**ROMANIA**

**THE MINISTRY OF NATIONAL EDUCATION**

**THE “VASILE GOLDIŞ” WESTERN UNIVERSITY OF ARAD**

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The University Senate

**THE DECISION**

**No. 35/ February 24, 2014**

**On the approval of the Guidelines for Issuing the Paper for Completion of the Bachelor/ Master Academic Studies**

 **The Senate of the “Vasile Goldis” Western University of Arad has met in the session of February 24, 2014, and considering:**

* The provisions of the Law no. 240/ 2002 on the establishment of the “Vasile Goldis” Western University of Arad
* The provisions of the Law no. 1/ 2011, the Law on National Education, with subsequent amendments
* The provisions of the Law no. 288/ 2004 on the organization of the academic studies
* The provisions of the Law no. 87/ 2006 for the approval of the Emergency Ordinance no. 25/ 2005 on the quality assurance of the education
* The provisions of the Government Decision no. 493/ July 17, 2013 on the approval of the Classification of the academic fields and study programs/ modules of the structure of the higher education institutions, of the accredited or temporary authorised academic fields and study programs, of the geographical locations for their development, of the number of credit points in the European Credit and Accumulation Transfer System for each program of academic studies, the type of education and the teaching language, as well as the maximum number of students who can be enrolled in the 2013-2014 academic year;
* The provisions of the Government Decision no. 581/ July 30, 2013, on the accreditation of the fields of academic Master studies, of the study programs and of the maximum number of students to be enrolled in the academic year of 2013-2014;
* The provisions of the Government Decision no 1418/ 2006 for the approval of the Methodology for External Evaluation of the standards, of the standards of reference, and of the list of performance indicators of the Romanian Agency for Quality Assurance in the Higher Education;
* The provisions of the Government Decision no. 681 of June 29, 2011 on the approval of the Code for Doctoral Academic Studies;
* The provisions of the “Vasile Goldis” Western University of Arad:

According to its incumbent competencies

**DECIDES:**

**Art, 1.** It approves the Guidelines for Issuing the Paper of Completion of the Bachelor/ Master academic studies, which is attached, as part of this decision.

**Art. 2.** The provisions of this decision are to be accomplished by the Rector of the “Vasile Goldis” Western University of Arad, prof. Coralia Adina Cotoraci, MD PhD, by the Vice-rector for Bachelor, Master programs, for quality assurance and students’ matters, prof. Cristian Haiduc, PhD, and by the faculty deans.

**Art. 3.** The Senate Secretary is to notify this decision:

* To the faculties;
* To the Legal Department

President of the Senate,

**Assoc. Prof. Aristide Sorin BASCHIR, MD**

**GUIDELINES FOR DRAFTING AND DEFENDING THE BACHELOR THESIS AND MASTER DISSERTATION**

**2014**

**SUMMARY**

1. Choosing the topic and the scientific supervisor

2. Issuing the plan of the paper

3. Drafting the Bachelor/ Master thesis

4. Structure of the Bachelor/ Master thesis

5. Requirements for drafting the Bachelor thesis / Master dissertation

6. Supervisor’s Evaluation of the Bachelor thesis / Master dissertation

7. Drafting the Bachelor/ Master portfolio

8. Paper evaluation by the Bachelor/ Master Commission

9. Presentation of the paper in front of the Bachelor/ Master commission

Appendixes

**GUIDELINES FOR DRAFTING AND DEFENDING THE BACHELOR THESIS AND MASTER DISSERTATION**

The Bachelor/ Master thesis represents a product of the activity of learning and scientific research achieved by the Bachelor/ Master students during their entire learning years. This proves the graduates’ capacity to comprehend and assimilate information, to implement the acquired knowledge in real economic phenomena, to analyse and synthesise data resulting from the economic environment, from their personal research activities and the specialised literature. The drafting of the Bachelor thesis / Master dissertation supposes both consulting the specialised literature, and the graduates’ analysis and interpretation of real economic phenomena under the coordination of a scientific supervisor – teaching staff member.

**1. Choosing the topic and the scientific supervisor**

The Bachelor/ Master students may choose the topic for the Bachelor thesis / Master dissertation and the scientific supervisor three semesters prior to the completion of the studies, i.e. during the semesters IV, VI, VIII, X (Bachelor thesis), respectively II (Master dissertation). In this regard, the teaching staff entitled to coordinate the Bachelor thesis / Master dissertation is to make public the proposed topics at the beginning of the academic year, by displaying them at the information board and by publishing them on the faculty website. The Bachelor/ Master students may choose one of these subjects or they may propose, at their turn, topics in their field of interest. The Bachelor thesis / Master dissertation may be drafted for any of the studies subjects during the study years, regardless on their optional level or not. The choice of the topic must be made considering the area of interest for each Bachelor/ Master student, consistent with the graduated study program and also with the possibilities for theoretical and practical documentation for the drafting of the Bachelor thesis/ Master dissertation.

The scientific supervisor is selected in the same time with the choice of the paper topic. When choosing the scientific supervisor is good to consider also the existing previous communication between the supervisor and the Bachelor/ Master student; the relation Bachelor/ Master student – supervisor must rely on respect, open dialogue, understanding and cooperation.

The teaching staff may coordinate Bachelor/ Master papers only in the field of the subjects they teach. For exceptional situations, when the teacher who taught a certain subject at a certain study program is not available for the coordination of the Bachelor thesis / Master dissertation, the faculty council is to appoint another coordinator to fulfil the scientific and compatibility requirements for the coordination of such papers. After selecting the topic, the Bachelor/ Master students are to submit at the Faculty Secretariat an application where to mention the topic of the thesis and the scientific supervisor, endorsed and signed by the supervisor (Annex 1), until June 30 of the same year. Such applications are to be submitted to the approval of the scientific councils of the departments of the faculty. The Bachelor/ Master students whose applications are denied may choose other topics, respectively supervisors until November 15, the latest.

For the Bachelor students who completed their Bachelor studies in a field, they cannot choose for their Master dissertation the same topic as that in the Bachelor thesis. However, they can choose to continue or deepen the study in of the topic approached in the respective thesis.

**2. Issuing the plan of the paper**

After the choice and the approval of the topic, under the scientific supervisor’s guidance, the Bachelor/ Master student shall issue the plan of the Bachelor thesis / Master dissertation. On this occasion, the title of the thesis will be decided as well, title which has to cover for the paper thematic contents. Both the plan and the title of the paper have indicative and provisory characters, as they could bear changes depending on the needs emerging during the study and the analysis of the thematic.

The plan of the paper must comprise the following elements:

- introduction into the studies problematic;

- substantiation of the topic selection, its importance and the used methodology of research;

- propositions on the structure of the paper;

- conclusions to be drawn after the performed research;

- bibliographic references.

**3. Drafting the Bachelor thesis / Master dissertation**

The Bachelor/ Master student is drafting the Bachelor thesis / Master dissertation under the coordination of a scientific supervisor. They are to mutually agree on a timetable of the activity with defined deadlines when to evaluate quantitatively and qualitatively the Bachelor/ Master student achieved progress in the activity of drafting the Bachelor thesis / Master dissertation.

**4. Structure of the Bachelor thesis / Master dissertation**

The Bachelor thesis / Master dissertation must be sized so that it avoids both the excessive fragmentation of the material and the over-sizing of some chapters. A number of 3-5 chapters may be regarded as optimal.

The Bachelor thesis / Master dissertation must have the following structure:

* **The cover –** the information which must appear on the cover of the Bachelor thesis / Master dissertation are presented in the Appendix 2;
* **The title page –** the information which are to appear in the title page of the Bachelor thesis / Master dissertation are in the Appendix 3;
* **Summary –** the Bachelor thesis / Master dissertation will have a summary with the titles of all chapters and sub-chapters and the number of the page where each chapters starts (Appendix 4);
* **Abbreviations** (where applicable)
* **List of tables and figures** (where applicable)
* **Introduction (1-2 pages).** The introduction must comprise:
* The presentation of the topic: which is the studied matter;
* The substantiation for approaching the subject: why is it important and whom does it present interest for;
* The purpose and the objectives of the work: the way how the own results relate to those obtained in other studies in the field (if they are compliant or if they are different, etc.);
* The presentation of the structure of the paper is the last paragraph in the introduction.

The Introduction is not counted as chapter by itself.

* **The theoretical part (5-20 pages, depending on the field)** is formed by the analysis and the synthesis of the specialised literature in the field. The theoretical part is to be structured in1-2 numbered chapters. The theoretical part must present briefly:

**-** the main relevant theoretical results in the specialised literature;

**-** the eventual differences of opinion with regard to the existing theories;

**-** the empirical results emerging from the considered theories;

**-** the expected results of the paper, based on the identified theoretical and empirical contributions.

The relevant specialised literature used in the paper has to appear in the list of references. **Copying the referential materials is not accepted.**

The quotations are within the text, with the mention between brackets of the author’s name and of the year of publication for the respective work, thus:

* one author: (Ionescu, 2012);
* two authors: (Ionescu and Popescu, 2012);
* more authors: (Ionescu et al., 2012);
* if one author is quoted with more works published in the same year: (Ionescu, 2012a).

The eventual explanations are to be made in footnotes placed in the page footer.

* **The practical part (20-30 pages)** represents a case study or an analysis of some real phenomena through the prism of the presented theoretical elements. The practical part is to be structures in 1-3 numbered chapters. The practical part has to contain the following elements:

**-** the purpose of performing the study, the main intended goals, the tools to achieve them (empiric analysis, statistics, questionnaires, interviews, etc.);

**-** the main steps of the case study (including their description);

**-** if the case study is carried on at a specific company, a presentation of the company is to be performed (identification data, history, object of activity, suppliers, customers, human resources, the analyse of the main indicators for 3-5 years, etc.);

**-** if a (juridical, social, economic, medical, etc.) phenomenon is analysed, the applied methodology and the tools used in carrying on the case study are to be described, the achieved results;

**-** the main results obtained after the performed analyses;

**-** the interpretation of the achieved results.

There are to be inserted in this part tables, graphs, relevant plans for the case study which to support and confirm the performed scientific endeavours. The graphs, the tables, the images must not substitute the text explanations as they are an addition to them.

* **The conclusions (2-5 pages)** must resume the results achieved in the practical part by relating them to the theoretical part. There are also to be highlighted other possible solutions (recommendations, propositions) or if there is the possibility for further development of the paper. The conclusions do not count as chapter.
* **The own contributions** refer to the personal way of the author approaching the topic of the paper, the issues related to the design/ the development, the stages of the design/ issuing of the case study, the achieved results. This part must underline clearly the author’s contributions. It is recommended to use some graphs or tables to highlight comparatively the achieved results. **The original elements** are estimated by the pieces or the ensemble of pieces (ideas, theories, way of structuring the concepts, of performing the case studies, etc.) rendered by the author in the constructed Bachelor thesis / Master dissertation, characterised by authenticity, real, undisputable value specific for the Bachelor/ Master studies not imitated after somebody else, personal, novel, without using models made by other and without being fake, plagiarised.
* **The references (10-20 titles)** are not counted as chapter. The reference list must comprise only the references quoted in the paper. Their order is set alphabetically by the first author’s name. Each referential tile is to be numbered. If an author is quoted with more works published in the same year, same mention as that in the paper wording is to be made.
* **Example for books:**

1. Ciobanu, Gh, (coord.) (2011a), *Macroeconomics,* Risoprint Publishing House, Cluj-Napoca;

2. Ciobanu, Gh. (2011b), *Stock Markets and Stock Transactions*, Ed. Economică, Bucharest;

3. \*\*\* International Standards for Financial Reporting (IFRSs) (2011) – Official norms issued at January 1st, 2011, Editura CECCAR, Bucharest;

* **Example of papers:**

4. Popescu, A. (2011), *Classical and Modern Micro-economic Aspects of the Consumer’s Behaviour in Population*, Studia Universitatis ”Vasile Goldis” Arad, Series Economic Sciences, part I;

* **Example of online references:**

5. <http://www.anofm.ro/files/statistica_somaj_august_2013.pdf>, accessed on November 13, 2013

* **Appendixes (maximum 20% of the volume of the paper).** When necessary, the appendixes are to be set into a section apart, which is not numbered as chapter. Each appendix is to be mentioned at least once in the wording of the paper. The appendixes are numbered in ascending order and they apply for all the paper.

**5. Requirements for drafting the Bachelor/ Master thesis**

The Bachelor/ Master paper is to be typed on the computer, in the **Microsoft Word** application, mandatory using Romanian characters, where applicable (ă,î,â,ș,ț).

The font in the paper is **Times New Roman.**

For the titles of the chapters and subchapters a **14p Bold font** is to be used, and the font for the text, tables, and graphs is **12p Regular.**

The work is to be typed at **one line**, all pages are to be numbered, starting with the summary, each chapter starts in a new page and it is to be printed at the printer **on one side.** The text of the paper is to be printed with black ink; the graphs, the figures and the images are to be colour-printed.

The format of the page is A4 with 2cm edges.

The titles of the chapters are centred, with capital letters, and for the sub-chapters, there are to be used at least 2 levels of subtitle which are to be aligned to the left side of the page, according to the model below:

**1. CHAPTER TITLE**

**1.1. Sub-chapter Title**

**1.1.1. Paragraph title**

For the tables, the title is written in the centre above the table, and the numbering is made on the top right side, as follows: the chapter’s number, followed by the order number of the table in the respective chapter. For instance, the second table in the third chapter is to be numbered as follows:

Table 3.2

The Unemployment Rate in European Union States for 2010-2012 (%)

|  |  |  |  |
| --- | --- | --- | --- |
| **Country/ Year** | **2010** | **2011** | **2012** |
| **Romania** | 6.3 | 5.9 | 7.6 |
| **Hungary** | 8.0 | 8.5 | 10.8 |
| **Poland** | 8.3 | 8.1 | 9.1 |
| **Czech Republic** | 4.8 | 4.6 | 7.4 |

Source: Eurostat, 2012

For the graphs, figures or schemas, the title of the figure is written centred below the figure. We number the chapter, followed by the order number of the figure and then by its title, according to the model.

Fig. 3.1. The Unemployment Rate in the European Union States for 2010-2012

Source: Eurostat, 2012

For tables or figures taken as a whole from various bibliographic materials, the sources are to be quoted, indicating the author, the title of the book, the publishing house, the year of issue and the page, like in the example above.

It is recommended to adopt a unitary style throughout the paper with regard to the tables, graphs, titles.

The paper is to be spiral bound or with paperboard cover.

**6. Supervisor’s Evaluation of the Bachelor thesis / Master dissertation**

After drafting the final version of the paper, the scientific supervisor is to issue an evaluation report of the thesis (Appendix 5). This report is inserted into the paper, between the cover and the title page.

* **The importance of the topic and the structure of the paper**
	+ **Actuality and way of approach:** the information presented in the paper corresponds to the actual moment, are dwelt with responsibility and competence, refer to the level of coverage for the approached topic, to how explicit it is presented and is structured. The drafting of the paper in an impersonal academic writing is appreciated, no grammar typing errors are allowed. The presented ideas must flow logically and coherently from the previous one, and the paper has to be coherent.
	+ **The structure on chapters:** the logical organisation on chapter is taken under consideration in the evaluation. For easier approach, the topic has to be structured on several chapters corresponding to some basic ideas in the field under discussion. The chapter details the respective idea, coming with details and innovating ideas. The ideas have to be presented in a proper scientific language and consistent with the required formal standards and in a logical manner.
	+ **Chapters order:** the clear numbering of the chapters and sub-chapter is evaluated, in order to indicate the level of generality for one aspect or another of the paper, in compliance with the guidelines for issuing the Bachelor/ Master thesis. The chapters order must allow for the verification of the following basic elements: theoretical training, methodological training; capacity to perform a practical application in the approached field of study, the capacity to interpret the results and to formulate propositions for improving of the approached field.
* **The scientific contents of the paper**
	+ **The complexity of the topic:** the theoretical substantiation of the topic proposed by the paper: the relevance of the selected theoretical benchmarks, the rigorous use of the concepts, ideas, theories, bibliographical amplitude (access to major numerous substantial references). The topic of the work must reflect the Bachelor/ Master student’s belonging to the field of study followed during the academic training.
	+ **The methodological approach:** using during the research activity of various methodological aspects, respectively: the method of the research of the normative acts and of other documents, classification/ order, review of the literature in the field, comparative analysis, the method of the case study, the graphical representation, the issuing of distributions or series, of statistical and econometric models, etc.
	+ **Applicability:** the activity of research in any field aims to generalise or to put into practice the acquired results. The Bachelor/ Master student must achieve the generalisation or the way to put into practice the discovered solutions in two times: one considering the extend of the achieved results on the entire group or on the entire population which was subject of the research, the other aiming for the possible transfer of the results on the study and knowledge of other groups, populations, situations, etc.
* **Drafting the paper**
	+ **Specialty documents:** the documentation is representative for the respective topic, the inventory and the consultation of the data and information with the highest relevance (specialty books, official documents, legislation, specialised journals and publications, websites etc.)
	+ **Rhythmicity in drafting:** respecting the appointments timetable, agreed with the paper supervisor and the drafting on steps of the Bachelor thesis / Master dissertation. In addition, it is also appreciated the use of a unitary style inside the paper;
	+ **Personal and others contributions:** the capacity to critically report to the theoretical sources and the promotion of the personal vision on the dwelt topic, standing for an opinion or opening a significant direction for debate related to the approached topic.
* **Desktop publishing**
	+ **Informational support:** the existence and the way of drafting the informational sources (footnotes, sources at tables, figures, etc.) is appreciated
	+ **Aesthetics and graphical aspect:** paper presents a neat aspect, the aesthetical part of the thesis is no less important than its contents.
* **Conclusions**
	+ **Performing the work on steps:** brief review of the objectives and of the motivation of the research, followed by the synthesis of the achieved results and of their significance in the context of the literature dedicated to the analysed paper. It is evaluated the way how the Bachelor/ Master student has carried on the research for drafting the Bachelor/ Master paper, on timeframes, steps, stages usually characterised by important events such as: the way of concluding each chapter, the paper assemblage, the wording for the conclusions and propositions, etc.
	+ **Quality level:** evaluated by the totality of the essential characteristics, traits and sides based on which the Bachelor thesis / Master dissertation is judged and classified with a certain quota, of a certain complexity level, fulfilling a standard, having a value etc. The stage of knowledge, the Bachelor/ Master student’s scientific contribution, the relevance of the topic etc. are to be taken under consideration.
	+ **Original elements:** are estimated by the pieces or the ensemble of pieces (ideas, theories, way of structuring the concepts, of performing the case studies, etc.) rendered by the author in the constructed Bachelor thesis / Master dissertation, characterised by authenticity, real, undeniable value specific for the Bachelor/ Master student, not imitated from someone else, personal, novel, without using models made by others, and without having fake, plagiaristic character.
* **References**
	+ **Amplitude and actuality:** the graduate must know and refer to the main sources of information in the field of the thesis topic. At grading, there are to be considered only the bibliographic sources tightly connected to the topic of the paper. The bibliography must be as comprising as possible and to have reference sources of actuality, especially in the year for drafting the paper or the anterior one.
	+ **Quotation in the text:** the paper must comprise references in the chapters and not only in the final of the paper. These references show the way how the graduate studied the topic of the paper in the literature or in other proper sources of information. There are to be taken under consideration for grading those references in the text reuniting the terms of opportunity and they are proper to the contents of the paper.
	+ **The respect of the orthographic and desktop publishing norms:** the bibliography from the end of the paper and the references must be drafted according to the rules specified in these guidelines.

The scientific supervisor will propose a grade for the respective paper.

The scientific supervisor will certify for the authenticity and originality of the paper. The verification of the paper from this point of view can be performed with anti-plagiarism software programs.

The scientific supervisor is entitled not to accept for presentation a paper which does not fulfil the requirements of this methodology.

The evaluation report of the paper is to be dated and signed by the scientific supervisor.

**7. Drafting the Bachelor/ Master portfolio**

The graduates registered for the exam of completion of the studies have to issue the **portfolio** resulting from the efforts of documentation and drafting of the Bachelor/ Master thesis. The portfolio is to comprise:

- the candidate’s guidance sheet issued by the scientific supervisor (Appendix 6);

- the plan of the paper, approved by the scientific supervisor;

- the references (books, papers, publications, online published materials, etc.).

The existence of the portfolio is to be confirmed by the scientific supervisor in the report which is issued by this person on the Bachelor/ Master thesis.

It is mandatory that the graduates have the Bachelor/ Master portfolio on them when presenting the Bachelor/ Master paper.

**8. Defence of the paper in front of the Bachelor/ Master commission**

For the presentation of the paper, the graduates are to prepare a **presentation (Power Point)** of **maximum 15 slides** where they are to present briefly the main achievement of the Bachelor thesis / Master dissertation. The time allowed for the presentation of a thesis is of 10 minute.

The presentation is to comprise the following elements:

* A slide with the title, which comprises the name of the study program, the title of the thesis, the graduate’s name and the scientific supervisor’s name;
* A slide with the summary of the presentation;
* 1-2 slides presenting the initial stage of the topic which is intended to be analysed in the paper;
* 6-9 slides with text, tables, and figures (with the help of which those aspects intended to be communicated to the commission are to be presented);
* 1-2 slides for the conclusions.

It is recommended to use the **Arial 22 p Bold font** (not italics or capital letters). There can be added on the slide a representative graphic component (drawing, photo). The presentation will comprise diagrams/ graphs instead of tables. The use of animations in or between the slides (for adding paragraphs, formulas, diagrams etc.) is not recommended.

The Bachelor/ Master commission is to ask questions to the graduate either during the presentation (for immediate clarification of some aspects presented by the graduate) or by the end of the presentation.

**The presence of the scientific supervisor is mandatory at the defence of the Bachelor thesis / Master dissertation.**

**In order to establish the final grade, the following are to be considered:**

* The grade proposed by the scientific coordinator in the evaluation report;
* The way and the capacity of presenting the approached paper in front of the commission;
* The degree and the capacity of answering to all questions asked by the members of the commission.

Approved in the Senate meeting of February 24, 2014.

**RECTOR,**

**Prof. Coralia Adina COTORACI, MD, PhD**

APPENDIX 1

THE “VASILE GOLDIŞ” WESTERN UNIVERSITY OF ARAD

THE FACULTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM**

**For the Supervision of the Bachelor Thesis / Master Dissertation**

 The undersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Bachelor/ Master student in the year \_\_\_\_\_\_\_\_\_\_\_\_\_, type of education \_\_\_\_\_\_ study program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please approve my enrollment for the supervision of the Bachelor/ Master thesis at the subject of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, under the supervision of Mr. (Ms) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for the Bachelor/ Master thesis for the session of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2014.

The proposed topic for the Bachelor thesis / Master dissertation is : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Date, Bachelor/ Master Student’s Signature,

 \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorsed by Scientific Supervisor,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****APPENDIX 2

**THE “”VASILE GOLDIŞ” WESTERN UNIVERSITY OF ARAD**

 **THE FACULTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **STUDY PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BACHELOR THESIS / MASTER DISSERTATION**

**SCIENTIFIC SUPERVISOR**

**GRADUATE**

**2014**

****APPENDIX 3

**THE “VASILE GOLDIŞ” WESTERN UNIVERSITY OF ARAD**

 **THE FACULTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDY PROGRAM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BACHELOR THESIS**

**/ MASTER DISSERTATION**

**TITLE OF THE PAPER**

**SCIENTIFIC SUPERVISOR**

**GRADUATE**

**2014**

APPENDIX 4

Abbreviations .......................................................................................................................... 2

List of tables and figures ......................................................................................................... 3 Introduction ............................................................................................................................. 4 Chapter I. .... ............................................................................................................................. ...

1.1. ... ........................................................................................................................... ...

1.2. .... .................................................................................................................... ... Chapter II. .... .............................................................................................................................. ... .................................................................................................................................................. . .................................................................................................................................................... ................................................................................................................................................. ...

Conclusions ................................................................................................................................. References ............................................................................................................................... ...

Appendixes ..................................................................................................................................

APPENDIX 5

THE “VASILE GOLDIŞ” WESTERN UNIVERSITY OF ARAD

THE FACULTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDY PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REPORT**

Of Evaluation of the Bachelor thesis / Master dissertation with the title of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued by the graduate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, under the coordination of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Criteria for evaluation:

 **1. The importance of the topic and the structure of the paper**

- Actuality and way of approach:

- Structure on chapters:

- Chapters order:

 **2. The scientific content of the paper**

- Complexity of the topic:

- Methodological approach:

- Applicability:

**3.** **Drafting of the paper**

- Specialized documentation:

* Rhythmicity in drafting:
* Personal and others contributions:

 **4.** **Desktop publishing**

* Informational support:
* Esthetics and graphic aspect:
* Neatness:

 **5. Conclusions**

* Developed on stages:
* Quality level:
* Original items:

 **6. References**

* Spreading and actuality:
* Quotations in the text:
* Compliance with the orthographic and publishing norms:

The graduate has the Bachelor/ Master portfolio according to the provisions of the Guidelines for drafting the paper.

The paper accomplished the scientific and methodological terms to be presented in from the Bachelor/ Master commission.

Proposed grade \_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

 Date Signature

APPENDIX 6

THE “VASILE GOLDIȘ” WESTERN UNIVERSITY OF ARAD

THE FACULTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDY PROGRAM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUIDANCE SHEET**

**For the student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scientific supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Paper topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of the appointment:

Partial evaluation of the paper:

Recommendations from the supervisor:

Comments:

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