



REGULATION ON THE ACTIVITY OF DEMONSTRATOR – ASSISTANTS AND INTERNS

Regulation code: UMFST-REG-19

Edition 03

Drafted: Dean's Office of the Faculty of Medicine	Date: September 30, 2025
Verified Administrative Board, Legal advisor	Date: October 1, 2025
Approved: University Seante	Date: October 20, 2025

<i>Date of enforcement:</i>	<i>October 21, 2025</i>
<i>Date of withdrawal:</i>	



Art. 1. With the purpose of involving students and residents within the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology in the educational and research activity for preparing and training new generations of faculty members and researchers, the following positions of assistance of teaching activity are instituted at the level of the disciplines:

- a. **Preparer - demonstrator** - for pre-clinical disciplines, which imply activities that do not involve direct patient contact
- b. **Intern** - for clinical disciplines, which imply direct patient contact

Art. 2. The selection of the candidates shall be carried out by the discipline head together with the discipline's collective members. The selection method is decided by each discipline and may include a practical test, interview, etc. A student/resident may serve as a teaching assistant/demonstrator/intern in only one discipline. The list of teaching assistants/demonstrators/interns proposed by each department shall be communicated to the faculty dean's office, upon its request, in electronic format, according to Annex 01, no later than October 15 of each year.

Art. 3. The teaching assistants/demonstrators/interns will carry out their activities under the direct supervision of the head of the department or of a teaching staff member designated by the head. The responsibility for the activity of the teaching assistants/demonstrators/interns lies with the head of the department. The head is required to monitor their activity, provide methodological support, and submit an annual report to the dean's office regarding their activity, in accordance with Annex 02. The report shall be sent to the faculty dean's office in electronic format no later than July 15 of each year. In the case of preparative **pre-clinical disciplines** - demonstrators shall perform practical demonstrations (dissections, experiments, determinations, short presentations etc.), and in the case of clinical disciplines, the interns shall provide case presentations at the patient's bed and the presentation of certain medical techniques and methods.

Art. 4. The preparers / interns' activity does not substitute the activity of the teaching personnel, as it is provided under the Workload Plan.

Art. 5. The minimum qualification criteria for the position of **preparer-demonstrator** are as follows (cumulatively):

- a. The year of study which the preparer-demonstrator is currently attending must be higher than the one during which the respective discipline is being taught;
- b. The student must not have any outstanding exams.
- c. A general grade average of at least 8.00 in the previous academic year;
- d. The absence of any disciplinary sanctions.

Art. 6. The qualification criterion for the position of **intern** is the status of at least second year resident in the specialty corresponding to the taught discipline or an associated discipline;

Art. 7. The appointment as preparer-demonstrator or intern is valid for the period of an academic year, with the possibility of extension, upon the recommendation of the Discipline head and with the approval of the faculty dean. The extension of the activity is conditioned upon the teaching assistant/demonstrator/intern fulfilling the obligations mentioned in Article 8 and obtaining a minimum score of 40 points in the annual evaluation carried out by the head of the department, in accordance with Annex 02.



Art. 8. The preparer-demonstrator student and the intern's obligations are as follows:

- a) to carry out his/her activity in accordance with the schedule and the theme proposed by the course/discipline coordinator or/and the coordinating teaching staff member;
- b) to participate to additional activities requested by the discipline head or/and the coordinating teaching staff member (for example, prepare experiments, teaching material, prepare case presentations);
- c) to not divulge information or decisions made within the discipline, in case they are invited to the discussions;
- d) to comply with the university's regulations in force;
- e) to make all efforts necessary as to be prepared in the respective field;
- f) to participate in at least 75% of the activities scheduled by the head of the department and/or the coordinating teaching staff member;
- g) to prepare and submit to the faculty dean's office, in electronic format and upon the head of the department request, at the end of each academic year, no later than July 15th a report on the activities carried out, in accordance with Annex 03.

Art. 9. Preparer-demonstrator students or interns do not have the right to examine students during examinations, to grade students during evaluations or exams or to participate to the drafting of exam questions, nor to interfere in any way with the examination, with the exception of supervising the exam, alongside the faculty members.

Art. 10. The preparer-demonstrator student and the intern's rights are as follows:

- a) to be correctly and in due time informed with regards to the activity assigned to him/her, the schedule, theme, student activity and the discipline's faculty members' activity;
- b) to be aided with the informational materials/data, personal support in carrying out activities requested by the discipline's faculty members;
- c) to participate in the discipline's research activities;
- d) to have access to the discipline's technical resources, under the conditions established by the head of the discipline;
- e) at the end of his/her activity, to receive a reference on behalf of the discipline coordinator and a proof with regards to this activity, which will later help him/her in his/her professional activity.

Art. 11. The activity of the teaching assistant/demonstrator/intern will be carried out on a voluntary basis and will not be remunerated, except in cases specifically regulated through the university's special projects.

Art. 12. The collaboration between the teaching assistant/demonstrator/intern and the department may be terminated in the following cases:

- a) unexcused absences exceeding the 25% limit established in Article 8, letter f);
- b) failure to comply with the obligations assumed within the department;
- c) disciplinary offences;
- d) withdrawal decision by the teaching assistant/demonstrator/intern.

Termination of the collaboration with a department for disciplinary reasons nullifies the rights provided in Articles 12–14.

Art. 13. The teaching obligations assumed by the teaching assistants/demonstrators/interns do not exempt them from the general teaching and professional activities associated with their status as students or resident doctors.



Art. 14. The provisions under the present Rulebook shall be completed with the regulations specific to each discipline. Each discipline may establish specific selection criteria and the maximum number of preparers or interns it may need, depending on the number of student groups, the nature of the activity, and the capacity to supervise them. The number of teaching assistants/demonstrators/interns in a department is determined annually and cannot exceed 30% of the total number of positions in that department, according to the academic positions list, including the vacant positions. Any additional teaching assistant/demonstrator/intern positions beyond this limit may be created only with the approval of the dean's office.

The present Rulebook has been approved within the Administrative Board meeting from October 20, 2025, and shall enter into force October 21, 2025.

ANNEXES

Annex 01: UMFST-REG-19 -F01-Ed.03 List of proposed teaching assistants/demonstrators/interns

Annex 02: UMFST-REG-19-F02-Ed.03 Annual evaluation sheet

Annex 03: UMFST-REG-19F03--Ed.03 Annual Activity report



**LIST OF PROPOSED TEACHING ASSISTANTS/DEMONSTRATORS/INTERNS
for the academic year**

Department: _____

Discipline: _____

Number of positions in the department*: _____
(according to the academic position list, including vacancies)

Head of discipline _____

No.	Name and surname of preparer-demonstrator/intern proposed	Study Program / Specialty	Year of study / residency
1.			
2.			
3.			
4.			
n.			

NB.

- 1.*The number of teaching assistants/demonstrators/interns in a department cannot exceed 30% of the total number of positions in that department, according to the position list, including vacant positions.
2. If the proposed person has previously served as a teaching assistant/demonstrator/intern in the department, the extension of their activity for another academic year is conditioned upon fulfilling the obligations mentioned in Article 8 of this regulation and obtaining a minimum score of 40 points in the annual evaluation conducted by the head of the department, for the previous academic year, in accordance with Annex 02.



ANNUAL EVALUATION SHEET
for the academic year

No.		
1	Name and surname of preparer-demonstrator/intern	
2	Department	
3	Discipline	
4	Head of discipline / Coordinating teacher	
5	Attendance (%)	
6	Practical Involvement (Note) / 10
7	Initiative (note) / 10
8	Punctuality (note) / 10
9	Collaboration with peers and teachers (note) / 10
10	Interaction with students (grade) / 10
11	TOTAL SCORE (grade) <i>(calculated as the sum of the scores in points 6-10)</i> / 50
12	Observations	

NB.

1. The extension of the teaching assistant's/demonstrator's/intern's activity within the department for another academic year is conditioned upon their fulfillment of the obligations mentioned in Article 8 of this regulation and obtaining a total score of at least 40 points in the annual evaluation.

Date: _____

Signature of the head of the department/coordinating teaching staff member:



ANNUAL ACTIVITY REPORT
for the academic year

Name and surname preparer-demonstrator/intern	
Department	
Discipline	
Head of discipline / Coordinating teacher	
Number of worked hours	
Study programmes in which activities have been carried out (e.g. MG, AMG, BFK, AMG-B)	
Encountered difficulties	
Suggestions for improvement	

AMG – General Medical Assistance; AMG-B – General Medical Assistance at the Bistrița Extension;
BFK – Balneophysiokinetotherapy and Recovery; MG – General Medicine

Date: _____

Signature of the teaching assistant/demonstrator/intern:
