



Translation from Romanian into English

**APPROVED
at the meeting of Senate of
Nicolae Testemițanu SUMPh
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**Regulations
on internships within the framework of
PI Nicolae Testemițanu State University of Medicine
and Pharmacy Republic of Moldova**

I. GENERAL DISPOSITIONS

1.1. The present Standing Order establishes the normative structure regarding the internships during the process of training in the framework of the Public Institution Nicolae Testemițanu State University of Medicine and Pharmacy of the Republic of Moldova (hereinafter referred to as the University), a necessary and essential component of the university professional training.

1.2. The internships are a necessary integral part of the educational process and are carried out in order to deepen the theoretical knowledge accumulated by the students during the year (years) of education and skills training established by the National Qualifications Framework on professional training domains.

1.3. The University will designate the persons responsible for the organization and the deployment of the internships.

1.4. The specialized departments will develop and approve the Internship Programs. These programs will meet the following conditions:

- a) provide for the continuous practical training of the students from the faculty of (the specialty in question);
- b) establish the general system of competencies, according to the study objectives for the specialist in a certain field.

1.5. The internships will take place in University Clinics, Medical-Sanitary Public Institutions on national, municipal, and rayon levels, Dental Clinics (state and private), Public Health Centers (national, municipal and rayon), Pharmacies (state and private), Pharmaceutical production units, Centers for cultivation of medicinal plants - further bases for the accomplishment of practical internships, identified by the University

1.6 Internships focuses basically on:

- a) the general knowledge activity of the unit of practice in which the student is assigned;
- b) the observation and analysis activity of the functional processes, under the guidance of the coordinators from the base-unit of the internship;
- c) the information collecting with the purpose of elaborating the bachelor thesis;
- d) the elaboration of the predefined documents set and of the report on the internship.



II. TYPES OF INTERNSHIPS

2.1 The types of internships are determined in the education Curricula in narrow accordance with the learning objectives. The terms of internships, as well as the period(s) of deployment are included in the University's education Curricula, approved in the established manner.

2.2 The types of internships are:

- a) specialty (initiation, clinic, etc.);
- b) bachelor practice;

2.3 In the process of performing the initiation specialty internship, the students get acquainted with the basics of the future specialty, get primary skills for professional training.

2.4 The specialty internship can be accomplished separately during the year of learning.

2.5 The bachelor internship aims on developing the necessary practical skills appropriate to the theoretical training in the professional activity in dependence on the real socio-economic conditions; conducting research, documenting and collecting information for the realization of the project / bachelor thesis.

2.6 The internships are credited separately, as a rule, according to the framework of education Curriculum.

III. ORGANIZATION AND DEPLOYMENT OF THE INTERNSHIPS

3.1 The internships are organized according to the Study Curriculum, separately, in stages or continuously, and represent, on average, 10 percent of the total amount of hours (study credits) provided in the Curriculum.

3.2 The University will select the base-units for practicing internships.

3.3 For the purpose of organizing internships, the University will conclude contracts for the organization and deployment of student internships with the base-units for accomplishing internships.

3.4 The deployment conditions and the terms of internships are determined by the University.

3.5 The terms, the stages, the place, the period of practice are set by the University in accordance with the theoretical training of students, appropriate to the curricula (academic timetable / schedule of the study process), taking into account the capabilities of the practice base.

3.6 In order to coordinate the internship, the University will designate the internship leaders - teachers from the profile departments and internship coordinators from the base-unit staff.

3.7 The University Administration, through the responsible internship organization, is obliged to distribute the students according to the established destination.

3.8 Internships leaders, as well as trainee students, if they are moving to the place of the internship, or if the internship leaders are present with trainee students for this period, receive daily allowance and the cost of travel tickets



3.9 During the internship period, students from the budget-financed groups keep their scholarships, regardless of whether or not they are paid at the place of the internship.

3.10 The base units for practicing internships have the following obligations:

- a) organizing internships in accordance with the present Standing Order and internship programs;
- b) designation of the internship coordinators among the highly qualified and experienced in the field specialists;
- c) creating the right conditions for the efficient internship deployment;
- d) ensuring the access of the trainees to the specialized literature fund they dispose, to various development projects, to other materials, to the corresponding tools and equipment, according to the Internship Programs;
- e) conducting of a training for trainees in work safety issues;
- f) observance of the terms of the traineeships;
- g) control of respecting of the Internal Order of the company by the trainee students;
- h) assessment of the level of professional skills acquired by the internship trainee, as well as his/her behavior and the way of integrating it into the unit-base activity.

3.11 The individual form of accomplishing the internship, in which students are individually concerned to identify their place of practicing, may be considered part of the training program with the agreement of the University's administration and internship managers *and* by respecting the rules set for an effective internship deployment.

3.12 The students accomplish the internships individually or in groups with a fixed number of people, depending on the type of practice and the provisions of the contract concluded with the base-units of the internships.

3.13 The placement of students in internships is anticipated by a special training, where they get familiar with the main security rules to be followed at the place of internship deployment.

3.14 Upon the expiry of the internship period, students submit individual reports / statements according to a predefined model, according to the responsible departments requirements for internship and approved according to the internal regulations of the institution. Depending on the field of the professional training, projects, layouts, creative works, portfolios, etc. can be attached to the practice report.

IV. INTERNSHIP ASSESSMENT

4.1 The internship evaluation is done both during the practice period and at the completion of this activity.

4.2 The current assessment, during the practice is performed by the internship manager and the representative of the internship base-unit, taking into account the student's participation in the scheduled works and his development of the implementation or coordination skills for the operations included in the practice program.

4.3 At the final assessment, internships are appreciated with grades by a specially created Committee, taking into account the coordinator's from the internship base-unit reference on the trainee activity, the results of the individual task assignment, the appreciation of the internship



manager. The criteria for the appreciation of the internship are set by the Central Methodic Council

4.4 The obtained internship grades are included in the results of the respective examination session and are taken into account when calculating the average of the student's academic achievement.

4.5 The assessment of the bachelor's internship is done by the internship leader depending on the student's activity in the process of elaboration of the project and on the characteristic given by the administration of the internship unit.

4.6 The students who have not integrally completed the curriculum and have not obtained credits for all compulsory and optional course/modules units of the internship, are not allowed to supporting evidence for the bachelor's examination and the bachelor project /thesis.

V. TEACHING STAFF, LEADERS / COORDINATORS OF INTERNSHIPS

5.1 The organization and deployment of internships are directed by the Teaching department (faculty deans) under the control of the Vice-Rector for ensuring quality and integrity in education.

5.2 For students' internship coordination, titular teaching staff with experience in the field of professional training are appointed. The monitoring of the internship deployment activities is included in the didactic norm, approved by an established manner.

5.3 The internship leader, among the internship coordinator, defines the subjects of the individual tasks, organizes and directly supervises the practice in a respective specialty and ensures the fulfillment of the designed activities in the best conditions possible.

5.4 The internship leader:

- a) organizes courses and seminars, performs various educational activities with demonstration, provides consultations, assistance to each monitored student;
- b) participates in student placement at work places or redistribution according to the types of practice;
- c) checks-up the conditions, the deadlines and the internship content compliance;
- d) establishes the relations with the coordinators of the internship base-units and jointly develops the work program for the practice performing;
- e) together with the internship coordinator from the base-unit, assesses the achievement of the internship by each student;
- f) is responsible for the observance of the work safety rules by the students;
- g) provides methodological advice to students conducting internships on an individual program basis.

5.5, The head of the internship base-unit will designate, amongst the employees, a highly qualified and experienced specialist in the field - as coordinator of the internship, who will be responsible for the deployment of the internship in the base-unit.

5.6 The remuneration for the work of the internship coordinator is carried out according to the normative acts in force.



VI. STUDENTS

6.1 The trainee students *have the right*:

- a) to choose the internship base-units, other than those proposed by the university, with the condition of the signing and conclusion of a contract on organization and the deployment of the students' internship;
- b) to require the recognition of the provided optional volunteering, at the same time or consecutively, in one or more host institutions, with which the higher education institution has concluded a collaboration agreement as a placement of practice;
- c) to carry out internships abroad on a basis of contracts according to established requirements;
- d) to require appropriate conditions at the place of the internship (work), provided with equipment, materials, literature, etc.;
- e) to request and obtain explanations, consultations on the content of the practice and the medical procedures to be learned;
- f) to execute only the operations and activities provided in the practice program;
- g) to arise with proposals for internships organizing and deployment, as well as for improving the processes carried out in the internship base-unit.

6.2 The trainee students *are required*:

- a) to assist, during the internship period, on a number of hours according to the curriculum;
- b) to record their entire activity in the practice book and to present the report on the fulfilling of the practice internship;
- c) to carry out the internship practice in strict accordance with the requirements of the management of the institution; changing the internship base-unit without the consent of decision-makers is strictly forbidden;
- d) to execute the provisions and recommendations of the internship leaders, to comply with the internal operation regulations and the work safety conditions, according to the special requirements of the internship base-unit.

6.3 If there are vacancies at the internship base-unit, trainee students may be employed at those places, if the content of the provided work corresponds to the requirements of the internship program.

6.4 The conditions for hiring students, the schedule of the day and week of work for trainee students will be in accordance with the Labor Code.

6.5 From the moment the student enrolls in the practice, he / she complies with the rules of work safety and internal functioning of the internship base-unit.

6.6 The remuneration of the student's work during the internship period takes place according to the legislation in force and according to the clauses of the concluded contract between the educational institution and the internship base-unit.

6.7 The students enrolled on a basis of contracts between institutions and organizations, usually do internships in those establishments.

6.8 The students who have been involved in internships abroad the country and hold the confirmation act with the description of the carried-out activities, the terms of the internships, the



number of worked hours, are getting their internships recognized with the assigned number of credits.

6.9 The students' volunteering with the aim of developing the skills and professional experience, confirmed by a volunteer card, a nominee certificate and a volunteer contract, will be considered an initial or a bachelor internship, if at least 90 hours have been confirmed.

6.10 The students who have not accomplished the practice internship programs for grounded reasons, are being re-enrolled at the internship, taking into account the possibilities of its unfolding during the holiday or the next semester.

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