



MINISTRY OF EDUCATION AND RESEARCH

„TITU MAIORESCU” UNIVERSITY OF BUCHAREST

187 Calea Văcărești, district 4, Bucharest, 040051

tel. no.: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro



TUTORING REGULATION FOR THE ACADEMIC YEAR 2025–2026

1. Description of the Tutoring Activity

Tutoring is a support and counseling program offered to students by the teaching staff of the Faculty of Dental Medicine, under the guidance of the Faculty's leadership, with the purpose of encouraging communication and building student confidence in the academic environment.

2. Purpose of the Tutorial System

The purpose of this program is to facilitate students' integration into the university environment and to ensure direct and transparent communication between students and the leadership of the Faculty of Dental Medicine.

The objectives covered by this academic system include:

- Raising student awareness regarding ways to develop academically
- Optimal use of transferable credit systems, both curricular and extracurricular
- Developing a sense of direction and responsibility in students' personal and professional growth
- Improving and deepening the experience of students in the Faculty of Dental Medicine
- Facilitating strategies and activities with a positive impact on student experience
- Developing and consolidating positive experiences, transforming them into replicable models in other fields

The program also aims to encourage students to present their concerns and request support directly from their tutor, either in person, by phone, or by email. Electronic communication is encouraged as a modern and accessible method.



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3. The Tutor

The tutor is appointed by the Faculty Council of the Faculty of Dental Medicine at the beginning of each academic year, individually for each specialization and year of study.

The Faculty Council appoints one or two tutors from the full-time teaching staff for each specialization and year of study, by September 30, prior to the start of the new academic year.

The year tutor is a teaching staff member who guides students belonging to the same year and specialization.

Tutors serve as the interface between students and teaching staff, students and the Dean's Office, students and the leadership of the University.

A tutor is a member of the teaching staff who has demonstrated integrity, morality, and professional competence within the University. Tutors must possess appropriate communication skills, the ability to listen, and the willingness to offer support.

Tutoring consists of personal communication activities between the tutor and the assigned students, either through direct meetings or electronically.

The tutor's schedule is 2 hours per week, must be strictly observed, and displayed in a visible place.

A tutor may lose this position through withdrawal by the Faculty Council or through resignation.

Duties of the Year Tutor

1. Inform students at the beginning of the academic program about all ways they may contact the tutor (tutorial consultation schedule and location, postal and/or email address, phone number dedicated to these activities).
2. Prepare a yearly consultation and tutorial guidance schedule for students (attached).
3. Prepare an annual report at the end of each academic year detailing all guidance activities carried out and whether the proposed objectives were met.
4. Submit the reports and the tutorial schedule during the first week of the academic year.



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5. Demonstrate communication skills, patience, interest, and availability to understand student issues while building student confidence in the usefulness of the tutoring process.
6. Organize regular meetings with students to present information related to one or more proposed objectives.
7. Promote equal opportunities and nondiscrimination; support all student issues equally; respect cultural and social diversity.
8. Strictly respect confidentiality regarding information acquired during student guidance and counseling.
9. Inform the Faculty leadership regarding any academic difficulties that arise throughout the study period.
10. Provide career guidance for final-year students.
11. Get involved in student–teacher conflicts only when explicitly requested to act as mediator, as well as in situations involving violations of academic ethics and deontology.
12. Monitor student behavior to ensure it aligns with the UTM University Code of Ethics.
13. Support students in understanding how UTM and the Faculty of Dental Medicine operate, to ensure optimal adjustment to the academic expectations of each study year and specialization.
14. Familiarize students with the teaching process based on the system of transferable credits so they can fully benefit from the advantages of this system.
15. Guide students in choosing optional/elective courses based on their skills, interests, and concerns (assist students in completing study contracts tailored to their individual academic situation).
16. Assist students in accessing university resources (libraries, computer labs, social services, cultural programs, etc.).
17. Inform students about deadlines for submitting various requests (enrollment, re-enrollment, scholarship applications, etc.) to the Faculty of Dental Medicine Dean’s Office.



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18. Inform students about events taking place within UTM (lectures by invited professors, scientific sessions, anniversaries, speciality book launches, etc.).
19. Provide guidance regarding research orientation, help students choose their bachelor's thesis topic.
20. Guide students regarding opportunities for continuing their studies at master's and doctoral levels.
21. Offer counseling regarding career opportunities and the positions graduates may occupy.
22. Advise and support students in preparing their CVs and job interview training (assisting with candidate document preparation and preparing students for selection interviews).
23. Organize meetings with practitioners from relevant professional fields, and with representatives of the social, cultural, and business environment.
24. Provide guidance and support in special situations, such as interruptions of studies, transfers, etc.
25. Maintain and manage a database of student absences for the coordinated study year and present a monthly report to the Department Director by the 5th of each month for the previous month.
26. Annually centralize the course syllabi for all subjects in the year they tutor, prior to the beginning of the academic year. These syllabi must be submitted by the tutor to the Department Director by September 15 for the upcoming academic year.

DEAN,

Assoc. Prof. PhD *Alina Maria RANGICA*



DEPARTMENT DIRECTOR,

Prof. PhD *Raluca Monica COMĂNEANU*





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Annex 1

TUTORS

Academic Year 2025–2026, Semester I

No.	Year of Study	Specialization	Teaching Staff
1	I	Dental Medicine in English	Assoc Prof. PhD Hancu Violeta
2	II	Dental Medicine in English	Prof. PhD Căruntu Ana
3	III	Dental Medicine in English	Assoc Prof. PhD Voinea-Georgescu Ruxandra
4	IV	Dental Medicine in English	Assoc Prof. PhD Florescu Anamaria
5	V	Dental Medicine in English	Lecturer PhD Manea Ștefan
6	VI	Dental Medicine in English	Lecturer PhD Sitaru Alexandru

DEAN,

Assoc. Prof. PhD Anna Maria PANGICĂ

DEPARTMENT DIRECTOR,

Prof. PhD Raluca Monica COMĂNEANU



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Annex 2

REPORT

Regarding Tutoring Activities During the Academic Year 2025–2026

Year: ____ Specialization: ____

No.	Activity	Observations / Results
1		
2		
3		
4		
5		
6		

PROGRAM

Regarding Tutoring Activities in the Academic Year 2025–2026

Year: ____ Specialization: ____

No.	Activity	Deadline
1		
2		
3		

TUTOR CONSULTATION SCHEDULE

No.	Day & Time	Room
1		

Tutor: