

Annex 1

Procedure regarding the organization of the exams from the June-July 2021 sessions at the Faculty of Dentistry, within the UMF „Iuliu Hațieganu” from Cluj-Napoca

1. PURPOSE OF THE PROCEDURE

This procedure regulates the organization and conduct of the **on-site** examination of undergraduate students at the Faculty of Dentistry, within the University of Medicine and Pharmacy "Iuliu Hațieganu" in Cluj-Napoca, in the conditions arising from the COVID pandemic- 19, of the establishment of the alert state on the Romanian territory and of the Decision of UMF „Iuliu Hațieganu” to carry out the activities with the students in mixed (hybrid) regime.

2. APPLYING FIELD

The procedure applies to all students and teachers in the bachelor's cycle of the Faculty of Dentistry (Dental Curricula - in Romanian, English and French; Dental Technique) within the UMF "Iuliu Hațieganu" in Cluj-Napoca, specifying the stages and the way of organizing and conducting the examination in the epidemiological and risk context generated by the current pandemic situation.

3. DOCUMENTS REFERENCE

- 3.1. The regulation of the organization and course undergraduate university academic studies.
- 3.2. Joint Order MEC and MS no. 5,487 / 1,494 / 2020 for the approval of the measures for organizing the activity within the educational units / institutions in conditions of epidemiological safety for the prevention of diseases with SARS-CoV-2 virus
- 3.3. Senate Decision no. 1 of January 28, 2021 (point 2)
- 3.4. HCA of April 6, 2021 (art.1)

4. CONTENT

4.1. The exams from the summer session of the academic year 2020 - 2021 will be organized **on-site** (with the physical presence of students and teachers), in compliance with the distance rules provided by the authorities in order to reduce the epidemiological risk of spreading the new coronavirus.

- 4.2. The evaluation of the students will be performed in the form of **a written exam or a written exam and an oral practical exam (according to the Annex to this procedure)**. The exam will assess students' theoretical and practical knowledge.
- 4.3. In the examination session from **June-July 2021**, the responsibility for organizing the written exam and the oral practical test will fall to each discipline.
- 4.4. The duration of the exam will be established by the head of the discipline together with the course holder.
- 4.5. For the written exam it is recommended that the number of questions be correlated with the number of credits allocated in the curriculum (10 questions / credit unit is recommended).
- 4.6. The practical exam will take place orally with the physical presence of students and teachers.
- 4.7. The examination method and the time allocated to the practical oral exam will be decided by the head of the discipline together with the course holder.
- 4.8. The proposed examination method will ensure a uniform assessment of all students, both in terms of how it is conducted and the number and difficulty of the subjects surveyed.
- 4.9. Failure to take the student or not to take the exam during the session means losing one of the chances to take the exam.
- 4.10. In the re-examination sessions, the responsibility for organizing the written and practical oral exam will fall to each discipline.

Obligations of students

- 4.11. The participation of students in the exam is conditioned by the observance of the regulations regarding their presence at the didactic activities.
- 4.12. Regardless of the way in which the teaching activity is followed during semester 2 (hybrid or entirely online) by the student, the admission conditions require the observance of the Regulation of organization and development of the teaching activity.
- 4.13. Students have the obligation to appear for the exam on the date and time set according to the schedule, at the amphitheater where they were assigned.
- 4.14. Students take the exam with their student card and identity card (or passport).
- 4.15. Substitution of a person at the exam is fraud, is prohibited and is punishable by expulsion of both the substitute student and the substitute student.

Obligation of teachers

- 4.16. Scheduling the dates, times and locations of the exam after consulting with students.
- 4.17. Establishing supervisory commissions for each exam.

4.18. Exam correction.

4.19. The examination teachers, the course holder, the head of the discipline have the obligation to ensure equal examination conditions for all students.

4.20. Other obligations of teachers regarding the examination are mentioned in the regulation for carrying out the teaching activity in the bachelor cycle, art. 109-112.

Dean's Office Obligations

4.21 The Dean's Office will provide the amphitheatres available for the written examination and the organization of the spaces in accordance with the SARS-VOC2 transmission prevention rules.

5. RESPONSIBILITIES

5.1. The scheduling and organization of exams are the responsibility of the heads of discipline.

5.2. The heads of discipline and the course holders are responsible for formulating the exam questions, according to the provisions of the present procedure.

6. FINAL DISPOSITIONS

6.1. The procedure will be brought to the attention of the teaching staff and the students by posting on the platform, on the faculty website, in groups, on other means of electronic communication.

6.2. The examination rules must be followed by the entire academic community of the Faculty of Dentistry.

6.3. The current procedure will be reviewed in the event of changes in the current epidemiological context.