



ORGANIZATION AND DEVELOPMENT METHODOLOGY OF THE DISSERTATION EXAMINATION FOR THE MASTER'S DEGREE WITHIN THE "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

SESSION JULY 2023

	Name, Surname, Job Title	Date	Signature
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CHAPTER I. GENERAL CONSIDERATIONS

Art. 1. At the "Victor Babeș" University of Medicine and Pharmacy of Timișoara (hereinafter referred to as VBUMPhT), the completion of the master's degree program is achieved by a dissertation examination.

Art. 2. The dissertation examination is carried out according to the provisions of the National Education Law no. 1/2011, Law no. 288/2004 on the organization of university studies, with subsequent amendments and additions, Order of the Ministry of Education and Research no. 4062/2003, on the quality assurance of undergraduate, diploma and dissertation works, Government Decision no. 404/2006 on the organization and conduct of master's university studies, the Order of the Minister of Education no. 3106/2022 approving the Framework Methodology for the organization and conduct of bachelor's/diploma and dissertation examinations, published in Part I of the Official Journal of Romania no. 169 of 21 February 2022.

Art. 3. The dissertation examination consists of a single test, namely the presentation and defence of the dissertation. The dissertation defence is public and takes place before the evaluation committee.

Art. 4. The purpose of the examination is to assess the ability of the graduates to use the knowledge acquired during their studies to produce a scientific paper dealing with specific problems in the medical or pharmaceutical field.

CHAPTER II. ORGANISATION OF THE DISSERTATION EXAMINATION

Art. 5. The dissertation examination can be taken by the **own graduates** of the master's degree programmes, if they have passed all the scheduled examinations, have accumulated all the credits, according to the curriculum of the master's degree programme followed, have prepared and submitted the dissertation in due time.

Art. 6. Master's students of previous graduating classes who did not take the dissertation examination in the respective year, but have completed their studies (accumulated credits according to the study plan), may also take the dissertation examination, upon payment of a fee established according to the provisions of the Regulation on the amount of tuition fees and other fees in VBUMPhT.

Art. 7. The dissertation topics are established by the scientific coordinator and the master student and approved by the coordinator of the respective master's study programme. The coordinator of a master's degree programme must verify the chosen topic's relevance for the respective programme. The dissertation proposals are determined and posted by each discipline of the master study programme, but the supervisor may also accept candidate-proposed topics if they are feasible. In this respect, the Master's programme will also promote the research initiative of each candidate.

Art. 8. The dissertation will contain elements of scientific research and will be written according to the criteria known for such works, adapted to the specialization.

Art. 9. The scientific coordinator may be a teacher who has taught in the Master's degree programme and must hold the scientific title of professor, lecturer or supervisor.

Art. 10. The period for submission of applications for approval of the title of the dissertation (Annex 1) is set for the beginning of January of the year of the dissertation examination and announced by the secretariat of the master's degree programmes.

Art. 11. The general structure of the dissertation paper is as follows:

The general part of the dissertation must reflect the current state of knowledge in the field. This part will be structured into sub-chapters. It is compulsory to consult and cite scientific reference works in the chosen field (articles, treatises), of recent date (at least 50% of the last five years).

The special part of the thesis represents the personal contribution of each master's student. It will be structured as follows:

Introduction, comprising: The premises of the study and the objectives assumed in the study.

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Material and method. The sub-chapter must provide accurate data to be able to reproduce and verify the study/experiment (subjects, origin of samples, technique of sample collection/preparation, description of the field of work, protocol of data collection, description of equipment and its use, technique of data analysis, software used for data processing).

Results and discussions. The sub-chapter should include an objective presentation of the data obtained, presented in tables and/or graphs. These results will be interpreted in light of the working hypotheses initially launched and compared with other results in the field obtained by other study groups.

The conclusions of the study must be systematic, well outlined, and highlight only the topic studied.

The bibliography must be cited in the text, and the bibliographic titles must be numbered in the order in which they are cited in the text.

Art. 12. The scheduling of the dissertation examination shall be made according to the structure of the academic year approved by the University Senate and shall be made known to the Master's students by posting it, in due time, on the notice board of the Faculty and on the University website www.umft.ro, section Master's Studies.

CHAPTER III. REGISTRATION OF CANDIDATES FOR THE DISSERTATION EXAMINATION

Art. 13. The dissertation, in editable and PDF format, together with the scientific coordinator's report (Annex 4) and Annexes 2 and 3 of the present methodology shall be submitted to the secretariat of the Master's degree programmes at least 30 days before the beginning of the dissertation session. The scientific supervisor's report will include analytical and synthetic assessments of the content of the dissertation, as well as the mark proposed following the evaluation of the dissertation.

Art. 14. The dissertation shall be submitted to the secretariat, by 23 June 2023 at the latest, in a bound copy and in electronic format, to the e-mail address masterat@umft.ro.

Art. 15. If the dissertation is not judged satisfactory by the scientific advisor, the master students concerned may not register for the examination.

Art. 16. The staff of the secretariat shall check the correspondence between the application for registration for the dissertation examination and the form for communication/approval of the title of the dissertation.

Art. 17. The period for registration and submission of dissertation papers is in accordance with the university structure 2022 - 2023, i.e. **19 June 2023 – 23 June 2023**.

CHAPTER IV. CONDUCT OF THE DISSERTATION EXAMINATION

Art. 18. The dissertation examination will be held, according to the structure of the academic year approved by the University Senate, on **the 28 of July 2023**, and will consist of the presentation and defence of the dissertation.

Art. 19. After the registration period has expired, the secretariat of the master's degree programmes shall determine the number of rooms required for the defence of the dissertation and other organisational measures.

Art. 20. At least 24 hours before the beginning of the dissertation examination, the examination committee will display the lists containing: the master's specialization; the starting time and duration; the room where the dissertation examination will be held;

Art. 21. In order to defend the dissertation, the candidates will be introduced into the rooms, being identified with their identity card. Candidates may also use their temporary identity card or passport for identification.

Art. 22. Candidates who do not present themselves for the dissertation in the hall at the date and time set for the examination will be considered absent.

CHAPTER V. PRESENTATION AND DEFENCE OF THE DISSERTATION

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Art. 23. The dissertation examination consists of presenting and defending the dissertation.

Art. 24. The examination of the dissertation will be public and will take place in the presence, at the same place and at the same time, of the examination committee and the examinee.

Art. 25. The dissertation examination ends with the marking of the dissertation papers with marks from 1 to 10. The mark awarded for the dissertation will reflect both the theoretical and applied nature of the dissertation and the way in which it is presented and defended by the candidate.

Art. 26. The evaluation of the dissertation papers comprises the following stages:

a) The dissertation evaluation committees are established for each master study programme, on the proposal of the coordinators of the master study programmes, at least one month before the date of the dissertation examination, are subject to the approval of the Administrative Board and established by decision of the Rector of the VBUMPFT.

b) Each committee consists of a chairperson, at least 2 members and a secretary. The chairperson of the graduation examination committee must have the teaching rank of university professor or university lecturer.

c) The members of the dissertation committee must be full professors of the master's degree programmes and must hold the scientific title of doctor and the teaching rank of supervisor, university lecturer or university professor. The operational work of the committee will be carried out by a committee secretary. The secretary of the board must have at least the teaching rank of university assistant and has only document management duties.

d) The composition of the dissertation committees as well as the number of their members cannot change during the final examinations and will be published on the website of the institution. Any change in the composition of the dissertation examination committees and the committees for the resolution of appeals, for duly justified reasons, before the date of the final examination, must be approved by the Rector of the University, on the proposal of the programme coordinator.

The members of the dissertation examination committees may not be in a relationship with the examinees or with each other as spouses, relatives, or relatives up to and including the third degree, according to the law.

Art. 27. The criteria for the evaluation of dissertations are:

a) the relevance of the subject studied to the master's programme followed;

b) compliance with the requirements of the structure of an original work with applicative potential: current state of knowledge, premises, objectives, material and method, results, conclusions;

c) selection and use of bibliography;

d) the quality of the oral presentation as well as the ability to make the whole study essential in the time allowed;

e) ability to interact with the committee and answer additional questions.

Art. 28. The deliberations of the committees on the determination of the results of the dissertation examination are not public.

Art. 29. The mark is awarded by the committee on the proposal of the scientific supervisor of the dissertation. Each member of the committee proposes a mark from 1 to 10. The marks of the committee members are whole numbers.

Art. 30. The average of the dissertation is calculated to two decimal places, without rounding, exclusively on the basis of the marks awarded by the members of the examination committee.

Art. 31. The minimum pass mark for the dissertation examination is 6.00 (six).

Art. 32. The results of the dissertation examination will be made known to the candidates, by posting, no later than 48 hours from the date of the examination, on the notice board of the secretariat and on the institution's website.

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Art. 33. (1) The composition of the commissions for the analysis and resolution of the appeals is established by faculties, at the proposal of the faculty councils, at least one month before the date of the dissertation examination, are approved by the Administrative Council and will be endorsed by decision of the Rector. The commissions for the analysis and resolution of appeals are made up of 3 members, including a president, other than the members of the examination commission and a secretary (who has only document management duties) and are published on the University's website, www.umft.ro.

(2) The composition of the committees for the resolution of appeals, as well as the number of their members, cannot change during the final examinations.

(3) The members of the committees for examining and resolving appeals may not be in a relationship with the examinees or with each other as spouses, relatives, and relatives up to the third degree inclusive, according to the law.

(4) The decisions of the Boards for the examination and settlement of appeals are final. The results of the oral, sports and artistic aptitude tests may not be contested.

(5) Appeals against the marks obtained may be made within 24 hours of the results being posted, in writing to the Dean of the Faculty, including online at masterat@umft.ro.

(6) Appeals shall be resolved exclusively at faculty level and the decisions of the committees for the analysis and resolution of appeals shall be final and shall be issued within 24 hours of the end of the appeal period.

CHAPTER VI. MEASURES TO ENSURE THE ORIGINALITY OF THE CONTENT OF THE DISSERTATION

Art. 34 (1) In master's degree programmes, 10% of the dissertation papers are checked, by survey, using the University's anti-plagiarism programme.

(2) All checked dissertation papers, approved, and defended in front of the examination boards, will be kept in the VBUMPFT anti-plagiarism computer program to be used in checking the originality of the papers in the following years.

Art. 35. (1) The dissertations, to be checked with the anti-plagiarism software used by the University, will be sent by e-mail *in Word format without bibliography* by 31 May of the last year of study at the latest for all study programmes of the Faculties of Medicine, Dental Medicine and Pharmacy to the following e-mail address: evb@umft.ro

(2) Papers will be checked in their complete, final form no more than twice.

The name of the dissertation candidate will be mentioned in the subject of the e-mail.

To avoid overcrowding in the last few days, dissertation papers will be sent in due time, respecting the deadlines laid down in this methodology.

(3) The similarity report generated after the first check and the full similarity report generated after the second check (if applicable) (.pdf and .html) contain all the data necessary to establish the originality of the work by the dissertation coordinator, who is the only one in a position to carry out an accurate analysis of the borrowings detected by the Anti-Plagiarism System.

(4) The Similarity Report must always be analysed by the dissertation coordinator. Consideration should also be given to whether too many potential borrowings from a single source appear.

(5) The value of Similarity Ratio 1 determines what percentage of the paper contains sentences of 5 words or longer found in the parent database, other affiliated universities, or Internet sources. The Coefficient of Similarity 1 should normally not exceed 50%.

(6) The value of the Similarity Coefficient 2 determines what percentage of the document contains sentences of 25 words or longer found in the above databases. The Coefficient of Similarity 2 should not normally exceed 5%.

(7) In order to make an accurate interpretation of the Similarity Ratio, the following operations must be performed:

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- (a) it is necessary to check the value of the Similarity Ratios and it is considered suspicious if the threshold of 50% for Similarity Ratio 1 and 5% for Similarity Ratio 2 is exceeded;
- b) it is necessary to analyse the list of "Longest fragments identified as similar" (fragments with more than 200 words are considered suspicious, and therefore require careful verification; if such fragments exist, they must be found, using the "mark fragment" link, and it must be verified whether these fragments are quoted);
- c) scroll down the list of "Documents containing similar fragments", especially considering documents containing fragments exceeding the limit of Similarity Quotient 2 (these are marked with bold letters). If such documents appear, especially if they are at the beginning of the list, the "mark fragment" link should be used and it should be checked whether they are short sentences scattered throughout the document (in this case we can consider them as random borrowings), or they are long fragments of text which are contiguous and separated only by short sentences (this kind of situation will raise suspicions);
- d) if any kind of suspicion arises, the Similarity Report must be subjected to an exact analysis, which is based, in addition to using the functions of the Similarity Report presented in points 1-3, on the exact analysis of the document content, taking into account the marking of fragments, which have been discovered by the system in other texts."
- (8) If the coordinator of the dissertation finds that these thresholds are exceeded in the Similarity Report, it will be necessary for the candidate to redo the fragments identified with problems under the supervision of the coordinator. The work will then be resubmitted to generate the Full Similarity Report. If problems are found to persist, the paper and the related reports will be sent to the Director of the Anti-Plagiarism Programme of "Victor Babeș" UMPH Timișoara at sursoniu@umft.ro.
- (9) The (Complete) Similarity Report generated after the anti-plagiarism check will be signed by the coordinator(s) of the dissertation.
- (10) The document obtained from the verification of the originality of the content of the dissertation with the help of the university's anti-plagiarism program, signed and registered, will be submitted by the students to the secretariat during the period of registration and submission of the dissertation, until 23 June 2023 at the latest.
- Art. 36.** The authors of the dissertation and the scientific coordinators bear full responsibility for the originality and quality of the work prepared and presented at the dissertation examination.
- Art. 37.** It is forbidden to sell scientific works with a view to facilitating the falsification by the buyer of the authorship of a dissertation. If plagiarism or falsification of authorship of the work by purchase/trading is found, the graduate will not be allowed to take the dissertation examination.
- Art. 38.** The related sanctions are set out in the Code of Ethics and Professional Academic Deontology, an integral part of the VBUMPfT University Charter, in accordance with the provisions of Education Law no. 1/2011.
- Art. 39.** The Rector may cancel, with the approval of the University Senate, a dissertation examination, certificate, or degree when it is proved that it was obtained by fraudulent means or in violation of the provisions of the Code of Ethics and University Professional Conduct.

CHAPTER VII. ISSUE OF DIPLOMAS

- Art. 40.** Graduates who have passed the dissertation examination will be issued, by the VBUMPfT's Studies Office, a graduation diploma accompanied by the diploma supplement, no later than 12 months from the date of passing.
- Art. 41.** Until the issue of the diploma, graduates who have passed the graduation examination receive a certificate of completion of studies, which confers to the holder the same legal rights as the diploma.
- Art. 42.** In case of loss or destruction, the issuance of a new certificate follows the procedures for issuing duplicate diplomas.

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Art. 43. (1) Graduates who do not take/pass the dissertation examination receive, upon request, a certificate of graduation without an examination, certifying the completion of a study programme.

(2) The certificate of graduation without a university leaving examination contains the following minimum compulsory elements:

- a) the identification data of the graduate;
- b) the field of study;
- c) the study programme/specialisation;
- d) period of study;
- e) average years of study;
- f) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as appropriate);
- g) the number of the ministerial order/letter of acceptance to study/approval of enrolment/certificate of recognition of studies - for foreign students;
- h) the position, name, surname, and signature of the persons in the institution in office at the date of completion (rector, head university secretary, dean, head faculty secretary) and the university seal.

CHAPTER VIII. FINAL DISPOSITIONS

Art. 44. According to the law, during the period of the institution of the state of emergency, necessity or alert, on the basis of university autonomy, respecting the quality of the teaching act and assuming public responsibility, the dissertation can be defended online, based on a procedure approved by the Board of Directors and the University Senate. The online version of the dissertation will be fully recorded for each individual graduate and archived at the faculty level.

Art. 45. The present Methodology for the organization and conduct of the dissertation examination for Master's degree studies has been approved by the University Senate by Senate Resolution no. 32/4840/22 February 2023 and applies to the July 2023 session.

Prof., MD, Octavian Marius Crețu, PhD
University RECTOR

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DISSERTATION TITLE COMMUNICATION/APPROVAL FORM

Master's student's surname and name:

Master programme:

Title of the dissertation paper:

Scientific coordinator (teaching degree/ surname/ name):

Discipline:

Scientific coordinator

Signature: _____

Master's programme Coordinator

Signature: _____

Dean of the Faculty of _____

Signature: _____

Master's student

Signature: _____

Date _____

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Annex 2 - Code: UMFVBT- MET/DFM/DFMD/DFP/PD/04/2023 - 02

APPLICATION FOR DISSERTATION EXAM

To the attention of the Faculty of _____

The undersigned _____

please approve my registration for the dissertation examination, session _____

I mention that the title of the dissertation is:

The scientific coordinator of the thesis is:

Approved by scientific coordinator: _____

Signature: _____

Approved by the Dean of Faculty of _____

Teaching degree / Surname/Name _____

Signature: _____

Master's student: _____

Signature: _____

Date _____

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Annex 3 - Code: UMFVBT- MET/ DFM/DFMD/DFP/PD /04/2023 - 03

STATEMENT

The undersigned
candidate for the dissertation examination session _____ at the Faculty
of _____ within UMF "Victor Babeș" UMPH in Timișoara, Master's Degree
Programme _____,
Field _____, I declare on my own responsibility that the present work, led by the
scientific coordinator (name and teaching rank):.....

I declare that I have not tacitly or illegally used the work of others and that no part of the thesis
infringes the intellectual property rights of any other person or legal entity.

I declare that the thesis has not been submitted in this form to any institution of higher education for
a scientific or teaching degree or title.

Date _____

Scientific coordinator's signature,

Candidate's signature,

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APPRAISAL REPORT
of the master's degree Dissertation paper

with the title: _____
prepared by the graduate: _____,
under the coordination of: _____

ASSESSMENT CRITERIA

1. Importance of the topic and structure of the paper

Meets the evaluation criteria:

- the importance and actuality of the theme, Yes No
- integration of the theme in international, national and regional concerns. Yes No

2. Scientific content of the paper

Meets the evaluation criteria:

- The paper is of the type:
 - primary study (original observational, experimental or interventional research) Yes No
 - secondary study (summarising primary studies from the literature in the form of *a systematic review or meta-analysis*) Yes No
- complexity of the subject Yes No

3. Preparation of the paper

Meets the evaluation criteria:

- scientific research objectives Yes No
- research method approached and research methodology Yes No
- clarity of writing Yes No
- capacity for analysis and synthesis Yes No

4. Iconography

Meets the evaluation criteria:

- material and method Yes No
- results: tables, graphics, illustrations Yes No

5. Conclusions

Meets the evaluation criteria:

- clarity of wording Yes No
- own contributions/original elements Yes No

6. Bibliography

Meets the evaluation criteria:

- scope and topicality Yes No
- in-text citation Yes No

The graduate has completed the dissertation portfolio in accordance with the master's degree methodology of organization and development within the VBUMPhT.

The thesis meets the scientific and methodological requirements to be defended before the license committee.

Suggested mark _____ (_____).

Date,

Scientific coordinator/s signature,

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