



## **INTERNAL GUIDELINES REGARDING THE TUTORING ACTIVITY WITHIN THE FACULTY OF MEDICINE CRAIOVA**

### **1. GENERAL PROVISIONS**

#### **1.1. Legal framework**

This regulation is drafted based on the following legal documents:

- Law no. 199/2023 on Higher Education
- The Charter of the University of Medicine and Pharmacy of Craiova
- The University Code of Student Rights and Obligations of the University of Medicine and Pharmacy of Craiova

#### **1.2. DEFINITION OF TUTORING**

- Tutoring represents an individualized program of support, guidance, and counseling for students, carried out with the involvement of university teaching staff. Its purpose is to facilitate the adaptation of students to the academic environment.
- Academic tutoring entails the possibility and the right of the student to benefit from the academic guidance of a teaching staff member throughout the course of studies.

#### **1.3. OBJECTIVES OF THE TUTORING ACTIVITY**

The tutoring activity carried out within the Faculty of Medicine Craiova aims to:

- encouraging communication and efficient use of learning resources;
- provide guidance in choosing academic, cultural, and social options adapted to student life, in order to increase academic performance and strengthen students' trust in the university and the academic environment;
- familiarize students with the academic environment, the organization of the faculty and campus, and professional perspectives;
- integrate students into the academic system, reduce the feeling of social isolation, and support their participation in the educational process;
- promptly identify possible problems related to the didactic process;
- guide students in their university studies in relation to their professional project;





- develop an attitude that promotes creative and innovative thinking within university education;
- form students' ability to self-assess, enabling them to identify and evaluate their strengths and weaknesses, as well as their educational, professional, behavioral, and personal challenges;
- develop and promote professional ethics;
- increase awareness of the need to update and improve previously acquired competences;
- support students in designing, planning, and achieving short- and medium-term goals;
- encourage students to develop their own study style and career path;
- identify available information and select useful documents.

#### 1.4. SPECIFIC TYPES OF TUTORING

- **Tutoring for beginners** – a support program addressed to first-year students, aiming to familiarize them with reference elements of university life (identifying available resources in the faculty: classrooms or laboratories for first-year disciplines, communication with the faculty/university management and administrative staff, student organizations, access to cafeteria, dormitories, libraries, leisure spaces). This type of tutoring facilitates knowledge of students' rights and obligations, selection of optional courses, and familiarization with first-year subjects.
- **Support tutoring** – offered to students individually or in small groups by teaching staff, in order to overcome learning difficulties or compensate for gaps that affect their academic training.
- **Performance tutoring** – offered to students requesting support for participation in extracurricular activities, high-level research, or the development of projects.

### 2. ORGANIZATION OF THE TUTORING ACTIVITY

#### 2.1 APPOINTMENT OF TUTORS

- Year tutors are full-time university teaching staff of the Faculty of Medicine, nominated by the Faculty Council Bureau, taking into account students' preferences transmitted through student organizations. These proposals will be validated by department heads, and the appointment will be made by the faculty leadership no later than September 30.





- At the beginning of the academic year, the list of appointed tutors for each year of study, including academic title, name, surname, and contact details (institutional email), will be published on the university's website.
- For the tutoring activity performed, teaching staff will receive a number of points in the evaluation grid for promotion competitions, based on certificates issued by the Dean. The exact number of points will be determined when the grids are established.

## 2.2 THE STATUS OF TUTOR

- The tutor is the person who supports the student, acting as an interface between the student and the teaching staff, as well as between the student and the university leadership, throughout the entire educational process (six years).
- The tutor must demonstrate moral and professional integrity, with effective oral and written communication skills. The tutor unconditionally agrees to provide the student with his/her knowledge and experience, in order to improve the student's academic performance.
- Academic tutoring is a mandatory activity for designated teaching staff and is carried out according to a schedule established at the beginning of each semester. Each tutor provides support and counseling for two student series of the same year, throughout the entire university cycle (six years).
- To monitor tutoring activity, at the beginning of each academic year, tutors will collect from the Secretariat the list of students in the series they supervise.
- The status of tutor may be withdrawn by the faculty leadership for objective reasons (non-compliance with the code of ethics and professional conduct).

## 2.3 RESPONSIBILITIES OF TUTORS

Tutors shall:

- be familiar with the regulations of the University of Medicine and Pharmacy of Craiova;
- support students in understanding the functioning of the university and faculty, to ensure optimal adaptation to the requirements of each year of study;
- ensure availability for electronic tutoring and respond to requests outside scheduled meetings;
- demonstrate communication skills, patience, and openness in understanding students' academic-related problems;
- continuously evaluate students' needs in order to set new development goals, foster reflective learning, and encourage permanent self-assessment;





- promote equality of treatment and pay equal attention to all student-related issues;
- respect the confidentiality of personal information obtained during meetings with students;
- be committed to the continuous improvement of professional skills and practices;
- provide guidance, counseling, and assistance in choosing thesis topics and residency specialties, including by organizing meetings with practitioners in various specialties, depending on students' interests;
- offer advice on opportunities for further studies at Master's or PhD level;
- contribute to the development of the student community by encouraging collaboration, mutual support, and partnerships within the community;
- prepare an annual report at the end of the academic year, outlining the tutoring activities carried out and the extent to which proposed objectives have been achieved.

## 2.4. LIMITS OF TUTORING

Tutors are not obliged to:

- address students' personal problems;
- resolve potential student–faculty conflicts.
- the boundaries of conduct imposed by the university code of ethics shall not be exceeded.

## 2.5 MONITORING OF TUTORING ACTIVITY

- The tutor is responsible for informing the Dean of situations that hinder the academic integration of students in the group, or of issues revealed through monitoring that require intervention from other decision-making levels of the institution, as well as any other relevant information.

## 2.6. EVALUATION OF TUTORING ACTIVITY

The evaluation of tutoring activity is carried out by the Dean through an evaluation sheet, focusing on the following:

- events organized by the tutor together with students in the group (number of workshops, conferences, socio-cultural events);
- improvements made to the study program as a result of discussions between teaching staff, the tutor, and students;
- organizational and observation skills regarding students.





### 3. FINAL PROVISIONS

- Students shall comply with the rules set out in the Regulation on Didactic and Professional Student Activity of the University of Medicine and Pharmacy of Craiova.
- This Regulation shall enter into force starting with the academic year 2025–2026.





MINISTRY OF EDUCATION AND RESEARCH  
UNIVERSITY OF MEDICINE AND PHARMACY OF CRAIOVA

Faculty of Medicine



2 Petru Rareș, Code 200349,  
Craiova, Dolj county, ROMANIA



Tel: +40351443565,  
Fax: +40251426688



E-mail:  
[medicine@umfcv.ro](mailto:medicine@umfcv.ro)  
[www.umfcv.ro](http://www.umfcv.ro)



UMF Craiova



@umf.craiova