II and will be displayed at the dean's office/department, after final approval.

**Art. 30**

In the subjects set with only one annual examination, after a teaching semester, evaluations can be organized during the whole year, by mutual agreement of the head of department and students.

**Art. 31**

Regardless of the form of evaluation, the examination of students in a subject must be uniform, both from the point of view of difficulty and the method of deployment and number of subjects questioned. The responsibility to assure the uniformity of examination belongs to the head of department (if in the department there are several tenured teachers for the same course), and the heads of departments (if the examination is taken for several disciplines which teach the same subject).

**Art. 32**

(1) The students have the obligation to attend the examination at the time and place established according to scheduling.

(2) Acceptance in examination is made only after checking the identity of the student based on a valid identity card (or passport) and based on the student card checked to date by the secretariat of the faculty (or with temporary certificate from the Dean's Office).

**Art. 33**

(1) During the examination, the students do not have the right to have on them mobile phones or other electronic devices which allow interpersonal communication or consultation of data. The mobile phones must be closed at the entrance in the examination room and must stay closed during the whole examination period.

(2) The bags, external clothes and mobile phones are stored in the places indicated by the supervisor, not near the students.

(3) The failure of the students to respect the examination conditions entails their exclusion from examination.

**Art. 34**

(1) For the written examinations, the students are distributed in the examination room according to the decision of the teaching staff.

(2) For the written examination, the students must have on them pen or ballpoint pen and all the supplies permitted and necessary for taking the examination.

**Art. 35**

(1) During the examination, communication between students is prohibited. Any request or question can be asked only out loud.

(2) The teaching staff who supervises the examinations must have an attitude which discourages any attempt at fraud, the course tenured teacher and head of discipline are directly responsible for the academic discipline and ethics.

(3) When they leave the examination room, the students must hand in the written paper and the rough copies.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**Art. 36**

At oral examinations, we give the student time to think and maximum 20 minutes answer time.

**Art. 37**

For any type of examination, the last 3 students must remain in the room until the examination of all students ends.

**Art. 38**

For the deployment of examinations on Saturdays or Sundays, the consensus between teaching staff and students is necessary, according to the structure of the academic year.

***Passing of examination***

**Art. 39**

The evaluation of examination must be objective and characterize the professional performance of the student.

**Art. 40**

The results of the oral examination are communicated to the student on the same day and are written in the catalogue and in the mark card, and for the written examinations, they are communicated to students within maximum 3 working days from examination, by display at the discipline office.

**Art. 41**

- (1) The student can contest the result of examination within one working day from the announcement of results, by submission of written complaint to the secretariat of the discipline.
- (2) The complaint submitted by one student can only concern his/her own results.
- (3) The answer to the complaint is communicated in written form to the student, within maximum 2 working days from its submission.
- (4) If it is proven by incontestable evidence that the examination was not legal or the student was evaluated incorrectly, the Faculty Dean can annul the result of examination and order a new examination by a commission composed of three teaching staff members, with the observance of examination procedures set out for that discipline.

**Art. 42**

- (1) The passage of examination involves also the granting of the number of credits set out for the discipline.
- (2) The written works of students represent documents of internal use of discipline. They are kept for one year.

***Examination for increasing the mark***

**Art. 43**

Examinations for increasing the mark are carried out with the approval of the Faculty Dean, with the observance of the following principles:

- (1) In one academic year not more than 3 examinations can be taken for increasing the mark;
- (2) Examinations for increasing the mark are carried out during the period September 5<sup>th</sup>-15<sup>th</sup>;
- (3) In order to request the examination for increasing the mark, a student must not have any outstanding credit (must be integralist, after sessions I and II).

**Art. 44**

If the mark obtained in examination for increasing the mark is lower than the initial mark, in the catalogue/student register we will write the initial mark.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

***Liability and sanctions***

**Art. 45**

The substitution of person in examination represents a fraud, is prohibited and is punished with expelling of the student who was substituted and the student who substituted.

**Art. 46**

The attempt at fraud and fraud in examination are punished, regardless of the form of committing them: direct communication, existence of written materials, electronic devices of communication, person substitution, etc.

**Art. 47**

(1) The discovery on a student of electronic devices which mediate communication during examination or the consultation of data is considered attempt at fraud, even if those devices have not been used.

(2) The students with hearing deficiencies who need to use hearing prostheses must announce the course tenured teacher about this fact at least 72 hours before the taking of examination and must present medical documents which attest the need for using a hearing prosthesis.

**Art. 48**

The students caught on the attempt at fraud or fraud are eliminated from examination on the spot.

**Art. 49**

(1) The acknowledged attempt at fraud or fraud are recorded in a report signed by all the present teaching staff members and by the authors of the fraud or attempt at fraud. If the students refuse to sign, this fact is mentioned in the report.

(2) The report is forwarded to the Dean's Office within 24 hours from drawing up or on the first working day (for examinations carried out on Friday or at end of week) for analysis and resolution.

**Art. 50**

Before proposing the sanctioning measure, the hearing of the teaching staff member who acknowledged the fraud and of the student involved is mandatory to be carried out by a commission appointed by the faculty management.

**Art. 51**

The sanctions proposed by the appointed commission must be subject to the approval by the Faculty Council and must be fulfilled by the competent bodies.

**Art. 52**

(1) The students have the right to notify the violation of these Regulations by the teaching staff or by other students.

(2) If the students notice the attempt at fraud or the fraud during the examination, they must inform the teaching staff on the spot.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**CHAPTER VI - ATTENDANCE**

**Art. 53**

Absences in practical works/seminars/clinical internships are reconstructed as follows:

- a) Up to 10% absences (the whole number before the comma, so by rounding-off in minus), their reconstruction is not necessary, if they are motivated. We do not charge fees.
- b) between 11-25% absence (the whole number before the comma, so by rounding-off in minus), we reconstruct all absences, with the approval of the head of discipline, during the training semester or the academic year, as applicable.
- c) over 25% absences (the whole number before the comma, so by rounding-off in minus), it is necessary to redo the whole internship/practical works/seminars, with the approval of the dean, after the approval of the head of discipline, during the year.
- d) The reconstruction of absences above 25% can be done against a fee.

**Art. 54**

- 1) The student is obliged to participate in all forms of activity set out in the Curriculum. The unmotivated absenteeism is considered deviation from the university discipline.
- 2) The motivation of absences is made, as applicable, by the head of discipline or by the faculty management, with consultation of the teaching staff member who is course tenured teacher, based on supporting documents and the individual request recorded at secretariat, forwarded by the student within maximum two weeks from the resumption of activity.
- 3) For motivation of medical absences which sum up more than 14 consecutive days it is necessary to present a discharge note or a certificate checked by a head of hospital department or by a medical commission established by the university management.
- 4) The motivations not submitted to the dean's office during the period mentioned above are not taken into account, and the related absences are considered unmotivated.

**Art. 55**

The failure to recover the absences in the practical activity automatically entails the non-admission of the student to examination.

**Art. 56**

(1) We can accept for motivation the absences determined by the following circumstances:

- a) For cases of illness proven with supporting medical acts. We will only take into account the medical documents which certainly establish the cases of illness and indicate the duration of attendance exemption. After resolution, the request with the medical document is enclosed to the personal file of the student;
- b) For well-founded reasons, with justifying notes, which will be brought to the knowledge of the dean's office on the first day of resumption of activity;

Other particular situations: blood donation; participation in research teams in activities of university or faculties; scientific student manifestations; volunteering activities; other special situations justifiable in the light of university interests, must be motivated and recovered. For motivation of these absences, it is necessary to submit a request to the faculty dean's office, before taking the absence.

- (2) Students who are absent with motivation will fulfil their schooling obligations until the end of activity in those subjects.
- (3) The recovery of these motivated absences is made without paying fees.

**Art. 57**

For exceptional situations caused by personal events (marriage, birth, death, etc.) students can benefit from the exemption of teaching activity for a period of maximum 5 working days and motivation of adequate absences. For this motivation, the students will present a request to the dean's office, accompanied by supporting documents.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**CHAPTER VII – MEDICAL EXTENSION OF SCHOOLING. CREDITS IN ADVANCE.**

**Art. 58**

- (1) The request for medical extension of schooling can be made in the following situations: hospitalization for more than 60 calendar days or medical care for more than 60 calendar days, of which hospitalization for at least 20 consecutive days.
- (2) The medical extension of schooling is not considered repetition of academic year, the student will be re-enrolled, upon request, in the same study year. The student who is in this situation has the right to receive a scholarship, according to the Scholarship Regulations.
- (3) In the year of medical extension of schooling, the student keeps the capacity of budgetary student or payer of tuition fees which he/she had in the last year of normal schooling.

**Art. 59**

- (1) The request for medical extension of schooling is submitted to the faculty secretariat within 2 weeks from the cessation of medical exemption period mentioned in the medical certificate, but not later than September 20<sup>th</sup> of the current year.
- (2) The approval of medical extension of schooling is made by the Board of Directors, based on the proposal of dean's offices.

**Art. 60**

- (1) The medical extension of schooling cannot be granted for 2 consecutive years.
- (2) In exceptional cases, the Board of Directors can approve the supplementary extension of schooling.

**Art. 61**

In the year of medical extension of schooling, the obligations of the student are limited to the non-promoted disciplines and new disciplines, if the curriculum changes.

**CHAPTER VIII – INTERRUPTION OF STUDIES. TRANSFER. WITHDRAWAL FROM STUDIES.**

***INTERRUPTION OF STUDIES***

**Art. 62**

- (1) The Board of Directors can approve the request for interruption of studies for a period of maximum 2 years during the whole schooling.
- (2) The passed examinations until the interruption of schooling are recognized.
- (3) The non-promoted students or those who obtained the temporary interruption of studies have the obligation to enrol in the next academic year during the period established by these regulations, the exceeding of this period leads to expelling of those students by the communication of expelling decision.

**Art. 63**

- (1) The students with tuition fees regime have the obligation to pay the tuition fees to date, including for the month when they request the interruption.
- (2) The students who interrupt their studies before the expiry of the deadline for which they paid the tuition fee will not be refunded the paid fee.

**Art. 64**

- (1) The students who interrupted their studies are obliged, at their resumption, to fulfil the didactic obligations resulted from the change of curricula, in the meantime by going through the newly introduced subjects and taking the difference examinations.
- (2) The students who interrupted their studies for other reasons than the medical ones, at their resumption, are enrolled in tuition fees regime, regardless of their status (budgetary/tuition fees) at interruption time.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

***TRANSFER OF STUDENTS***

**Art. 65**

(1) The transfer of students in the University from other educational institutions with identical profile is possible only for integralist students. The transfer of students for the Faculty of Medicine and Dental Medicine is possible for the years II, III and IV, for the Faculty of Pharmacy for the years II, III, IV and V, and for the FMAM for the year II (in the form of education of 3 years) and for years II and III (in the form of education of 4 years). We do not admit the transfer of students for the first year and for the last and last but one study year in the Faculties of Medicine and Dental Medicine and for FMAM for the first year and the last year of study.

(2) The transfer is made only at the beginning of the academic year.

(3) During the academic year we do not accept transfers.

**Art. 66**

The students declared promoted in the previous academic year can be transferred to the University from other educational institutions, according to the promotion norms of the academic year, applied in the University, as they result from Regulations.

**Art. 67**

The students who are transferred in the University from an authorized university without a state budget financed place, pay the tuition fees for the whole study period.

**Art. 68** – is repealed by Senate Decision no. 7/14.11.2017.

**Art. 69**

(1) The submission of transfer requests can be made before the start of academic year;

(2) The approval of transfer is conditioned by the payment of all debts to the University.

**Art. 70**

(1) At dean's office level, by equivalence commission, we establish based on the analysis of analytical syllabuses, the difference examinations which the student has to take in the study year in which he/she was enrolled.

(2) Is repealed by Senate Decision no. 7/14.11.2017

***WITHDRAWAL FROM STUDIES***

**Art.71**

(1) The student has the right to request the withdrawal from studies by a request submitted to the Dean's Office of the faculty.

(2) The student who requests the withdrawal from studies has the obligation to pay the tuition fees to date until the withdrawal date.

(3) The documents from the personal file are issued only after the presentation of the liquidation sheet, completed and signed to the Dean's Office.

**CHAPTER IX – EQUIVALENCE OF STUDIES**

**Art. 72**

At the finalization of studies, all the graduates of a class must study the same curriculum and have identical Bachelor's Diploma Supplements from the point of view of mandatory subjects.

**Art. 73**

These regulations refer to the equivalence of studies made in other medical educational institutions by the students who request enrolment in a different academic year than the first year and terminal year of studies.

**Art. 74**

The equivalence rules apply both to foreign students who request enrolment and to the Romanian students who request transfer or equivalence and who performed a part of studies in another profile institution from Romania or are graduates of a study programme in the same field.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**Art. 75**

- (1) Only the studies graduated in medical and pharmaceutical higher education institutions can be equalled.
- (2) For enrolment in Medicine or Dental Medicine, we do not accept the equivalence of studies performed in biology and chemistry faculties, veterinary medicine, medical assistance, medical colleges or master's degree studies, etc.
- (3) The deans with the Vice-deans of the Faculty, have the freedom and responsibility to decide the method of equivalence of studies in order to enrol for pharmacy study programmes, medical assistance, midwives and generally regulated programmes.

**Art. 76** is repealed by Senate Decision no. 2/13.04.2017

**Art. 77**

For equivalence of studies, the following conditions must be fulfilled:

- (1) The content of studied subjects (attested by analytical syllabus) and duration of the studied subjects (attested by the Curriculum) must correspond to the syllabus and equivalent curriculum of the University in proportion of at least 70%;
- (2) Only the subjects in which the student passed the examinations in the educational institutions where he/she performed his/her studies are taken into account.

**Art. 78**

- (1) The files for request of equivalence of studies in view of transfer and/or enrolment in a study year, are submitted to the rector's office before the start of academic year, according to the approved calendar.
- (2) For equivalence of studies, the applicant presents the documents from the transfer file in original.
- (3) All the documents by which the students request the equivalence of studies are submitted at once. We do not accept subsequent completions of files.

**Art. 79**

- (1) The evaluation of files for equivalence of studies is made by the Equivalence Commission of each faculty.
- (2) The evaluation of the file is made within maximum 14 working days from its reception date.

**CHAPTER X – CLASSIFICATION OF STUDENTS ON THE BUDGETED STUDY SEATS  
DEPENDING ON THEIR PERFORMANCES IN THE TEACHING PROCESS**

**Art. 80**

- (1) Classification of students on the budgeted study seats is made every year depending on their performances in the teaching process.
- (2) These regulations shall apply to all the faculties within the University.

**Art. 81**

- (1) The distribution refers to all the budgeted seats of each study year, depending on the number of seats funded by the state budget.
- (2) For one study year, the budgeted seats are treated unitarily, without breakdown on series.
- (3) The distribution on budgeted seats is made for the students who are enrolled in the University.
- (4) The students admitted on budgeted seats as Olympics, without admission examination, keep the budgeted seat only in the first study year, then they enter the competition for obtaining a budgeted seat.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**Art. 82**

The students enrolled in the University on the special budgeted seats, on their own (exchange rate or not) with tuition fees by equivalence of studies, by order or acceptance letter of the Ministry of National Education are not subject to this decision and do not benefit from its provisions.

**Art. 83**

(1) The students who benefit from a scholarship of student mobility with duration of one year keep the capacity they had (budgeted or with tuition fees) in the previous year to their leaving for the mobility scholarship.

(2) The students who benefit from mobility scholarship with duration of one semester are subject to the same requirements as the students who did not benefit from mobility scholarship if the mobility is taken in the first semester of the academic year and keep for the next year after the mobility the capacity (budgeted or with tuition fees) they had before the departure for mobility, if the mobility is taken in the second semester of the academic year.

**Art. 84**

The performance standard used for the distribution of budgeted seats in an academic year is the schooling situation of students at the end of the session of arrears (the 3<sup>rd</sup> Session) of the previous academic year.

**Art. 85**

The average mark taken into account for the distribution of budgeted seats is the weighted average mark of the marks of student, calculated after the arrears Session.

**Art. 86**

In case of equality of distribution of average marks, the differentiation criterion is the arithmetic mean of the weighted means of the previous years; for the 2<sup>nd</sup> year, the criterion is represented by the average mark at admission contest.

**Art. 87**

The classification of students for the distribution of budgeted seats is made by the staff of secretariats of each dean's office, checked by the appointed representatives of the student organization from each faculty and certified, under signature, by the dean of each faculty.

**Art. 88**

The classification is announced and displayed at the Dean's office of each faculty at the beginning of October.

**Art. 89**

(1) The students can contest the classification within 2 working days from its display.

(2) The complaint is submitted in written form to the Dean's Office.

(3) The complaint can only concern own results. The student exposes the reasons for which he/she thinks that the classification is incorrect and presents reasons and proofs for this purpose.

**Art. 90**

(1) The complaint is solved by the Dean and by the vice-dean appointed for teaching activity, within 5 working days from submission.

(2) The decision on the complaint is final.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**CHAPTER XI – REWARDS AND SANCTIONS**

**Art. 91**

For special successes obtained in learning, in scientific activity or for other special merits, the student can be rewarded by the Board of Directors by:

- (1) Highlighting at study year, faculty or university level;
- (2) Merit diploma;
- (3) Annual or occasional prizes;
- (4) Financial support from the University;
- (5) Merit scholarship;
- (6) Special scholarships of the University.

**Art. 92**

For the violation of the university conduct norms, the student can be applied the following sanctions:

- (1) Written warning;
- (2) Suspension of scholarship for a period of 30 - 90 days;
- (3) Suspension or withdrawal of right to certain facilities from which the student benefits (accommodation in student hostel, travel card, etc.);
- (4) expelling.

**Art. 93**

- (1) The attempt at fraud is sanctioned by:
  - a) Elimination of student from examination;
  - b) Non-promotion of the examination;
- (2) The second attempt at fraud is sanctioned as fraud.

**Art. 94**

The defrauding of examinations, regardless of the form of manifestation, except for the substitution of person, is sanctioned as follows:

- (1) at the first deviation, the student:
  - a) Interrupts the schooling for the current academic year;
  - b) Is enrolled with tuition fees, in the academic year that follows the year in which he/she committed the fraud, regardless of the schooling situation he/she had at the time of committing the fraud, with the recognition of credits obtained until the time of committing the fraud;
  - c) Permanently loses the right of scholarship and accommodation in the university hostels;
  - d) Permanently loses the right to a budgeted seat for the whole period of schooling in the University;
- (2) in the second deviation of this kind, the student is expelled without right of re-enrolment in the University.

**Art. 95**

Expelling from the University is decided by the Board of Directors, at the proposal of the Dean's offices and is applied:

- (1) For violation of professional discipline norms: fraud or attempt at fraud of examinations by substitution of person – *expelling without right of re-enrolment in the University*;
- (2) For the second fraud – *expelling without right of re-enrolment in the University*;
- (3) For serious violation of social living norms inside or outside the university – *expelling without right of re-enrolment in the University*;
- (4) For the lack of payment of financial obligations (tuition fees) to the University, in the deadlines established by the specific regulations – *suspension of the capacity of student, until financial obligations payment, but not later than the beginning of the next academic year*;

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

- (5) For dropout - (by dropout we understand the complete absenteeism of the student from the teaching activities for at least 2 consecutive months, without the approval of the faculty dean);
- (6) Exceeding the double normal schooling period in the specialization from which the student was enrolled – *expelling without possibility of re-enrolment in the study year from which he/she was expelled.*
- (7) For failure to submit the high school graduation diploma in original (including the certificate of recognition of the diploma issued by the Ministry of Education, as the case may be) and in notarized translation into Romanian by the international student, until the beginning of the second semester of the first year.

**Art. 96**

The complaints to the sanctions applied are addressed to the University Senate within 5 working days from the communication of sanction.

**CHAPTER XII – FINAL PROVISIONS**

**Art. 97**

- (1) These Regulations, approved by the University Senate on 23.04.2013, come into force since the academic year 2013-2014.
- (2) These Regulations are mandatory for all the students.
- (3) With the coming into force of these Regulations, we repeal:
- a) The teaching Regulations and the regulations for professional activity of students;
  - b) Any other contrary provisions from the Regulations of the University or Senate Decisions.
- (4) The amendment and supplementation of these Regulations are made by Decision of the University Senate.

**NOTE:**

Completion regarding the limitation of the right to defend the examinations for end of studies for Bachelor's and Master's Degree, approved by Senate Decision no. 1/30.01.2014:

- The graduates of the bachelor's degree studies will defend the examination for end of studies within maximum 5 years from the finalization of studies;
- The graduates of Master's Degree studies will defend the dissertation project within maximum 2 years from the finalization of studies.

**NOTE 2:**

- Completion of art. 65 for prohibition of transfer of students in the last but one study year (except for FMAM) – approved by Senate Decision no. 2/08.04.2015;
- Completion of art. 65 for condition of transfer only for integralist students – approved by Senate Decision no. 2/08.04.2015.
- Completion of art. 65 for condition of transfer only for the students with the minimum weighted mean of 8.50/study year – approved by Senate Decision no. 3/28.04.2015.
- Amendment of art. 12, art. 67 and art.81, for the tuition fees of transferred students – approved by Senate Decision no. 9/15.09.2016.
- Completion of art. 62 with paragraph (3), for the obligation of enrolment at the beginning of academic year, of repetitive students or students who temporarily interrupted their studies – approved by Senate Decision no. 12/14.12.2016.
- Art. 76 was repealed by Senate Decision no. 2/13.04.2017.
- Completion of art. 3 with paragraph (3), for the subject "Physical Education" – approved by Senate Decision no. 5/13.09.2017.

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST  
REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS  
(BACHELOR'S DEGREE STUDY PROGRAMME)

**NOTE 3:**

- Art. 68 was repealed by Senate Decision no. 7/14.11.2017.
- The following articles are amended: art. 4, art. 7, art. 13, art. 16, art. 19, art. 22, art. 24, art. 29, art. 30, art. 40, art. 43, art. 53, art. 65, art. 70, art. 86, art. 95, by Senate Decision no. 7/14.11.2017.

**NOTE 4:**

- We amend art. 44 from: "Student Register" in "catalogue/student register" by Senate Decision of 26.09.2018

**NOTE 5:**

- We supplement art.5 with paragraph (4) and art. 95 with paragraph (7), by the Senate Decision of 25.02.2019

**NOTE 6:**

- We amend: art.5 paragraph (4), art. 7 paragraph (1) and art. 88 by the Senate Decision of 28.09.2021