



Translation from Romanian into English

**APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no. 5/13 from 30.08.2017**

**REGULATION
regarding the organization and functioning of the Department / Chair
in Nicolae Testemitanu State University of Medicine and Pharmacy
of the Republic of Moldova**

I. GENERAL DISPOSITIONS

1. The didactic-scientific activity of the teaching staff of the *Nicolae Testemitanu* State University of Medicine and Pharmacy (hereinafter referred to as "the University") takes place within the Departments / Chairs. The disciplines of the Internal Medicine Department (occupational diseases, cardiology, gastroenterology, internal medicine - semiology, pneumology and allergology, rheumatology and nephrology, clinical synthesis) have the status of didactic subdivision and will elaborate their own regulation regarding the organization and functioning.
2. The Department / Chair within the University is a fundamental structural subdivision of the University, which operates according to the legislation in force, based on the provisions of the Education Code of the Republic of Moldova, the University Charter and other approved in the manner established by the University normative acts.
3. The Department / Chair ensures the production, transmission and valorization of knowledge in one or several related to the specialty fields; organizes, stimulates and coordinates the training and scientific research activity in specific academic fields.
4. The Department / Chair has as purpose the organizing on a high-level of teaching activities, promoting education, research and innovation in line with the requirements of a knowledge-based society through initial training, continuous education and integration into the national and academic value chain.
5. The Department / Chair has the following tasks:
 - designing, organizing and carrying out the didactic process;
 - organizing and carrying out scientific researches;
 - evaluation of didactic, scientific and innovation activities;
 - assuring the quality of didactic process, research and innovation performance;
 - training and improvement of the scientific-didactic staff through residency, master, postgraduate and postdoctoral studies;
 - initial and continuing professional training of scientific-didactic and research staff;



- ensuring educational work with students, doctoral students and residents;
 - developing relationships with the business environment in the field.
6. The establishment, organization, division, merging and suspension of the Department / Chair functioning is approved by the Senate of the University.
 7. The Chair may have the status of a *special* (component of the faculty), *general* (university) and *interuniversity* chair.
 8. Each Department / Chair will elaborate its own Regulation with the elucidation of the specific activity, which will be signed by the Head of the Department / Chair, coordinated by the Dean of the faculty and approved by the Senate of the University.

II. DEPARTMENT / CHAIR STRUCTURE

9. The Department / Chair is a basic subdivision of the Faculty of the University with a didactic-scientific character, constituted on a discipline, on its compartments or, as appropriate, on groups of circumscribed to a well-defined domain of science disciplines.
10. The Department / Chair is established if at least 50 percent of the teaching staff have scientific titles and / or scientific-didactic titles in the concerned field.
11. The Department / Chair includes the scientific-didactic staff (university professor, associate professor, university lecturer), teaching staff (university assistant) and auxiliary teaching staff (senior technician and technical staff) in the number and proportion in order to ensure the optimal achievement of the didactic and scientific process. Teaching and didactic-scientific positions are occupied on a competitive basis in accordance with the approved in the established manner *Regulation*.
12. General chairs: modern languages, socio-human sciences, physical education, as appropriate, may include several teaching positions as opposed to the profile subdivisions.
13. In the Departments / Chairs with high numbers of staff and various specialties, corresponding course programs and units, headed by program managers directly subordinated to the Head of the Department /Chair, can be established.
14. The norming of the scientific-didactic activity for the entire academic year, which cannot be changed during this academic year (only in exceptional cases), is established for the teaching and didactic-scientific staff at the beginning of the academic year, according to the provisions of the legislation in force,

III. DEPARTMENT / CHAIR MANAGEMENT

15. The Executive Lead of the Department / Chair is conducted by the Head of the Department / Chair, who is elected for a five-year term in accordance with the approved



in the established manner *Regulation*.

16. The Head of Department / Chair, within the limits of his or her competence and in accordance with the legislation in force:
- a) performs the didactic task according to the held scientific-didactic title;
 - b) acts on behalf of the Department / Chair, representing it both within faculty, university, as well as in relationships with other legal and physical persons;
 - c) is directly subordinated to the Dean of the faculty and of the Rector (in the case of general and interuniversity chairs);
 - d) performs the general management of the Department / Chair and ensures the accomplishment of the adopted decisions;
 - e) organizes and assigns the tasks and functions between the employees of the Department / Chair and controls their fulfillment;
 - f) participates at the elaboration of the curricula;
 - g) elaborates and approves, at the beginning of each year of study, the activity plans (current, scientific, curative, methodological sessions) of the Department / Chair;
 - h) calculates and distributes the annual work volume between the members of the Department / Chair, taking into account the established for different categories of staff scientific-didactic norms;
 - i) organizes the colloquiums, the course exams and the graduation exams for the taught at the department subjects;
 - j) approves the individual work plans of the department / Chair staff;
 - k) approves the analytical programs (curriculum) of the provided by the Department / Chair course units / modules and presents them for approval to the Faculty Council;
 - l) organizes, coordinates and performs the control of the process of studies at the provided by the department / department course units / modules in accordance with the curricula;
 - m) coordinates the information and methodological assurance of the didactic process, the elaboration of methodological recommendations, didactic materials, textbooks, dictionaries etc.;
 - n) organizes the training of the scientific staff and the examination of the PhD thesis presented for defense to the members of the Department / Chair;
 - o) organizes the realization of the scientific research plan;
 - p) ensures the execution of the contest for filling the scientific-didactic and teaching vacant positions within the Department /Chair;
 - q) ensures the traineeship, improvement and re-qualification of the scientific-didactic and teaching staff;



- r) annually co-ordinates the elaboration and approves the annual academic Department / Chair activity Report, the Report of curative activity, the Report of scientific activity, based on the individual results of the Department / Chair members, including the appreciation of the use of individual research results in the study process;
 - s) appreciates the individual contribution of the Department / Chair members regarding the attracting students and residents to research (innovations, research student national and international conferences, student creative competitions, etc.);
 - t) is responsible for organizing and carrying out the entire activity of the Department / Chair, for observing the legislation in force, the work discipline by the staff, etc.
17. Department / Chair Meetings are held monthly or whenever necessary.
18. Department / Chair Meetings are headed (chaired) by the Head of the Department /Chair. All members of the Department / Chair are required to attend meetings.
19. The members of the Department / Chair have the right to have a free opinion on any of the discussed issues.
20. The proceedings of the meetings are drawn up in minutes signed by the, elected by the members of the Department / Chair at the beginning of the academic year, meeting Head and Secretary. Minutes of meetings are held in the Department / Chair and can be consulted by its members.
21. The Department / Chair meetings shall be deliberative if at least two-thirds of the total number of the teaching and the didactic-scientific staff are present, and the decisions shall be taken by the majority of the present titled members. The Department / Chair members have the equally deliberate right to vote.
22. Other didactic-scientific teaching and research staff from the University with leadership or execution positions, or outside the institution persons, directly involved in the order of the day problems and subjects may participate as guests at Department/Chair meetings.
- IV. THE DEPARTMENT / CHAIR 'S RESPONSIBILITIES**
23. The Department / Chair is a complex structural unit that assures the totality of didactic activities (courses, lectures, seminars, practical and laboratory works, clinical internships, practical internships, consultations, study and individual work of the students guided by professors, student counseling, etc.); the realization of the scientific research in its entire range of development (national and international research projects and programs, bachelor and doctoral theses).
24. The Department / Chair is committed to providing quality education and research services for the training of Health system specialists.
25. Staff working arrangements are coordinated by the Head of the Human Resources



Department and approved by the Rector of the University.

26. Each employee is responsible for the quality of the didactic materials, the performed activities and the rendered services.
27. Department/Chair staff is responsible for the integrity of held by the department documents.
28. The Department employees are responsible for:
 - observance of the legislation of the RM in force and the internal regulations of the University;
 - responsible use of the equipment, without abuse;
 - conscientiousness towards the to be accomplished tasks;
 - the quality of the work and the fulfillment in due time of the stipulated in the provisions of the present Regulation tasks;
 - the protection of the information systems personal data, including those in paper form to which he/she has access to.
29. The responsibility of each employee of the Department/Chair is regulated in the job description.
30. The Department's / Chair responsibilities are:
 - A. At the didactic level:**
 - a) participation at the development of training concepts at different levels of training or at different course units (disciplines), as well as in the elaboration of the curricula;
 - b) developing curricula for the taught in the Department / Chair teaching units for students, residents and trainees;
 - c) promotion at a high scientific-methodological level of the fundamental courses, special courses, seminars, practical and laboratory works;
 - d) organizing practical (clinical) internships of students and residents;
 - e) organizing and monitoring the individual work of the students;
 - f) organization of colloquiums, course units examinations according to the curriculum, graduation exams (bachelor);
 - g) conducting the process of elaboration and defense of the students' theses, as well as of the theses for specialized post-graduate education (residency);
 - h) informational and methodological provision of didactic process: elaboration of methodological recommendations, didactic materials, textbooks, dictionaries etc.;
 - i) organization of the olympiads, conferences, scientific circles, students' creative competitions, etc.;
 - j) elaboration of references to textbooks and methodological and didactic works;
 - k) initiating competitions for vacant positions in the Chair members positions;
 - l) organizing traineeships, training, re-qualification of the teaching staff;



- m) organizing various educational activities in order to extend and cultivate the knowledge of students;
- n) elaboration of the annual activity of the Chair report and the annual report of the curative activity;
- o) the execution of the secretarial work.

B. In the field of research:

- a) organizing and conducting scientific research at an advanced level;
- b) creating a training and scientific research environment to ensure that the members of the academic community acquire the knowledge and skills necessary to carry out the activity by specialists with higher education, research, economic environment;
- c) preparing and refining the scientific and didactic frameworks through doctoral and postdoctoral studies;
- d) evaluation of didactic-scientific activities;
- e) examining, discussing and appraising PhD thesis presented at Department/ Chair;
- f) implementing the results of scientific research in the didactic process;
- g) publishing non-periodical publications, monographs, textbooks, organizing conferences, symposiums, exhibitions, student creativity competitions in order to increase the visibility of scientific prestige, nationally and internationally;
- h) presentation of the articles with the own results of scientific researches for publication in national and international scientific journals;
- i) preparation of references on monographs, PhD theses, other recommended for editing scientific papers;
- j) promotion of international cooperation relations and integration of higher education and research into the European space;
- k) participation in national and international scientific projects;
- l) elaboration of the annual reports on the research, development, innovation results and their implementation in the education and training process.

C. In ensuring the quality of the study and scientific research process:

- a) the appointment of the quality managers within the Department / Chair;
- b) the responsibility of the quality of all the carried out within the Department / Chair processes (achievement of general and specific objectives regarding the quality of education, research, organization and external relations);
- c) continuous improvement of quality: training of staff, planning and carrying out internal evaluations / audits and individual evaluations;
- d) promotion of the culture of the quality and the principle of orientation towards students, residents and trainees, full satisfaction of their requirements and expectations, within the Department / Chair;
- e) maintaining a high degree of professionalism in the exercise of the duties and



functions of the scientific-didactic and teaching staff;

- f) the qualitative improvement of relationships in its ensembles between members of the academic and educational community.

D. In ensuring the quality of the clinical activity:

- a) organizing the provision of highly qualified and consultative primary and hospital health care within the curative departments of the Republican and Municipal Public Health and Sanitary Institutions;
- b) participation in the curative process of the university clinics' staff in common with students, resident doctors and auditors;
- c) performing surgical interventions and clinical investigations, organizing morning and morpho-pathological conferences, medical visits and councils;
- d) creating conditions favorable for the improvement of the clinical activity in the university clinics through the implementation of new methods of diagnosis and treatment of the concerned pathologies with medical recovery and prophylaxis, by the SUMPh employees;
- e) to ensure the sanitary-epidemiological welfare in the clinics and the inter-clinical subdivisions by organizing the sanitary-epidemiological surveillance and the control of the measures for prophylaxis of infectious diseases and nosocomial infections;
- f) active participation in the formation and implementation of national and institutional medical standards and national clinical protocols for medical treatment, in medical insurance conditions;
- g) jointly with the Administration of the Institution, achievement of the basic objectives of the curative, didactic and scientific processes according to the provisions of the normative acts (Government Decision of the Republic of Moldova No.42 from the 12th of January 2006 On the Clinic of the *Nicolae Testemitanu* State University of Medicine and Pharmacy) and the Ministry of Health.

V. EMPLOYEES RIGHTS AND OBLIGATIONS

31. The Department/Chair employees have the following **rights**:

- benefit from paid annual holidays;
- be provided with working conditions that meet the requirements of safety and hygiene of work;
- be provided with weekly rest days as well as holidays and other guarantees established by the legislation in force of the Republic of Moldova;
- participate in training courses, seminars, etc., in the field of research, organized in the Republic of Moldova and other countries;
- to initiate partnerships with research institutions in the country and abroad;
- receive the necessary information and advice from the responsible subdivisions;
- to benefit from the rights provided by the legislation in force of the Republic of



Moldova, the University Charter, the Internal Regulations of *Nicolae Testemitanu* SUMPh, the Collective Agreement at University level, as well as this Regulation.

32. The Department/Chair employees have the following **obligations**:

- to ensure the quality of the educational process by observing the state educational standards;
- to respect professional ethics;
- to respect the students' rights and create optimum conditions for developing the student's individual potential;
- to ensure the safety of life and the health of students in the study process;
- not to accept degrading treatment and punishment, discrimination in any form and the application of any form of physical or mental violence;
- not to do or allow chauvinistic, nationalist, political, religious, and militaristic propaganda in the educational process;
- not involve students in political actions (meetings, demonstrations, picketing);
- not admit drinking alcohol, psychotropic substances and smoking in University space;
- to comply with the requirements for clothing, corresponding to the occupied position, avoiding the presentation in the workplace of dirty, torn, non-honed, unpainted clothing, wearing suitable clothes for the office and the appropriate equipment;
- to show decent and amicable behavior in solving different professional situations, avoiding high-pitch disputes, insults, and the use of uncensored words, as well as physical force and / or psychological influence.

VI. TECHNICAL-MATERIAL BASE

33. Funding of the Department / Chair and the maintenance of the technical-material basis shall be made from budgetary sources as well as from other legal sources.
34. The Department / Chair has a technical and material basis necessary for the carrying out of the compliant activity
35. The patronage caretaker is the Department / Chair manager, appointed by order of the Rector at the presentation of the Head of the Department / Chair.

VII. FINAL DISPOSITIONS

36. In order to ensure the activity of the Department / Chair the staff performs the functions according to the individual labor contracts, the present Regulations and the, coordinated with the Head of the Department / Chair, the Head of the Human Resources Department and approved by the Rector job sheets.



37. The present Regulation shall enter into force on the date of its approval by the Senate of the University.

38. All subsequent modifications and additions to this Regulation shall enter into force upon their approval by the University Senate

. Coordinated:

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