Translation from Romanian into English

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APPROVED
minutes of the Senate meeting of
Nicolae Testemitanu University
no. 7 of 01.06.2022

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REGULATION
on the tutorial activity at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova

I.   GENERAL PROVISIONS

1. Tutoring is a program to support and advise students, in order to encourage communication and facilitate their integration into university education, to provide guidance in choosing the most suitable didactic, cultural and social options specific to student life at Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter University).

2. The regulation is developed based on:
   ▪ Education Code no. 152 of July 17, 2014;
   ▪ The Charter of Nicolae Testemitanu State University of Medicine and Pharmacy, approved at MHLSP RM of 29.01.2020;
   ▪ The framework plan for bachelor's (cycle I), master's (cycle II) and integrated higher studies, approved by order of the Minister of Education, Culture and Research no. 120 of 10.02.2020;
   ▪ The regulation on the organization of higher bachelor's (cycle I) and integrated studies, approved by Order of MECR RM no. 1625 of 12.12.2019;
   ▪ The regulation on the organization of bachelor's (cycle I) and integrated (Bachelor and Master) studies at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova approved by the Senate, minutes no. 2/2 of 27.02.2020;
   ▪ Regulation on the organization and conduct of student internships at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova approved by the Senate, minutes no. 03 of 24.03.2022.

3. Tutoring is dedicated to students from all study programs starting from the first year.

4. Academic tutoring implies the possibility and the right of the student to benefit during his studies from the academic guidance of a teaching staff and/or a student from II-V years:
   ▪ for higher bachelor's studies – years II-III;
   ▪ for integrated higher studies in medicine - years III-V;

- for integrated higher studies in pharmacy and dentistry - years III-IV.

5. Objectives of the Regulation:
   - the best possible adaptation and integration of students to academic life;
   - optimizing the results obtained by students in the learning process;
   - personal development and professional guidance of students;
   - facilitating the effective communication process between students - teaching staff - administration;
   - prompt identification of possible problems related to the didactic process, etc.

II. THE TUTORIAL SYSTEM

6. The tutor is a teacher or a student from II-V years appointed to ensure the support of the guidance and integration of the students in the university environment.

7. Appointment of tutors - teachers:
   7.1. Dean's offices responsible for bachelor's and integrated higher education programs will determine the number of tutors per program, depending on the number of academic groups in the first year and will request from the responsible didactic subdivisions the presentation of the list of potential candidates for the tutor role.
   7.2. At the proposal of the department heads, the Faculty Council will appoint and approve tutors from among the teaching staff for each study program at the beginning of each academic year, until September 10.
   7.3. The academic tutoring activity will constitute one of the evaluation criteria of his subsequent activity.
   7.4. One tutor will be assigned from 1 group (for bachelo's education programs) to 3 academic groups (for integrated higher education programs).
   7.5. The criteria underlying the appointment of tutors – teachers:
   - a teacher who has proven integrity, morality and professional competence through academic activities at the university;
   - possesses the didactic and organizational skills necessary to set up and maintain a productive relationship with students;
   - has communication skills, the ability to listen and the willingness to offer help to the student;
   - demonstrates respect for the academic environment, involvement in solving university problems and contributes to the improvement of the university environment;
   - promotes ethical, deontological, non-discriminatory and non-stigmatizing attitude.

8. Appointment of tutors-students:
   8.1. The Dean's Office responsible for the implementation of the study program will

designate one student from years II-V for each academic group. Together with the tutors-teachers, the student nominated by the Dean's Order will guide the students.

8.2. The tutoring activity for students is voluntary and will constitute one of the evaluation criteria for the extra-curricular activity.

8.3. The criteria underlying the designation of student tutors:

- students from years IV-V in accordance with the study program, who obtained an average grade of no less than 8.5 in the previous year of studies;
- is interested in developing and educating other trainees;
- possesses assertive communication skills, has the ability to listen and understand people;
- participates in scientific research activities, conferences, competitions, etc.;
- gets involved in the extra curricular activities organized by Nicolae Testemitanu University, ASRM and other student associations.

9. The tutor - teacher has the following tasks:

- to set up together with the students, at the beginning of the academic year, the means of communication with them, the program and the place of tutorial consulting, the telephone number, the e-mail address, etc.;
- to develop at the beginning of each academic year a counseling program for students;
- to present a report at the end of the year on the guidance activities carried out in the certain year;
- to organize monthly and upon request meetings with students in which to discuss their problems, with the obligation to respect the confidentiality of the information acquired and communicated within these meetings;
- to advise students on academic, administrative and social matters;
- to support students in order to adapt to the requirements of the university system;
- to help students in the selection of optional, free-choice subjects according to the students' skills and personal development path;
- to support students in understanding and assimilating the parameters specified in the subject curricula (content, bibliography, promotion conditions, etc.);
- to assist students, at their request, in making decisions;
- to help students develop their full potential;
- to constantly assess students' needs in setting up new development objectives;
- to contribute to the adaptation to the demands of university life, to the formation of the moral and intellectual character of the students;
- to promote equal opportunities, non-discriminatory, to equally favor all the problems students face;

- to inform the management of the Faculty in case of difficult academic situations arising during the study year and special social situations that require special help and support;
- to mediate the provision of medical and psychological assistance in case of need;
- to request support from the Center for Psychological Counseling and Career Guidance in order to solve specific problems;
- to propose measures to improve the quality of the teaching process taking into account the feedback provided by students.

10. The tutor - student has the following tasks:
- to familiarize students with the academic environment: through training in the use of the facilities provided (the electronic platform, libraries, hostels, canteens, clubs, sports bases, student associations, administrative services, etc.);
- to support students in order to adapt to the requirements of the university system, to the way of learning and organizing time;
- to facilitate the training of students in the activities organized by student associations;
- to popularize among students the events organized in the university space;
- to encourage collaborative relationships among students;
- to ensure effective communication based on mutual trust;
- to popularize among students events organized in the university space.

11. Limits of tutoring activity:
- the tutor will not get involved in solving the students' personal problems;
- the tutor will not make value judgments on students' abilities, behavior and attitude;
- he will not get involved in possible student-teacher conflict situations, unless he is expressly requested to play the role of mediator;
- will not exceed the limits of the behavior imposed by the code of university ethics.

III. ORGANIZATION OF THE TUTORIAL SYSTEM

12. Tutoring consists of communication activities and personal guidance with students, carried out:
- in a group or individually;
- through direct meetings;
- through telephone conversations;
- correspondence by electronic mail and others.

13. Students will be encouraged to present their problems and request tutor support mostly electronically.

14. The tutor will organize monthly and upon request meetings with the students to discuss their problems.

15. At the level of each faculty, a list of tutors (teachers and students) per study program with their contact details (e-mail, mobile phone) will be created and placed on the web page in an accessible way.

16. The tutors will sign a responsibility and confidentiality agreement (according to Annex 1 of this regulation) which will be kept by the responsible vice-dean.

17. The students-tutors will work under the guidance and supervision of the dean and the teacher-tutor. The responsible vice-dean will have periodic meetings with the tutors related to the study programs to check and determine how they fulfill their duties.

18. Tutoring activity record:
    ▪ tutors will keep a list of students designated for tutoring, signed by the faculty management with the students' personal data, as well as an annual program of tutoring activities;
    ▪ the annual program and the activity report will be submitted at the beginning and respectively at the end of each academic year to the responsible Vice-Dean;
    ▪ the assignment of students to each individual tutor is usually done at the beginning of the academic year. In special cases (transfers, return from academic leave, resumption of studies, academic mobility, medical problems, etc.) registration can also be done during the academic year;
    ▪ the transfer from one tutor to another can be made following the student's choice with the consent of the new tutor and bringing to the attention of the responsible Vice Dean.

19. Tutors who do not meet the requirements may lose their status as tutors, which may be withdrawn by the faculty management.

IV. ASSESSMENT OF THE TUTORING ACTIVITY

20. The assessment of the tutoring activity will be carried out at the end of the academic year by means of a questionnaire completed by the students.

21. The questionnaire will be distributed in electronic format, through the UMIS platform, by the responsible vice-dean (Annex 2).

22. The analysis of the results of the survey will be done during the meetings of the Dean's Office with the participation of the representatives of the student body.

23. The results of the assessmenr of the tutoring activity with the proposals for improvement will be presented to the Faculty Council.

24. Monitoring the implementation of improvement proposals and reporting on the degree of their implementation will be carried out by the responsible vice-dean.

V. FINAL PROVISIONS

25. This regulation is applicable to local and international students from all bachelor's and integrated higher education programs.

26. This Regulation enters into force on the date of approval by the Senate of Nicolae Testemitanu University.

27. The Deans of the Faculties will make public the Regulation on the tutoring activity at Nicolae Testemitanu University by placing it on the web page of the faculty.

Coordinated:

First vice-rector,
vice-rector for academic activity _____ Olga Cernetchi

Head of Didactic and
Academic Management Department _____ Silvia Stratulat

Head of Academic
Quality Management Unit _____ Virginia Salaru

Anexa 1

CONFIDENTIALITY AND RESPONSIBILITY AGREEMENT OF THE TUTOR

      I   _____, student of year ____, group _____ study program _____, assume the maximum responsibility to be the tutor of students of year _____ study program _____, group _____.

      I will show a permanent availability for dialogue regarding the problems raised by students.

      I will cultivate in students an exemplary moral behavior, corresponding to the specifics of the Faculty_____, to use polite language, to show altruism, solicitude and responsiveness to those around them, etc.

      I fully understand that it is my responsibility to support the student in developing a strong character.

      During my work I will be communicative, I will show patience and interest, willingness to understand the student's problems, giving the latter confidence in his own abilities. I will use all my organizational capabilities to support, encourage, motivate the first year student and ***in no way*** demoralize him.

      In the same way, I assume the obligation to respect the complete confidentiality of the acquired information. The obligation of confidentiality will also be maintained after the termination of the tutorship.

      In the event that the problems arise require the involvement of the Dean's Office or other University employees, I will ask for the student's consent to provide the information within the set up limit.

      I undertake not to exceed the norms of behavior set up by the Code of University Ethics. I will not abuse the entrusted position for personal and petty purposes.

Date_____   Signature_____

Phone:_____

E-mail: _____

Anexa 2

QUESTIONNAIRE FOR THE ASSESSMENT OF TEACHER/STUDENT TUTORING ACTIVITY

1. Study program _____

2. Name of your teacher/student tutor _____

3. Did the tutor help you personally in solving some problems?

   ☐ No   ☐ A little   ☐ Enough ☐   A lot   ☐ Very much

4. How often you interact with the tutor?

   ☐ Daily   ☐ weekly   ☐ once a month   ☐ Other _____

5. Do you consider the tutoring activity necessary?

   ☐ No   ☐ A little   ☐ Enough ☐   A lot   ☐ Very much

6. Would you like to benefit from tutoring in the follwing academic years?

   ☐ Definitely Not   ☐ Possibly Not   ☐ Not sure

   ☐ Possibly Yes   ☐ Definitely Yes

7. Rate your tutor's activity (from 1 to 10) _____

8. Your suggestions to improve the tutoring system

_____
_____
_____
_____
_____
_____

THANK YOU!