



Reference documents:

The present methodology has been drafted in accordance with the provisions of:

Education Act 1/2011, with subsequent amendments and completions, art. 120, 130, 137, 138, 140, 143, 145, 146, 152 and 157;

Law no. 288/2004 on the organization of university studies, with subsequent amendments and completions;

Government Decision no. 404/2006 on organizing and conducting master's degree programmes;

Order of the Ministry of National Education and Scientific Research no. 3016/09 February 2022 regarding the approval of the Frame Methodology for organising and conducting bachelor's / diploma and master's degree final examinations;

Order of the Ministry of National Education and Research 4156/2020 for the approval of the Frame Regulation regarding study documentation and university documents regime in the higher education system

METHODOLOGY FOR ORGANISING AND CONDUCTING MASTER'S DEGREE FINAL EXAMINATIONS WITHIN MASTER'S DEGREE PROGRAMMES

Regulation Code: UMFST-REG-21 Edition 03

Drafted by: IOSUM Director
Professor Tatiana DĂNESCU, PhD

Date: March 02, 2022

Verified: Administrative Board, Legal Adviser

Date: March 04, 2022

Approved: The University Senate

Date: March 10, 2022

Date of enforcement: beginning with 2021/2022 academic year

Date of withdrawal:



Art.1.

- (1) Master's degree studies are completed with writing and defending a graduation paper called master's graduation thesis which must demonstrate advanced scientific knowledge on the researched topic.
- (2) The George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș (G.E. Palade UMFST) organizes master's degree final examinations for its own graduates, from the current year and the previous years.
- (3) For a master's degree programme, the final examination is organized and conducted under the same conditions for all graduates, regardless of the completed form of education.

Art.2. Graduates of an accredited master's degree programme enroll and sit for the *final examination* within IOSUM of G.E. Palade UMFST, as the organizing institution of the programme they graduated.

Art.3.

- (1) The topics of the *master's graduation theses* are established by each department / clinic and are displayed on their notice boards and the IOSUM website.
- (2) The master's graduation thesis is drafted under the guidance of a member of the teaching staff who must have at least a PhD activities chief/lecturer position. It is recommended that the scientific advisors of the master's thesis be teachers who have teaching activities within the master's degree programme to which the student belongs.
- (3) Master's programme students may suggest topics for the graduation thesis.
- (4) The scientific advisors may be members of the teaching staff from other universities or institutions that have agreements, in this respect, with the university.
- (5) The application with the title of the graduation thesis shall be communicated to the IOSUM secretariat, at least 6 months prior to the date of the graduation examination, based on the form provided in *Appendix 01* to the present methodology.
- (6) The change by the master's programme student of the topic and / or of the scientific advisor is made after obtaining the consent of the initial scientific advisor.
- (7) The graduates of the master's degree programmes will draft/edit the master's graduation thesis in accordance with the recommendations in *Appendix 02*. The graduation thesis, including a summary in Romanian and in an international language, is submitted for evaluation to the members of *the graduation exam committee*.

Art.4.

- (1) The master's degree final examination consists of a single test, i.e. the presentation and public defense of the master's thesis. The defense of the thesis is delivered in Romanian, and for the study programmes that are organized in another language than Romanian, the public defense of the thesis can be delivered in the language of the study programme. The presentation is allotted approximately 15 minutes.



- (2) The defense of the thesis takes place in the presence of the examining committee and of the examined candidate in the same place and at the same time. Based on the university autonomy, respecting the quality of the teaching act and assuming public responsibility, during the establishment of the state of alert, necessity or emergency, as well as in other situations established by the Administrative Board the defense of the thesis it can also be takes place online on the university's electronic platform.
- (3) The defense of the thesis online it will be proceeded in accordance with the provisions of paragraphs 4 to 6 of Art. 6 and Art. 9 of this regulation.
- (4) The defense of the thesis in online version for each graduate will be full recorded and it will be archived at the I.O.S.U.M.
- (5) Each member of the graduation exam committee (except the secretary) will give a grade from 1 to 10, integer, the final score of the test resulting from the arithmetic mean of these grades (*Appendix 03*). The average mean of the master's degree final examination is calculated with two decimals, without rounding, solely based on the grades given by the members of the examination committee.
- (6) All graduation theses defended within G.E. Palade UMFST shall be subject to an anti-plagiarism assessment.
- (7) The decision of the graduation exam committee regarding the grades given to each master's programme student by each committee member, as well as the final score obtained for this test, shall be recorded in a permanent record (*Appendix 04*). The permanent record drafted by the secretary of the committee will be signed by each member of the committee.
- (8) The deliberation of the committee to establish the results of the master's degree final examination is not public.
- (9) The average score for passing the dissertation exam must be at least 6,00.

Art.5.

- (1) The results of *the master's degree final examination* shall be posted by the secretary of the examination committee on the notice board of the organizing faculty and on the university website, within maximum 48 hours from the examination date.
- (2) The results obtained in oral tests cannot be appealed.

Art.6.

- (1) The committees for the graduation of master's degree programmes (final examinations), for the presentation and defense of the thesis, will consist of:
 - 1 president;
 - 2 members;
 - 1 secretary;
 - 1-2 alternate members.
- (2) The members of the graduation committee shall be appointed at the proposal of the deans and with the approval of the IOSUM director, with the validation by the Administrative Board by the Rector's decision.



The committees for master's degree final examinations and the number of their members do not change throughout the graduation examinations.

- (3) In order to be appointed president of the committee, the appointed person must be a university professor or associate professor. The other members must be at least PhD lecturers. The secretary of the committee can be an assistant professor and is in charge only with document administration. An alternate member shall in exceptional circumstances replace one of the other members of the committee.
- (4) The president of the graduation committee coordinates the thesis defense, leads the discussions on the thesis, gives grades, ensures the elaboration of the student grade record, and is in charge of the observance of the provisions of the present Methodology.
- (5) The members of the graduation committee may ask questions, give grades and perform any other duties established by the president, for the proper conduct of master's thesis presentation and defense.
- (6) The secretary of the committee ensures the administrative activity of the committee by carrying out the following activities:
 - a. checking on the electronic platform of the university the completeness of the uploaded documents by each master student;
 - b. approving the files for the graduates who meet the conditions for participating at the final exam;
 - c. at least 24 hours before the date of the exam the verification of the loading in the platform of the Assessment Report on the paper by the scientific coordinator of the thesis;
 - d. drawing up and posting on the electronic platform of the university, the hourly planning of the master's students in order to support the final exam 24 hours before the exam date;
 - e. if it was in the online version full recording of the support meeting and presentation of thesis to the committee;
 - f. elaboration of the Examination Catalog (Appendix 04) based on the Assessment Reports signed by each member of the commission;
 - g. hand over to I.O.S.U.M. of the Examination Catalog (Appendix 04), signed by the members of the commission;
 - h. setting up a CD containing the works presented by the graduates, with the declarations of originality; If the exam was online, the CD will also contain the full recording of the thesis presentation by each graduate;
 - i. carrying out any other activities by the chairman of the commission, necessary for the proper conduct of the final examination.
- (7) The members of the examination committees, as well as the secretary cannot be related to those examined, or among them, as spouses, in-laws and relatives to the third degree inclusive, and are to declare this incompatibility to the rector.
- (8) The graduation committee bear full responsibility for organizing and conducting the graduation exams.



(9) The committees for graduation exams are published on the university website.

Art.7. Only graduates who have complied with all the requirements in the curriculum, as well as all the financial obligations towards the university can register and sit for the master's degree final examination.

Art.8. For the final examination the graduates will register at the university headquarters, according to the calendar established within the Structure of the academic year approved by the university Senate. Based on university autonomy, during the state of alert, necessity or emergency, the registration is done online by uploading documents by students, assuming their responsibility regarding the authenticity and the correspondence between digital / scanned and the original documents. For registration, the candidates are obliged to present at the university headquarters, respectively to upload on university electronic platform at the online registration, the following documents:

- a. *Registration request form* for the final examination (standard form in *Appendix 05*);
- b. *Master's degree thesis*, electronic format in pdf.;
- c. *Summary of the thesis* in Romanian and in an international language at the end of the thesis;
- d. *Statement of authenticity*, for assuming the responsibility by the graduate, who states that the paper is the result of his/her work, and otherwise he/she will bear the consequences in accordance with the legislation in force regarding misrepresentation (*Appendix 06*).

Art.9.

- (1) After uploading of the master's thesis, the scientific advisor of each paper will assess it and will prepare the Assessment Report of the graduation thesis (*Appendix 7*) in which he will explicitly and reasonably conclude the proposal on the admission or rejection of the paper to be defended before the graduation committee, ensuring the authenticity of the paper, and will grade it. In order for a candidate to sit for the graduation exam, he / she must obtain at least a score of 5,00 on the Thesis Assessment Report.
- (2) Candidates whose paper has been rejected by the scientific advisor cannot sit for the graduation exam.
- (3) Graduates are responsible for the authenticity of the content of the thesis to be presented and defended.
- (4) The scientific advisor of the thesis and the master's programme student are jointly and severally liable for the authenticity of the paper. It is forbidden to sell scientific papers in order to facilitate the falsification by the buyer of the authorship of a master's degree thesis. The identification of such a situation will lead to the expulsion of the master's programme student and to the notification of the Ethics Committee for the scientific advisor.
- (5) 3 days before the final examination, the secretary of the graduation committee shall submit to the examination committee secretariat the lists with the candidates who can sit for the graduation exam in order to have the exam records drafted.
- (6) After the final examination, the secretary of the committee submits to the secretary of the graduation committee on the basis of the handover-receiving report:



- a. the Examination Catalog with the results of the final exam, signed on each page by all members of the examination committee.
- b. the thesis Assessment Reports;
- c. the commission evaluation sheets on the thesis paper;
- d. a CD containing the elements presented in art. 6 paragraph 6 letter h).

Art.10. The final examination for master's degree studies can be organized in three sessions. The second and third session is organized at the request of the candidates and with the approval of the Senate, under the same organization conditions as the first session. A fee must be paid.

Art.11.

- (1) Graduates who have passed the graduation exam receive a master's degree.
- (2) Until the diploma is issued, but not more than 12 months from the promotion date, the graduates who have passed the graduation examination shall receive certifications of graduation which give the holder the same legal rights as the diploma. The certificate will include the surname and first name of the graduate, the surname, first name, position and signature of the persons in charge from the university, as well as the following information: field of university studies, study programme, period of study, average score for each year of study, average mean of graduation, the accredited / provisionally authorized status of the study programme, the form of education, the language of instruction, the geographical location, the number of credits and the normative act that establishes them. For foreign citizens, the certificate will include the number of the ministry order / letter of acceptance / approval of schooling / certificate of recognition of studies. In case of loss or destruction, upon request, a new certificate is issued, with a new registration number; the validity term of which is within the maximum period of 12 months calculated from the passing of the final exam.
- (3) Graduates who do not pass the graduation exam are issued upon request a certificate attesting their academic studies without graduation exam, containing the information provided in paragraph 2 of this article except for the average mean of graduation which will be replaced with the average scores for each year of study.

Art.12. A failed graduation exam may be repeated in a subsequent session, with the candidate bearing the related expenses, in accordance with the stipulations of the organizing institution, as established by law.

Art.13. The present methodology completed with the provisions of the *Education Order of the Ministry of National Education and Scientific Research no. 3016/09 February 2022 regarding the approval of the Frame Methodology for organising and conducting bachelor's / diploma and master's degree final examinations* is approved by Decision of the Senate of the „George Emil Palade” University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, and enters into force starting with the academic year 2021/2022.



Appendices

Appendix 01 Application form for the title of the master's thesis UMFST-REG-21-F01-Ed.03

Appendix 02 General recommendations on writing the master's thesis

Appendix 03 Evaluation sheet of the master's thesis by the committee for the graduation of master's degree programme UMFST-REG-21-F02-Ed.03

Appendix 04 Student record with grades awarded for the evaluation of master's thesis, graduation session UMFST-REG-21-F03-Ed.03

Appendix 05 Registration request form for the master's degree final examination UMFST-REG-21-F04-Ed.03

Appendix 06 Statement UMFST-REG-21-F05-Ed.03

Appendix 07 Assessment Report of the master's thesis UMFST-REG-21-F06-Ed.03



Appendix 01: UMFST-REG-21-F01-Ed.03

APPLICATION FORM FOR THE TITLE OF THE MASTER'S THESIS

The undersigned : _____

Student in the master's programme: _____

_____ class _____ form of education _____,

I hereby state that for the session _____:

I would like to write the master's thesis entitled:

Scientific advisor(s), (academic rank, surname and first name):

Master's programme student,

Signature

Scientific advisor,

Signature

Date: _____



GENERAL RECOMMENDATIONS ON WRITING THE MASTER'S THESIS

1. General provisions

Master's theses can be: descriptive, experimental or laboratory studies and must include an introductory chapter and end with conclusions and bibliography. The title of the thesis must clearly reflect the content. In the case of exclusively bibliographic papers, it is recommended that they be structured on chapters corresponding to the main aspects approached in the study of the topic.

2. Structure of the thesis

THE GENERAL SECTION

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

- General research
- Systematic and logical debate of the main scientific results published in the field, with the obligation to highlight recent works.
- The structure on subchapters depends on the subject treated.
- It is mandatory to consult and cite national and international bibliographic references (articles, treaties). -
- 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 works.

SPECIAL SECTION – PERSONAL CONTRIBUTION

The special section of a master's thesis is constituted as an original article and follows the structure below:

Introduction

- Indicate in a few sentences what is the argument of the study.
- The purpose of the paper and the working hypothesis are formulated in this part.

Material and method

- The student must provide accurate data in order to reproduce and verify the study / experiment (subjects, origin of samples, sample collection / preparation technique, description of the field of work, data collection protocol, equipment description and their use, data analysis technique, computer programme used).



Results

- This part should only include an objective presentation of the results of the study, without discussions related to results.
- Original figures and tables containing data from the student's own results may be included. The data included in the tables will not be repeated in the text. The tables present lists of numbers / text in columns, and the figures are the visual representation of the results or the illustration of some concepts / methods (graphs, images, diagrams, etc.). They must be accompanied by a description.

Discussions

This part must interpret the results at least in the light of the following aspects:

- Did the study confirm / refute the hypothesis?
- In case the hypothesis is refuted, do the obtained results support an alternative hypothesis? Which could the interpretation be?
- Are the results obtained in line with other studies in literature? Sources of data error.
- Implications of the study in the field.
- Suggestions for improving the study or for further studies.
- Tables / figures can be included, in which one's own results are compared with those in the literature in the field of study.

Conclusions

- The conclusions of the paper must be systematic, well outlined, to refer exclusively to the studied/researched topic. No citations from the literature or other bibliographical references are included.

Bibliography

- It is compulsory to cite the bibliography in the text, and the numbering of the bibliographic titles is done in the order of citation in the text.
- Bibliographic indexes can be cited in the chapter *Introduction*, in the chapter *Material and method* (as a reference to methods that have already been described) and in the chapter *Discussions* (arguments for critique and comparison).
- Bibliographic indexes are not included in the *titles*, in the chapter *Results* (if they are treated in a separate section than *Discussions*) and in *Conclusions*.

Summary of the thesis In Romanian and in an international language at the end of the thesis;

General recommendations on wording, format and style

Total number of pages: between 40-75 pages (of which the general part represents 30% maximum), numbered in the lower right corner.

Page format: A4.

Written on one side only.

Page margins: right, top and bottom: 2.5 cm; left: 3.5 cm.



Font type: Times New Roman, Arial or Calibri, with diacritics (Romanian marks).

Font size: 14 for titles, 12 for subheads and body text.

Line spacing: 1.5 (except for labels - 1 line). Alignment: 1,5 cm maximum.

Text body alignment option - both margins (justified).

It is mandatory to have the table of contents at the beginning of the paper.

Chapters and subchapters are numbered on several levels (example: 1; 1.1; 1.1.1)

Chapters always begin on a new page.

The figures have a compound number (Arabic numerals) and a title (below the figure) and are numbered in the order in which they occur in the text in each chapter (example: Figure 2.3 refers to figure 3 in chapter 2).

The tables have a compound number (Arabic numerals) and a title (above the table). They are numbered in the order in which they occur in the text in each chapter (example: Table 1.2 refers to Table 2 in chapter 1).

The bibliographic source will be presented at figures and tables.

The bibliographic index is inserted in the text in square brackets, e.g. [1,2], immediately after the information is stated.

For each bibliographic reference, a maximum of six authors will be mentioned, for the rest the abbreviation *et al* will be used (following the example below). For journal titles, the abbreviations will follow Index Medicus, U.S. National Library of Medicine. If the journal is not cited in Index Medicus, write down its title in full.

The bibliography will be edited according to the following model (font type, punctuation marks):

- for articles: authors name, article title, the abbreviated name of journal, year of publication, volume, the first and the last page. (Example: Zimmermann MB, de Benoist B, Corigliano S, Jooste PL, Molinari L, Moosa K, et al. - *Assessment of Iodine Status Using Dried BloodSpot Thyroglobulin: Development of Reference Material and Establishment of an International Reference Range in Iodine-Sufficient Children*, J Clin Endocrinol Metab, 2006, 91:4881-4887.)
- for books and monographs: the names of the authors of the chapter, the title of the chapter, publishers, book title, publishing house, place of publication, year of publication, the first and the last pages (Example: Gustafsson JA, Eneroth P, Hokfelt T - *Studies on the Hypothalamo-Pituitary Axis: A Novel Concept in Regulation of Steroid and Drug Metabolism*. In: Langer M, Chiandussi L, Chapra IJ – *The Endocrines and the Liver*, London: Academic Press, 1984:9-34).

Note: *If parts of the paper have been published or communicated in scientific events, the master's thesis will include as an Appendix a copy of the respective abstracts or scientific articles from the original documents (journal, book of abstracts).*



**EVALUATION SHEET OF THE MASTER'S THESIS BY THE COMMITTEE
FOR THE GRADUATION OF MASTER'S DEGREE PROGRAMME**

SESSION FOR THE GRADUATION OF MASTER'S STUDIES _____

Evaluation of the master's thesis entitled:

Drafted by master's programme student: _____

1. Compliance with the recommendations on writing the paper:

Very good ☐2p	Good ☐1,5p	Satisfactory ☐1p	Unsatisfactory ☐0p
------------------	---------------	---------------------	-----------------------

2. Content of the paper – originality, capacity for analysis and synthesis:

Very good ☐2p	Good ☐1,5p	Satisfactory ☐1p	Unsatisfactory ☐0p
------------------	---------------	---------------------	-----------------------

3. Selection and use of bibliography:

Very good ☐2p	Good ☐1,5p	Satisfactory ☐1p	Unsatisfactory ☐0p
------------------	---------------	---------------------	-----------------------

4. Quality of oral presentation and observance of time allotted for presentation:

Very good ☐2p	Good ☐1,5p	Satisfactory ☐1p	Unsatisfactory ☐0p
------------------	---------------	---------------------	-----------------------

5. Quality of answers to the committee's questions:

Very good ☐2p	Good ☐1,5p	Satisfactory ☐1p	Unsatisfactory ☐0p
------------------	---------------	---------------------	-----------------------

Grade awarded: _____

Date: _____

President ☐ / Member of the Committee ☐

Surname, first name and signature:

Comments, if applicable:



**STUDENT RECORD WITH GRADES AWARDED FOR THE EVALUATION OF
MASTER'S THESIS, GRADUATION SESSION**

MASTER'S PROGRAMME

No. crt.	Student's surname and first name	Grade President	Grade Member 1	Grade Member 2	Average

President: _____ Signature _____

Committee member 1: _____ Signature _____

Committee member 2: _____ Signature _____

Drafted by, Secretary : _____

Signature _____

Date: _____



Appendix 05: UMFST-REG-21-F04-Ed.03

Master's programme _____

Form of education (FTL, PTL)¹ _____

REGISTRATION REQUEST FORM FOR THE MASTER'S DEGREE FINAL EXAMINATION

The undersigned _____
(Surname, father's initial, first name)

After graduating from the class _____, I request registration for the master's degree final examination in session _____ with the following test:

1. Presentation and defense of the Master's Thesis

Thesis title _____

Scientific advisor _____

I have attached the following to this registration form:

- Master's thesis in electronic, .pdf format with a number of _____ pages;
- Statement of authenticity of the thesis - in original

Date _____

Graduate's signature,

¹ FTL – full-time learning, PTL – part-time learning



Appendix 06: UMFST-REG-21-F05-Ed.03

STATEMENT

I, the undersigned _____ graduate of _____
_____ study programme at the Faculty of _____,
George Emil Palade University of Medicine,
Pharmacy, Science, and Technology of Târgu Mureș, hereby certify that I have taken note of the following and that I
assume, in this context, the authenticity of my dissertation with:

the title _____

scientific advisor _____

presented and defended in session _____

On writing the dissertation, one of the following actions is considered plagiarism:

- ✓ the exact reproduction of another author's words, from another work, in Romanian or by translation from another language, if the quotation marks and the precise reference are omitted;
- ✓ rendering in other words, reformulating in one's own words or summarizing the ideas from other works if the bibliographic source is not indicated;
- ✓ presentation of some experimental data obtained or of some applications made by other authors without the correct mention of these sources;
- ✓ total or partial reproduction of a work in which the above rules are observed, but which has another author.

Date: _____

Signature _____

Note

It is recommended:

- that quotation marks be used for direct quotations and the reference be indicated in an appropriate list at the end of the paper;
- that the reformulation of an idea, opinion or theory be indicated in the text and correspondingly in the reference list of the original source from which it was taken;
- that the source be specified for experimental data, technical descriptions, figures, images, statistics, tables, etc . used;
- that the references be possibly omitted if well-known information or theories is/are used, whose authorship is unanimously accepted.



Appendix 07: UMFST-REG-21-F06-Ed.03

Session _____

Master's programme

ASSESSMENT REPORT OF THE MASTER'S THESIS

A. Graduate _____

B. Title of the thesis _____

C. Scientific advisor _____

Assessment by the scientific advisor:

Topic – contemporaneity, subject of interest:	1	2	3	4	5	6	7	8	9	10
Capacity for analysis and synthesis:	1	2	3	4	5	6	7	8	9	10
Compliance with instructions received:	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
Wording, format, style - clarity, coherence:	1	2	3	4	5	6	7	8	9	10
Assimilating the concepts by the student:	1	2	3	4	5	6	7	8	9	10
Original elements:	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

We recommend that the dissertation be admitted for / rejected from presentation to the Committee for the master's degree final examination, session _____.

Grade recommended by the scientific advisor (arithmetic mean of the scores obtained, no rounding) _____.

STATEMENT

The undersigned _____
member of the Teaching Staff at the Academic Department / Department _____

_____, Faculty of _____, George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș, I hereby have taken note, following the statement of the master's programme student, of the authenticity of the master's thesis entitled as mentioned in this document, prepared by the graduate _____ and I state that I have not identified any significant elements that would lead to the conclusion that the thesis presented in the _____ session:

- has been used under the same title and with the same content as a thesis in a previous session coordinated by the undersigned within G.E. Palade UMFST
- could qualify as plagiarism within the meaning of the legislation in force.

Scientific advisor,
