



**WORKING PROCEDURE
BACHELOR THESIS WRITING**

CODE:PL-88

Edition : 1

Revision : 2

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1. SCOPE

These instructions show the process and structure of a bachelor thesis.

2. INTENDED USE

This procedure applies to the students in the last year enrolled to all the specialties of the Undergraduate Programs in Romanian, English and French languages.

3. REFERENCE DOCUMENTS

1. SR EN ISO 9000: 2015 – Quality management systems. Fundamental principles and vocabulary.
2. SR EN ISO 9001:2015 – Quality management systems. Requirements
3. SR EN ISO 9004:2015 – Quality management systems. Guidelines for the improvement of performances.
4. *OSGG 600/2018 – related to the approval of the Code of internal management control of public entities, with later modifications and completions;*
5. The Law of National Education no. 1 /2011, *with later modifications and completions;*
6. Law no. 288/2004 related to the organization of university studies
7. Order of the Ministry of Education and Research no. 3235/10.02.2005 related to the organization of the cycle of undergraduate studies
8. Order of the Ministry of National Education no. 183/16.04.2014 related to the framework methodology for the organization and carrying out of bachelor’s examinations and dissertations
9. Chart of “Grigore T. Popa” University of Medicine and Pharmacy of Iasi
10. Undergraduate Degree Regulations
11. Internal methodology: Organization and carrying out of examinations for the completion of studies at “Grigore T. Popa” University of Medicine and Pharmacy of Iasi

4. DEFINITIONS AND ABBREVIATIONS

Bachelor thesis = scientific paperwork presented by a graduate student in order to obtain a bachelor’s degree

PL – Working Procedure


CA – Board of Directors

NA – Archive Classification

5. PROCEDURE DESCRIPTION

The bachelor thesis will be drafted by the students at the very latest:

- In the 1st semester of the 5th academic year for the undergraduate programs for Medicine and Dentistry;
- In the 1st semester of 4th academic year for the undergraduate programs for Pharmacy
- In the 2nd semester of the 3rd academic year for the undergraduate programs studies for Bioengineering and General Medical Care

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- In the 2nd semester of the 2nd year for the programs of undergraduate degree studies for Nutrition and Dietetics, Dental Technology and Balneo-physio-kinetotherapy and Recovery to be completed in the last academic year

During the academic years, the students have the possibility to choose the topic of the bachelor thesis and the tutor in accordance with the topics proposed by each academic discipline.

At the start of each academic year, the teaching coordinators will post the topics of the bachelor's theses and the tutors for the academic disciplines. The tutor of the bachelor thesis may be a professor, associate professor, lecturer or assistant.

The associated teaching staff / research assistants or other categories who concluded a collaboration agreement with the university may coordinate the bachelor thesis only with the approval of the teaching coordinator of the respective academic discipline.

The modification of the title or of the tutor based on valid grounds can be made with at least six months before the end of the 2nd semester of the last year with the approval of the faculty members who were proposed initially or later on as tutors and with the approval of the Office of the Faculty Board.

5.1 Contents of the bachelor thesis


The bachelor thesis can be original research paperwork or synthesis paperwork of the specialty literature. The thesis must have the pages numbered accordingly and has to comprise:

- **Outside cover**, according to Annex 1, with the following information:
 - university;
 - faculty;
 - discipline
 - study program (undergraduate specialty);
 - the text “BACHELOR THESIS”, followed by the title of the paperwork;
 - the text “THESIS SUPERVISOR” followed by the name and surname, teaching certification of the tutor(s) of the bachelor thesis
 - the text “GRADUATE” followed by the name and surname of the graduate (if applicable, in parentheses, the name after marriage);
 - The year of the paperwork
- **Inside cover** *must have the same information as the outside cover (Annex 1)*
- **The affidavit of the graduate, according to Annex 5**, stating that the paperwork is not plagiarized. The affidavit will be signed in original.
- **Contents** – will include the name and numbering of sections, sub-sections and sub-points, references and annexes specifying the proper pagination from the text;
- **Paperwork content** as follows:

a. Original research paperwork

For the original research paperwork, the bachelor thesis will comprise the following sections:

- Introduction;
- Knowledge stage (which is 1/3 of the *content of the bachelor thesis* and includes references to the synthesis of knowledge in the field related to the bachelor thesis topic);

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- Personal part (which is 2/3 of the *content of the bachelor thesis* and must include: Scope of the paperwork, Objectives of the paperwork, Materials and method, Results, Discussions, Conclusions)
- Enclosures
- References

b. Synthesis paperwork of the specialty literature

If the paperwork is a synthesis on a certain topic of the specialty literature, this will comprise:

- Introduction;
- Synthesis of literature (written according to the standard methodology)
- Discussions
- Conclusions
- Enclosures
- References

5.2 Writing rules

5.2.1. The bachelor thesis is printed in **3 copies** (one copy is submitted to the faculty's secretariat, a copy is submitted to the discipline and one copy is kept by the graduate) in Romanian, English or French language depending on the candidate's option with the approval of the tutor. The paperwork has to have at least 50 pages without exceeding a maximum of 150 pages. An A4 format will be used with the following settings: 2.5 cm distance from top and bottom, 3 cm distance from the left margin and 2 cm from the right margin. The text must be written with Justify, Times New Roman font of 12 size with 1.5 line spacing and diacritics are mandatory. The title of the section will be centered. The sections will comprise sub-titles to be numbered accordingly.

5.2.2. Figures and tables


Figures (images) and tables will be inserted in the text; their title and legend will be written according to Annex 3 specifying the bibliographical reference if the figure is not an own creation. The tables are numbered with Roman numbers and are specified in the text of the bachelor thesis together with the bibliographical reference if the table is not an own creation.

5.2.3. References

The references will comprise a corresponding number of titles (but no less than 25) of the last years except the representative works of the field in question. The references will be written based on the standard criteria (Annex 4, point 1 and 2). The references will be written in alphabetical order.

5.3. Report of the thesis tutor

The report of the thesis tutor is written on one page. The report will include comments related to the importance of the topic and the way in which the paperwork was drafted. At the end, the tutor will propose the grade and will sign the report. This report will be inserted as a distinctive page in the bachelor thesis after the title page and before the contents' page.

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If the tutor is an associate professor / research assistant or other category, the report will be endorsed by the teaching coordinator of the discipline where the bachelor thesis was worked out.

5.4. Aspect of the bachelor thesis

The bachelor thesis will be covered and stitched in accordance to Annex 1. The code letters will be written in Times New Roman font, with diacritics and silver/gold color. The inside cover will include the code letters of Annex 2 which will be also written in Times New Roman with diacritics.

5.5. Submitting the bachelor thesis

The bachelor thesis will be submitted to the Faculty’s secretariat together with the enrollment for the bachelor’s examination, usually with at least 10 days before the start of the session *in accordance with the examination schedule*. When submitting the thesis, the student will sign a statement of approval that the thesis is his/her own work and that it was not plagiarized to be included at the end of the paperwork.

6. RESPONSIBILITIES

6.1. Graduate

- Chooses the topic of the bachelor thesis and the tutor in accordance with the topics proposed by the teaching coordinators by filling in a specific form;
- Drafts the bachelor thesis in accordance with THis procedure
- Submits the thesis to the Faculty’s secretariat and enrolls for the bachelor examination
- Signs a statement of approval that his/her paperwork is not plagiarized

6.2. Teaching coordinators

- Propose and post the topics of the bachelor’s theses and the tutors for the disciplines;
- Approve the forms in which the students choose the topic;
- **If the tutor is associate professor / research assistant or other category**, approve the report comprising remarks related to the importance of the topic and the presentation method

6.3. Tutors


- Check and coordinate the student in writing his/her thesis;
- Compile the report comprising remarks related to the importance of the topic and the presentation method of the thesis; at the end of the report, the tutor proposes a grade and signs the document.

6.4. Faculty secretary

- Takes over and centralizes the bachelor’s theses;
- Compiles the database for the theses corresponding to the respective years.

6.5. Faculty Chief Secretary

- Checks the databases of bachelor’s theses;
- Together with the faculty’s dean/vice-dean sets out the composition of the commissions for the bachelor’s theses which will be approved by the Office of the Faculty Board

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- Forwards the proposals related to the composition of the commissions for bachelor's theses to be approved by the Board of Directors.

7. ANNEXES AND RECORDS

Crt. No.	Record name	Code	Drafter	Approved by:	No. of copies	Distributed	Keeping time (years)	Keeping place	Archiving duration (years)
1.	Form by which the student chooses his/her thesis topic	-	Graduate	Activity coordinator	1	1 copy – faculty secretariat (in the student's file)	Min. 1 year	Secretariat	Acc. NA
2.	Bachelor thesis	-	Graduate	-	3	1 copy – faculty secretariat 1 copy – discipline 1 copy - graduate	5 years-copy from the secretariat submitted to the library/ 1 years – copy from the discipline	Library / discipline	Acc. NA
3.	Report related to the importance of the topic and the presentation method of the paperwork	-	Thesis tutor	-	1	1 copy – faculty secretariat (together with the bachelor thesis)	5	Library	Acc. NA
4.	Statement of approval	-	Graduate	-	1	1 copy – faculty secretariat (in the student's file)	5	Secretariat	Acc. NA
5.	Theses database	-	Faculty secretariat	-	1	1 copy - faculty secretariat	5	Secretariat	Acc. NA
6.	Affidavit	-	Graduate	-	1	Graduate	-	3	Acc. NA

ANNEX 1 – OUTSIDE COVER

- Outside cover model Faculty of Medicine – Romanian language*
- Outside cover model Faculty of Medicine – English language*
- Outside cover model Faculty of Medicine – French language*
- Outside cover model Faculty of Dentistry – Romanian language*
- Outside cover model Faculty of Dentistry – English language*
- Outside cover model Faculty of Dentistry – French language*
- Outside cover model Faculty of Pharmacy – Romanian language*
- Outside cover model Faculty of Pharmacy – English language*
- Outside cover model Faculty of Medical Bioengineering – Romanian language*

ANNEX 2 – FIGURES, TABLES (MODEL)

ANNEX 3 - REFERENCES (MODEL)

ANNEX 4 – Affidavit of the student that the paperwork is not plagiarized

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