

## OPERATIONAL PLAN OF THE FACULTY OF MEDICINE FOR THE YEAR 2024

Domain  Objective general	Domain  Specific objectives	Actions envisaged to achieve the objective	Quantifying the objective	Source financing	Responsible	Term	Obs.
<b>DIDACTIC-EDUCATIONAL</b>							
<b>Ensuring school enrolment</b>	<b>Organisation and conduct of admissions</b>	Appointment of teachers for admission	Admission lists for teachers	UMF Budget	P1, Dean	May 2024	In col. with the Prorektorat didactic et serv. adm.
		Organisation of admission to Master's degree courses	List of admitted master students		Masters Directors, P1, Dean	1 Oct 2024	
		Resizing master's programmes according to demand, optimising the distribution of budgeted and fee-paying places			Masters Programme Directors, P5, Dean	1 Oct 2024	
	<b>Maintaining student numbers</b>	Promotion of the study offer on the national and international education market	Participation in educational fairs, promotional materials, meetings with high school students, website announcements	UMF budget, IDF projects	P1-P5, Dean	Permanent	In col. with Prorect.Ma-nag, Dep.Stud. Internat.
<b>Review and update educational content</b>	<b>Optimisation of curriculum content</b>	Updating curricula	The approved education plan Updated discipline sheets	-	Heads of Departments, FM Teaching and Human Resources Committee, P1, P2, Dean	June 2024	
		Analysis and updating of subject sheets and harmonisation of curriculum content				June 2024	
		Analysis of minimum standards for passing examinations, correlated with curriculum content	Updated discipline sheets			Dec. 2024	
	<b>Development of optional courses/ optional</b>	Analysis of subject proposals	List of optional courses - Decision of the Council of the Faculty of Medicine	-	Department Directors, FM Curriculum Development and Evaluation Committee, P2, Dean	May 2024	
		Launching the offer to students					
		Student enrolment					
		Validation of optional/faculty courses for the academic year 2024-2025					
<b>Updating and diversifying the offer of</b>	Analysis of proposals for disciplines, approval of proposals	CPU list - Hot. FM Council	-	Heads of Discipline, P1, Dean	Dec 2024	In col. with Prorektorat with Resid.	

	<b>postgraduate courses.</b>						and CPU
<b>Organisation of the educational process</b>	<b>Organisation of teaching activity</b>	Setting the optimal timetable for students	Timetables communicated to teachers and students	-	FM Chief Secretary, P1-P5, Dean	Feb.-Sept. 2024	
		Planning activities	Recording the planning of course and internship/practical work activities	-	Heads of Discipline, Dept. Directors, P1, P5, Dean	Feb-Sept 2024	
	<b>Organisation of student training in CAPSIM</b>	Timetable preparation	Function statements Planning of activities	UMF Budget	Director CAPSIM, P1-P5, Dean, Chief Administrator of the Faculty of Medicine	Feb-Sept 2024	In collaboration with the Prorectorate with residents and the director of CAPSIM
		Standardisation of activities					
		Planning activities other than those for undergraduate students					
	<b>Organisation of examinations</b>	Scheduling consultations	Consultation timetable communicated to students, posted in the disciplines and on the university website	-	Heads of discipline, department directors, P1	Feb-Sept 2024	
		Exam planning	Session programme communicated to heads of department, students, posted on the university website	-	P1, P5, heads of discipline	Jan.- May 2024	
	<b>Organisation of school leaving examinations in optimal conditions</b>	Approval of the topics and bibliography for the Bachelor's exam	Council Decision (topics and bibliography for the Bachelor) Updated database Validation of the licence examination Council Decision - designated examination committees	UMF Budget	Dean, programme directors, P1-P5, Committees for the licensing and dissertation examinations, Chief Administrator of the Faculty of Medicine, Chief Secretary of the Faculty of Medicine	March 2024	
		Updating the database (questions)				May 2024	
		Approval of examination boards				Mar.-Apr. 2024	
		Production and editing of grids for the written examination				July-Sept. 2024	
		Exam logistics				May -Sept. 2024	

		Analysis of graduate results	FM Council Decision- valid- the license exam			March- Oct.2024		
<b>Provision of teaching materials for EN and FR programmes</b>	<b>Provision of teaching materials</b>	Purchase of international textbooks	Manuals in EN and FR	UMF Budget	P1-P5, Dean In collaboration with the UMFH library	permanent	In collaboration with the library	
		Translation and editing of teaching materials in EN and FR						
	<b>Providing educational support</b>	Translating virtual patients into EN and FR	Virtual patients translated into EN and FR	FDI project	P1, P5, Dean	Dec 2024		
		Translating the cross-cutting skills guide into EN and FR	Guide to transversal competences in EN, FR	FDI project	P1, P5, Dean	Dec 2024		
<b>Strengthening the learner-centred and competence-based education process</b>	<b>Analysis and correlation of curricula and competences- their graduates with the requirements of the labour market</b>	Updating the educational objectives of study programmes	List of educational objectives Workshop	UMF Budget FDI Projects	FM Council Committees, P1-P5, Dean	December 2024	In collaboration with the Prorektorat didactic	
		Analysis of the extent to which the subjects in the curriculum ensure that students acquire the skills needed in the labour market						
	<b>Updating educational tools - course and practical work materials</b>	Analysis of course materials and practical work	Number of courses edited and/or re-edited	UMF Budget	Heads of discipline, department directors, P2	Permanent	December 2024	
		Development and updating of course materials and practical work						
		Completing the virtual patient collection	Number of newly created virtual patients	FDI project	P1, Dean	Dec 2024		
		Writing virtual scenarios for communication skills training	Scenarios created	FDI project	P1, P4, Dean			
		Introducing virtual reality tools	Immersive 360 videos <sup>0</sup> created	FDI project	P1,P4, Dean			
		Update of the AMG Specialised Practice Booklet	Updated workbook	FDI project	P1, Dean	Dec 2024		
<b>Updating the study guides</b>	Drafting revised guidelines	Study Guides	UMF Budget	Directors dep, P1, P2, P5	Oct. 2024			

	<b>Optimisation of clinical traineeship activity and specialist medical practice</b>	Expand collaboration with private entities to reduce the number of students in a clinical ward	Collaboration contracts	UMFIH Budget	FM Chief Administrator, P3, P1, Dean		In col. with the administrative services of UMFIH
		Supervision of the conduct of clinical placements	Student attendance Practical skills workbooks check committee		Heads of Discipline, Dept. Directors, P1, P4, Dean,		
		Appointment of the AMG Watch Leader	Designated guard officers		P1		
		Development of the procedure for organising specialist medical practice	Procedure for specialist medical practice Guidelines for specialist medical practice List of educational objectives List of internship tutors Commission for the Evaluation of Specialist Medical Practice		Dean, P1-P5, Specialist Medical Practice Assessment Board, appointed Specialist Medical Practice Tutors, FM Chief Administrator	May 2024	
		Promote public-private partnerships for the deployment of. of specialist practice				permanent	
		Allocation to clinics and designation of responsible persons				May 2024	
		Development of the methodology and signing of specialist practice agreements				Apr.-Sept. 2024	
		Supervision of the conduct of specialist medical practice				April 2024	
		Establishment and validation of specialist medical practice evaluation boards				September 2024	
		Submission and evaluation of specialist practice reports					
<b>STUDENTS</b>							
<b>Supporting and following the educational pathway</b>	<b>Optimizing the tutorial program</b>	Nomination and approval of year tutors	List of year tutors communicated to students Year tutors report Dean's Annual Report	UMF Budget	P1, Dean, OSM chief, year tutors	Sept.2024	
		Analysis of tutors' activity - previous year				Sept. 2024	
		Developing student mentoring in collaboration with OSM				September 2024	in col. with OSM
	<b>Ensuring effective communication with students</b>	Organisation of meetings with first year students	Meeting held	UMF Budget	FM Chief Secretary, FM Chief Administrator, P1-P5, Dean	Sept. 2024	
		Maintain permanent contact with the student.	Hearings, press releases			Permanent	
		Half-yearly meetings to discuss exam sessions	Meeting organised and held			March-Oct. 2024	
		Regular meetings with student representatives	Meeting organised and held			Permanent	

<b>Optimal delivery of student mobility programmes</b>	<b>Erasmus mobility, placements</b>	Selection of mobility students	Number of Erasmus mobilities	ERASMUS budget	Secretarial apparatus, P1, P4, P5,	Mar-Nov 2024	In col. with Dep. of Rel. International.
		Equivalence of mobilities				Apr. 2024 Sept. 2024	
<b>Supporting language study programmes</b>	<b>Promoting the integration of international students</b>	Organisation of Welcoming Days/ Freshers' Week	Organised meetings	UMF Budget	FM Chief Secretary FM Chief Administrator, P1-P5, Dean	October 2024	Colab. with cond. UMF and Dep. Rel. International
		Organise regular meetings with international student representatives	Meetings held			Permanent	
		Projects to better integrate international students into the life of the academic community, organisation of intercultural evenings	Intercultural evening			December 2024	in col. with the cond. UMF and Dep. International Relations.

## HUMAN RESOURCES

<b>Management of human resources</b>	<b>Providing human resources to support teaching activity</b>	Departmental employment analysis, staff structure analysis	State functions Number of teachers promoted and employed	UMF Budget IDF budget	P1-P5, Dean	May 2024	
		Ensuring the optimal occupancy rate in the subjects, proposing the promotion or competitive examination of teaching posts			Heads of Discipline, Heads of Departments, P1-P5, Dean	1 Oct 2024	In col. With the teaching prorectorate
		Drawing up the statements of duties			FM Chief Administrator, Dean	1 Oct 2024	In collaboration with Serv. RU
	<b>Training and development of human resources</b>	In-service teacher training - pedagogical training			P1,P4, Dean	Dec 2024	In collaboration with Asig.Calit.
		Courses to improve the language skills of foreign language teachers				Number of teaching certificates Number of language	permanent

		Digital training to incorporate virtual reality-based activities	certificates Number of certificates for refresher courses			permanent	In collaboration with the Communic.
		Training in equal opportunities, integration and non-discrimination				permanent	In collaboration with INDES
	<b>Further training of auxiliary teaching staff</b>	Further training courses for secretarial staff			P1,P4, Dean, FM Chief Secretary FM Chief Admin.	permanent	In col. with Chief Secretary UMFH
	<b>Allocating additional resources to high-performing teachers</b>	Updating the criteria for awarding additional salary and merit pay	Council Decision, Senate	UMF Budget	Dean, P1-P5, Chief Administrator of the Faculty of Medicine, Chief Secretary of the Faculty of Medicine, Department Directors	January 2024	In col. With Prorektorat Asig. Calit. and the Manag.
		Maintenance of the platform with teachers' achievements				Permanent	
		Analysis of applications for additional salary and merit grading				Jan. 2024 - sal. suppl. Jun. 2024 - merit grade	
		Validation of results in the Faculty Council and Senate				Jan.-Feb. 2024	
<b>MANAGEMENT</b>							
<b>Administrative management</b>	<b>Developing the material base and infrastructure</b>	Making a necessary for the teaching activity of the subjects	Centralisation of supplies and fixed assets List of premises to be rehabilitated Dean's Annual Report	UMF Budget Funds allocated to the Faculty of Medicine	Faculty of Medicine Academic Development and Material Base Committee, Dean, P4, Heads of Discipline, Chief Administrator of the Faculty of Medicine	Permanent	In col. with serv.adm.
		Centralisation of the disciplines' needs (fixed assets and inventory items)				Feb. 2024	
		Centralisation of teaching supplies requirements				Permanent	
		Assessment of the needs transmitted by subjects				Permanent	
		Allocation of faculty funds for teaching use according to need				Permanent	
		Communication to the Director-General for Administration of requirements (fixed assets, inventory items)				February 2024	
		Monitor how disc requests are handled. in terms of teaching needs				Permanent	
		Centralisation of requests for rehabilitation				Permanent	

		of teaching premises					
	<b>Participation in the organis. ZUMF</b>	Organisation of FM poster sessions	ZUMF Programme	UMF Budget	FM Chief Administrator, P2, P3, Dean	Dec 2024	Colab.pro-rect. sht.
	<b>Admission to international study programmes (EN and FR Medicine)</b>	Attracting students to EN and FR study programmes	Number of dossiers submitted	UMF Budget,	Chief Secretary FM, P1-P5, Dean	Permanent	In collaboration with DSI
		Revision of the evaluation grid, establishment of evaluation committees for the dossiers	Evaluation grid Evaluation committee for international candidates -Final lists of candidates		P1-P5, Dean, International Candidates Assessment Committee	June-August 2024	In collaboration with DSI
		Assessment of candidates' qualifications and personal qualities					
		Drawing up the final admission lists				P2	Aug. 2024
	<b>Optimising the communication process</b>	Increased usage of the mobile app	UMF InfoCadre Announcements	UMF Budget	P2-P4, chief administrator, secret. Head of FM	May 2024	
		Communication of Council Decisions and addresses to subjects by electronic means (email, InfoCadreDidactice)	Updated sites Announcements InfoCadre UMF Convocator Minutes	Funds allocated to the Faculty of Medicine	P2-P4, Chief Administrator of the Faculty of Medicine, Chief Secretary of the Faculty of Medicine	Permanent	
		Semester meetings of faculty management with heads of disc. and department directors				Biannual	
		Update FM data on the university website				May 2024	
	<b>Award of student grants</b>	Evaluation of applications for scholarships	List of scholarship students	UMG Budget ME Funds	Secretariat, FM Chief Administrator, P2,P3, P5, Dean		
<b>University management</b>	<b>WFME International Accreditation of the Medicine study programme</b>	Meetings with heads of discipline and department directors	Self-assessment report WFME rating	UMF Budget	Committees of the Faculty of Medicine, Dean, P1-P5, Chief Administrator of the Faculty of Medicine, Chief Secretary of the Faculty of Medicine	March 2024	In col. with the Prorektorat for Quality Assurance and Rel. International.
		Database compilation - annexes				Feb.-Apr. 2024	
		Preparation of the self-assessment report				Feb.-Apr. 2024	
		Submission of the self-assessment report to the academic community for debate				Apr. 2024	
		Organisation of the evaluation visit					
		Database compilation - annexes					
		Preparation of the self-assessment report				May 2024	

	<b>Provisional authorisation of the Novara extension of the EN Medicine study programme</b>	Preparation of the Evaluation Report	Self-assessment report		P1-P5, Dean	Oct 2024	In col. with Prorektorat Quality Assurance	
		Organisation of the evaluation visit	Visit - visit report		FM Chief Administrator, P1-P5, Dean	Oct 2024	In collaboration with the adm.serv.	
	<b>Increase the number of ERASMUS mobility for teachers</b>	Maintain and develop new partnership agreements	Partnership agreements Teacher mobility	ERASMUS budget	P1, P5, Dean	Permanent	In collaboration with Dep. Rel. Internat.	
		Informing and stimulating teachers' participation in mobility programmes						
<b>Academic collaborative development</b>	Consolid.rel. of col. with ADFMR	Renewed protocol	UMF Budget	P1-P5, Dean	Dec 2024			
<b>SCIENTIFIC RESEARCH</b>								
<b>Training human resources in research</b>	<b>Stimulating student research</b>	Increasing the number of student science circles, organising activity in EN,FR	Number of student science circles	UMF Budget	FM Chief Administrator; P2, Dean	Permanent		
		Encouraging students to participate in the internal grant competition	Number of students participating in the competition			Dec 2024		
		Dissemination of student research results	Organisation of poster session at ZUMF			Dec 2024	In col. with the Scientific Prorektorat e, UMF IH administrative services, OSM	
		Supporting student scientific events	MEDICALIS, HEART, NEUROSURGICAL MASTERCLASS			Permanent		
	<b>Human resource development</b>	Organisation of scientific research ethics courses for young teachers	List of trainees	Budget UMF, IDF	FM Chief Administrator; P2, Dean	Permanent	In col. with Prorektorat Asig.Cal.	
<b>Supporting research performance and</b>	<b>Expansion and development of research infrastructure</b>	Purchase of research equipment	Equipment purchased	PROGRESS Project	Dean, P1-P5	May 2023		



excellence	Supporting human resource performance	Stimulating teachers' research activity	ZUMF poster awards Annual awards for the most valuable scientific publication	UMF Budget		December 2024	
		Attracting top graduates to research activity	Graduates enrolled in PhD				
	Dissemination of research results	Organisation of ZUMF scientific sessions	Poster session			Dec. 2024	
<b>QUALITY ASSESSMENT AND ASSURANCE</b>							
Evaluation and quality assurance of teaching activity	Evaluation and quality assurance of teachers' work	Self-assessment	Evaluation results Evaluation report Number of teachers scoring below the alert zone Plan measures	UMF Budget	Discipline heads, department directors, Faculty of Medicine Quality Management Committee, P1-P5	Jan. 2024	In collaboration with Prorectorat Quality Assurance and International Relations
		Evaluation by students				The sf. sem.	
		Managerial evaluation				Jan. 2024	
		Peer review				Dec 2024	
		Analysis of evaluation results in the FM Council				May-Nov.	
		Developing a plan of measures				May - Nov.	
	Evaluation and quality assurance of the examination	Ensuring standardisation of evaluation	Examination and session analysis report Validation of the report in the Faculty Council Plan measures	UMF Budget	Heads of Discipline, Department Directors, FM Quality Management Committee, P1-P5	Nov. 2024	
		Evaluation of procedures for conducting complex examinations				Sept. 2024	
		Optimising the conduct of examinations				Sessions	
		Assessment of the review and action plan				Mar. - Oct. 2024	
	Tracking the labour market integration of graduates	Consolidation of the database of graduates	Completed questionnaires, analysis report	UMF Budget	FM Chief Secretary, FM Chief Administrator, P5, Dean, Secretarial Apparatus	Permanent	In collaboration with the ALUMNI office
		Preparation, distribution of questionnaires on labour market insertion					
Analysis of questionnaires							
Quality assessment and assurance in research	Centralisation of research results	Updating data on the reporting platform	Dean's Annual Report	UMF Budget	P2, department directors		
		Drawing up the Annual Report with reference also to the research results					
	Evaluation of research activity	Assessment of the number and quality of scientific publications					January 2024
		Evaluation of the number and results of projects					July 2024

DEAN: Prof. Dr. Mihaela Suciú Şoimiţa

24 April 2024