



METHODOLOGY ON PREPARATION AND DEFENDING THE BACHELOR'S DEGREE THESIS AT "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

	Date	Signature
Prepared by: Vice-Chancellor, Dr. Daniel Lighezan, Prof., Ph.D. Dean of Faculty of Medicine Dr. Bogdan Timar, Associate Professor, Ph.D	10/28/2020	
Endorsed by Legal Department	11/06/2020	
Endorsed by the Senate Permanent Board in charge of reviewing the university rules as well as the University Charter		
Effective as of :	11/25/2020	
Withdrawn as of::		

Art. 1 Generals

(1) The bachelor's degree thesis represents an important element of the process involving the assessment of both the knowledge and the scientific activity of the graduates of all study programs within "Victor Babeș" University of Medicine and Pharmacy of Timișoara (UMFVBT).

(2) The bachelor's degree exam is intended to assess the competences related to drafting and completing an independent scientific research, as well as to writing down and presenting the research results according to the rules set forth by the academic community.

Art. 2 Themes and Degree Coordinators

(1) The major criterion in choosing the field / topic of the bachelor's degree thesis should be chiefly governed by the advantage that the research to be carried out during the training process of the future expert may offer. The topic to be approached and surveyed should be correlated with the graduate's study program / major area, particularly with that segment of activity where the graduate shows both solid general knowledge and a special interest in.

(2) The professors should agree to coordinate the undergraduate papers. A scientific coordinator may conduct up to a maximum of 8 bachelor's theses per year. There must be free communication between the student

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and the scientific coordinator, and such communication should match the academic environment and should be governed by mutual respect and appreciation.

(3) Various faculty members (starting from the degree of assistant professor to higher degrees, such as university professor and / or teachers or researchers from other universities or higher education institutions who have previously signed particular agreements with UMFVBT to that effect) may act as scientific coordinators of the bachelor's degree theses. Full-time university assistants may also coordinate undergraduate papers only together with a tenured teacher.

4. The topics of the bachelor's degree theses shall be determined in accordance with the academic subject's research priorities and in agreement with the scientific coordinator(s).

(5) Students are bound to notify the Dean of the faculty about the title of the bachelor's degree thesis and the agreement of the scientific coordinator, no later than June 1 of the penultimate year of study (i.e. year V for graduates in Medicine and Dentistry, respectively year IV for Pharmacy graduates).

(6) A student may change the topic and / or the scientific coordinator only once, after notifying and subsequent to the approval given by the initial scientific coordinator, as well as under the endorsement of the Dean of the faculty. All other changes regarding the title and the scientific coordinator are no longer possible starting with the 2nd semester of the last year of study.

Art. 3 Structure of the Bachelor's Degree Paper

(1) The Bachelor's degree paper shall mandatorily have the following structure:

- A) Cover**
- B) Title page**
- C) Summary**
- D) List of abbreviations and symbols**
- E) Main paper comprising:**
 - a) Introduction**
 - b) Contents**
 - c) Conclusions and personal contributions**
 - d) Bibliography**
 - e) Attachments (optional)**

(2) The cover of the bachelor's degree thesis shall mandatorily include the following information: university's full name and logo, faculty, department and subject/course title, the names of both the author of the thesis and the scientific coordinator, year of defence. The paper's cover shall be laminated in colourless plastic.

(3) The title page repeats the information provided on the cover and in addition it shall have the bachelor's degree title.

(4) The content of the bachelor's paper shall contain information on the entire paper, namely: introduction, content, conclusions, bibliography, attachments (optional) and it shall also include the titles of all chapters and subchapters accompanied by the page number where each chapter and subchapter begin.

(5) The list of abbreviations and symbols, as well as the notations frequently used in the bachelor's thesis must comply with the standards used in the literature. Frequently used symbols, abbreviations and notations shall be written in alphabetical order, starting with the Latin alphabet, the lowercase letters and then the corresponding uppercase letters and continuing with the Greek alphabet, the lowercase letters and then the corresponding uppercase letters.

(6) The actual bachelor's thesis shall include:

a) Introduction.

The introduction of the bachelor's thesis shall be numbered using Roman numerals; furthermore, its role is to place the research within a given temporal, historical, geographical, professional context and shall usually cover 1-2 pages.

The introduction shall contain:

- i) the reason for which the student has chosen the research topic.**

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- ii) the importance and the current applicability of the topic.
- iii) inclusion of the theme into the international, national and zonal concerns.
- iv) the scientific objectives to be reached by the end of the scientific research.
- v) synthetic comments on the research method that has been approached and the research methodology.

b) Contents.

The content of the paper shall always outline two components: the theoretical or the conceptual component and the practical or the applied part (it basically includes one or more applications that satisfy the objectives of the paper). While the theoretical component demonstrates the degree of information acquired by the author, the practical component requires the identification / drafting of solutions that may apply to the issues addressed in the paper.

The content of the paper shall present the two components in a balanced way, emphasizing the applicability of the theme, thus demonstrating the graduate's ability to creatively apply his/her theoretical knowledge. It is recommended that the theoretical part should represent no more than 30-35% of the paper while the practical part - 65-70%.

The content of the bachelor's thesis shall be numbered in Arabic numerals and shall consist of three main parts:

- a) The General Part.
- b) The Special Part
- c) Conclusions and own contributions.
- d) Bibliography.
- e) Attachments (optional)

a) The general part shall outline the current state of knowledge on the researched topic - descriptive analysis of achievements in the field, based on a primary documentation.

b) The special part incorporates the candidate's contributions and presents the type of approach to the research topic, respectively the exploratory research or applied research, covering most of the bachelor's degree thesis. This special part may take the form of a primary study (original observational, experimental or interventional research) or a secondary study (summary of primary studies in the literature under the form of a systematic review or meta-analysis).

In the case of a primary study, the special part comprises an experimental part and a part dedicated to the research results. The experimental part presents the material that has been studied, as well as the research methods / techniques that have been employed, depending on the nature of the thesis and the research conducted. The part dedicated to the research results may contain one or more chapters depending on the method chosen for the experimental verification, presenting, as appropriate, in a descriptive manner using tables, graphs, illustrations, as well as discussions related to the methodology used compared to those used in the field at national and international levels.

In the case of a secondary study, the Special Part will be drafted in the form of a review article or a meta-analysis or a comparative analysis or a critical analysis of data excerpted from literature (without limiting the grade for this type of study). The secondary study represents an option for the states of emergency, alert, the circumstances where the didactic activity is carried out on-line or other special circumstances determined by the decisions of the Board of Directors of UMFVBT.

c) The part consisting in Conclusions and own contributions should always emphasize:

- the extent to which the objectives of the scientific research have been reached.
- the author's own contributions.
- the directions to which the research should be further targeted.

This part of the bachelor's thesis is a separate chapter and it shall be briefly presented on no more than 1-2 pages, following a coherent, factual and punctual approach.

d) The Bibliography part shall contain the list gathering up all sources of information, directly consulted and used by the graduate to write the bachelor's thesis, with the following statements:

- all bibliographic references should be selected and written down keeping the number strictly necessary for the documentation purposes, without reaching an exhaustive bibliography. The bibliographic list, written in the

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Vancouver style, shall contain in the text all indices of representative works from the following categories: books, articles from specialized journals, doctoral theses, university courses, published in letter or electronic format, including web pages (most bibliographic titles being dated in the last 10 years)

- a bibliographic index may be quoted several times in a paper
- the bibliographic index shall be inserted in the text immediately after the statement of information and before the punctuation sign.
- the bibliographic titles shall be numbered and presented in the order they are first mentioned in the text.
- recommendations for drafting bibliographic references shall follow the Vancouver model <http://www.library.uq.edu.au/training/citation/vancouv.pdf>;
- up to 3 authors -all authors are quoted; more than 3 authors the phrase "et al" shall be mentioned after the first three authors
- journal titles may be abbreviated according to the recommendations of Journals Indexed for MEDLINE- www.ncbi.nlm.nih.gov/nlmcatalog/journals; in the case of books, the chapter with the related pages is specified.

Examples:

Journal articles: Fried LP, Kronmal RA, Newman AB, et al. Risk factors for 5-year mortality in older adults: the Cardiovascular Health Study. JAMA. 1998; 279: 585-592.

Book: Evans JG, Franklin Williams T, Lynn Beattie B: Oxford Textbook of Geriatric Medicine, 2nd Edition. Oxford University Press, 2000.

e) Attachments may consist of one or more pages, which shall be numbered in roman numerals (Annex 1, Annex 2, etc.). Each annex shall be mentioned at least once in the text.

Art. 4. Rules for drafting the bachelor's degree paper

- (1) The cover of the bachelor's thesis shall be white, and the writing will be black.
- (2) The diacritics specific to the language in which the paper is written down shall be used (ă, î, â, ș, ț for the Romanian).
- (3) The text in the normal paragraphs shall be aligned between the left and right margins (justified).
- (4) The page numbering is done starting with the title page, up to the last page of the paper, but the page number shall appear only starting with the "Contents"; the page number shall be inserted in the footer part (centred or to the right).
- (5) The chapters of the General Part and, respectively, those of the Special Part shall always begin on the new page.
- (6) Printing is done on one side only.
- (7) Formatting the A4 page for printing:
Margins: Up - 2,5cm, Bottom 2,0cm; Right 3,5cm, Left 2,0cm.
Folio: Up 1,2cm, Exterior.
- (8) Editing shall use the following types, fonts:
 - i. The main fonts for writing down the thesis text - TIMES NEW ROMAN 12.
 - ii. The body of the thesis written in 1 ½ lines.
 - iii. Cover text: Attachment 3
 - iv. The legends of the figures and the tables shall be written with the following fonts: TIMES NEW ROMAN 10Typewriting tips: 1 row spacing.
- (9) Bibliography shall be drafted using the following fonts: TIMES NEW ROMAN 11
Typewriting tips: 1 row spacing.
- (10) The first pages and the Introduction Part shall be numbered with Roman numerals as follows:

Page	I	Title page (do not number)
	II - III	Contents
	IV (or III)	List containing the abbreviations and symbols
	V (or IV)	Dedication (optional)

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VI (or V) Acknowledgment
VII-VIII (VI-VII) Introduction

(11) The body of the thesis written using TIMES NEW ROMAN 12 shall not exceed 30-60 pages (without bibliography).

(12) The Attachment shall be numbered in Roman letters. It shall contain copies of the student's own works that have been presented / published (if applicable). Optionally it may also contain figures and tables.

Art 5. Completion and defence of the bachelor's degree paper.

(1) The bachelor's thesis must comply with the drafting standards provided by this Methodology.

(2) The thesis shall be written in impersonal style (Unde NO circumstances shall the first person be used), and the information shall be communicated in a direct and intelligible manner, following a logical and coherent structure.

(3) The paper may be drafted and defended in Romanian, English or French (depending on the study program).

(4) The completion of the bachelor's degree thesis is conditioned by obtaining the approval of the scientific coordinator and it shall be handed over to the Dean's Office of the faculty according to the established calendar.

(5) The paper may be submitted only if it is accompanied by the summary and report of the paper signed by the scientific coordinator (s).

(6) The defence of the bachelor's degree / diploma / dissertation paper before the examination commission is at least as important as the drafting thereof. The final grade obtained by the graduate represents both the result of the evaluation of the paper by the coordinating faculty (evaluation written down in a paper signed in the original form), and the result of the evaluation of the commission, following its submission and defence by the graduate.

Art.6. Rules for submission /defence of the bachelor's degree thesis

(1) Time and location to defend the paper: graduates shall be notified in terms of the date, time and location where they shall be able to defend their bachelor's thesis before the committee. Failure by the candidate to appear on the set date, time and location may result in his / her removal from the bachelor's exam. In states of emergency, alert, circumstances when the teaching activity takes place online or other special circumstances determined by the decisions of the Board of Directors of UMFVBT, the bachelor's degree papers may be defended online, according to a procedure approved by the Evaluation Board and endorsed by the University Senate.

(2) The defence. The defence of the bachelor's degree thesis shall consist in public and oral presentation, for no more than 10 minutes, based on a material created by the graduate which should include the most important aspects of the paper. At the end of the defence, the members of the commission may ask the graduate questions regarding: the subject of the bachelor's thesis and / or the methodology and resources used, the specialized literature dedicated to the topic or related to it. It is recommended to defend the paper in **PowerPoint format (PPT)** with the following indicative structure: title of the paper, purpose of the paper (optional, working hypotheses), structure of the paper - chapters, specific elements of the paper, to focus on the practical / applied part the candidate pursued, the methods he/she used and the conclusions he /she reached. We recommend the use of 2, 3 tables or relevant statistics that target the phenomenon the candidate has followed, from the results of the Special Part.

Recommendations for drafting the PPT presentation:

- the presentation shall contain between 8 and 16 slides (slides);
- the mandatory existence of a title slide, which should contain the title of the paper, the graduate's name and the name of the coordinating professor(s), the course/subject;
- 6-10 slides with text, tables, figures (they shall be used to present the main aspects of the Special Part of the paper that are to be communicated to the commission);
- 1-2 slides for conclusions.

Art.7. Assessment of the Bachelor's Degree Paper

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- (1) The assessment of the bachelor's degree paper shall be done by a Commission consisting in a president, 3 members and a secretary; the secretary does not have the right to score the paper.
- (2) The members of the Assessment Commission, with the right to score the paper, shall be active tenure professors of UMFVBT.
- (3) Each member of the commission, with the right of scoring the paper, shall assign a grade from 1 to 10 (whole numbers).
- (4) The final grade given for the defence of the bachelor's thesis shall represent the arithmetic mean of the individual grades given by the members of the Evaluation Commission with the right give grades.
- (5) The results obtained after the defence of the bachelor's thesis may not be challenged.
- (6) The faculties with a large number of students shall set up several commissions for the evaluation of the bachelor's theses, the recommendation being, on average, 40-50 graduates / commission.
- (7) The composition and number of commissions shall be approved by the Faculty Council, at least one month before the date of the bachelor's exam.
- (8) Each commission is organized on related subjects, which should include at least one specialized professor from each subject.
- (9) The composition of the commissions and the distribution of students depending on the commissions and halls shall be published by posting at the Dean's Office of the faculty and on the UMFVBT website, at least 3 days before the date of the test.

Art.8. Final provisions

- (1) Each faculty shall be free to draft and implement its own regulations and instruments that are to be used to contribute to the proper organisation of the bachelor's degree exam, provided that it does not violate the provisions of this regulation.
- (2) The rector of UMFVBT may cancel, based on the approval of the University Senate, a bachelor's degree thesis, when it is proved that fraudulent means were used in relation to the drafting thereof.
- (3) The methodology for drafting the bachelor's degree thesis may be modified upon the request of the Faculty Councils, by decision of the Board of Directors and with the approval of the University Senate.
- (4) This Methodology for the drafting and taking the bachelor's degree exam was approved in the Senate meeting on, the date as of which it shall enter into force.

RECTOR,
Prof. Octavian Marius CREȚU, Ph.D.

ATTACHMENT NO. 1 Registration application form

For the Attn. of
_____, **Faculty Dean**

_____, the undersigned ____-year student enrolled with
the Faculty of _____, study programme _____, form
of instruction _____, hereby kindly ask you to approve the following theme / topic
titled _____

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in order to draft my bachelor's degree paper / diploma thesis / dissertation paper for the following course /
subject _____ under the supervision and coordination provided by

Dated

Signature,

**Endorsed by,
Bachelor's degree thesis coordinator**

title, full name, signature

.....

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P-ța Eftimie Murgu, nr. 2, cod 300041, Timișoara, România
Tel: +40256293389; Fax: +40256490626
Email: rectorat@umft.ro

www.umft.ro



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Dated

ATTACHMENT NO. 2 DECLARATION OF ORIGINALITY

DECLARATION*

on the originality of the contents of the bachelor's degree paper

_____ the undersigned student residing in _____, born on _____ in _____ identified with Personal Identification Number (CNP) _____, graduate of „Victor Babeș” University of Medicine and Pharmacy of Timișoara, Faculty of _____, study programme: _____ class _____, hereby declare, to the best of my knowledge and belief, being fully aware of the provisions regarding misrepresentations and the provisions set forth by the National Education Law no. 1/2011 art.143 par. 4 and 5 related to plagiarism, that the bachelor's degree paper titled _____ drafted under the supervision of Mr. / Mrs. / Ms. _____, and which is to be defended in front of the assessment commission is original and genuine, that it fully belongs to me and that I completely and irrevocably undertake the entire responsibility of its content. I also declare that I agree that my bachelor's degree paper be verified using any legal means to confirm its originality; I also consent that its content be added to a database for this purpose. I have taken note of the fact that it is completely forbidden to sell scientific papers in order to facilitate the buyer to falsify the authorship of a bachelor's degree, diploma or dissertation paper and in this regard, I declare, undertaking all risks and responsibility, that this paper was not copied and that it represents the result of the research I have undertaken.

Dated,

Student signature

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ATTACHMENT NO. 3 Cover and title page

“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA
= TIMES NEW ROMAN 16 = CENTRED

FACULTY: TIMES NEW ROMAN 14 CENTRED
Department TIMES NEW ROMAN 14 CENTRED
Subject/Course TIMES NEW ROMAN 12 CENTRED

**DOCTORAL STUDENT’S LAST NAME, FATHER’S FIRST NAME INITIAL, DOCTORAL
STUDENT’S FIRST NAME**

TIMES NEW ROMAN 14 CENTRED BOLD CENTRED

UMFVBT LOGO

BACHELOR’S DEGREE PAPER

TIMES NEW ROMAN 36 CENTRED BOLD CENTRED

Scientific coordinator(s) - TIMES NEW ROMAN 12

FULL NAME OF THE SCIENTIFIC COORDINATOR TIMES NEW ROMAN 16 BOLD

T i m i ș o a r a (spacing) TIMES NEW ROMAN 14

Y E A R (spacing)TIMES NEW ROMAN 14

c) Text to be written down on the title page:

“VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA
TIMES NEW ROMAN 14

FACULTY TIMES NEW ROMAN 14
Department TIMES NEW ROMAN 14
Subject / Course TIMES NEW ROMAN 12 CENTRED

DOCTORAL STUDENT’S LAST AND FIRST NAMES

TIMES NEW ROMAN 16 BOLD

UMFVBT LOGO

BACHELOR’S DEGREE PAPER

TIMES NEW ROMAN 36 BOLD CENTRED

TITLE OF THE BACHELOR’S DEGREE PAPER

TIMES NEW ROMAN 12 CENTRED- 16

Scientific coordinator(s) TIMES NEW ROMAN 12

FULL NAME OF THE SCIENTIFIC COORDINATOR TIMES NEW ROMAN BOLD16

T i m i ș o a r a (spacing) TIMES NEW ROMAN BOLD 14

Y E A R (spacing) TIMES NEW ROMAN BOLD 14

d) The titles shall be written as follows:

SECTION / PART TITLE (GENRE/SPEC.)	TNR BOLD 16
CHAPTER TITLE (1ST DEGREE TITLE)	TNR BOLD 14
SUBCHAPTER TITLE (2ND DEGREE TITLE)	TNR BOLD 12
SUBCHAPTER TITLE (3RD DEGREE TITLE)	TNR BOLD 11
Subchapter title (4th degree title)	TNR bold 11
Subchapter title (th degree title)	TNRI bold italic 11
Subchapter title (6th degree title)	TNRI 11

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ATTACHMENT NO. 4 Paper Summary

S U M M A R Y

TITLE OF THE BACHELOR'S DEGREE PAPER

.....
.....

STUDENT'S FULL NAME, group, series, study programme

.....

SCIENTIFIC COORDINATOR

.....

SUMMARY

(no more than 300 words, without spaces)

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