



Approved,
Rector
Prof. Gerard JIȚĂREANU

GUIDE ON THE COMPLETION OF BACHELOR AND MASTER STUDIES

1. The bachelor's thesis/diploma project and the dissertation represent the scientific work that the graduate proposes and defends before the committee in order to obtain the bachelor's or master's degree in the specialization he/she has followed. It must contain the results of their own research and investigation in the field of the chosen topic, which will have the main weight in the volume of the work, demonstrate familiarity with the relevant literature for the topic, scientific and methodological correctness, have a logical structure and be written coherently, in scientific style, and the graphic form must comply with the approved academic rules.

1.1. The bachelor's thesis/diploma and dissertation project must be the exclusive fruit of the graduate's work. Plagiarism of papers presented in previous sessions, at IULS or at any other university in the country or abroad, is forbidden and sanctioned according to the regulations in force, by expulsion or cancellation of the diploma if plagiarism is proved after the diploma has been obtained.

1.2. The bachelor's thesis/diploma project must total between 50 and 70 pages and the dissertation between 30 and 50 pages and must be written in accordance with the provisions of these guidelines.

2. The purpose of this guide is to provide students and coordinators with guidelines for preparing the thesis/diploma project or dissertation so that it is of an appropriate structure and scientific level for presentation to the committee.

2.1. **The first part of the guide** presents the general mandatory requirements. Failure to meet these will result in the paper not being accepted for presentation to the committee.

2.2. **The second part of the guide** presents specific requirements for the content of the paper.

The responsibility for the content and form of the thesis lies primarily with the graduate, but also with the supervising teacher. The extent to which these rules are followed will influence the marking of the work by the committee.

3. **The choice of the bachelor's/diploma topic** is differentiated, depending on the duration of the studies, so that the work for the thesis is carried out during at least three semesters, and for the dissertation at the beginning of the second semester of the first year. The topic of the thesis is chosen from the list of topics proposed by the teachers working in the respective specialization, on the basis of a printed application provided by the faculty secretariat. The student, with the agreement of the supervising lecturer, may propose a topic that is not on the list, but which is in line with the subject matter of the subjects of the specialisation followed.

4. General mandatory requirements

4.1. **The bachelor's thesis/diploma/dissertation project will have the following**

structure: **Cover page** (Annex 1a/1b)

Title page (Annex 2),

Holographic declaration under oath regarding the originality of the work and respect of copyright (Annex 3)

Table of contents (detailed by 2-3 levels of subchapters, Annex 4), List of tables, figures, illustrations (where applicable, Annex 5) List of abbreviations, glossary of terms (where applicable),

Part I - General considerations

Introduction (2-3 pages),

Current state of national and international knowledge in the field of the topic (about 20-25% of the volume of the paper),

Description the natural / institutional / organisational framework in which were the studies / research were carried out (ca 5-10%),

Part II - Own contributions

Study objectives, experimental conditions, material and research methodology (ca 5-8%),

Own theoretical and/or practical results on the topic under study (more than 50%),

Conclusions and recommendations (ca 3-5%),

Annexes (if applicable),

Bibliography (minimum 15 titles).

4.2. Throughout the work, the student will keep in constant contact with the coordinating teacher, presenting the results of each stage and the progress made in achieving the proposed objectives.

5. The paper will be written by computer, preferably using Microsoft Word 2003 word processor, with the following **rules**:

- on page B5, portrait orientation, double-sided printing, mirror, with edges: top, bottom, right: 2 cm, and left: 2.5 cm;

- the text should be written in Times New Roman (TNR) or Arial Romanian (AR) font, using Romanian diacritics, 12 pt. height, 1.15 line spacing and left-right alignment (*justify*);

- chapter and subchapter headings will be written as follows:

1. Chapter titles (level 1) in 14 pt. Times New Roman (TNR), bold, capitals,

1.1 Sub-chapter titles (level 2) in 13 pt. TNR, bold, current font,

1.1.1 Sub-subheadings (level 3) with TNR of 12 pt., current characters;

- each chapter will begin on a new page, five spaces (size 12 and 1.5 between lines) below the top page border;

- the numbering of chapters and sub-chapters will be done with Arabic numerals (e.g. Chapter 1; sub-chapter 1.1; 1.2 etc.)

- pages will be numbered, starting with the introduction, at the bottom of the page, centered, taking into account previous pages.

- figures and tables should be numbered with two digits, in chronological order for each chapter, and must be referenced in the text, and if they are taken from other works, the source should be mentioned. The table number should be written above the table on the right-hand side (e.g. Table 1.1) and the name should be written in roman characters (TNR, 12), centred. The figure number and name should be written below the figure, centred (e.g. Figure 1.1 - ...). If the figures and tables are taken in full or processed from the bibliography used, the source must be indicated under the mandatory heading (e.g. after Brown et al., 2009).

- the list of bibliographical references will include only the titles of the books and articles studied for the preparation of the work, ordered alphabetically by the name of the first author; these references will be cited in full in the text, indicating the author(s) and the year of publication of the reference (e.g. Popescu, 2009 or Popescu et al., 2009, in the case of works with a group of authors).

6. Specific requirements

6.1. The introduction should be written after the work is completed. It should be 2-3 pages long, so that it becomes an argument for the research carried out. It will present the motivation for the choice of the topic, indicating the aspects that have been insufficiently explored or that require further investigation and theoretical-applicative reconsideration, from which the aim of the research is explicit. The introduction will also briefly present general considerations on the field of the topic addressed and aspects of the structure of the work.

6.2. The state of knowledge in the field of the topic studied should not exceed 20-25% of the volume of the work. This part of the thesis carries out a critical appraisal of the literature relevant to the topic being researched in order to determine the direction of your own research. The main theories or explanatory models relevant to the issue addressed will be presented, indicating the development and progress of recent research and any limitations. The results of the literature will be presented according to various criteria, which may be chronological, thematic or other. The content of the theoretical part should lead to the substantiation of the hypotheses put forward. This part of the thesis must demonstrate the candidate's ability to select the most relevant bibliographical sources, to analyse them critically and to formulate his/her own point of view on the subject studied.

6.3. The characterisation of the natural/institutional/organisational setting in which the studies/research were carried out should represent about 5-10% of the volume of the work and provide relevant information for the rationale of the study undertaken and the influence it may have on the results of the approach pursued.

6.4. The objectives and methodology of the own research is the part that will contain the coherent formulation of the objectives or hypotheses of the research and the description of the research design, specifying the hypotheses, materials and instruments used, procedures and statistical methods for the analysis of the data obtained or methods of qualitative analysis, as appropriate.

6.5. Research results. This part represents the essence of the work, with a weight of more than 50% of its volume and will include the presentation and interpretation of data obtained from own research, investigations, studies in accordance with the theoretical framework and with the hypotheses/objectives initially established to solve the proposed topic. It is advisable that the results are presented in the order of the hypotheses, selecting relevant information for each hypothesis, with constant reference to studies, resulting from the main flow of information in the field. This part of the paper will include the most important illustrations, images, tables, graphs, avoiding redundancy, which summarize the research results and provide valid arguments, significant for the topic addressed, using relevant methods of statistical analysis.

6.6. Conclusions and recommendations constitute a chapter that must be written in a logical relation to the objectives and results of the research, in a clear, concise, unequivocal formulation. The conclusions will provide concise answers to the questions posed when setting the research objectives and hypotheses and will refer to the applicability of the results obtained.

7. Writing style. The paper should be written in impersonal academic language, characteristic of research papers, with grammatically correct expression. The ideas presented must flow logically and coherently to ensure the integrity of the paper. Ideas, demonstrations or comments must be presented in a logical sequence to ensure the coherence of the work.

The bibliography entry of the source consulted depends on the type of source (book, book chapter, journal article or conference volume, Internet resource, etc.) and the number of authors, as shown in the model below.

Map: Author(s), year. *Title of the book (italics)*. Publisher (edition if any), place of publication. Ex. 1. Popescu D., 2008. *Experimental techniques*. Alma Mater Publishing House, Ed. I, Bucharest.

Ex. 2. Popescu D. and Ionescu C., 2008. *Community agricultural policies*. Ceres Publishing House, Bucharest.

Chapter from the book: Author(s), year. *Title of the chapter in the book (italics)*. Chapter pages (Pp.), in: Book coordinator(s) or editor(s) (coord. or edit.), *Book title (italics)*. Publisher, (edition if applicable), Place of publication.

Ex. 1. Popescu D., 2008. *The location of field experiments*. Pp. 55-115, in Ionescu V. (coord.), *Experimental Techniques*. Alma Mater Publishing House, Ed. I, Bucharest.

Journal article: author(s), year. Title of article. *Title of journal (italics)*, vol. and no. of journal, pages of article.

Ex. 1. Voiculescu A., 2008. Simulation of Transport Processes of Antibiotics. *Journal of Chemistry*, vol. 58, no. 6, pp. 225-230.

Article from a conference volume: author(s), year. Article title. *Title of conference volume (italic)*, venue, pages of article.

Ex. Ramirez A., Smith W., 2009. Biodiversity evaluation in agricultural landscapes. *Proc. of IECS*, Rome, pp. 20-24.

Internet source: author(s), Title of article, <http://domeniu.com/cale/fisier.pdf>, [accessed on ex. 11.03.2011].

Papers published by institutions without defined authors: three asterisks, *title of publication*, institution, year, pages.

Ex. *** - *Statistical Yearbook of Romania*, National Institute of Statistics, 2009, pp. 35-55.

The bachelor's thesis/diploma project/printed dissertation is bound with a specialized company in two copies, one of which together with the electronic form of the thesis on CD is submitted to the faculty secretariat, with the scientific coordinator's approval.

8. The thesis is **supported** by a PowerPoint presentation made by the graduate. The presentation usually contains 12 - 15 slides, with a character size of 24-28 points. The first slide is the title of the paper, the second contains the table of contents at chapter level, and the remaining slides present the main ideas of each chapter of the paper, focusing on the results.

The time allotted for the paper is about 10 minutes.

9. The assessment of the work is made by full marks awarded by each member of the committee, taking into account the following aspects:

- The approach and resolution of the topic under study (maximum 1,5 points),
- Quality of the results obtained (maximum 2,0 points),
- Layout of the paper, compliance with the rules of drafting (maximum 1.5 points),
- The way in which the work is presented to the committee and the answers to the questions (maximum 5,0 points).

PRORECTOR RESPONSIBLE FOR TEACHING ACTIVITY,

Prof. Costel SAMUIL

"ION IONESCU DE LA BRAD"
IASI UNIVERSITY OF LIFE SCIENCES

FACULTY OF
SPECIALIZATION.....

BACHELOR THESIS/ DIPLOMA PROJECT

Scientific coordinator,
Academic title First name Last name

Graduate,
First Name Last Name

Year

"ION IONESCU DE LA BRAD"
IASI UNIVERSITY OF LIFE SCIENCES

FACULTY OF
SPECIALIZATION.....

DISSERTATION

Scientific coordinator,
Academic title First name Last name

Graduate,
First Name Last Name

Year

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FACULTY OF
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Title of the paper

Scientific coordinator,
Academic title First name Last name

Graduate,
First Name Last Name

Iasi
Year

STATEMENT,

The undersigned, student at the "Ion Ionescu de la Brad" Iasi University for Life Sciences, Faculty of, specialization, I declare under my own responsibility, knowing the provisions of Article 292 of the Penal Code, concerning false statements, that the paper entitled "*Full title of the paper*" is not a plagiarism, being my personal creation.

The paper is my own work and has never been presented to another university or higher education institution in the country or abroad. I also declare that all sources used, including those on the Internet, are indicated in the paper, with due regard for the rules on avoiding plagiarism:

- all text passages reproduced exactly, even in their own translation from another language, are written in quotation marks and have the precise reference of the source;
- rephrasing in your own words texts written by other authors holds the precise reference;
- summarizing the ideas of other authors has precise reference to the original text.

I am aware that if it is proved that the work has been plagiarized, I will be expelled or, if plagiarism is proved after graduation, my diploma will be cancelled.

Iasi, *date*

.....
Graduate, *First Name Last Name*

(original signature)

Annex 4

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