



Translation from Romanian into English

APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no. 7/10 from 18.10.2017
no. 7/10 from 18.10.2017

REGULATION
on the issuance of educational documents
at Nicolae Testemitanu State University of Medicine and Pharmacy
of the Republic of Moldova

I. GENERAL DISPOSITIONS

1. The present Regulation on the issuance of educational documents (hereinafter the Regulation) establishes the procedure for the issuance of educational documents - diplomas, supplements to diplomas, academic certificates, specialty programs, certificates of residence and clinical secondary education and regulates the management, completion and their release at the *Nicolae Testemitanu* State University of Medicine and Pharmacy
2. The present Regulation is based on the following provisions:
 - The Government Decision no. 482 from the 28th of June 2017 regarding the approval of the Nomenclature of vocational training and specialties in higher education;
 - The Government Decision no. 199 from the 13th of March 2013 regarding the approval of the Nomenclature of scientific specialties;
 - The Government Decision no. 1007 from the 10th of December 2014 regarding the approval of the Regulation on higher doctoral studies, IIIrd Cycle;
 - The Order of the Minister of Education no. 1047 from the 29th of October 2015 regarding the approval and implementation of the Framework Regulation on the organization of the Bachelor's Degree completion exam;
 - The instruction regarding the automated personalization, issuance, evidence and keeping of the educational documents of higher education, approved by the Order of the Minister of Education, no. 1248 from the 31th of December 2015;
 - The Order of the Minister of Health no. 175 from the 23th of December 2015 regarding the approval of the Nomenclature of the specialties for postgraduate studies through residential studies;
 - The Regulation regarding the organization of the higher education graduation exam, in the framework of *Nicolae Testemitanu*, State University of Medicine and Pharmacy no. 1 // 8 from 06.06.20017;
 - The Regulation regarding the organization of the postgraduate studies graduation exam through residential and clinical secondary education within the *Nicolae Testemitanu* SUMPh, no. 1/10 from 06.04.2017;



3. The educational documents in the national higher education system are official state documents, which confirm higher education studies and titles and / or acquired qualifications.
4. The educational documents could be diploma, supplement to diploma, academic certificate, program in specialty, extract from the matricol, certificate of residency and clinical secondary education type.
5. The University issues educational documents, according to the elaborated and approved by the Ministry of Education, Culture and Research of the Republic of Moldova models, to persons who have fully completed the study program established by the curriculum and have passed the bachelor / graduate exam or have defended the PhD thesis.

II. THE CONFERRING TITLES TO BACHELOR, INTEGRATED HIGHER EDUCATION AND PHD HIGHER EDUCATION GRADUATES

6. After completing the study program, the titles are awarded in the general 091 Health field of study, according to the provisions of the Nomenclature of vocational training fields and specialties in higher education, approved by the Government Decision.
7. The titles indicate the completion of higher bachelor or integrated education and are awarded to the graduates who:
 - demonstrates appropriate to the undertaken field of study knowledge and skills;
 - can professionally apply the acquired knowledge;
 - demonstrates the ability to give arguments and solve problems in the field of undertaken studies;
 - have the ability to collect, analyze and interpret relevant data from the field of undertaken studies, as well as to formulate reasoning on relevant social, scientific or ethical issues;
 - can communicate information, ideas, problems and solutions as needed;
 - have developed the necessary skills to continue their studies with a high level of self-training.
8. The titles are awarded to graduates who have fully completed the study program established through bachelor or integrated education degree programs and have successfully passed the bachelor / graduation exam.
9. The awarding of titles and the issuance of university graduates' diplomas are recorded in protocols, endorsed for each bachelor and integrated studies program separately.
10. The PhD in Science title is awarded following the completion of the PhD studies (IIIrd Cycle) in accordance with the Nomenclature of Scientific Sciences, approved by the Government Decision and the approved / accredited study programs.
11. The PhD in Science title is awarded to graduates who have completed the advanced study program, the scientific research program and have defended the thesis of Doctor in



Sciences, which has been validated by the competent national authority.

12. The defense of the PhD thesis takes place within the Commission for public defense of the PhD thesis, approved by the decision of the Scientific Council of the Founding Consortium of the Doctoral School in the field of Medical Science.
13. The Commission for public defense of the PhD thesis has the decision over the awarding of the title and issue of the PhD program graduates' diploma (IIIrd Cycle) and on the attribution of the "Excellent", "Very Good", "Good" or "Satisfactory" mark. The decision is recorded in the report of the Commission meeting.

III. THE CONFERRING TITLES TO POSTGRADUATE THROUGH RESIDENTIAL AND CLINICAL SECONDARY EDUCATION GRADUATES

14. The title of specialist physician and specialist pharmacist is awarded according to the provisions of the Nomenclature of Specialties, approved by the Order of the Ministry of Health no.175 from the 23th of December 2015, with the following specifications:
 - within the postgraduate studies through residency, general field of Medicine and Pharmacy studies, with General Medicine, Dentistry, Public Health and Pharmacy as field of initial professional training, the title of specialist physician and specialist pharmacist is awarded in the concerned specialty according to the code in the Nomenclature of Specialties;
 - within the postgraduate studies through clinical secondary education, the general field of Medicine studies, the title of doctor-specialist in the concerned sub-specialty is awarded according to the code in the Nomenclature of Specialties;
15. The titles of doctor-specialist and pharmacist-specialist denote the completion of postgraduate studies through residency and clinical secondary education and are awarded to graduates who demonstrate appropriate to the field of study knowledge and skills, can professionally apply the acquired knowledge, demonstrate the ability to argue and solve the problems in the field of studies, have the ability to collect, analyze and interpret relevant data from the studied field, as well as to formulate reasoning on relevant social, scientific or ethical issues, can communicate information, ideas, problems and solutions if necessary, have developed the necessary skills to continue their studies with a high level of self-training.
16. The titles are awarded to graduates who have completed the full-time study program established by the appropriate curriculum for the postgraduate studies and have successfully passed the graduation exam.
17. For the unfolding of the postgraduate graduation assessment, Examination Boards are set up to carry out the graduation exam.
18. The final Examination Board has the decision over the awarding of the title and issuance of the concerned program graduates' diploma.



19. The issue of postgraduate diplomas (specialist physician or specialist pharmacist) is organized by the University in the established by this Regulation manner.
20. The certificate confirming completion of the studies at the respective specialty (according to the nomenclature) is issued for postgraduate alumni of clinical secondary education.

IV. ISSUING DIPLOMAS, SUPPLEMENTS TO DIPLOMA AND ANALYTICAL PROGRAMS

21. For the issuance of the educational documents, a fee shall be paid, the amount of which shall be determined by the Government Decision.
22. For higher and postgraduate education, the diplomas are concluded in Romanian and English.
23. The diplomas to be awarded to graduates are automatically personalized by the Center for Information and Communication Technologies in Education (hereinafter CICTE) on blanks of strict evidence.
24. Residential studies graduates are awarded the diploma of specialist physician or specialist pharmacist, and graduates with secondary education - the certificate of clinical secondary education for fees, the amount of which is established by the University. Additionally, at the request of the graduates the study program, the extract from the matriculation and the certificate of studies through residential and clinical secondary, will be released for fees, the amount being established by the University.
25. In order to introduce the appropriate data into the automated system of personalization, CICTE provides secure access to the responsible for these activities within the Department of Teaching and Academic Management for Bachelor's Degree (Ist Cycle) / Integrated (Ist + IInd), Doctoral School for PhD studies (IIIrd Cycle) and the Dean of Residency and Clinical Secondary Education for Postgraduate Studies, designated by the University's Administration, being created the graduates' database on specialties and programs: higher education studies, integrated studies, doctoral studies, postgraduate studies through residential and clinical secondary education.
26. The University graduates' database is created on the basis of the bachelor's / integrated / doctoral / residential and clinical secondary programs, by the Deans, the Doctoral School, the Secretaries of the Graduation / Licensing / Specialty Exam Commissions, according to the structure developed by CICTE.
27. The University is responsible for the accuracy of the data transmitted to the CICTE. In case of misrepresentation, the University will fully bear the expenses related to the repeated release of the educational documents.
28. CICTE produces / prints and issues diplomas, to be signed by the Chairpersons of the Graduate / Licensing Exam Committees or the Public PhD thesis Defense Commission,



Deans / Director of the Doctoral School and the Rector.

29. The signed diplomas are transmitted to the departments of the faculties / the Doctoral School, where they are registered in the records. The diplomas are given to the graduates who confirm the receipt of the educational documents by signature.
30. The educational document is issued only to the holder of the certificate upon presentation of the identity card for the citizens of the Republic of Moldova, the residence permit for foreign students, the F9 form for the citizens belonging to religious confessions. The personal data of the holder shall be transferred to the Register for the issuance of educational documents.
31. If the holder cannot pick up the educational document personally, it may be picked up by another person, authorized proxy by the notary office, which stipulates his/her right to raise the concerned educational document. The notarial authorization is attached to the Register for the issuance of education documents.
32. Along with the issuance of the diploma, the graduates are awarded free of charge the supplement to the diploma, drawn up in Romanian and English, according to the model developed by the European Commission, the Council of Europe and UNESCO / CEPES.
33. The supplement describes the nature, level, context and the status of the studies conducted by the holder of the diploma. The Supplement to the Bachelor's / Integrated / PhD / Specialization Degree Diploma includes information on: the degree holder, the level of qualification, the content of the study program and the obtained academic results, the purpose of the diploma, complementary information, certification of the supplement, information on the National higher education System.
34. The diploma supplements are issued by the Deans / Doctoral School in cooperation with the chairs / specialized departments/ Founding Doctoral School Consortium member institutions and are filled in for each graduate who has graduated the bachelor / integrated / doctoral degree program. The supplements are concluded in 2 copies, one being issued to the graduate with the diploma, and the second copy is kept in his / her personal file.
35. The analytical program is issued in accordance with the provisions of the Government Decision on Integrated Study Programs 0910.1 Preventive Medicine, 0911.1 Dentistry, 0912.1 Medicine, 0916.1 Pharmacy and Bachelor Studies - 0914.4 Optometry, which will include information on subjects by years of study, the number of hours, the assessment form, the number of credits, and Curriculum with indication of the content of the courses, practical / laboratory work, seminars and practical / clinical internship.

V. ISSUING DUPLICATES OF EDUCATIONAL DOCUMENTS

36. The duplicate of the educational document is issued if it has been lost or has become



invalid due to total or partial deterioration.

37. The procedure for the duplication of the educational document is initiated following the submission of the applicant's request to the University in the established form (Annex 1). Upon request, the notice published in the Official Display of the Republic of Moldova on the loss of the diploma or the damaged document in the original is annexed.
38. The duplicate will match the original by content. In case of change of the family name, at the request of the applicant (Annex 2), the duplicate may be issued to another name, with the condition that documents confirming the name change are annexed.
39. If the applicant for the duplicate submits the complete package of attached to the request documents, the University shall submit to the CICTE the package of documents for the issuance of the duplicate within no more than 10 working days.
40. For the educational document duplicate to be personalized, the following documents will be presented:
 - ✓ the application completed in the established form;
 - ✓ copy of the identity document (identity card for the citizens of the Republic of Moldova, residence permit for foreign students, form F9 for the citizens belonging to religious confessions);
 - ✓ copy of the complete page of the Official Display of the Republic of Moldova with the published notice about the loss of the educational document or the damaged original document;
 - ✓ copy of Marriage Certificate or Change of Name Certificate (if applicable).
41. If the diploma for which duplication is requested has been customized automatically by the CICTE, the applicant shall submit the documents:
 - ✓ the application completed in the established form;
 - ✓ copy of the identity document (identity card for the citizens of the Republic of Moldova, residence permit for foreign students, form F9 for the citizens belonging to religious confessions);
 - ✓ copy of the complete page of the Official Display of the Republic of Moldova with the published notice about the loss of the educational document or the damaged original document;
42. In case of loss / deterioration of the educational document / duplicate that took place outside the country, the citizens of the Republic of Moldova shall attach to the application a certificate issued by the police and the published in the official press notice, of the country in which the educational document was lost.
43. In case of loss / deterioration of the educational document / duplicate act that took place outside the country and the applicant no longer holds the citizenship of the Republic of Moldova, the issuance of the act is done by diplomatic means and the following documents are presented:



- ✓ the Provision of the Ministry of Education, Culture and Research of the Republic of Moldova;
 - ✓ the Embassy letter on behalf of the applicant;
 - ✓ copy of the applicant's passport.
44. The duplicate is issued by the CICTE in established by the legislation in force terms, on the basis of the positive taken by the University approach.
 45. The duplicate shall be signed, according to the established requirements, by the authorized persons - employees of the University, at the date of completion of the duplicate.
 46. The duplicate shall be issued after the applicant has paid a fee, the amount of which shall be determined based on the Decision of the Government of RM.
 47. The University representative, on the basis of the delegation issued by the institution, takes the personalized educational documents from the CICTE. The University receives an invoice confirming the series and names of the educational documents.
 48. The duplicate is recorded in the Registry for the records and issuance of Duplicates at the University, afterwards it is handed to the applicant. The copy of the released duplicate of studies will be kept at the University.
 49. In the duplicates of the educational documents the name of the institution at the moment of graduation is printed and the current stamp of the University is applied.
 50. The duplicates shall be filled in only with the data and notes included in the original educational document. In the fields for which there is no access to the needed information due to change of the educational process, there are dashes inscribed.
 51. Only the single and final copy of the personalized educational document is valid. The validity of the act can be verified online on the CICTE website.

VI. STORING EDUCATIONAL DOCUMENTS

52. Upon completion of the studies, the issued educational documents shall be kept until 01 October in the Deans' Offices or the Medical Sciences Doctoral School, after which they are transmitted by a delivery-receipt act to the Student Evidence Department of the Didactic and Academic Management Department, where they last until December 15, after which they are transmitted by a delivery-receipt act, to the University Archive and kept in the graduate's personal file.
53. The educational documents that were not issued to University graduates immediately after the completion of their studies are kept in the 75-V University for years.
54. The manually completed educational documents, which have not been picked up in the established terms, shall not be released. The University will initiate the procedure for the



completion of the personalized educational document. On the previously issued educational document the inscription "Issued personalized educational document", indicating the serial number and the number of the issued act.

55. The repeated personalized pattern of the damaged educational document by the University shall be made on the basis of the drawn up in the University settlement act, indicating the reason and date of the settlement, the number of the settled educational documents with the indication of their series and numbers.

VI. FINAL PROVISIONS

56. The Faculty Deans, the director of the Medical Sciences Doctoral School, the Head of the Science Department, the Head of the Communication and Public Relations Department, are obliged to inform the students, doctoral students, residents, and university staff about the provisions of the present Regulation.
57. The present Regulation may be supplemented and / or adjusted in the case of the issuance of normative acts that modify its provisions. All changes will be approved by the University Senate.
58. This Regulation shall enter into force on the date of its approval by the University Senate.

Coordinated:

Vice-Rector for quality insurance and integration in education	_____	Olga Cernețchii
Head of the Didactic and Academic Management Department	_____	Silvia Stratulat
Head of the Academic quality Management Department	_____	Stela Adauji
Doctoral School Director	_____	Olga Tagadiuc
Dean of the Faculty of Medicine no.1	_____	Gheorghe Plăcintă
Dean of the Faculty of Medicine no.2	_____	Mircea Bețiu
Dean of the Dentistry Faculty	_____	Ion Lupan
Dean of the Farmacy Faculty	_____	Nicolae Ciobanu
Dean of the Residency and Clinical Secondary Faculty	_____	Valeriu Revenco
Head of the Communication And Public Relations Department	_____	Silvia Ciubrei
Head of the Legal Department	_____	Tatiana Novac



**NICOLAE TESTEMITANU STATE UNIVERSITY OF
MEDICINE AND PHARMACY OF THE REPUBLIC OF
MOLDOVA**

**APPLICATION FOR ISSUANCE OF A DUPLICATE OF THE
EDUCATIONAL DOCUMENT**

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APPROVED

Rector

_____ Ion Ababii

Dear Mr. Rector,

The undersigned, _____,
(name, surname)

graduate of the Faculty _____ year _____,
(the full name of the faculty)

study program _____,
(the full name of the study program)

*I request your permission for the issuance of the duplicate-diploma in connection with
the loss of the original / deterioration of the higher education diploma, series
_____ no. _____.*

Date

Signature

To Mr. Ion Ababii,
Rector of the SUMPh Nicolae Testemițanu,
MD, PhD, Professor,
ASM academician



**NICOLAE TESTEMITANU STATE UNIVERSITY OF
MEDICINE AND PHARMACY OF THE REPUBLIC OF
MOLDOVA**

**APPLICATION FOR ISSUANCE OF A DUPLICATE OF THE
EDUCATIONAL DOCUMENT (NAME CHANGE)**

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APPROVED

Rector

_____ Ion Ababii

Dear Mr. Rector,

The undersigned, _____
(name, surname)

graduate of the Faculty _____ year _____
(the full name of the faculty)

study program _____
(the full name of the study program)

I request your permission for the issuance of the duplicate-diploma in connection with
the loss of the original / deterioration of the higher education diploma,
series _____ nr. _____, on the name
_____ in connection with
_____ based on the
document _____ series _____ no. _____

Date

Signature

To Mr. Ion Ababii,
Rector of the SUMPh Nicolae Testemițanu,
MD, PhD, Professor,
ASM academician