



### Reference documents:

- ✓ Education Act no. 1/2011 ;
- ✓ Order of the Ministry of National Education and Scientific Research no. 6125/2016 on approval of the Framework Methodology for organisation and conduct of the graduation/diploma and dissertation exams;
- ✓ Government Emergency Ordinance no.41/2016 on simplification measures in central public administration and for amendment of certain normative acts;
- ✓ Ministry Order no.5643/2017 for amendment of Order of the Ministry of National Education and Scientific Research no. 6125/2016 on the approval of the Framework Methodology for organising and conducting the Graduation/diploma and dissertation exams;
- ✓ Charter of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș.

# GRADUATION/DIPLOMA EXAMINATION

## REGULATION

Regulation code: UMFST-REG-18

Edition 07

Drafted: Dean, Faculty of Sciences and Letters  
Assoc.prof. Giordano ALTAROZZI, PhD

Date: May 16 2019

Verified: Administrative Board

Date: May 20 2019

Approved: University Senate

Date: May 29 2019

<i>Date of enforcement:</i>	May 30 2019 / to be applied starting with 2019-2020 academic year
<i>Date of withdrawal:</i>	



## Chapter I. General provisions

### Article 1.

(1) Undergraduate studies at the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș end with a graduation exam aimed at validating the graduates' professional knowledge.

(2) The Senate decide and include in their own methodology for organising and conducting the graduation examinations, the procedures of conducting the written, oral, and practical examinations.

(3) According to the provisions of Article 17 of Government Emergency Ordinance no. 41/2016 on simplification measures in central public administration and for amending certain normative acts, the candidates shall also submit to the person designated by the Dean, the original documents that pass through the procedure of conformity with the original, in compliance with paragraph (5) of this Methodology.

(4) In accordance with the provisions of Article 17 of Government Emergency Ordinance no. 41/2016 on simplification measures in central public administration and for amendment of certain normative acts, the person designated by the Dean as responsible with collecting the candidates' files shall check the conformity of the copy with the original document. As evidence of verification and certification of conformity of the copy with the original, the copy will bear the specification: "Certified copy", the date when the conformity was verified, the name and surname of the certifying person, as well as the signature thereof.

### Article 2

(1) Graduates of an accredited programme shall enroll and sit the graduation/diploma examination at UMFST G.E. Palade as the organizing institution of the graduated programme.

(2) Graduates of studies organised on the basis of Act 84/1995 republished, with the subsequent amendments, who have not passed the graduation examination so far, shall be subject to the provisions of this regulation.

(3) Graduates of an undergraduate programme authorized for temporary operation shall sit the Graduation/Diploma Examination at other accredited universities, with approval of the university Senates and prior approval of the Administrative Boards. The graduates' enrollment for the Graduation/Diploma Examination is carried out by the higher education institution in which they have graduated, based on the protocol concluded between the two higher education institutions, in compliance with the legal provisions in force.

(4) In exceptional, duly justified cases, a graduation exam may be organised within UMFST G.E. Palade at majors authorized to operate provisionally, with the approval of the Romanian Agency for Quality Assurance in Higher Education.

(5) In exceptional situations, the graduates of an accredited undergraduate study programme may enroll and sit the Graduation/Diploma examination at another accredited higher education institution upon request, based on approval of the university Senates of the two higher education institutions, and following approval of the Administrative Boards.

(6) The Graduation/Diploma exam is organized and carried out under the same conditions for all graduates of a study programme, regardless of the type of education or the graduated higher education institution.

### Article 3.

(1) The Graduation/Diploma exam is organised in two sessions, one in July-September and the other, if necessary, in February of each year, according to the calendar established by the University management and published at the Deans' office notice boards at least 4 months prior to the Graduation exam.

(2) For exceptional, well-documented situations, the Administrative Board may approve the extension of the graduation/diploma exam period, according to the same methodology described in this Regulation.

(3) The committees of the graduation/diploma examination shall be established according to study programmes/majors, by the Rector's decision and based on the Dean's proposition and approval of the Administrative Board.



- (4) The Deans' offices coordinate the organisation and conduct of the Graduation exam.
- (5) The committee of the Graduation/Diploma exam consists of: Committee of experts for the written test, Committee for analysis and resolution of complaints, Committee for the practical examination, Committees for the presentation and defence of the graduation papers.
- (6) Supervisory committees are appointed by the Dean for the conduct of written examinations. Committee members are made public on the faculty website.
- (7) The committees include a chairperson, members, and a secretary. The Chairperson must be a university professor or an associate professor.
- (8) The members of the Graduation committee shall be PhD lecturers, associate professors and professors, except for the Supervisory committees whose members may be any teaching staff.
- (9) The duties of the secretary of Graduation/diploma committee include only document management tasks.
- (10) The committees' deliberation regarding the final results of the graduation/diploma exam is not public.
- (11) The members of the Graduation/diploma committees cannot be in a relationship of spouses, in-laws, and relatives up to the third degree either among themselves or with the examined students.

#### Article 4.

- (1) Students may sit the Graduation/Diploma exam on condition that they have passed all the exams in the 6/5/4/3 years of study, respectively.
- (2) Candidates to the Graduation/Diploma Examination, except for students specialising in a foreign language, must submit a certificate of linguistic competence in a language of wide international circulation (English, French, German, Italian, Spanish) which may be issued by the University or by another specialised national or international institution, acknowledged by the University.
- (3) Enrollment in the Graduation/Diploma Examination is carried out at the Deans' offices, during the announced period.
- (4) Graduates of previous classes may enroll in the Graduation/Diploma exams in the sessions scheduled for the current class.

#### Article 5.

- (1) The individual tests/exams of the graduation examination shall take place in the presence of the Examination committee specific for each examination and graduate, in the same location and at the same time.
- (2) The graduation exam includes:
  - a) Assessment of the theoretical knowledge by written or oral exam;
  - b) Practical exam - depending on the specific study programme (where applicable);
  - c) Presentation and defence of the Graduation/Diploma theses.
- (3) Exam a), i.e. evaluation of the theoretical knowledge by written or oral test, consists of a national component and/or, as the case may be, a specific component. The national component will be in the form of a written test from the topics and bibliography announced by the Organising Committee, consisting of specialists appointed by the management of accredited medicine and pharmacy universities.  
The Practical exam b) verifies the practical skills and competencies specific to the graduation field.  
Exam c) presentation and defence of the Graduation/Diploma paper, consists of the evaluation of the Graduation/Diploma theses drafted and presented by the candidates in accordance with the provisions of the appendices to this Regulation.
- (4) The final grade of the Graduation/Diploma exam is the arithmetic average of the written test averages, the practical exam (where applicable), and the grade for the presentation and defence of the Graduation/Diploma paper.
- (5) The average of an exam, as the arithmetic average of the grades of the examination committee, as well as the average of the graduation exam, shall be calculated with two decimals and shall not be rounded.
- (6) In order to pass a test, the graduate must obtain at least the grade of 5.00 (five of ten), and to pass the



Graduation examination he/she must obtain at least a 6.00 (six of ten).

#### **Article 6.**

(1) Failure to pass an exam/test within the Graduation/Diploma exam allows the student to sit the other exams of that session. The failed exam can be sit in another subsequent session with recognition of the other grades obtained in the previous session. An exam/test passed in a previous session of the Graduation/diploma exam at the same organising institution may be acknowledged upon the candidate's application for the Dean's approval, depending on the concrete conditions of the examination.

(2) An average grade below 6.00 (six) at the Graduation/Diploma exam requires the entire re-take of the exit graduation examination in a subsequent session.

(3) Retake of a failed test or of the whole Graduation/Diploma examination can be repeated three times within 5 years from the graduation date.

(4) Retake of a test or of the whole Graduation examination is subject to registration and payment of the fees stipulated by the University management.

#### **Article 7.**

(1) The general rules of conduct for examinations, stipulated by the University Regulations of Didactic and Professional Activity are also valid for the Graduation/Diploma examination and shall be supplemented by the provisions of the present Regulation.

(2) For violation of the rules of conduct during the Graduation/Diploma examination, the provisions of the Regulations of Didactic and Professional activity shall apply.

#### **Article 8.**

(1) Diplomas of graduates who have passed the Graduation/Diploma Examination are usually issued within 12 months from the date at which the examination was passed.

(2) Until the diploma is issued, the graduates who have passed the Graduation/Diploma examination shall receive, upon request, graduation certificates.

(3) Graduates who do not pass the Graduation/Diploma examination receive, upon request, a certificate of university studies.

**Article 9.** The Rector may cancel, with the approval of the University Senate, a final examination, a certificate or a diploma, upon evidence that it has been obtained by fraudulent means.

### **Chapter II. Written or oral exam for the Graduation examination**

#### **Article 10.**

(1) The written test consists of an examination based on the proposed topics and bibliography.

(2) For the faculties of medicine, dental medicine, and pharmacy:

a) The written test topics consist of 40 subjects and will include at least 80% of the subjects of the residency examination for the current year, with the related bibliography;

b) The subjects and bibliography of the written test shall be displayed at the Deans' office notice boards and on the university website, within one month from the publication of the subjects and the bibliography for the residency examination for the current year.

c) For the English programmes, written test bibliography will be selected from the English literature used as a bibliographic material during the study years, the subjects and bibliography being published on the University website at least 6 months before the examination.

(3) For the programmes: General nursing, Midwifery, Dental technology, Pharmacy assistant, Hydrotherapy, kinesiotherapy and medical rehabilitation, Nutrition and dietetics, Physical and sports education:



- a) The subjects of the written test include aspects of the specialty disciplines established at the level of the deans' offices, in accordance with the specific elements of each programme.
- b) The subjects and bibliography of the written test are displayed at the Deans' offices and on the university website, at least 4 months before the graduation examination.
- (4) For The Faculty of Economics and Law, Engineering, Science and Letters, the subjects and bibliography are proposed by the Specialist Committee and approved through Decision of the Faculty Council at least 6 months before the Graduation/Diploma examination.
- (5) In case of oral exams, these will consist of questions addressed by the committee members, selected from the general list of topics for the final graduation examinations. Each member of the committee will grade the candidate with a grade from 1 to 10, integer numbers, the final grade of the oral exam resulting from the average of these grades, calculated with two decimals, without rounding.

#### Article 11.

- (1) The committee of experts for the written test consists of faculty members who are specialists in the field and it includes a chairperson and a number of members, corresponding to the specialty areas included in the graduation exam.
- (2) If the written exam has the form of a multiple choice test, the pool/database from which the questions are selected shall be elaborated by the Committee of Experts for the written test, approved through Decision of the Faculty Council for each faculty, at least 2 months before the date of the graduation exam. Questions extracted from the database before the examination may be complemented by ad hoc questions.
- (3) The examination tests shall be elaborated no earlier than 24 hours prior to the written exam and shall be kept under secret conditions.

#### Article 12.

- (1) For the programmes of medicine, dental medicine, and pharmacy:
- a) The Committee of Experts for the written test draws up the examination test in two- or four- different variants, each of them based on 120 questions selected from the announced list of subjects;
- b) Each question has 5 answer choices;
- c) Of the total number of questions, 20% have only one correct answer and are marked with (\*);
- d) The rest of the questions may have two, three or four correct answers out of the five possible ones.
- (2) For the programmes of: General nursing, Dental technology, Pharmacy, Hydrotherapy, kinesiotherapy and medical rehabilitation, Nutrition and dietetics, Physical and sports education, the Committee of experts of the written test elaborates an examination test in two to four variants (depending on the number of graduates), comprising 100 questions from the general list of topics.

#### Article 13.

- (1) For the preparation of the written exam of the Graduation/Diploma examination in the fields of medicine, dental medicine, and pharmacy, students can practise on the topics of the Residency contests, as well as on the questions used in previous Graduation examinations.
- (2) The questions elaborated by the Committee in charge with the examination tests may be both from the announced pool, but also ad-hoc questions.

#### Article 14.

- (1) Three days before the date of the written test, students are assigned to different rooms, their distribution being posted at the noticeboards of the Deans' offices.
- (2) Students must be present in the assigned examination room at least 30 minutes before the announced starting time of the examination.
- (3) Students must have a valid identity document(identity card / passport).



(4) Access to the examination rooms with mobile phones or other devices for listening, recording, transmission, as well as with any other sources of written or electronic information is strictly forbidden. Failure to meet these requirements entails the student's being expelled from the exam.

(5) Students may request a new white grid if they have made mistakes. In this case, the student needs to fill in again all the correct data and answers by the time the exam is over.

#### Article 15.

(1) The written exam shall be supervised by the Supervisory Committees assigned to the different halls and approved by the Dean of each faculty, at least 1 month before the date of the graduation examination.

(2) Each Supervisory Committee consists of at least 4 faculty members: one chairperson, at least 2 members, and one secretary; the number of members of the Supervisory Committee is established according to the number of students in the respective room.

(3) The Chairperson is responsible for the proper development of the written test in the examination room to which he/she was assigned, in accordance with the provisions of this Regulation. He/she has to:

- check the students' identity upon their entrance in the examination room, organise their distribution on the allocated places in the hall, announce the instructions for filling in the tests, communicate the contact data of the Graduation/diploma committee in case of complaints, supervise the written test also from a disciplinary point of view, decide to replace and cancel wrong examination papers, collect the students' papers and hand them to the Graduation/Diploma Committee for correction, and sign the documents related to these tasks.

(4) The members of the Supervisory Committees shall ensure the proper conduct of the written test in the examination room to which they have been assigned and shall carry out any duties assigned to them by the Chairperson of the Supervisory Committee, in accordance with these Regulations.

(5) The secretaries of the Supervisory committees are in charge of the administrative activity: they check the examination rooms, take over and hand over the necessary materials from the Dean's office (list of students, examination papers, necessary supplies), display the correct multiple choice versions and results in the written test, and other duties assigned to them by the Chairpersons of the committees, in accordance with these Regulations.

#### Article 16.

(1) The subjects for the written exam are brought in the examination room by faculty delegates, appointed by the Faculty Management.

(2) The duration of the written test of the Graduation/Diploma exam shall be 3 hours from the date of submission of the examination paper to the last candidate.

(3) When the time allocated for the written exam is up, the students hand in their papers upon signature.

#### Article 17.

If the written exam is a multiple choice test, the Graduation/Diploma Committee displays the correct grids for students' self-assessment, within 30 minutes of the completion of the written test in all the examination rooms.

#### Article 18.

(1) Written exam results shall be displayed at the Deans's office notice boards and on the institutional website, no later than 48 hours after the date of exam completion.

(2) Possible complaints regarding the examination results shall be filed in writing at the University Registry within 24 hours from the communication/display of the results and shall be resolved within maximum 48 hours from the date of filing.

(3) Complaints are solved by the Complaint Committee and their resolution is final.

#### Article 19.

---



(1) The practical examination wherever the case, shall be carried out according to the methodology elaborated for each major/programme by the Faculty Councils.

(2) Complaints against results obtained in practical skills tests are not possible.

### Chapter III. Drafting and defending the graduation paper

#### Article 20.

(1) Faculty members of the George Emil Palade University of Medicine, Pharmacy, Science and Technology who hold a PhD and are assistant professors, lecturers, associate professors, university professors, but also associated faculty can coordinate Graduation/Diploma theses. Faculty members who do not meet the above conditions may be supervisors, under the direct coordination of a faculty member meeting the above conditions.

(2) Faculty members or researchers from other universities or institutions that have agreements with the University in this respect, can also be scientific coordinators.

(3) It is recommended that a scientific coordinator coordinate a maximum of 5 graduation diploma papers per year.

#### Article 21.

(1) The topics for Graduation/Diploma theses are established by each discipline/department/clinic and are displayed at their notice boards at the beginning of each academic year.

(2) Students may propose topics for the Graduation thesis themselves.

(3) The title of the Graduation/Diploma paper shall be communicated to the Deans' offices, based on the form provided in Appendix no. 01 of this Regulation, at least 4 months prior to the Graduation examination.

(4) Change of the topic and/or the scientific coordinator shall be based on the former scientific coordinator's agreement.

(5) Graduation/Diploma theses are subject to anti-plagiarism detection, selectively, at random, or wherever suspicions of plagiarism arise. At least 10% of all submitted Graduation/diploma theses will be evaluated separately for each study programme. The evaluation methodology is provided in the Anti-plagiarism Regulation of the university.

(6) The Graduation/Diploma paper coordinator and the student are jointly responsible for the paper originality. Any form of marketing of scientific papers is prohibited such as facilitating forgery of the buyer's status as author of a Graduation/Diploma paper. Identification of such a situation will lead to the student's expulsion and notification of the Ethics Committee in the coordinator's case.

(7) Coordinators/supervisors of a Graduation/diploma paper will declare under signature that the paper in question has not been used under another name or title as a Graduation thesis in a previous session (Appendix 06).

#### Article 22.

(1) In drafting the Graduation/Diploma paper, it is recommended to follow the *General Recommendations regarding the drafting of the Graduation/Diploma thesis* provided in Appendix 02 of this Methodology.

(2) Depending on the line of study, the thesis may be written in Romanian, Hungarian, English or in French, whereas its public defence will be in Romanian, except for the programme where graduates are majoring in an international language.

(3) If the thesis is written in Hungarian or in an international language, it will be submitted together with a 7-10 page summary in Romanian, referring to the paper originality.

#### Article 23.

(1) Public presentation of the Graduation/Diploma paper is subject to the scientific coordinator's prior agreement in this respect.

(2) The Graduation/Diploma thesis is submitted at the Dean's office at least 20 days prior to the written test or at a date set by the Faculty Management.



(3) The Graduation/Diploma theses are submitted in electronic format (pdf) and/or printed format according to the procedure established by the Deans' offices.

(4) The thesis can be defended only if, until the date of the Presentation and defence, the Scientific Coordinator has prepared and submitted the **Assessment Sheet** to the Secretary of the Evaluation Committee, as stipulated in Appendix 03 of this Regulation.

#### **Article 24.**

(1) The presentation of the graduation / diploma paper is made by public oral defence, based on a presentation created by the graduate, in a presentation programme, and it should cover the most important aspects of the thesis.

(2) The presentation time is of approx. 10 minutes.

(3) The electronic format of the presentation is submitted to the Secretary of the Evaluation Committee to which the candidate has been assigned, at least 24 hours prior to the paper defence.

#### **Article 25.**

(1) The graduation/diploma theses are assessed by a Committee consisting of three faculty members (one chairperson and 2 members) and one secretary. The secretary has no grading rights.

(2) The members of the Evaluation Committee with grading rights can be faculty members of the university, PhD holders, having the title of lecturer, associate professor, and professor.

(3) It is recommended that the scientific coordinator of the paper be present during the defence of the graduation/diploma paper.

#### **Article 26.**

(1) The Chairperson of the Evaluation Committee coordinates the defence of the graduation theses, moderates the discussions, grades the thesis, ensures the drawing up of the catalogue and is responsible for the observance of the provisions of this Regulation.

(2) The members of the Evaluation Committee may ask questions, they grade the thesis and fulfill any other duties established by the chairperson, for the proper conduct of the defence of the graduation papers.

(3) The secretary of the Evaluation Committee is responsible for the administrative activity: checks the examination rooms, takes over the graduation theses from the Dean's office, receives the scientific coordinators' evaluation sheets, takes over and submits the evaluation sheets to the committee, takes over and checks the students' presentation materials, hands over the defended graduation papers to the University Library, as well as other responsibilities given by the Chairperson, for the good conduct of this component of the graduation examination.

#### **Article 27.**

(1) The number of committees shall be established according to the number of graduation theses, for a smooth running of this part of the graduation exam.

(2) The composition and number of committees shall be established by the Dean of the Faculty, at least 2 months before the date of the graduation examination.

(3) Each committee shall be organised on related disciplines, including at least one specialist member of the faculty in each discipline.

(4) The distribution of different graduation papers is done by ensuring a balance between the number of papers assigned to each committee.

(5) The committee members as well as the students' allocation to different examination rooms and committees shall be published at faculty noticeboards, at least 3 days before the date of graduation thesis defence.

#### **Article 28.**

(1) The Graduation/Diploma paper is evaluated individually by the Chairperson and the members of the Evaluation Committee on basis of the criteria stipulated in the *Evaluation sheet of the graduation paper by the examination committee*, in Appendix 04 of this Regulation.

(2) Each member of the Committee shall assess the paper with grades from 1 to 10 (integer numbers).

(3) The final grade of the graduation thesis is the arithmetic average of the individual grades: the chairperson's





grade and the grades of the two members of the Evaluation Committee (from the Evaluation sheets drawn up in accordance with the model provided in Appendix 04). The grades given to each student by each member of the committee as well as the final average obtained in the defence of the graduation paper are recorded in a Graduation Paper Roll (Appendix 05) signed by each member and drawn up by the committee secretary.

- (4) The committee deliberation on the results of the Graduation /Diploma exam is not public.
- (5) Results of the graduation paper defence cannot be disputed.
- (6) Each faculty/major may impose specific criteria related to the evaluation of the graduation thesis.

#### Chapter IV. Organisation of the graduation/diploma examination for graduates from other universities

##### Article 29.

(1) For accredited programmes, UMFST G.E. Palade Târgu Mureș may organize, under the law, a Graduation/diploma exam for the graduates of other universities, provided there is an institutional demand in this respect.

(2) The examination shall be conducted in full compliance with the provisions of this Regulation, including the examination topics and bibliography.

(3) For the written test, the exam will be conducted simultaneously with that of the graduates of the similar major from UMFST G.E. Palade Târgu Mureș, based on the same subjects.

(4) UMFST G.E. Palade Târgu Mureș will conclude collaborative protocols with the universities / faculties who have requested that their graduates take their graduation / diploma exam at UMFST G.E. Palade Târgu Mureș; these protocols will specify the technical aspects related to the examination, without infringing on this Regulation.

##### Article 30

(1) In order to enroll in the graduation examination, the graduates of other accredited higher education institutions wishing to undertake the Graduation/diploma examination at UMFST G.E. Palade in their own name, with the approval of the University Senates of the two higher education institutions, after the favorable decision of the Administrative boards, will include the following documents in their files:

- ✓ Application for registration;
- ✓ Baccalaureate diploma - original and in copy to certify copy conformity with the original;
- ✓ Certificate of undergraduate studies, in the original (with the signatures of Rector, Dean, Chief Secretary), including:

- Duration of studies;
- Graduation field;
- Programme of studies;
- Government Decision of accreditation/provisional authorisation;
- Type of studies;
- Number of credits;
- Language of instruction;
- Location;
- Weighted averages of study years;
- General average;
- ✓ Diploma Supplement, original in 2 copies;
- ✓ Certificate of linguistic competence in original and in copy for certification of conformity with the original;
- ✓ Birth certificate in original and copy to certify compliance with the original;
- ✓ Marriage certificate (if applicable) in original and in copy for certification of compliance with the original;
- ✓ Copy of identity card for certification of compliance with the original;
- ✓ 2 color photographs, ¾ size, recent, on photo paper;



- ✓ Graduation/diploma paper + CD;
- ✓ Declaration of originality (Appendix 06: UMFST G.E. Palade-REG-18-F05-Ed.07);
- ✓ Evidence of Senate approval of the two higher education institutions and favorable decision of the Administrative boards;
- ✓ Evidence of graduation fee payment.

## Chapter V. Final dispositions

### Article 31.

- (1) The methodology for conducting the Graduation/Diploma Examination takes effect on the date of its approval by UMFST G.E. Palade Senate Decision, having applicability starting with the 2019-2020 academic year, for all years of study.
- (2) The methodology for conducting the Graduation/diploma exam may be modified by UMFST G.E. Palade Senate Decision.
- (3) Faculty councils may impose specific rules regarding the practical examination or the drafting/defence of the graduation thesis.

*The Senate of the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș approved the present Methodology for conducting the Graduation/Diploma Examination on 29 May 2019 and it comes into force on May 30, 2019.*

## Appendices

APPENDIX 01: UMFST -REG-18-F01-Ed.07 Formal communication of the title of the graduation paper

APPENDIX 02: Recommendations for drafting the graduation paper

APPENDIX 03: UMFST-REG-18-F02-Ed.07 Evaluation sheet of the graduation paper by the scientific coordinator

APPENDIX 04: UMFST-REG-18-F03-Ed.07 Evaluation sheet of the graduation paper by the examination committee

APPENDIX 05: UMFST-REG-18-F04-Ed.07 Graduation paper roll

APPENDIX 06: UMFST-REG-18-F05-Ed.07 Declaration of originality - Scientific coordinator's declaration on topic originality

APPENDIX 07: UMFST-REG-18-F06-Ed.07 Declaration of originality - Student's declaration on thesis originality



Appendix 01: UMFST-REG-18-F01-Ed.07

FACULTY \_\_\_\_\_

PROGRAMME OF STUDIES \_\_\_\_\_

FORMAL COMMUNICATION OF THE TITLE OF THE GRADUATION/DIPLOMA PAPER

Student's name and surname \_\_\_\_\_

Title of the graduation/diploma  
paper \_\_\_\_\_

Discipline (subject of study) to which the graduation paper belongs \_\_\_\_\_

Scientific coordinator/s (name and surname)

Discipline /Study programmes (as organisational entity) \_\_\_\_\_

Language of the graduation paper \_\_\_\_\_

Date,

\_\_\_\_\_

Student,

Signature

Scientific coordinator/s,

Signature

Dean,  
(title, name and surname)

\_\_\_\_\_

Signature / Seal

\_\_\_\_\_



## GENERAL RECOMMENDATIONS ON DRAFTING THE GRADUATION/DIPLOMA PAPER

### 1. General principles

Graduation/ diploma theses may be: bibliographic, experimental or clinical studies. Experimental and clinical studies are encouraged.

The title of the paper should clearly reflect the content.

In the case of purely bibliographic papers, it is recommended that they should be structured on chapters corresponding to the main addressed issues; they must necessarily include an introductory chapter, conclusions, and bibliography.

### 2. Structure of an experimental graduation thesis or clinical trial

#### GENERAL PART

**Objective: To clearly reflect the current state of knowledge in the field**

- General documentation,
- Systematic and logical debate of the main scientific results published in the field, which will mandatorily highlight recent publications,
- Structure on subchapters depends on the approached subject,
- It is mandatory to consult and quote domestic and international bibliographic references (articles, treatises). The bibliography published in the last 5 years must represent at least 1/2 of the entire bibliography.
- It is forbidden, under the sanction of plagiarism, to copy extended fragments of the consulted publications.

#### SPECIAL PART – PERSONAL CONTRIBUTION

*The special part* of a graduation thesis is like an original article and follows the structure below:

##### Introduction:

- indicates in a few sentences the motivation for performing the study.
- the purpose of the study and the working hypothesis are also formulated in this part.

##### Material and method

- This part should provide accurate data in order to reproduce and verify the study/experiment (subjects, sample preparation technique, origin of samples, field description, data collection protocol, data analysis technique, software used, equipment description and their use)

##### Results

- This part should only include an objective presentation of the study results.
- No discussion of results is to be included here.
- Original figures and tables containing data from own results can be added. The data included in the tables will not be repeated in the text. Tables present lists of numbers / text in columns, whereas figures are visual representation of results or illustrations of concepts / methods (graphs, images, diagrams, etc.). They must be accompanied by a legend.

##### Discussions

- Discussions interpret the results
  - Has the study confirmed/informed the hypothesis?
  - If the hypothesis is not confirmed, do the results support an alternative hypothesis? What could be the interpretation?
  - Are the results consistent with other studies in the literature? Any sources of data error?
-



- Implications of the study for the field
- Suggestions for study optimisation or for further studies
- Tables/figures can be included wherever the obtained results are compared with other results in the literature.

### Conclusions

- Conclusions should only refer to the topic under study. Bibliographic quotes or other bibliographic references are not included.

### Bibliography

- The bibliography must be quoted in the text and bibliographic titles are numbered in the order of their citation in the text.
- An index can be quoted several times in a paper.
- Bibliographic indices can be quoted in the **Introduction**, in the **Material and Method** (only as a reference to already described methods) and in the **Discussion** (critical and comparative arguments) chapter.
- Bibliographic indices are not mentioned in the **title**, in the **Results** (if they are dealt with in a separate chapter from the Discussion section) or in the **Conclusions**.

### General text-processing recommendations

The total number of pages ranges between 40-100 pages (of which the general part is max. 30%), with lower right margin numbering.

- Page Format: A4.
- One-sided typing.
- Page margins: Right, Up and Down: 2.5 cm; left: 3.5 cm.
- Letter Type: Calibri or Arial.
- Font size: title: 14 pt, subtitles and body text: 12 pt.
- Diacritics are used.
- Line spacing: 1.5 lines (except for tables, where the distance is 1 line!).
- Indentation: max. 1.5 cm.
- Text alignment: justified.
- Place the Contents at the beginning of the thesis.
- Chapters and subchapters are numbered in the multi-level system (example: 1; 1.1; 1.1.1)
- Chapters always start on a new page.
- Figures are numbered (Arabic numerals) in their order of appearance in the text within each chapter (example: Figure 2.3 refers to Figure 3 in Chapter 2) and they have a title (placed below the figure).
- Tables have a number (Arabic numerals) and a title (placed above the table). They are numbered in the order of appearance in the text within each chapter (example: Table 3.2 refers to Table 2 in Chapter 3).
- The bibliographic index is inserted into the text in straight brackets, e.g. [1, 2], immediately after the respective information.
- For each bibliographic reference there will be no more than six authors; for the remainder, the abbreviation *et al* is used (see the examples below). For journal titles, abbreviations will be used according to Index Medicus, U.S. National Library of Medicine. If the journal is not quoted in Index Medicus, its full name should be mentioned.
- The bibliography will be edited in strict compliance with the following model (character type, order of quotes, punctuation marks):
  - for articles: author's name, title of the article, journal name, year of publication, volume, first and last page. (Example: Chung DR, Zang WS, Kim SB et al - *Treatment of hepatitis B virus associated glomerulonephritis with recombinant human alpha-interferon*, Am J Nephrol, 1997, 17: 112-117.
  - for books: authors' names, title of the book, publishing house, place, year of publication, the first and last page. (Example: Popovici I, Lupuleasa D - *Pharmaceutical Technology*, Ed. Polirom, Iasi, 2001, 152-155.

*Note: If parts of the paper have been published or communicated at scientific events, the graduation thesis will include a copy of the original abstracts or scientific articles (journal, abstract book).*



Appendix 03: UMFST-REG-18-F02-Ed.07

Session \_\_\_\_\_

Programme of academic studies  
\_\_\_\_\_

EVALUATION OF THE GRADUATION/DIPLOMA PAPER

A. Graduate \_\_\_\_\_

B. Title of graduation paper \_\_\_\_\_  
\_\_\_\_\_

C. Scientific coordinator \_\_\_\_\_

Scientific coordinator's evaluation:

Topic – up to date, interesting:	1	2	3	4	5	6	7	8	9	10	
Capacity of analysis and synthesis:	1	2	3	4	5	6	7	8	9	10	
Applied the coordinator's suggestions	1	2	3	4	5	6	7	8	9	10	
Scientific content of the paper		1	2	3	4	5	6	7	8	9	10
Drafting – clarity, coherence	1	2	3	4	5	6	7	8	9	10	
Students' assimilation of knowledge	1	2	3	4	5	6	7	8	9	10	
Original aspects	1	2	3	4	5	6	7	8	9	10	
Practical approach		1	2	3	4	5	6	7	8	9	10
Quality of bibliography		1	2	3	4	5	6	7	8	9	10

I propose admission/rejection of the Graduation/diploma paper for defence in front of the Committee for Graduation Examination, session \_\_\_\_\_.

Grade proposed by the scientific coordinator (average, without rounding of the obtained scores) \_\_\_\_\_  
\_\_\_\_\_.

DECLARATION

The undersigned \_\_\_\_\_  
Faculty member at the Discipline/Department \_\_\_\_\_  
Faculty of \_\_\_\_\_, George Emil Palade University of Medicine, Pharmacy,  
Science and Technology of Târgu Mureș, have learned, according to the student's statement, about the originality  
of the Graduation/diploma thesis with the above-mentioned title, prepared by the graduate  
\_\_\_\_\_ and I declare that I have not identified any significant elements  
leading to the conclusion that the Graduation / diploma paper presented in the \_\_\_\_\_ session,

a) has been used under this title and with a similar content as a Graduation / diploma paper in a previous session,  
coordinated by the undersigned within UMFST G.E. Palade.

b) could be qualified as plagiarism within the common acceptance of the legislation in force.

Scientific coordinator,  
\_\_\_\_\_  
\_\_\_\_\_



Appendix 04: UMFST-REG-18-F03-Ed.07

FACULTY \_\_\_\_\_  
PROGRAMME OF STUDIES \_\_\_\_\_

EVALUATION OF THE GRADUATION/DIPLOMA PAPER BY THE COMMITTEE OF GRADUATION EXAMINATION SESSION \_\_\_\_\_

(each member of the Committee shall fill in this sheet for each evaluated paper)

Evaluation of the Graduation/diploma paper (title):  
.....  
.....

Written by student: .....

1. Editing:

Very good (2p)      Good (1.5p)      Sufficient (1p)      Insufficient (0p)  
                                                                 

2. Paper content – capacity of analysis and synthesis:

Very good (2p)      Good (1.5p)      Sufficient (1p)      Insufficient (0p)  
                                                                 

3. Selection and exploitation of bibliography:

Very good (2p)      Good (1.5p)      Sufficient (1p)      Insufficient (0p)  
                                                                 

4. Quality of oral presentation and timing:

Very good (2p)      Good (1.5p)      Sufficient (1p)      Insufficienă (0p)  
                                                                 

5. Quality of answers to the Committee’s questions:

Very good (1.5p)      Good (1.25p)      Sufficient (1p)      Insufficient (0p)  
                                                                 

6. Has the paper been presented at a scientific event?

Yes (0.5p)                            No (0p)     

Grade: .....

Date: .....

Chairperson / Member of Committee no. ....

Surname, name, and signature:

.....

Please detail in case of deduced points.....  
.....



Appendix 05: UMFST -REG-18-F04-Ed.07

FACULTY \_\_\_\_\_

PROGRAMME OF STUDIES \_\_\_\_\_

GRADUATION PAPER ROLL SESSION \_\_\_\_\_

No.	Student's name and surname	Scientific coordinator's grade	Chairman's grade	First Committee member's grade	Second committee member's grade	Average

Chairperson: \_\_\_\_\_

Signature \_\_\_\_\_

Committee member 1: \_\_\_\_\_

Signature \_\_\_\_\_

Committee member 2: \_\_\_\_\_

Signature \_\_\_\_\_

Secretary: \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_





Appendix 06: UMFST-REG-18-F05-Ed.07

FACULTY \_\_\_\_\_

PROGRAMME OF STUDIES \_\_\_\_\_

DECLARATION

The undersigned \_\_\_\_\_

\_\_\_\_\_

Position \_\_\_\_\_

Discipline (subject of study) to which the graduation paper belongs \_\_\_\_\_

\_\_\_\_\_

Discipline (as organisational entity) \_\_\_\_\_

Scientific coordinator/s of the graduation/diploma paper entitled: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student: \_\_\_\_\_

Hereby declare that the paper has not been used under a different name or title as a graduation paper in a previous session.

Signature/s / Discipline seal \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



Appendix 07: UMFST-REG-18-F06-Ed.07

**DECLARATION**

The undersigned \_\_\_\_\_ graduate of  
(programme of studies) \_\_\_\_\_ Faculty of  
\_\_\_\_\_, George Emil Palade University of Medicine,  
Pharmacy, Science and Technology of Târgu Mureș hereby certify that I have learnt about the aspects mentioned  
below and that I bear responsibility, within this context, of my graduation paper originality entitled

\_\_\_\_\_

coordinated by \_\_\_\_\_

presented during the \_\_\_\_\_ session.

The following actions are considered plagiarism when editing the graduation paper

- ✓ exact reproduction of the words of another author, from another paper, in Romanian or by translation from another language, if quotes and precise references are omitted;
- ✓ rephrasing or reformulating in one's own words the ideas from other works unless the bibliographic source is indicated;
- ✓ presentation of experimental data obtained or applications made by other authors without correctly mentioning these sources;
- ✓ total or partial acquisition of a work in which the above rules are respected, but which has another author.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

**Note**

Is recommended to:

- place in between quotation marks the direct quotes and indicate the reference in a corresponding list at the end of the paper;
- indicate in the text any rephrasing of an idea, opinions or theories and correspondingly in the reference list of the original source from which they were taken;
- specify the source from which experimental data, technical descriptions, figures, images, statistics, tables, etc. were taken;
- references may be omitted when information or well-known theories whose paternity is unanimously accepted are used.

\_\_\_\_\_