

Guide for preparing and drafting undergraduate and master thesis papers

2022

Contents

1. Introduction – general framework	3
2. Structure of the thesis paper	5
3. Bibliography and citation rules.....	7
4. General rules for drafting.....	8
5. Presentation rules.....	9
6. Ethical aspects	10
Annexes	11

1. Introduction – general framework

This guide is based on:

- Law 1/2011 – National Education Law, with subsequent amendments and additions;
- Law 288/2004 – regarding the organisation of university studies;
- Order of the Education Minister no. 3106/2022 regarding the approval of the framework methodology for organizing and conducting bachelor/diploma and dissertation examinations, published in The Official Gazette no. 169/21.02.2022;
- Regulations regarding the organisation and conducting of undergraduate / bachelor level educational process at the Politehnica University of Timisoara;
- Regulations regarding the organisation and conducting of Master level educational process at the Politehnica University of Timisoara;
- Regulations regarding the organizing and conducting of bachelor/diploma and dissertation examinations within the Politehnica University of Timisoara, updated in 2020;
- The Charter of the Politehnica University of Timisoara, updated in 2014;
- Other specific regulations.

This Guide for the drafting and presentation of the completion of studies thesis paper is a document adopted by the Politehnica University of Timișoara, is addressed to the students of the bachelor and master cycles, provides support for the completion of the studies papers and has the following *objectives*:

- Making thesis paper coordination activities more efficient;
- Facilitating students' accuracy in drafting their thesis paper;
- Increasing the quality of thesis papers;
- The unitary assessment of thesis presentations.

The completion of the studies paper is proof of the level and quality of the graduate's vocational, theoretical and practical training and, by the way in which it is presented orally, before an examination committee, it showcases the value of the essential, defining scientific attributes of the graduate.

In conformity with the Regulations for the organising and the conducting of bachelor / diploma and master completion examinations in the Politehnica University of Timisoara, the graduation examination consists in:

- Bachelor / diploma examination for the undergraduate level, consisting in the examination for the assessment of fundamental knowledge, competences and skills relevant for the domain and the specialisation, and the defense of the thesis paper for the undergraduate level;
- Dissertation examination for the master level, consisting in the preparation and defense of dissertation thesis.

Each student shall have the obligation to choose the subject of their thesis paper and the coordinating teacher, and to respect the requirements of such teacher through the preparation and presentation of their thesis paper.

The topic of the thesis paper shall be determined by a teacher with a PhD title, who assumes the status of thesis coordinator. The paper shall be linked to the student's educational program, to the field of expertise of the coordinating teacher and to UPT's programs and institutional policy. The subjects of thesis papers and the allocation of coordinating teachers shall be managed at department/faculty level.

In order to choose their thesis coordinator, students should take the following *criteria* into account:

- a) Only junior lecturers with a PhD title, lecturers, associated professors and professors are allowed to coordinate thesis papers;
- b) The educational subject chosen by the aspiring graduate;

c) The relationship between the student and their scientific coordinator should be based on free scientific cooperation, built onto mutual respect and appreciation;

The thesis paper is a creative work that requires high level scientific guidance and provides a well-developed material that is well founded in theory and practice.

In order to achieve the previously listed goals, this Guide will provide students with:

- Information regarding the structure of the thesis paper (Chapter 2);
- Information regarding **the bibliography and the citation rules** in force (Chapter 3);
- **Rules for drafting** the thesis paper (Chapter 4);
- **Rules for presenting** the thesis paper (Chapter 5).

This Guide will be used a working tool at the Politehnica University of Timisoara starting with the **June 2022** sessions of final examination (undergraduate and master levels) and will nullify any such previous guide.

The guide, together with its annexs used in order to draft the thesis papers, will be published on the website of the Politehnica University of Timișoara (www.upt.ro) and will be made available to teachers and students.

2. Structure of the thesis paper

The thesis paper shall be written and presented in the Romanian language, as a rule, but it can be written and presented in a widely spoken language, with the approval of the thesis coordinator. The thesis will be defended in Romanian. If the program of study is provided in a widely spoken language other than Romanian, then the drafting, the presentation and the defense of the thesis paper shall be in the respective language.

If the thesis paper is written in another language than Romanian, it will be accompanied by an abstract written in Romanian.

It is recommended that the thesis paper should not exceed a number of 100 pages, annexes included.

The thesis paper will have a chapter structure and will include the following **compulsory elements**, in this order:

- a. **Cover page** – the content of this page is shown in Annex 1;
- b. **(optional) Abstract in the Romanian language** (Annex 2 - does not count as a chapter). The abstract is intended to inform about the content of the work by a brief description of up to one page regarding the research, the procedures/methods and their results or conclusions. The synopsis in Romanian becomes mandatory for the works edited in languages other than Romanian;
- c. **(optional) The abstract translated in a widely spoken language** (does not count as a chapter);
- d. **Contents** – the work will have a table of contents containing the headings of all chapters with the number of the page at which each chapter begins;
- e. **Introduction, or a Supporting Technical Statement in the case of project papers** – it will contain the rationale for the choice of the subject, the general objectives of the paper, the hypotheses set forth by the paper or the questions it answers to, the scientific relevance of the subject, the novelty of the subject, the research strategy, the methodology used, the data collection tools and the data interpretation tools. The introduction can also mention the limitations of the paper such as data confidentiality, questionnaire response rate, bibliographic reference sources, etc.
- f. **Chapters** – the paper will contain chapters numbered ascendingly in Arabic letters and the division of sub-chapters will not exceed 3 divisions;
- g. **Conclusions of the thesis paper** – this part of the paper contains the most important conclusions of the work, based on the assumptions stated in the introduction of the thesis paper, the author's personal opinion on the results achieved in the work, and potential future research directions related to the topic under discussion. In the case of diploma projects, the main summary data obtained from the design process will be mentioned;
- h. **Annexes** (where appropriate) – they will appear in a separate section, which does not count as a chapter. Annexes will have increasing numbers (Annex 1, Annex 2, etc.);
- i. **Bibliography** – this is the last part of the thesis paper and shall contain the list of all information sources used by the student in order to draft their thesis paper;
- j. **Statement regarding the authenticity of the thesis paper** – the completed paper will include a self-declaration by the students, **dated and signed**, that should state that the work has been drafted by themselves, the bibliography has been used with

regard to the Romanian law and international conventions related to copyright, it has never been presented before and is not affected by plagiarism (in conformity with the Code of Ethics and Deontology of the Politehnica University of Timisoara, available at: https://www.upt.ro/img/files/carta/anexe/Anexa1_CartaUPT-Codul de%20etica si deontologie.pdf).

The content of the statement is shown in Annex 3 and on the UPT site at http://www.upt.ro/img/files/Regulamente_UPT/2020/Declaratie_de_autenticitate_UPT_2020.doc;

- k. **(where appropriate) CD/DVD** with the text of the thesis paper, figures, tables, developed applications – the CD is to be introduced in an envelope glued to the outer cover;
- l. **Drawings**. In the case of papers in engineering or architecture, the drawings shall accompany the thesis paper. They are to be executed on ISO sizes (A4, A3, A2, A1 or A0) and will be plotted on scale. The drawings show plans, sections, 3D views, or sketches of the projects presented. Drawings shall be archived according to the instructions communicated by the faculty.

3. Bibliography and citation rules

Bibliography should include all literature titles that have served as a basis for documentation, i.e. authors who have been quoted in the text, in all chapters of the thesis paper. Faculties may adopt their own citation systems in line with the specificities of the coordinated fields.

In the absence of any mandatory citation requirements, the bibliography will be drafted according to the Romanian Academy rules.

In the text, references shall be written between parentheses, e.g. (Tremblay, 2002). References shall be included in the original language (they will not be translated).

The bibliographical list shall be arranged in alphabetical order of the first authors. If there are two or more works by the same author, they will be listed in chronological order. References will include:

- The author's family name and given name, the title of the work- in Italics – volume, place of publishing, publishing house, year;
- For a study or a periodical, there will be listed the family and given names of the author, the title of the article – in Italics – the name of the periodical, the year of the issuing of the series, series, number, calendar year.

Published or unpublished bibliographic sources shall be included in the final bibliographic list, as all authors included in the bibliographic list shall be included in the text of the work.

The identical insertion of a sentence or paragraph shall be made by including the page from the source used, but also by quotation marks and the use of Italics; for sources taken from the Internet, the page addresses shall be included; in the final bibliographic list the works shall be entered in the alphabetical order of the authors' names. For collective works, the rule of alphabetical order applies to the first author.

If websites, magazines or articles are quoted, three asterisks will appear before, and then information on the volume, the issue, the pages consulted, the exact website address of the article, the date of the site visit and the date of downloading, as well as the date of the accessing. Web page addresses will be entered at the end of the list.

The bibliographical sources the author of which cannot be mentioned should be specified as "****" followed by the name of the article and/or book, the publishing house and the place of appearance (for books), the volume, the issue, the first and last page of the quoted work, and the year of appearance.

The bibliographic sources consulted on the Internet will be entered as follows: the page that was consulted, and the date of latest accessing. It is recommended to include the link to that website. Notes and bibliographical references shall be included at the end of the chapter/work in the order in which they appear in the text; where the note or bibliographical reference is inserted, its number shall be marked after the last word, in the superscript, with Arabic numerals; the content of the note or bibliographical reference will be inserted as a footnote or at the end of the chapter.

Examples of references:

Coulouris, G., Dollimore, J., Kindberg, T., *Distributed systems, concepts and design*, 3rd edition, Pearson, Addison Wesley, 2001.

Tremblay, R., *Inelastic seismic response of steel bracing members* Journal of Constructional Steel Research, 58, pp 665–701, 2001.

Neculau, A., Cozma, T. (coord.), Psiho -pedagogie - pentru examenul de definitivat și gradul II, Iași, Editura Spiru Haret, 1994.

*** https://ro.wikipedia.org/wiki/Motor_cu_reac%C8%9Bie (accessed February 2022)

4. General rules for drafting

The thesis paper shall be drafted in such a way as to reflect its scientific and/or creative character. To this end, the *drafting rules* set out in this chapter should be followed.

The paper shall be printed on both sides of the sheet of paper.

Each chapter shall have a clear structure, will begin on a new page and will have a title. The title is followed by two blank 12 points lines. Each sub-section title (e.g. 1.1 General information) shall begin after a 12 points blank line after the text and shall be followed by a 12 points blank line.

The text of the paper will be *justified*. It is recommended to check the spelling of the text with the help of the speller of the Word program.

Rules applying to the text of the paper:

- a. *Margins of the page* – the following values will be used (Page Setup -> Margins-> Mirror Margins):
 - interior: 2 cm
 - exterior: 2 cm
 - up: 2,5 cm (header included)
 - down: 2 cm
- b. *Line spacing* – the text shall apply a 1.15 line spacing (Format>Paragraph->Line spacing-> 1,15 lines);
- c. *Indentation* – text within regular paragraphs will be aligned between the left and the right margins (justified). The first line of each paragraph will have a 1.5 cm indentation (Format-> Paragraph-> Indentation-> Left). There will be an exception for chapter titles, which will be aligned left, just like the titles of the tables and of the figures (see explanations below);
- d. *Font* – the 12 points Arial font will be used, as well as the specific **diacritics** of the paper language (e.g.: ă, â, î, ș, ț – for the Romanian language);
- e. *Page numbering* - Page numbering runs from the title page to the last page of the paper, but the page number appears starts on the Introduction page. The page number is inserted at the bottom of the page, centered.
- f. *Page header* – it shall be inserted starting with the introduction page and contains, in successive lines, the following text, aligned left and with the size of 8 points: (i) the text *Politehnica University of Timișoara* ; (ii) the name of the program of study and the year of the paper defense ; (iii) the name of the candidate (left) and the title of the paper. At the right of the header, the UPT logo may be inserted;
- g. *Tables* – they are numbered in the order in which they appear in the paper. Alternatively, tables can be numbered in order in each chapter, including the chapter number in the numbering. Each table has a number and a title, which is mentioned above the table, in a centered alignment. Where applicable, the data source shall be indicated in brackets after the title of the table;
- h. *Figures* – (including images, graphs, screenshots) are numbered in order of their appearance in the paper. Alternatively, figures may be numbered in order in each chapter, including the chapter number. Each figure has a number and a title, which is mentioned under the figure, centered. Where applicable, the source of the figure shall be indicated in brackets after the title of the figure;

5. Presentation rules

Rules for the presentation and defense of the thesis paper:

- Time and place of presentation: Candidates will be notified of the date, time and place at which they will be able to defend their thesis paper before the commission. The candidate's failure to show at the established date, time and location will result in his/her removal from the study completion exam.
- The presentation and the defense of the bachelor thesis paper / diploma project / dissertation thesis paper are public and are carried out in the presence, at the same place and at the same time, of the examination committee and the candidate;
- During the establishment of a state of alert, necessity or emergency, based on the university autonomy, and by respecting the quality of the teaching act and assuming public responsibility, the defense of the bachelor thesis paper / diploma project / dissertation thesis paper can also be carried out online, based on a procedure approved by the University Senate. The thesis paper defense in the online version must be registered in full, for each graduate, and archived at the faculty.
- It is recommended to present the paper in PowerPoint with a maximum of 16 slides, with the following indicative structure: The title of the work – with a verbal justification of the subject choice, the purpose of the study, the hypotheses of the work, the structure, the specific elements of the paper. The main part of the presentation will be focused on the practical/applicative part, the subjects pursued, the methods used and the conclusions of the paper. The use of figures, tables, relevant statistics on the phenomenon being pursued and the results of the practical part shall be indicated;
- Questions: the members of the commission will ask the graduate questions regarding: the subject of the thesis paper, the methodology and resources used, how results have been obtained or certain details of the approach presented.

In presenting the completion work, the candidate can use a multimedia presentation (PowerPoint or equivalent) as support. Here are some recommendations for the multimedia presentation:

- The presentation will contain between 8 and 16 slides;
- There will be title slide, with at least the title of the paper, the name of the graduate and the name of the coordinating teacher;
- 10-12 slides with text, tables, figures, all helping the candidate to communicate all the aspects of their work that they want to share with the commission;
- 1-2 slides for conclusions;
- Slides will not contain too much text (10 lines of 10 word each, at the most);
- The candidate shall not just read the slide but will give a free speech, based on the information presented in the thesis paper.

6. Ethical aspects

Plagiarizing is the to appropriate (in whole or in part) someone else's literary, artistic or scientific work and to present such work as personal creation.

Politehnica University of Timisoara penalizes plagiarism according to the Code of Ethics and Deontology of Politehnica University Timisoara available at: https://www.upt.ro/img/files/carta/anexe/Anexa1_CartaUPT-Codul_de%20etica_si_deontologie.pdf).

Identification of plagiarism types:

1. Copying in whole – chapters or whole passages from another work are presented, with the copy-paste technique, claiming that they are original. This category includes works purchased from third parties or received as gifts from colleagues;

2. Copying in part – copying a few lines, paragraphs, or significant parts (several pages long) of a work;

3. Paraphrase copying – the structure, line of argument, examples and other content elements of the source are copied, but the wording, sequence of paragraphs or other elements are changed so as to make it more difficult to identify the author;

4. Self-plagiarism - the display, in a written work or oral communication, including in electronic format, of texts, expressions, demonstrations, data, scientific hypotheses, theories, results or methods extracted from written works, including in electronic form, of the same author or the same authors, without mentioning it and without referring to the original sources.

In order to avoid plagiarism, several steps must be followed when drafting one's thesis paper and papers in general:

1. The author must design an original work in which his or her own contributions are as clear as possible, which will be evaluated by the graduation examination committee.

2. The author must list, in the bibliography section, all sources used in order to draft the paper.

3. Precise indication of the author and the source, by means of quoting (the rules for which are covered by standards).

4. Avoiding formulations such as "it is known the fact", "other researchers have shown that", "there are authors who state that", "it is known that". In scientific papers, it is necessary to be specific about the author of the concepts, arguments, and formulations invoked.

At the Politehnica University of Timisoara, thesis papers can be verified by means of similarity checking systems. Before the defense of thesis papers, the candidates' coordinators may submit the papers to staff responsible with such checkings. The resulting report is obtained after verification with the specialized similarity detection service as detailed below. A model report is set out in Annex 4.

Annexes

Annex 1: Paper cover

Annex 2: Abstract

Annex 3: Statement regarding the authenticity of the thesis paper

Annex 4: Example of a similarity report

Annex 1 – Paper cover (example)

Name of the study program

Academic year



**TITLE OF THE THESIS PAPER
(Arial 20 pt, Bold, Uppercase, Center)**

**Candidate: Given name, family name
(Arial 14 pt, Bold, Left)**

**Scientific coordinator: Junior lecturer / Lecturer / Associate Professor /
Professor Given name, family name
(Arial 14 pt, Bold, Left)**

Session: June 2022 (Arial 14 pt, Regular, Center)

Annex 2 – Abstract

ABSTRACT
(Arial 20 pt, Bold, Uppercase, Center)

The abstract is intended to inform about the content of the paper through a brief description of the research of up to one page, the procedures/methods, as well as its results or conclusions. The abstract in Romanian becomes mandatory for works edited in languages other than Romanian and will be written in 12 pt Arial fonts. It will start two blank lines after the heading "ABSTRACT". Before the title, there will be three blank 12 pt. lines.

Annex 3 – Statement regarding the authenticity of the thesis paper (template)

**STATEMENT REGARDING
THE AUTHENTICITY OF THE THESIS PAPER ***

I, The undersigned _____,
identifying myself with _____ series _____ no.
_____,
CNP (personal numerical code) _____,
author of the thesis paper _____

Developed with the purpose of participating in the graduation examination completing the educational level of _____ organized by the Faculty of _____ within the Politehnica University of Timișoara, session _____ of the academic year _____, coordonating teacher _____, considering Article 34 of the Regulation on the organization and conduct of bachelor/diploma and dissertation examinations, approved by Senate Decision no. 109/14.05.2020, and knowing that in the event of subsequent finding of false statements, I will bear the administrative sanction provided by Art. 146 of Law no. 1/2011 – the law of national education, namely the cancellation of the diploma of studies, I declare on my own responsibility that:

- This paper is the result of my own intellectual endeavour,
- He paper does not contain texts, data or graphic elements taken from other papers or from other sources without such authors or sources being quoted, including when the source is another paper / other works of my own;
- bibliographic sources have been used in compliance with Romanian legislation and international copyright conventions.
- this paper hes not been publicly presented, published or presented before another the bachelor/diploma/dissertation examination committee.

Timisoara,
Date

Signature

* The statement will be handwritten and inserted at the end of the thesis paper, as a part of it.

Annex 4: Example of a similarity report

Lucrarea de licenta

Data depunerii: 09-iul.-2020 11:17AM (UTC+0300)

ID-ul depunerii: 1355327177

Numele fişierului: Licenta_docx (1.8M) **Numărul
cuvintelor:** 10874

Numărul caracterelor: 60829