



Reference documents:

Education Act no. 1/2011, with further amendments

Act no.288/2004 on organising undergraduate and postgraduate studies, with further amendments

Decision no. 1175/2006 on organising undergraduate studies and, within their framework, approval of domains and specialties

Order of the Ministry of Health and Ministry of Education, Research and Youth no. 140/1515/2007 on practical training in Universities of Medicine

Act 258/2007 on practical training of high school and higher education students

Order of the Ministry of Education, Research, and Youth no. 3955/09.05.2008 on the organisation of internships in undergraduate and MA studies and the Framework convention on internships in undergraduate and MA studies

Order of the Ministry of Health no.140/26.01. 2007 on approval of Methodology of collaboration between hospitals and medical higher education institutions and units of medical education

Order of the Ministry of Education and Research no. 3235/10.02.2005 on the organisation of undergraduate studies

Act no.88/1993 on accreditation of higher education institutions and recognition of diplomas, with further amendments

Government Emergency Ordinance no.75 of July 12 2005 on education quality, with further amendments

Order of the Ministry of Education and Research no.3617/16.03.2005 on generalised application of the system of European Transferable Credits

Order of the Ministry of Education and Research no. 3928/21.04.2005 on insurance of quality education in higher education institutions

Recommendation 2006/961 CE of the European Parliament and Council with reference to transnational mobility within the European Community for professional education and training: European Charter of Quality for Mobility

Decision 1720/2006 of the European Parliament and of the Council regarding the 2007-2013 “Lifelong Learning Programme”

Charter of the University of Medicine, Pharmacy, Science and Technology of Târgu Mureș

REGULATION FOR THE CONDUCT OF PRACTICAL TRAINING

Regulation code: UMFST-REG-72

Edition 04

Drafted: Practical Training Committee

Verified: Administrative Board

Approved: University Senate

Date: 25 March 2020

Date: 30 March 2020

Date: 06 April 2020

<i>Date of enforcement:</i>	<i>7 April 2020</i>
<i>Date of withdrawal:</i>	



General principles

Article 1. This regulation is valid for George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș and includes the general framework for organising and conducting the students' practical training.

Article 2. The purpose of this regulation is to lay down norms, rules, and instructions to ensure the proper conduct of the students' practical training.

Article 3. Within George Emil Palade University of Medicine, Pharmacy, Science and Technology of Targu Mures, the students' practical training has the following objectives:

- to ensure excellence in training, education, and scientific research;
- to consolidate the theoretical knowledge and develop the students' practical skills necessary in their specialties;
- to promote science in the spirit of democratic values, moral standards, and academic freedom within the context of the European and universal culture and civilisation;
- to adapt the students' knowledge and practical skills to the labour market through both initial and lifelong learning;
- to assess and capitalise on the graduates' employment prospects, according to their training and skills.

Chapter I. Organisation and development of professional practical training

Article 4.

(1) Practical training is a compulsory subject in the curriculum.

(2) Practical training shall be carried out in accordance with the curricula. The calendar of the activities for organising and conducting the practical training is drawn up annually, at the beginning of each academic year.



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- (2¹) In exceptional cases (natural disasters, state of emergency, state of siege, epidemics, epizootics), the Board of Directors of G.E. Palade UMFST of Tg. Mures may decide on how to conduct the practical training.
- (3) The practical training is included in the study programme curriculum under two forms:
- **Specialty training:** at the end of the summer exam sessions, credited with **ECTS** credits, except for the final years, for a period of 2-4 weeks, or during the semesters, according to the specificity of each study programme, based on the faculties' own methodologies, and in accordance with the legal provisions in the field.
 - **Practical training:** a period of 6 consecutive months, for 24-28 weeks, in the final years, for the following study programmes: General Nursing; Nutrition and Dietetics; Hydrotherapy, Kinesiotherapy and Medical Rehabilitation; Physical Education and Sport; Pharmacy, and Medical Cosmetics and Technology of Cosmetic Products, credited with **ECTS credits**. Within the Faculty of Dentistry, in the final years, the BA and MA degree programmes have weekly practical skills internship lessons. The specialized internships / practical skills in the final years are carried out on the basis of specific particularities established at the level of each faculty and in accordance with the legal provisions in the field.
- (4) Students may also undertake other practical training activities at any time during their BA or MA degree studies, in addition to the compulsory practical training specified in the curriculum, provided that their academic work is not affected. Performing these practical training activities does not constitute a reason for not attending activities included in the university curricula or for failure to fulfil academic obligations. The students' participation to the practical activity is based on an address issued by the dean's office of the Faculty to the institution, accompanied by the practical training syllabus related to each study programme and the students' evaluation form.
- (5) Through the u2b.umfst.ro online platform, the Labour Market Relations Department and the Student Entrepreneurial Society ensure the promotion of the available training places, and upload, in digital, editable format, the forms to be completed, thus offering support to the dean's office. To this end, the dean's office will send the Labour Market Relations Department the forms established in their own methodologies and not included in this regulation, as well as: practical training vacancies received from economic agents, public institutions or other legal entities, with activities in the fields of study they manage; the list of practical training
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supervisors; the list of training partners with which institutional partnership agreements are signed.

(6) The parties involved in organising and conducting practical training are:

- *The Organiser* – George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș, through its faculties.
- *The Partner* – a public institution, economic agent, or legal entity without patrimonial purpose or an internal structure of the university that carries out activities related to the future graduates of George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Targu Mures.
- *Practical training student* – student of George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș who performs practical activities for the consolidation of his/her theoretical knowledge and for the formation and development of skills in accordance with their specialties;
- *Coordinator* – the person designated by the University, through the Deans' offices of each faculty, responsible for the conduct of practical training activities;
- *Supervisor* – a faculty member belonging to the Organiser, responsible for monitoring the practical training activities.
- *Tutor* – the person appointed by the Partner, responsible for ensuring the observance of the conditions in which the Practical Training Student acquires and develops the professional skills planned for the practical training.
- *Mentor* - the person appointed by the Partner, responsible for planning, organising, and supervising the practical training at the level of the medical-pharmaceutical institution.

Article 5. Organisation and conduct of practical training

(1) The practical and specialised trainings can be performed in public institutions, economic entities, other legal entities or intra-university, within the internal structures of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș. In order for the specialized practice to be recognized as such, it is necessary that the activities of the partner or of the internal structures of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș be correlated with the specialties of the future graduates.



(2) The Organiser first signs collaboration agreements/contracts with different public institutions, economic agents, or other legal entities involved in the practical training, and the students will have the opportunity to access these internships or other internships they have found themselves.

(3) Before the specialized training starts, only for the practice carried out at external partners of the university:

- For the study programmes managed by the Faculty of Dentistry, the Faculty of Pharmacy, the Faculty of Economics and Law, the Faculty of Engineering and Information Technology and "Petru Maior" Faculty of Sciences and Letters, the organizer, the partner and the practical training student will conclude a FRAMEWORK CONVENTION regarding the completion of the practical training within the BA and MA degree programmes - model approved and regulated by OMEN 3955/2008 (Annex 5),
- For the study programmes whose specificity requires specialised training in hospitals / clinics, mainly those managed by the Faculty of Medicine, a COLLABORATION AGREEMENT will be concluded for carrying out medical-pharmaceutical activities in hospitals, at BA and MA levels – model approved and regulated by the O.M.S.P. 140/2007 (Annex 6).

(4) In order to access the practical training places in the intra-university system, the students and the dean offices will go through the procedure provided in points 15 and 16 of this article only, without a previous agreement in this regard.

(5) The specialised practice in intra-university system within the internal structures of George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș can be carried out during the entire academic year.

(6) At the beginning of each academic year, until October 31, the Labour Market Relations Department and the Student Entrepreneurial Society will inform, via email, the internal structures of the university (vice-deans responsible, at the structure level, for students' practice, communicated by the deans) about the possibility of receiving students, including precise information about the companies, the profile in which the practical training can be



carried out, the agreed practical training periods and the number of available places. The response deadline is November 15, indicating the number of students required, their profile/skills, and the activities considered to be entrusted to practical training students. If, during the academic year, outside the period mentioned above, particular internal structures of the university find that they need practical training students for their own activities, they will send a notification to the email address u2b@umfst.ro or by other methods available on the u2b.umfst.ro platform.

(7) The centralised and structured requests of each faculty will be sent to the dean's offices to be disseminated to the coordinating teachers who will contact the requesting internal structures, in order to adapt their requirements to the specificities of the students' specialised practice activity, especially those regarding activities that are intended to be carried out by practical training students, as well as to identify students who meet these requirements.

(8) The Labour Market Relations Department and the Student Entrepreneurial Society will carry out half-yearly analyses on the extent to which the practical training objectives have been met and on students' satisfaction, in order to continuously improve the selection of practice partners. The results will be submitted to the dean offices of the faculties at which the students are enrolled.

(9) The university internal structures which receive practical training students, with the support of the coordinating teacher and the communication infrastructure U2B - University to Business, can carry out selection procedures for future practical training students.

(10) The copyrights belong to George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș for the works created by the students during their specialised practice activities in the intra-university system. Any use by third parties is possible only with the consent of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș and with financial compensation granted to it for its contribution to the costs of creation. When George Emil Palade University of Medicine, Pharmacy, Science and Technology from Târgu Mureș, within the object of its activity, uses the respective work, it will specify the name of the author for each use, therefore prior authorization from the author will not be necessary.



(11) George Emil Palade University of Medicine, Pharmacy, Science and Technology, through the internal structures within which students carry out their specialised practical training, and only when their practical activity results in copyrighted works, concludes with them agreements of free allocation of copyright.

(12) The dissemination of practical training for the students, including those available in the intra-university system, as well as the forms required to complete the procedure for accessing practical training activities, will be done, on the one hand, online, on the University to Business u2b.umfst.ro platform, and, on the other hand, offline – on site, by the deans of the faculties.

(13) Exchange of information between the dean's offices, the coordinators and the u2b.umfst.ro platform, administrated by the Labour Market Relations Department and the Student Entrepreneurial Society, must be permanent, constructive and efficient, in order to ensure access to relevant information, in an updated, structured and accessible format.

(14) Practical training can also be carried out by placement mobility (Erasmus, SCOPE, Balassi, etc.).

(15) Practical training is carried out during the specified period within the academic year. Failure to perform it within the stipulated periods is considered a retake exam.

(16) Reschedule of a retake exam should be based on well-justified grounds, with the Dean's prior approval, as well as that of the head of the unit where the practical training will be carried out.

(17) Students' practical training is based on an application form (Annex 01), issued by the Dean's offices.

(18) Students' participation to the practical training, in a particular location, is based on a document issued by the Dean's offices addressed to the partner institution (Annex 02), the specific practical training syllabus (Annex 03), and the evaluation form (Annex 04).

(19) Students will write down their daily activity during the practical training period. The training Coordinator will sign the student's activity log daily, applying the signature and stamp, and, at the end of the training period, he/she will fill in the student's Evaluation form and grade



their activity. The grade will be countersigned by the head of the unit or by his/her substitute and the stamp of the unit will also be applied.

(20) The students from the three lines of study (Romanian, Hungarian, and English), depending on the specificities of their study programme, can do their practical training in hospitals or clinics from abroad. To this end, they will submit an application form for the Dean's approval.

(21) There are specific guidelines for the application of this Regulation, according to each study programme, developed by the Deans' offices, including details about the organisation and conduct of the practical training:

- the conditions for carrying out the practical training - depending on the specificities of the study programmes, in clinics or other appropriate units in Mures County, in other locations, or abroad,
- students' distribution for the practical training to different locations,
- conduct of the practical training; supervising the students' activities,
- the way of recording students' activities during the practical training,
- assessment of the skills acquired by the student during the practical training,
- other elements relevant for this activity.

(22) For the final evaluation, students who have done their practical training in specialised units abroad will submit the Practical training workbook containing their daily activity log (in English), signed at the end of the period by the person who has coordinated the practical training, together with an official certificate (in English) (Evaluation Form), issued by the head of the unit, certifying the period and including a general assessment of the student's activity.

Chapter II. Obligations and responsibilities

Article 6. The practical training organiser, represented by the supervisor, has the following obligations:

- (1) Facilitates obtaining student placements;
 - (2) Develops the practical training syllabus;
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- (3) Informs the students about the Regulation on the organisation and conduct of practical training (including the annexes which form an integral part of this Regulation) and the faculty-specific syllabi and implementation guidelines;
 - (4) Analyses and validates the practical training locations proposed by the students, on the basis of their applications;
 - (5) Organises and carries out the procedure of distributing the available places of practical training through the framework collaboration conventions concluded by the university with the practical training partners;
 - (6) Makes publicly available all the information about the location, period, and schedule of student practical training;
 - (7) Provides permanent communication with the faculty and university management;
 - (8) Ensures constant contact with the students in order to inform, support, and coordinate their conduct of practical training appropriately;
 - (9) Provides the adequate framework at faculty level for issuing the students' practical training applications, the syllabus and the certificate model (Evaluation Form) to be completed by the practical training Partner on how the activity was carried out;
 - (10) Provides contact with the institutions with which there are framework collaboration agreements;
 - (11) Performs monitoring visits to the practical training partner to assess how the practical training is carried out;
 - (12) Provides the appropriate conditions for organising and conducting the oral examination/practical training exam;
 - (13) Informs the students about the date, location, and course of the oral examination/practical training exam;
 - (14) Identifies and solves current problems by contacting people responsible for organising entities or partners;
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(15) If the conduct of practical training does not comply with the partner's duties stipulated under the framework collaboration agreement, he/she shall inform the management of the organising institution which may decide to discontinue the practical training under the framework agreement after prior notification of the partner's manager and their acknowledgment of receipt of this information. Another partner will be selected for further collaboration.

(16) After the successful practical training, the organiser will allocate to the practitioner the number of related credits.

The Organiser does not assume responsibility for any damage caused by the practical training students during their practical training.

Article 7. The Partner has the following obligations:

- (1) Appoints a person responsible for the students' practical training, called coordinator – in the case of practical training, and tutor – in the case of internships, respectively. The coordinator/tutor has a professional qualification in the field and assists students throughout their practical training period;
 - (2) Provides the necessary conditions for carrying out the practical activities in accordance with the requirements of the curriculum and syllabus;
 - (3) Guides the practitioner's activity, with a view to enhancing their theoretical knowledge and to developing practical skills, by providing them with the necessary means;
 - (4) Familiarises the student with the Internal Regulations of the unit and performs training on occupational safety and health rules, in accordance with the legislation in force;
 - (5) Monitors and records the BA/MA students' attendance;
 - (6) Signs and stamps the BA/MA students' Practical training workbook;
 - (7) Should the practical training student fail to comply with his/her obligations, he/she will contact the supervisor;
 - (8) Evaluates the BA/MA students' activity in the Evaluation Form.
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The evaluation of the partner's logistics, technical, technological and organisational capacity is realized by the organising unit of practical training where the students are enrolled.

Article 8. Practical training students' obligations:

- (1) To carry out their activity according to the practical training syllabus;
- (2) To comply with the schedule and period set by the organiser. Attendance of the practical training is mandatory. In case of illness or other objective reasons, the practical training must be made up, with both the organiser's and partner's agreement, respecting its duration and without interfering with the theoretical training process. Practitioners with unexplained absences will not be accepted to take the colloquium/practical training exam;
- (3) To comply with the Internal Regulations and the occupational health, work safety and fire protection regulations, specific to the activity being carried out;
- (4) To follow the internal discipline of the unit where they carry out their practical training;
- (5) To respect the confidentiality of the data and information that he/she has access to during the practical training about the partner and/or his/her clients/patients;
- (6) to record the daily activity in the Practical training workbook and Abilities workbook: daily activity, exercised competences, and personal observations regarding his/her work;
- (7) The students participate actively in the partner's activities if they are in the interest of their specialisation, of their knowledge enhancement, but only after they have received the safety instructions specific to those activities.

Chapter III. Acknowledgement and evaluation of the practical training

Article 9. Acknowledgement of successful practical training completion is achieved by allocation of the transferable credit points according to the curriculum.



Article 10. The practical activity evaluation ends with the grading of the Practical training workbook by taking into account the coordinator's/tutor's assessment in the Evaluation form and other requirements provided in the implementation instructions of each faculty.

Article 11. The student who had unexplained absences will not be allowed to take the examination. He/she must redo the outstanding work, complete his/her workbook and can take the examination in a later session. The student who does not attend the final examination will be registered as absent in the examination roll.

Article 12. According to this Regulation, practical training carried out abroad, under the Lifelong Learning Programme, will be acknowledged as internship, on the basis of the submitted documents.

Article 13. The Evaluation Forms are registered and stored by the coordinator appointed by each faculty, according to their specificity and the study programme.

Chapter IV. Final dispositions

Article 14. This Regulation may be amended and supplemented by decisions of the Senate of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, upon proposals received from the Faculty Teaching Councils.

Article 15. This regulation shall be made known to students in each academic year, 30 days before the beginning of the practical training.

The Senate of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Tîrgu Mureș approved this regulation on April 6, 2020 and it comes into force on April 7, 2020.



Annexes

ANNEX 01: UMFST-REG-72-F01-Ed.03 – Application for approval of the practical training location

ANNEX 02: UMFST-REG-72-F02-Ed.03 – Document issued by the Faculty to the Practical Training Partner

ANNEX 03. UMFST-REG-72-F03-Ed.03 – Practical Training Syllabus (per each year, for each programme)

ANNEX 04. UMFST-REG-72-F04-Ed.03 – Student’s Evaluation Form

ANNEX 05: UMFST-REG-72-F04-Ed.04 – FRAMEWORK CONVENTION regarding practical training within the BA and MA study programmes

ANNEX 06: UMFST-REG-72-F04-Ed.04 – COLLECTIVE FRAMEWORK CONVENTION regarding practical training within the BA and MA study programmes

ANNEX 07: UMFST-REG-72-F04-Ed.04 – COLLABORATION AGREEMENT for carrying out medical-pharmaceutical, undergraduate and postgraduate education activities in hospitals



Annex 01: UMFST-REG-72-F01-Ed.04

DEAN'S
AGREEMENT

YES NO

Type of application: Approval of PRACTICAL TRAINING

Faculty: _____

Study programme: _____

The undersigned _____, student in the _____ year of studies, academic year _____, hereby request approval to carry out the practical training at (unit/department)

country _____ town _____,

county _____.

I certify that I **have/ do not have** approval to carry out the practical training in this institution. Please find enclosed the evidence of approval from the head of the clinic/unit/pharmacy.

Date:

Signature:



Annex 02: UMFST-REG-72-F02-Ed.04

No..... /

To

Please grant your approval for student _____ (name and surname), year of study, Faculty of....., programme to carry out the practical training of academic year, in your unit, during (period), with a daily workload of hours (..... days/week.), according to the unit/institution programme.

The objectives of the practical training are stipulated in the enclosed Syllabus.

Please fill in the Student's Evaluation Form at the end of the practical training period, to be submitted together with the Practical training workbook for the final colloquium/examination.

Thank you for your cooperation.

DEAN,



Annex 03: UMFST-REG-72-F03-Ed.04

PRACTICAL TRAINING SYLLABUS

Practical training – year

Faculty

Study programme

Academic year

Objectives*

*The OBJECTIVES are set by each faculty in accordance with the skills/competences that must be acquired by the student



Annex 04: UMFST-REG-72-F04-Ed.04

STUDENT'S EVALUATION FORM

STUDENT YEAR:

NAME AND SURNAME _____

PERIOD OF PRACTICAL TRAINING: _____

PRACTICAL TRAINING PARTNER: NAME _____ **TELEPHONE NO.** _____

ADDRESS _____

TUTOR: _____

DETAILS REGARDING THE STUDENT'S ACTIVITY AND BEHAVIOUR*

* each faculty has its own Evaluation Form that refers to the target specialisation



Annex 05: UMFST-REG-72-F05-Ed.04

- * Applies exclusively in relation to external practical training partners
- ** Does not apply to medical-pharmaceutical specializations
- *** Approved and regulated by Order MEN 3955/2008

FRAMEWORK CONVENTION

No. /

regarding the the internship within the MA and BA study programmes

This Framework Convention is concluded between:

George Emil Palade University of Medicine, Pharmacy, Sciences and Technology from Târgu-Mureș – UMFST G.E. Palade Tg. Mures (hereafter referred to as the *Practical Training Organizer*), based in Târgu Mureș, 38 Gh. Marinescu, phone no. 0265/215551, fax. 0265/210407, FIC 4322742, legally represented by, as Rector

.....(hereafter referred to as the *Practical Training Partner*), represented by (name and position) Mr / Ms., the address of the *Practical Training Partner*:, FIC, Address where the Practical Training will take place: , email:, phone no:

BA/ MA student..... (hereafter referred to as the *Practical Training Student*) CNP, birthday....., place of birth....., citizenship, passport (if applicable), residence permit (if applicable), home address....., the address where he will live during the Practical Training period enrolled in the academic year, at George Emil Palade **University of Medicine, Pharmacy, Sciences and Technology of Târgu-Mureș - UMFST G.E. Palade Tg. Mures**, Faculty, year of study, email:, phone no:

ARTICLE 1: Object of the framework convention

- (1) The Framework Convention establishes the framework within which the practical training is organized and carried out in order to consolidate theoretical knowledge and to train abilities, in order to apply them in accordance with the Practical Training Student’s specialization, and carried out by the Practical Training Student.
- (2) The Practical Training is carried out by the Practical Training Student in order to acquire the professional competencies mentioned in the Practical Training portfolio, an integral part of this framework convention.
- (3) The arrangements and content of the practical training period are described in this Framework Convention and in the practice portfolio contained in the Annex to this Framework Convention.



ARTICLE 2: Status of the Practical Training Student

Throughout the practical training period, the Practical Training Student remains a BA/MA student of the higher education institution.

ARTICLE 3: Duration and period of the Practical Training

- (1) Duration of the practical training.....
- (2) The period of the practical training is from (day / month / year)..... to (day / month / year).....

ARTICLE 4: Payment and social obligations

- (1) Practical training (tick the appropriate situation):
 - is carried out within an employment contract, the two partners being able to benefit from the provisions of Law no. 72/2007 on stimulating the employment of pupils and students.
 - is not carried out under an employment contract.
 - is carried out within a project financed by the European Social Fund.
 - is carried out within the project.....
- (2) In the case of subsequent employment, the period of the practical training shall not be considered as seniority if the agreement is not carried out within an employment contract.
- (3) The Practical Training Student may not claim a salary from the Practical Training Partner, unless the Practical Training Student has the status of employee.
- (4) However, the practical training partner may grant the practitioner an indemnity, incentives or benefits in kind, specified in art. 12.

ARTICLE 5: The Practical Training Student's responsibilities

- (1) The Practical Training Student has the obligation to comply with the established work schedule and to carry out the activities specified by the tutor, in accordance with the practical training portfolio, in compliance with the legal framework regarding their amount and difficulty.
- (2) During the practical training, the Practical Training Student complies with the internal regulations of the Practical Training Partner. In case of non-compliance with this regulation, the head of the Practical Training Partner reserves the right to cancel the framework agreement, after listening to the point of view of the Practical Training Student and the tutor, notifying the head of the educational institution where the Practical Training Student is enrolled and after receiving confirmation of receipt of this information.
- (3) The Practical Training Student has the obligation to comply with the norms of health and safety regulations, about which he has been instructed by the representative of the Practical Training Partner, before the beginning of the practical training period.
- (4) The Practical Training Student also undertakes not to use, under any circumstances, the information to which he has access during the practical training about his Practical Training Partner or his clients, to communicate them to a third party or to publish them, even after the internship, unless he/she has the consent of that Practical Training Partner.

ARTICLE 6: Responsibilities of the Practical Training Partner

- (1) The practical training partner will designate a tutor for the practical training, selected from among its own employees and whose obligations are mentioned in the practical training portfolio, an integral part of this framework agreement.



- (2) In case of non-compliance with the obligations by the practical training student, the tutor will contact the supervising teacher, and will apply sanctions according to the organization and functioning regulation of the higher education institution.
- (3) Before the practical training starts, the partner has the obligation to train the student regarding health and safety regulations at work, in accordance with the legislation in force. Among his responsibilities, the practical training partner will take the necessary measures for the health and safety of the practical training student, and will inform him/her about the regulations regarding occupational risk prevention.
- (4) The practical training partner must provide the student all the resources necessary to acquire and develop the competencies specified in the practical training portfolio.
- (5) The practical training partner has the obligation to ensure that the students have free access to the occupational medicine service, during the practical training.

ARTICLE 7: Obligations of the practical training organizer

- (1) The practical training organizer designates a supervising teacher, responsible for planning, organizing and supervising the way the practical training is carried out. The supervising teacher and the tutor appointed by the practical training partner establish the practical training topics and the professional competencies which are the object of the practical training.
- (2) If the practical training is not in accordance with the commitments made by the practical training partner under this Convention, the head of the higher education institution (practical training organizer) may decide to terminate the internship in accordance with the framework convention, after having given prior notice to the leader of the practical training partner and after receiving confirmation of receipt of this information.
- (3) Following the successful completion of the internship, the organizer will grant the practical training student the number of credits specified in this contract, which will be included in the Diploma Supplement, according to Europass regulations (Decision 2.241 / 2004 / EC of the European Parliament and Council).

ARTICLE 8: Persons designated by the practical training organizer and the practical training partner

- (1) The tutor (the person who will have the responsibility of the student on behalf of the practical training partner):

Mr / Ms Position

Phone no.....Fax.....E-mail.....

- (2) The supervising teacher, responsible for observing the practical training, on behalf of the practical training organizer:

Mr / Ms Position

Phone no.....Fax.....E-mail.....

ARTICLE 9: Evaluation of the practical training stage through transferable credits

The number of transferable credits that will be obtained after the completion of the practical training is

ARTICLE 10: Report on the practical training period

- (1) During the practical training, the tutor and the supervising teacher will evaluate the students permanently, based on an observation / evaluation form. They will evaluate the development of their professional skills, as well as their behaviour and manner of integrating in the activity of the practical



training partner (determination, organization, punctuality, responsibility in solving tasks, compliance with internal regulations of the public enterprise / institution, etc.).

(2) Upon completion of the practical training, the tutor prepares a report, based on the improvement and development of the students' skills. The result of this evaluation will be the basis for the grading of the student by the supervising teacher.

(3) Periodically, after the end of the practical training, the student will present a practical training notebook, which will include:

- name of the training module;
- practiced skills;
- activities carried out during the practical training;
- personal observations regarding the submitted activity.

(4) The practice notebook will be accompanied by the practice portfolio (presented in the annex to this framework convention).

ARTICLE 11: Health and safety at work. Social protection of the practical training student

(1) In the case of external practical training, the student shall attach to this contract the proof of medical insurance, valid during and on the territory of the state where the practical training takes place.

(2) The practical training partner has the obligation to comply with the legal provisions regarding the occupational health and safety regulations of the student during the practical training.

(3) The practical training student is provided with social protection in conformity with the legislation in force. According to the provisions of Law no. 346/2002 on insurance for work accidents and occupational diseases, with subsequent amendments and completions, the student benefits from the legislation regarding work accidents throughout the practical training period.

(4) In case of an accident suffered by the practitioner, either during work or on the way to work, the practical training partner undertakes to notify the insurer about the accident that took place.

ARTICLE 12: Optional conditions for carrying out the practical training activities

(1) Indemnity and incentives granted to the practical training student:

(2) Possible advantages:

(3) Other details:

ARTICLE 13: Final provisions

This framework agreement was signed on: in three copies, one for each party.

	Rector – George Emil Palade University of Medicine, Pharmacy, Science and Technology (Practical Training Organizer)	Representative - (Practical Training Partner)	BA/MA student - (Practical training student)
Name and surname			
Date			
Signature			
Stamp			



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I acknowledge

	Name and surname	Position	Date	Signature
Coordinating teacher				
Tutor				



ANNEX
to the Framework Convention Form

PRACTICAL TRAINING PORTFOLIO

Framework Convention on internships within the bachelor's / master's degree programs

1. Total duration of practical training:
2. Training schedule:
3. Practical training period, work-time and timetable (specify the days of practical training in case of part-time work):
4. Address where the practical training activities will take place:
5. Locations outside the place where the student is assigned and which concerns travelling:
.....
6. Conditions for receiving the student during the practical training:
7. Ways to ensure complementarity between the training acquired by the student in the higher education institution and in the practical training:
8. The name and surname of the teacher who ensures the pedagogical supervision of the student during the practical training:
9. Rights and responsibilities of the teacher in the educational unit - organizer of the practical training - , during the practical training: provided in the *Regulation on the general framework for organizing and conducting the practical training of BA and MA students*
10. Name and surname of the tutor designated by the company, who will ensure the observance of the training conditions and the student's development of the professional competencies planned for the period of the practical training:
11. Rights and responsibilities of the tutor appointed by the practical training partner – provided in the *Regulation on the general framework for organizing and conducting the practical training of students and master students*
12. Defining the competencies that will be acquired during the practical training

No.	Competence	Training module	Workplace	Planned activities	Remarks

13. Methods of assessing the professional training acquired by the student during the practical training:
.....

	Name and surname	Position	Signature
Supervising teacher			
Tutor			



Practical training student			
Date			





Annex 06: UMFST-REG-72-F06-Ed.04

* It applies exclusively in relation to external practical training partners and only when several students from the same specialization complete the practical training at the same partner.

** Does not apply to medical-pharmaceutical specializations

FRAMEWORK CONVENTION

No. /

Regarding the practical training within the BA and MA study programmes

This Framework Convention is concluded between:

George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu-Mureș –UMFST G.E. Palade Tg. Mures (hereafter referred to as the practical training Organizer), based in Târgu Mureș, 38 Gheorghe Marinescu, phone no 0265/215551, fax. 0265/210407, FIC 4322742, legally represented by, as Rector

..... (hereafter referred to as the practical training Partner),
represented by (name and act as) Mr / Ms., the
address of the practical training partner:,
FIC, Address where the practical training will take place:
....., email:, phone no:

BA/ MA students, listed in - Annex 1, the table annexed to this Convention - hereafter referred to as practical training students,

Enrolled in the academic year, at George Emil Palade University of Medicine, Pharmacy, Science and Technology - G.E. Palade UMFST Târgu Mureș, Faculty
..... specialization, Year of study

ARTICLE 1: Object of the framework convention

(1) The Framework Convention establishes the framework within which the practical training is organized and carried out with a view to consolidating the students' theoretical knowledge and to train their abilities, in order to apply them in accordance with their specialization.

(2) The practical training is carried out by the student in order to acquire the professional competencies mentioned in the practical training portfolio, an integral part of this framework convention.

(3) The methods and content of the practical training period are described in this Framework Convention and in the practical training portfolio contained in the Annex to this Framework Convention.

ARTICLE 2: Status of the practical training student

Throughout the practical training period, the practical training student remains a BA/MA student of the higher education institution.



ARTICLE 3: Duration and period of the practical training

- (1) Duration of the practical training.....
- (2) The period of the practical training is from (day / month / year) to (day / month / year).....

ARTICLE 4: Payment and social obligations

- (1) Practical training (tick the appropriate situation):
- is carried out within an employment contract, the two partners being able to benefit from the provisions of Law no. 72/2007 on stimulating the employment of pupils and students.
 - is not carried out under an employment contract.
 - is carried out within a project financed by the European Social Fund.
 - is carried out within the project
- (2) In the case of subsequent employment, the period of the practical training shall not be considered as seniority in case that the agreement is not performed within an employment contract.
- (3) The practical training student may not claim a salary from the practical training partner, unless the student has the status of employee.
- (4) However the practical training partner may grant the student an indemnity, incentives or benefits in kind, as specified in art. 12.

ARTICLE 5: Responsibilities of the practical training student

- (1) The practical training student has the obligation to respect the established work schedule and to carry out the activities specified by the tutor in accordance with the practical training portfolio, in compliance with the legal framework regarding their amount and difficulty.
- (2) During the practical training, the student shall comply with the internal regulations of the practical training partner. In case of non-compliance with this regulation, the head of the practical training partner reserves the right to cancel the framework agreement, after listening to the point of view of the student and the tutor and notifying the head of the educational institution where the student is enrolled, after receiving this information.
- (3) The student has the obligation to respect the norms of health and safety at work which he learned about from the representative of the practical training partner, before the beginning of the practical training.
- (4) The student also undertakes not to use, under any circumstances, the information to which he has access during the practical training about his practical training partner or his clients, to communicate them to a third party or to publish them, even after the completion of the practical training, unless he/she has the consent of that practice partner.

ARTICLE 6: Responsibilities of the practical training partner

- (1) The practical training partner will nominate a tutor for the practical training, selected from its own employees and whose obligations are mentioned in the internship portfolio, an integral part of this framework agreement.
- (2) In case of non-compliance with the obligations by the student, the tutor will contact the supervising teacher, and will apply sanctions according to the organization and functioning regulation of the higher education institution.
- (3) Before the practical training starts, the partner has the obligation to train the student regarding the norms of health and safety at work, in accordance with the legislation in force. Among his/her responsibilities, the practical training partner will take the necessary measures for the health and safety of the student and will inform him/her about occupational risks prevention.



- (4) The practical training partner must provide the student all the resources necessary to acquire the competencies specified in the practical training portfolio.
- (5) The practical training partner has the obligation to ensure the student free access to the occupational medicine service, during the practical training.

ARTICLE 7: Obligations of the practical training organizer

- (1) The practical training organizer designates a supervising teacher, responsible for planning, organizing and supervising the conduct of practical training. The supervising teacher and the tutor appointed by the practical training partner establish the practical training topics and the professional competencies which are the object of the practical training.
- (2) If the practical training is not in accordance with the commitments made by the practical training partner under this Convention, the head of the higher education institution (practical training organizer) may decide to terminate the practical training, in accordance with the framework convention, after prior notice to the head of the practical training partner and after receiving confirmation of receipt of this information.
- (3) Following the successful completion of the practical training, the organizer will grant the student the number of credits specified in this contract, which will be included in the Diploma Supplement, according to Europass regulations (Decision 2.241 / 2004 / EC of the European Parliament and Council).

ARTICLE 8: Persons designated by the practical training organizer and the practical training partner

- (1) The tutor (the person who is responsible for the student on behalf of the practice partner):
Mr / Ms Position
Phone no Fax..... E-mail.....
- (2) The supervising teacher, responsible for observing the practical training on behalf of the practical training organizer:
Mr / Ms Position
Phone no..... Fax..... E-mail.....

ARTICLE 9: Evaluation of the practical training stage through transferable credits

The number of transferable credits that will be obtained after the internship is

ARTICLE 10: Report on the practical training period

- (1) During the practical training, the tutor and the supervising teacher will evaluate the student permanently, based on an observation / evaluation form. They will evaluate the development of their professional skills, as well as their behaviour and manner of integrating in the activity of the practical training partner (determination, organization, punctuality, responsibility in solving tasks, compliance with internal regulations of the public enterprise / institution, etc.).
- (2) upon completion of the practical training, the tutor prepares a report, based on the improvement and development of the students' skills. The result of this evaluation will be the basis for the grading of the student by the supervising teacher.
- (3) Periodically, after the end of the practical training period, the student will present a practical training notebook, which will include:
- name of the training module;
 - practiced skills;
 - activities carried out during the practical training;



- personal observations regarding the submitted activity.

(4) The practice notebook will be accompanied by the practice portfolio (presented in the annex of this framework convention).

ARTICLE 11: Health and safety at work. Social protection of the practical training student

(1) In the case of external practical training, the student shall attach to this contract the proof of medical insurance, valid during and on the territory of the state where the practical training takes place.

(2) The practical training partner has the obligation to comply with the legal provisions regarding the occupational health and safety regulations of the trainee during the practical training.

(3) The practical training student is provided with social protection in conformity with the legislation in force. According to the provisions of Law no. 346/2002 on insurance for work accidents and occupational diseases, with subsequent amendments and completions, the student benefits from the legislation regarding work accidents throughout the practical training.

(4) In case of an accident suffered by the practitioner, either during the work or during the trip to work, the practical training partner undertakes to notify the insurer about the accident that took place.

ARTICLE 12: Optional conditions for carrying out the practical training stage

(1) Indemnity and incentives granted to the practical training student:

(2) Possible advantages:

(3) Other details:

ARTICLE 13: Final provisions

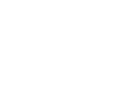
This framework agreement was signed on: in three copies, one for each party.

	Rector – George Emil Palade University of Medicine, Pharmacy, Science and Technology (Practice Organizer)	Representative - (Practical training partner)	BA/MA student - (Practical training student)
Name and surname			
Date			
Signature			
Stamp			

I acknowledge



	Name and surname	Position	Date	Signature
Coordinating teacher				
Tutor				





ANNEX 2
to the Framework Convention

PRACTICE PORTFOLIO
Framework Convention on practical training within the BA / MA degree programmes

1. Total duration of practical training:
2. Training schedule:
3. Practical training period, work-time and timetable (specify the days of practical training in case of part-time work): ...
.....
4. Address where the practical training course will take place:
5. Locations outside the place where the student is assigned and which concerns traveling:
.....
6. Conditions for receiving the student during the practical training:
7. Ways to ensure complementarity between the training acquired by the student in the higher education institution and in the practical training:
8. The name and surname of the teacher who ensures the pedagogical supervision of the student during the practical training:
9. Rights and responsibilities of the teacher in the educational unit - organizer of the practical training - , during the practical training: provided in the *Regulation on the general framework for organizing and conducting the internship of BA and MA students*
10. Name and surname of the tutor designated by the company, who will ensure the observance of the training conditions and the student's development of the professional competencies planned for the period of the practical training:
.....
11. Rights and responsibilities of the tutor appointed by the practical training partner: provided in the *Regulation on the general framework for organizing and conducting the practical training of students and master students*
12. Defining the competencies that will be acquired during the practical training

No.	Competence	Training module	Workplace	Planned activities	Remarks

13. Methods of assessing the professional training acquired by the student during the practical training:
.....

	Name and surname	Position	Signature
Supervising teacher			
Tutor			



Practical training student			
Date			





Annex 07: UMFST-REG-72-F07-Ed.04

* Used exclusively for medical-pharmaceutical specializations

** Approved and regulated by the Order of the M.S.P. 140/2007

COLLABORATION AGREEMENT
for carrying out undergraduate and postgraduate
medical-pharmaceutical education activities in hospitals

I. The Contracting Parties:

_____, based in _____, street. _____, no. _____, county
_____, telephone / fax _____, as provider of clinical training services for students,
residents, doctoral students, master students and other categories of specialists, represented by

And

George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș, based in Târgu
Mureș, 38 Gheorghe Marinescu, Mureș county, telephone 0265-213127, fax 0265-210407 as beneficiary of clinical
training services for students, residents, doctoral students, master students and other categories of specialists,
represented by the Rector _____

have agreed to conclude this collaboration contract in accordance with the provisions of Law no. 95/2006 on health care
reform and of the Order of the Ministry of Health no. 140/2007 for the approval of the Methodology on collaboration
between hospitals and medical higher education institutions, or medical universities, respectively.

II. Object of the contract

Art. 1. - (1) The object of this contract is the collaboration between the two signatory parties in order to carry out the
medical education activity for the students of George Emil Palade University of Medicine, Pharmacy, Sciences and
Technology of Târgu Mureș, according to the established schedule, consisting of courses and practical training in the
related clinical departments and classrooms; the provision by the hospital of clinical training and education services
capable of ensuring all the necessary conditions for the complete and correct practical professional training of the
students, regardless of their level of training, under the coordination and guidance, the Hospital a clinical
training of the students mentioned in annex no. 2 to this contract, which is an integral part of it.

(2) The clinical training program is provided in annex no. 5 to this contract, which is an integral part of it.

III. Duration of the contract

Art. 2. - This contract is concluded for the study year 2019/2020 and it is valid from the date of its conclusion until the end
of the academic year for which it was concluded.

Art. 3. - At the expiration of this contract, by completing an additional act in this sense, it may be extended.

IV. Obligations of the parties

A. Obligations of the beneficiary

Art. 4. – George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș, as
beneficiary, has the following obligations:

a) to make available to the Hospital, as an annex to the contract (annex no. 1), the annual
schedule of clinical training in the respective health unit, by specialties, by departments, groups and years of studies, in
accordance with the curriculum (number of hours and contents);



- b) to make available to the Hospital, as an annex to the contract (annex no. 2), the list containing the names and surnames of the students who carry out the clinical training, for each semester of the academic year
- c) to make available to the hospital the list (annex no. 3) containing the names and surnames of the teachers responsible for the clinical training for each year, group, and of the coordinators from the medical higher education institutions, respectively, where necessary;
- d) to inform the Hospital about the practical training syllabus / curriculum, regarding the practical training of the students for the current study year;
- e) to make available to the hospital the list (annex no. 4) containing the names and surnames of those responsible for the practical training from the health unit;
- f) to establish the schedule of clinical training (annex no. 5), with the agreement of the Hospital
- g) to observe the clinical training program, agreed with the hospital (annex no. 5 to the contract);
- h) to ensure the compliance of the Internal Regulations of the Hospital by the students for the period they are in the unit and to be responsible for the eventual damages that the students could create to the hospital (annex no. 6);
- i) to prove possession of valid medical liability insurance policy, concluded for all the students, in accordance with the law, and to attach them, as a copy, to this contract;
- j) to prove possession of the membership certificate of the Romanian College of Physicians, the Romanian College of Dentists or the Romanian College of Pharmacists, , approved annually, for all students (doctors, dentists or pharmacists), as appropriate.

B. Provider's obligations

Art. 5. - The hospital, as provider of clinical training services for students, has the following obligations:

- a) to establish the methods and factors that contribute to ensuring the quality of clinical training of students, together with G.E. Palade UMFST Tg. Mureș;
- b) to designate the person who will coordinate the students' clinical training in the hospital, according to the development schedule established under the conditions of art. 4 par.e);
- c) to ensure the material basis necessary for the practical training of the students, according to the practical training syllabus / curriculum, without payment, according to the agreement of the parts of the present contract;
- d) to inform G.E. Palade UMFST of Târgu Mureș about the possible misconduct of the students during the clinical training in the hospital.

V. Payment methods

Art. 6. - By agreement of the parties, it was agreed that the Hospital ensures the practical training of the students of George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș without receiving any money.

VI. Quality of services

Art. 7. - The educational activities will be organized in such a way as to consolidate the quality of the medical act, complying with the patients' rights, medical ethics and deontology.

Art. 8. – The hospital is responsible, in accordance with the law, for the quality of the medical act, for the observance of the accommodation, hygiene, nutrition and prevention of nosocomial infections, as well as for the coverage of the damages caused to the patients.

Art. 9. - The services provided on the basis of this contract must comply with the quality criteria set by the bodies empowered by law.



VII. Contractual liability

Art. 10. - For the non-fulfilment or improper fulfilment of the contractual obligations, the guilty party owes damages to the other party.

VIII. Force majeure

Art. 11. - (1) Any circumstance independent of the will of the parties, which occurs after the date of signing the contract and which prevents its execution, is considered force majeure and exonerates the party invoking it from liability. Circumstances such as: war, revolution, earthquake, great floods, embargo are considered force majeure, in the sense of this clause.

(2) The party invoking force majeure must notify the other party within 5 days from the date of occurrence of the respective case of force majeure and also from the termination of this case. If he fails to notify the commencement and termination of the case of force majeure within the time limits provided above, the party invoking it shall bear all the damages caused to the other party by failing to notify within the time limit.

(3) The case of force majeure entails the suspension of the execution of the contractual obligations for a maximum period of 6 months from its occurrence. After the expiration of this period, either party may terminate the contract.

IX. Cancellation and termination of the contract

Art. 12. - (1) The present contract terminates at the expiration of the term for which it was concluded. Failure to notify one of the Parties at least 15 days before the date of its termination shall result in its automatic extension for successive periods of 1 year.

(2) The contract may also be terminated by agreement of the parties or at the duly motivated initiative of one of the parties, with the notification of the other party within 15 calendar days before the date from which it is desired to terminate the contract.

Art. 13. - This contract may be cancelled, at the request of any of the contracting parties, under the conditions of failure to comply with the contractual clauses.

X. Correspondence

Art. 14. - (1) Correspondence related to the implementation of this contract shall be made in writing, by registered letters with acknowledgment of receipt, by fax or directly at the headquarters of the parties.

(2) Each Contracting Party is obliged to notify the other Contracting Party about any changes to this contract within 3 working days from the moment of the change.

XI. Contract modification

Art. 15. - If some new legal acts in this issue come out, entering into force during the implementation of the present contract, the contrary clauses will be modified and completed accordingly.

Art. 16. - If a clause of the present contract were declared null, the other provisions of the contract will not be affected. The parties agree that any clause declared null and void should be replaced by another clause which corresponds as closely as possible to the spirit of the contract.

Art. 17. - This contract may be modified by negotiation and bilateral agreement, at the initiative of any contracting party, with a written notification of the intention to amend, together with the proposed amendments, at least 15 calendar days before the date on which the amendment is to be implemented.

(2) The amendment is made by an additional act signed by both parties and is annexed to this contract.



XII. Dispute settlement

Art. 18. - (1) Disputes in connection with the conclusion, execution, modification and termination or other claims arising from this contract shall be subject to a prior amicable settlement procedure.

(2) The unresolved disputes according to paragraph (1) shall be settled by the competent courts.

XIII. Other clauses

Art. 19. - The obligation to comply with the legislation in the field of research ethics and of taking over and processing the information within the Hospital regarding the patients and the activity of the department, without outsourcing information.

Art. 20. - The obligation to comply with the legal provisions regarding personal data protection and the free movement of data.

Art. 21. - The obligation to comply with the legislation in force and the internal regulations regarding the communication between the health units and the media.

Art. 22. - The obligation to comply with the norms of conduct in the patient-doctor-student relationship, the norms of behaviour, and the discipline in the unit.

This contract has been concluded in two original copies, one for each contracting party.

Hospital	“G.E.Palade” University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș
Manager	Rector
Medical manager	Dean of the Faculty of
Chief Financial Officer	Chief Accountant
Legal advisor	Legal advisor