

UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" BUCHAREST
REGULATIONS FOR DEFENCE OF BACHELOR'S DEGREE EXAMINATION

APPROVED BY
Board of Directors

13.04.2022

APPROVED BY
SENATE

23.05.2022

The University Senate UMFCB, gathered in the meeting of 23.05.2022, decides that the defence of Bachelor's degree works in the academic year 2021-2022 shall be carried out with the physical attendance of graduates and teaching staff, in accordance with the provisions of Decision CNSU No. 16/08.03.2022 for waiver of the epidemiological restrictions imposed by infection with the virus SARS-CoV-2.

GENERAL DIVISION SECRETARIAT

Instructions for drawing up the Bachelor's Degree project in the academic year 2020-2021

Approved in the meeting of University Senate of 07.06.2021

1. By virtue of the Decree no. 195/2020 for instatement of the emergency state on the territory of Romania for prevention of spread of infection with coronavirus SARS-CoV-2, for the graduates of the academic year 2020-2021, we make the following specifications regarding the Bachelor's degree work:

(1) We give the possibility to change the theme of the Bachelor's degree work until 1st July 2021.

(2) The theme can be changed only once. Where the collection of clinical, experimental or laboratory data is not possible, the special part of Bachelor's degree work can be achieved under the form of observational retrospective studies/meta-analyses of specialized studies published/ register studies/series of cases (minimum 5)/ post-hoc analyses of databases/systematized analyses of data from medical literature, with the consent and under the guidance of the scientific coordinator.

(3) If the restrictions are maintained, the Bachelor's degree work will be defended in online version, with observance of the Ministry of National Education Order no. 4020 of 07.04.2020.

Chapter I General Provisions

Art. 1

The university studies in the faculty of the University of Medicine and Pharmacy "Carol Davila" Bucharest are completed by the Bachelor's degree examination which has the purpose to validate the professional knowledge of the graduates.

Art. 2

The deployment of Bachelor's degree examination in the University of Medicine and Pharmacy "Carol Davila" Bucharest is regulated by these "Regulations for defence of Bachelor's degree examination".

Art. 3

(1) The Regulations of Bachelor's degree examination have two components, respectively the Regulations and their annexes.

(2) The Regulations and their annexes are valid for all the faculties from UMF "Carol Davila" Bucharest.

Art. 4

(1) The Bachelor's degree examination is organized in two sessions, in September and February of each year, according to the annual calendar established by the management of the University and published by display at least 4 months before the date of Bachelor's degree examination.

(2) The Deans of Faculties coordinate the organization and deployment of the Bachelor's degree examination.

Art. 5

(1) Bachelor's degree examination commissions are established by study programmes/specialties, by decision of the University Rector, at the proposal of the Faculties Councils and with the approval of the University Senate.

(2) The Bachelor's degree examination commissions are: the central Bachelor's degree examination commission of the faculty, the specialists commission of the written test, the supervisory commissions of the written test, the commissions of the practical test, the commissions for the defence of Bachelor's degree works.

(3) The Commissions are composed of a president, members and a secretary. The President of the Central Bachelor's Degree Examination Commission is the Faculty Dean or in his/her absence, one of the Vice-Deans, delegated by the Faculty Dean. The secretaries of the Bachelor's degree examination commissions have only assignments of administration of documents.

(4) The members of the Bachelor's degree examination commissions must have the scientific title of doctor and the teaching rank of senior lecturer, reader or professor, except for the supervisory commissions whose members can be other teaching staff members.

Art. 6

(1) The participation of students in the Bachelor's degree examination is conditioned by the passage of all mandatory examinations and accumulation of all credits from all the years of the Bachelor's degree cycle attended.

- (2) The candidates to the Bachelor's degree examination present at enrolment a certificate of linguistic competence in an international language, which can be issued by UMF "Carol Davila" Bucharest or another specialized, national or international institution recognized by the University.
- (3) The enrolment for the Bachelor's degree examination is made at the Faculty Dean's Office during the period announced and published by display at least 1 month before the examination date.
- (4) The participation fee for the Bachelor's degree examination is paid according to the regulations of the University.
- (5) The graduates of each class can be enrolled for the Bachelor's degree examination organized in the two sessions of the academic year. The graduates of the previous classes can enrol for the Bachelor's degree examination in the sessions scheduled for the current class.

Art. 7

(1) The Bachelor's degree examination includes the following tests:

- a) written test – evaluation of theoretical knowledge;
- b) practical test – checks the practical skills and competences specific to the graduation field, for the faculties of Dental Medicine and Pharmacy;
- c) presentation and public defence of the Bachelor's degree work – consists of evaluation of the Bachelor's degree works presented by the candidates according to the provisions included in annexes of these Regulations.

(2) The mark of the Bachelor's degree examination represents the arithmetic mean of the average mark obtained in the written test and the practical test (where applicable) and the mark obtained for the presentation and defence of the Bachelor's degree work.

(3) The average mark of a test as arithmetic mean of the marks of the examination commission, and the average mark of the end-of-study examination, is calculated with two decimals without rounding-off.

(4) For the passage of a test, the graduate must obtain at least mark 5.00 (five) and for the passage of Bachelor's degree examination the graduate must obtain at least average mark 6.00 (six).

Art. 8

(1) The failure to pass a test of the Bachelor's degree examination allows access to the other tests from the session, but the non-passed test can be taken in a subsequent session, with the recognition of marks obtained in the previous session.

(2) The obtention of an average mark lower than 6.00 (six) in the Bachelor's degree examination involved the need to fully repeat the Bachelor's degree examination, in a subsequent session.

(3) The repetition of a test or of the Bachelor's degree examination is conditioned by enrolment and the payment of all taxes established by the regulations of the University.

(4) The repetition of a non-passed test or the whole Bachelor's degree examination can be made at most three times during 5 years from the graduation date of studies.

(5) The graduates who do not pass the Bachelor's degree examination receive, upon request, a certificate of university studies.

(6) The general discipline rules for participation in examinations set out in the Regulations for organization and deployment of the teaching activity in the Bachelor's degree cycle/professional activity of students, are valid also for the Bachelor's degree examination and are supplemented by the provisions of these Regulations.

(7) For the violation of discipline rules during the Bachelor's degree examination we apply the provisions of Regulations for organization and deployment of teaching activity in the Bachelor's degree cycle.

Chapter II. Written test

Art. 9

(1) The written test consists of a multiple-choice examination.

(2) The subjects of the written test for the Faculty of Medicine and Dental Medicine are from the residency themes and bibliography. The themes and bibliography for the Faculties of Pharmacy and FMAM are established by the Teaching Councils of those faculties.

(3) The themes and bibliography of the written test are published on the University website at least 6 months before the defence of the Bachelor's degree examination.

Art. 10

(1) The subjects of the written test are drawn up by the Commission of specialists for this test, and the commission is approved by the Faculty Council.

(2) The Commission of the written test is composed of teaching staff, specialists in the fields of the examination themes.

Art. 11

(1) The students from the lines with teaching in foreign languages can take the written test in the language in which they studied or in Romanian language.

(2) The option set out by paragraph (1) is expressed in writing, on the occasion of enrolment for the Bachelor's degree examination, at the Faculty Dean's Office.

Art. 12

(1) The distribution of students by rooms is displayed by the Faculty Dean's Office 3 days before the written test date.

(2) The students must be present in the room in which they were distributed 30 minutes before the time announced for the start of examination.

(3) The students must have on them the valid identity document, the student record card and a glue or black pen.

(4) It is not allowed to entry in examination room with mobile phones or other listening, recording or transmission devices and any other sources of written information or electronic support. The failure to observe these requirements entails the exclusion from examination.

(5) The students can request a new white grid if they completed wrongly the examination

grid. In this case, it is necessary to recomplete all data and correct answers until the expiry of the examination deadline.

Art. 13

(1) The deployment of the written test is supervised by the supervisory commissions established by rooms and approved by the faculty deans.

(2) Each supervisory commission is composed of at least 5 teaching staff members: the room coordinator and supervisors.

Art. 14

(1) The subjects for the written test are brought to the examination rooms by the teaching staff appointed by the Dean, who can solve any problem which appeared during the written test.

(2) The duration of the written test from the Bachelor's degree examination is 3 hours from the handover of the last examination notebook. For 30 minutes after the start of the written test no candidate can leave the room. The subsequent leaving of the room is only after the graduate turns in the paper and signs the handover list.

(3) At the expiry of the time allotted to the test, the students will hand over the paper and sign for it. The last 3 graduates remain in the examination room for signing and closure of envelopes.

Art. 15

Within 30 minutes from the end of the written test in all the rooms, the central Bachelor's degree examination commissions will display the correct grids, for the self-evaluation of students.

Art. 16

(1) Within 60 minutes from the display of the correct grids, the students can make complaints in writing regarding the multiple-choice questions (grids) at the office of the central Bachelor's Degree Examination Commission.

(2) The answers to complaints are given within 60 minutes from the end of complaint submission deadline, by the Commission of the written test and are published by display at the Faculty Dean's Office.

Art. 17

The correction of the examination notebooks is made by scanning, by the software approved by the Board of Directors of the University to be used in the Bachelor's degree examination.

Art. 18

The results of the written test are published by display at the faculties secretariats.

Art. 19

(1) The complaint of the mark obtained can be made within 24 hours from the display of results.

(2) Any complaint is addressed in writing to the Central Bachelor's Degree Examination Commission and is submitted to the Faculty Dean's Office.

(3) The answers to complaints are given within 24 hours from the end of complaint deadline.

Chapter III Practical test

Art. 20

(1) The practical test of the Bachelor's degree examination, in the specialties where the practical test is provided, consists of the evaluation of application of knowledge and practical skills, specific for those faculties.

(2) The practical test of the Bachelor's degree examination for the Faculty of Dental Medicine is presentation of case based on the case documentation (study model, X-rays, photographs);

(3) The practical test of the Bachelor's degree examination for the Faculty of Pharmacy is practical (making of a magistral preparation and identification, control of chemical substances according to the monographs of Pharmacopoeia);

(4) The practical test of the Bachelor's degree examination for FMAM is practical specific to the existing specialties.

Art. 21

(1) The commissions of the practical test are composed of specialists established by the Decision of the Faculty Council.

(2) Each commission is composed of one president and at least 3 members.

Art. 22

(1) The council of each faculty establishes the method of distribution of students in groups, and where applicable, to commissions of practical examination.

(2) The central Bachelor's degree examination commission is responsible for the good carrying out of distribution of students.

Art. 23

The students must be present at the office where the practical test is carried out, at the schedule time and will enter the examination room based on the valid identity card.

Art. 24

(1) The practical test is carried out in Romanian language.

(2) The students have on them a white dressing gown and specific instruments.

Art. 25

(1) The deployment of the practical examination is specific to each faculty and each specialization.

(2) The commissions must evaluate unitarily all the candidates who were allotted to them.

Art. 26

(1) The evaluation of students represents the appreciation by a mark of the practical test.

(2) For the passage of the practical test, the graduate must obtain at least the mark 5 (five).

(3) The mark obtained in the practical test cannot be contested.

Art. 27.

The results of the practical test are published by display at the Faculty Dean's Office.

Chapter IV. Presentation and public defence of the Bachelor's degree work

Art. 28

- (1) Scientific coordinators of the Bachelor's degree works can be teaching staff of the faculty, starting with the rank of assistant professor to the rank of professor.
- (2) Scientific coordinators can be teaching staff or researchers from other universities or institutions which have such agreements with the University.
- (3) The teaching staff has the obligation to accept to coordinate Bachelor's degree works.
- (4) It is recommended that one scientific coordinator coordinates maximum 10 Bachelor's degree works per year.

Art. 29

- (1) The themes of the Bachelor's degree works are established by each department and are displayed at the beginning of each academic year at the department office.
- (2) The students can propose themes for the Bachelor's degree works.
- (3) The students have the obligation to choose the title of the Bachelor's degree work and to communicate the title and its plan, to the Faculty Dean's Office until the latest the deadline established by the council of each faculty.
- (4) The changing by the student of the theme and/or the scientific coordinator is made after the information and with the consent of the initial scientific coordinator and with the approval of the Faculty Dean.
- (5) The changing of the title and of the scientific coordinator is not possible since the second semester of the last study year.

Art. 30

- (1) The Bachelor's degree work must observe the recommendations for scientific drawing up (structure, drawing up of text, bibliography) set out in Annex no. 1 of these Regulations.
- (2) The Bachelor's degree work can be drawn up and defended in Romanian or English (for the English module).

Art. 31

- (1) The finalization of the Bachelor's degree work is conditioned by the obtention of the approval of the scientific coordinator.
- (2) The handover of the Bachelor's degree work to the Faculty Dean's Office (including in electronic format) is made the latest until September 1st of the calendar year when the Bachelor's degree examination is taken.
- (3) The Bachelor's degree work can be defended only if it is accompanied by the abstract and report of the work signed by the scientific coordinator and countersigned by the Head of discipline.

Art. 32

- (1) The presentation of the Bachelor's degree work is made by oral public exposition for maximum 10 minutes, based on a material created by the graduate which must contain the most important aspects of the work.
- (2) It is recommended that at the defence of the Bachelor's degree work the scientific coordinator of the work should be present.

Art. 33

- (1) The evaluation of Bachelor's degree works is made by a Commission composed of one president, 3 members and one secretary; the secretary does not have marking right.
- (2) The members of the Evaluation Commission with marking right can only be tenured teaching staff of the University.
- (3) The evaluation of the Bachelor's degree work is made by the members of the Evaluation Commission, based on the criteria from the Evaluation Sheet of the Bachelor's degree work, set out in Annex no. 2 of these Regulations.
- (4) Each commission member with marking right gives a mark from 1 to 10 (whole numbers).
- (5) The final mark of the defence of Bachelor's degree work represents the arithmetic mean of the individual marks of the Evaluation Commission members with marking right.
- (6) The results obtained in the defence of Bachelor's degree work cannot be contested.
- (7) Each faculty can impose specific criteria related to the evaluation of the completion-of-study work.

Art. 34

- (1) The faculties with a large number of students will create several evaluation commissions of Bachelor's degree works.
- (2) The number of commissions is established depending on the number of Bachelor's degree works, for the efficient carrying out of the test.
- (3) The composition and number of commissions are approved by the Faculty Council at least one month before the Bachelor's degree examination date.
- (4) Each commission is organized by related disciplines, which must include at least one specialized teaching staff member from each discipline.
- (5) The composition of commissions and distribution of students by commissions and rooms are published by display at the Faculty Dean's Office at least 3 days before the test date.

Chapter V Final provisions**Art. 35**

- (1) The faculties can draw up specific procedures regarding the assignments of the examination commissions and the specific method of carrying out the examination tests.
- (2) Each faculty has the freedom to draw up own regulations and instruments which contribute to the good carrying out of Bachelor's degree examination, provided that they do not violate the provisions of these Regulations.
- (3) Annexes of these Regulations are:
Annex no. 1 – Guidelines for drawing up and presentation of the Bachelor's degree work
Annex no. 2 – Evaluation Sheet of the Bachelor's degree work by the Evaluation Commission

Art. 36

- (1) The rector can annul with the approval of the University Senate an end-of-study

examination, a certificate or a study diploma, when it is proven to be obtained by fraudulent means.

(2) The Regulations for defence of the Bachelor's degree examination can be changed at the request of Teaching Councils of the Faculties, by decision of the Board of Directors and approval of the University Senate.

(3) The Regulations for defence of Bachelor's degree examination come into force at their approval by the Senate of the University of Medicine and Pharmacy “Carol Davila” Bucharest.

(4) When these Regulations come into force, we repeal any previous regulation, at faculty or University level, regarding the Bachelor's degree examination.

Annex no. 1

Guidelines for drawing up and presentation of Bachelor's degree work

The Bachelor's degree thesis represents an essential component of the evaluation of student activity. It tests the skills of designing and conducting independent research and of drawing up the research according to the rules of scientific community.

These Guidelines for drawing up and presentation of Bachelor's degree work have the following **objectives**:

- rendering efficient the coordination activities of Bachelor's degree work;
- facilitation of correct drawing up of the Bachelor's degree work by the student/graduate;
- increasing the qualitative level of Bachelor's degree works;
- unitary evaluation of graduates who defend the Bachelor's degree work.

Chapter 1. Structure of Bachelor's degree work

The Bachelor's degree work is structured by chapters and includes the following compulsory **elements**:

1. **Cover page** – the information which must appear on the cover of the Bachelor's degree work is:

- The University of Medicine and Pharmacy” Carol Davila” Bucharest
- Faculty of (Medicine, Dental Medicine, Pharmacy, FMAM)
- Bachelor's Degree Project
- Scientific Coordinator:
- Graduate:
- Year:

Cover page model

Model of the first page

University of Medicine and Pharmacy
“Carol Davila” Bucharest

Faculty of Medicine

BACHELOR'S DEGREE PROJECT

Scientific Coordinator

Graduate

2012

University of Medicine and Pharmacy
“Carol Davila” Bucharest

Faculty of Medicine

BACHELOR'S DEGREE PROJECT

“...Title of work”

Scientific Coordinator

Graduate

2012

2. **Title page** – the information which must appear on the title page of the Bachelor's degree work is:

- The University of Medicine and Pharmacy “Carol Davila” Bucharest
- Faculty of (Medicine, Dental Medicine, Pharmacy, FMAM)
- Bachelor's Degree Project

- exact title of Bachelor's Degree Project
- Scientific Coordinator:
- Graduate:
- Year:

3. **Table of Contents** – the Bachelor's Degree Project will have a table of contents which contains the titles of all chapters accompanied by the number of the page where each chapter begins;

4. **Introduction** – contains the following aspects:

- motivation for selection of theme, its novelty degree;
- is the equivalent of an abstract of the theme for those who do not know it well;
- indicates concisely the purpose and general objectives of the Bachelor's Degree Project;
- specifies the particularities and importance of the theme tackled;
- introduction is not numbered as chapter.

5. **Thesis content** – the Bachelor's Degree Project will contain between 3 and 8 chapters numbered in ascending order. The Bachelor's Degree Project will have a general part which describe the current stage of knowledge in the field and a part represented by the scientific research of the student.

6. **Conclusions**

- the conclusions of the Bachelor's Degree Project must be below 10-15.
- conclusions are the most important ideas, the personal opinion regarding the results obtained and the potential future research directions connected with the theme tackled.
- the conclusions of the Bachelor's Degree Project are not numbered as chapter.

7. **Bibliography**

- bibliography contains the list of all sources of information used by the graduate for the drawing up of the Bachelor's Degree Project.
- bibliography is not numbered as chapter of work.

- the bibliographical references must be selected and drawn up in a strictly necessary number for documentation of work without reaching an exhaustive bibliography.
- a bibliographical index can be quoted several times in a work.
- the bibliographical index is inserted in the text right after the enunciation of information and before the stop.
- we recommend that the bibliography should be in alphabetical order.

Examples for drawing up the bibliography:

- Sandlund JT, Crist WM, Abromowich M, et al - Pleural effusion is associated with a poor treatment outcome in stage III small non-cleaved cell lymphoma. *Leukemia* 1991; 71-74
- Sandlund JT, Hutchison RE, Crist WM – Non-Hodgkin,s lymphoma. In Fernbach DJ, Vietti TJ, eds. *Clinical pediatric oncology*, 4th ed. St. Louis: Mosby-Year Book, 1991:337-53
- Magrath IT – Malignant non-Hodgkin,s lymphoma in children. In: Pizzo PA, Poplack DG, eds. *Principles and practice of pediatric oncology*, 2nd ed. Philadelphia: J.B. Lippincott, 1993: 537-75
- Sandlund JT, Downing JR, Crist WM – Non-Hodgkin,s lymphoma in childhood. *N. Engl J Med* 334 (19): 1238-48, 1996

8. **Annexes** (if applicable) – they appear in a separate section, which is not numbered as a chapter. Each annex will be mentioned at least once in the work text. Annexes are numbered in ascending order (Annex 1, Annex 2, etc);

Chapter 2: Rules for drawing up the Bachelor's Degree Project

1. The format of the whole work is A4, the recommended number of pages is between 60 and maximum 100 pages.
2. The numbering of pages starts from the title page up to the last page of work, but the page number appears only starting with the Introduction; it is inserted in the footer of the page, centered or in the right bottom part.
3. The charts have a number (Arabic numbers) and a title; they are numbered in the order of appearance in the text.

4. Tables have a number (Roman numbers) and a title; they are numbered in the order of appearance in the text.

5. Chapters always start on a new page.

6. The printing of all work pages will be made on one side of each paper sheet.

7. The work will be typed with font Times New Roman 12 at 1.5 lines.

Standard declaration – the Bachelor's Degree Project will contain a self-statement of the graduate, dated and signed in original, which shows that the work belongs to him/her, was never presented and is not a plagiarism (see the rules for avoidance of plagiarism).

Annex no. 2 Criteria for evaluation of Bachelor's Degree Project by the Evaluation Commission

**EVALUATION SHEET OF BACHELOR'S DEGREE PROJECT
BY THE MEMBERS OF EVALUATION COMMISSION**

Evaluation of Bachelor's Degree Project entitled

.....

.....

Drawn up by the student

.....

1. Respect for recommendations of drawing up the Bachelor's Degree Project:

Very Good Good Sufficient Insufficient

☐☐☐☐

2. Capacity of analysis and synthesis:

Very Good Good Sufficient Insufficient

☐☐☐☐

3. Quality of bibliography:

Very Good Good Sufficient Insufficient

☐☐☐☐

4. Quality of oral exposition and of presentation material:

Very Good Good Sufficient Insufficient

☐☐☐☐

5. Integration in the time set out for exposition:

Very Good Good Sufficient Insufficient

☐☐☐☐

Mark given:

Date:

President/ Member of Commission

Signature