



Approved by CoA,
07.03.2022

Approved by Senate,
23.05.2022

Guidelines for the elaboration and writing of the Doctoral Thesis in University of Medicine and Pharmacy "Carol Davila" in Bucharest

I. General considerations

- (1) The Phd thesis is an original scientific paper elaborated by a PhD student during his/her University Doctoral Studies and represents, at the same time, a legal condition for obtaining the PhD title.
- (2) The PhD thesis constitutes the final report of accomplishment and valorization of the scientific research project based on the specific requests of the Doctoral School.
- (3) The PhD thesis must confirm the PhD Student's capacity to carry out scientific research, at national and international level, in a creative way, autonomously and responsibly.
- (4) The contents of the PhD thesis is established by the PhD student coordinated by the PhD Supervisor and will follow the framework and limitations imposed by the Doctoral School Regulation.
- (5) The PhD thesis is an original paper, the mentioning of sources for each material used being mandatory.
- (6) The PhD student is the author of the PhD thesis and, in accordance, takes full responsibility for the data and information featuring in the thesis, as well as for the opinions and demonstrations in the same document.
- (7) The PhD Supervisor is responsible along with the author of the thesis for meeting the professional ethics quality standards, including the originality of the content, based on Provisions of Art. 170 in Law no 1/2011.



(8) Regularly, the PhD thesis is edited in Romanian, being accompanied by a **20 pages summary**, edited both in Romanian and an international language.

(9) Based on the provisions of the doctoral study contract, the doctoral thesis can be edited in the language of a national minority or in an international language, accompanied by a 20 pages summary, *obligatorily written in Romanian, as well.*

(10) Doctoral thesis along with their annexes represent public documents and are also edited in digital format.

(11) The present guidelines have the role of assisting the PhD student in making the PhD thesis without imposing constraints that limit Literature data, the research methodology used, presentation and interpretation of the results obtained.

(12) It is recommended that the PhD student use a template of a thesis already written and validated, preferably one recommended by his/her PhD Supervisor.

II. The structure of the PhD thesis

(1) The doctoral thesis is an original paper, amounting to **100-125 pages** to which the bibliography and annexes are added.

(2) Formal structure of the thesis (mandatory elements):

- Cover – see the cover template
- The title page – see the title page template
- Table of contents
- List of scientific published papers
- List of abbreviations and symbols
- Introduction
- Contents
- Conclusion and personal contribution
- Bibliography
- Annexes

Optional elements: motto, dedication (to be inserted on a separate page, after the title page)

2.1. The cover page of the doctoral thesis must consist in the following information: symbol and name of the institution organizing the university doctoral studies (University for Medicine and Pharmacy "Carol Davila" in Bucharest), the name of the document (doctoral thesis), the PhD Supervisor, the author of the thesis, the year.



2.2. The title page: usually, the title page resumes the information featuring on the cover page, completed by the doctoral thesis title.

2.3. The table of contents comprises the title and subtitles of all the chapters and sub-chapters, accompanied by the first page of each chapter/sub-chapter.

The table of contents must cover the entire paper: introduction, contents, conclusions, list of references, bibliography, annexes.

2.4. The list of scientific published papers

The list must contain the PhD student's scientific papers, published *in extenso* or accepted for publication, within the theme of the thesis.

For scientific papers published in specialized journals listed in the ISI system or in journals indexed in international databases (BDI), the journal title, year, volume, number, pages, journal indexing, impact factor, with links to the respective publications are mentioned. After each work listed, the chapter from which the paper was driven will be specified in parentheses.

The presentation of the papers will be made by marking the name of the doctoral thesis author in bold letters and it will be written in the same format as the bibliography.

2.5. List of abbreviations and symbols

The list of symbols, the abbreviations and notations frequently used in the thesis must meet the standards used in Literature.

The symbols, abbreviations and frequently used notations in the thesis are written in alphabetical order, starting with the Latin alphabet, small letters than corresponding capital letters followed by the Greek alphabet, small letters than corresponding capital letters.

2.6. Introduction

The introduction of the doctoral thesis has the role of placing the research in a temporal, historical, geographical and professional context and spans on 2-3 pages.

The introduction must contain:

- Motivation of the research theme;
- Importance, novelty and actuality of the theme;
- Framing the theme in the international, national, regional of the Research Group;
- Formulation of the research hypothesis;
- Scientific objectives to be solved in the scientific research;
- Synthetic comments on the approached research method and methodology;
- Brief presentation of the paper's content with the outline of the obtained results;
- Emphasis on the interdisciplinary character of the research;
- The limits of the research/thesis elaboration can be indicated as well as the future perspectives.

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Unlike the chapters that compose the thesis contents, the introduction will not be numbered.

2.7. The thesis contents

The contents of the doctoral thesis is established by the PhD student through consultation with the PhD Supervisor.

Starting from the statement that the doctoral thesis must demonstrate the advanced scientific knowledge of the doctoral field, to contain elements of originality in the development or solution of the research topic, as well as methods of scientific validation of their own results, the content of the paper must be structured in two parts:

- a) The general part/ current stage of knowledge- **20-25 pages** from the thesis content
- b) The personal contribution part (the original part)- **80-100 pages** from the thesis content

The general part (current stage of knowledge)

The general part presents the current state of the research theme- the descriptive analysis of the accomplishment in the field, based on laborious research.

Upon the elaboration of the doctoral thesis, one will take into account that the paper is addressed to specialists in the respective field, hence any general description will be avoided, the recommended approach for the general part being a *review of Literature* related to the approached research theme.

The general part consists in 1-2 chapters, numbered **1,2**.

The original part (personal contribution)

The personal part contribution covers the largest part of the thesis and comprises the PhD student's contributions and in order to evince this some titles or sub-titles may contain the syntagm "contributions on".

The chapters in the original part are numbered following the chapters in the general part. The personal contribution part can be structured as follows (the numbering corresponds to a doctoral thesis with two chapters in the general part):

3. The work hypothesis and the general objectives

4. The general methodology of the research

Such a chapter is useful when in the chapters reserved for the undertaken studies research in the same lots or/and through common exploration methods are presented;

In the same part (depends from case to case), the used statistical methods can be mentioned if they feature in the entire thesis;

5. Study 1 title

5.1. Introduction (work hypothesis and specific objectives):

5.2. Material and method or Patients and methods

5.3. Results



5.4. Discussions

5.5. Conclusions (optional, as at this stage conclusions can be partial, hence they can be included in the discussions sub-chapter).

6. Study 2 title (and the following, where appropriate)

6.1. Introduction (work hypothesis and specific objectives)

6.2. Material and method or Patients and methods

6.3. Results

6.4. Discussions

6.5. Conclusions (optional, as at this stage conclusions can be partial, hence they can be included in the discussions sub-chapter).

2.8. Conclusions and personal contributions

This part of the doctoral thesis represents a distinct chapter, spanning over 3-4 pages.

The doctoral thesis conclusions and the personal contributions must evince:

- the extent to which the scientific research objectives have been achieved;
- the technical-economic advantages and disadvantages;
- the problems left unsolved;
- the directions towards which the research must continue;
- own contributions.

It is recommended that this chapter comprise two distinct parts: a conclusion part and a part dedicated to personal contributions.

The conclusion part will contain only responses to the problems proposed for research and the perspectives related to it, its role being to synthesize the author's ideas on the scientific research in the field.

The conclusion part should avoid the tendency to include new ideas or citations which are supposed to be integrated in the chapters of the paper.

Personal contributions should be measurable and enter the original part of the thesis, for each contribution part- the number of the chapter and the number of the paragraph where it has been developed being mentioned.

The editing must give this part a concrete, punctual character.

2.9. The bibliography contains the list of all information sources used for writing the thesis and will not be numbered as a separate chapter.

The papers authored or co-authored by the PhD student must have his/her name written in **"bold"**. The list of references must also contain the papers elaborated by the PhD student.

In order to make the Bibliography, the thesis author has two options:

a) *The Harvard system* (name, year) – the author's name and the year of publication are indicated in parenthesis inside the text (Popescu, 2010). If in the Bibliography several works by



the same author feature, with the same year of publication, the year is noted, followed by the letters;

b) *The Vancouver system* (use of numerical indexes) - the reference number is indicated in square brackets inside the text (for example, [1], [2], or [1, 2-4]), while in the bibliographic section it is written: 1. or [1] Popescu I, Ionescu M. Title of the book. Edit., city, year; 2. Or [2] Popescu I. Article title. Name of magazine/journal, vol, pages, year. In this case, the references are numbered in the order of citation in the text.

2.10. Annexes

The annexes (where appropriate) are mentioned in the paper's text but feature in a separate section, in ascending order (E.g. Annex 1, Annex 2, etc), without chapter number. The annexes can have one or more pages, each page of each annex being numbered consecutively.

Annexes may contain redundant materials (results) within the thesis, primary evincing tables, work protocols, graphics and tables. It is desirable that tables, graphics, etc to be included in the annexes while in the text *per se* only those that render it fluid stay.

A template for the doctoral thesis Table of Content is present in these guidelines' annexes.

III. Professional ethics requirement

It is mandatory to comply with all rules regarding the use of data.

Plagiarism is strictly forbidden (copying of any sort, *copy-paste* of texts in printed or online texts). Using ideas, expressions, definitions, arguments, etc. of an author, other than the author of the thesis, will be done as follows: a) in the form of quotations, with the use of quotation marks; b) by reproduction in the author's own words. In both cases, the bibliographic data of the source must be indicated, in the form of bibliographic references applied in the thesis.

Falsifying experimental data as well as introducing any false information in the doctoral thesis is strictly prohibited.

IV. Editing rules

(1) The thesis format: A4; line spacing: 1,5 lines; font: Times New Roman, Font size 12; margins: left- 3cm, right- 2,5 cm, top- 2,5, bottom- 2,5cm

(2) Text alignment:

- *the chapter titles* will be aligned centrally (Centre); the sub-chapters titles will be aligned left-right (Justify) and will have a 1cm intend;
- the first line of each paragraph will have a 1 cm space;



- the paragraph texts will be aligned between the left and right margins (Justify));

(3) Format of titles and sub-titles:

- title1 (chapter) - font TNR, 14 points, **Bold**, *central alignment* numbering: **1**.

- title2 (sub- chapter)- font TNR, 12 points **Bold**, *left-right alignment*, 1cm intend; numbering: **1.1**.

- title 3 (sub-sub-chapter) - TNR, 12 points **Bold**, *left-right alignment*, 1cm intend; numbering: **1.1.1**

(5) Underline. Underlining, emphasis within the text is usually done with *Italic*, or, in specific cases, with **Bold**, **Bold + Italic (Italic)**. Underline will not be used.

(6) It is mandatory to use diacritics specific to the language in which the thesis is written

(7) Numbering of pages:

- The thesis will have the pages numbered, starting with the first page of actual text (i.e. without the cover page) and until the end of the printout.

- the page number is inserted in the footer of the page, centered.

- each chapter starts on a new page.

(8) The numbering of tables and the figures:

- Tables and figures are numbered with 2 digits, separated by a period, the first representing the number of the chapter, and the second representing the number of the table or figure in the respective chapter (Fig. 1.1., Table I.1.). Each table and figure have a number and title, which are mentioned below the figure, respectively above the table, aligned centrally.

- *For figures and tables taken from other sources, these sources are specified after the title of the table/figure, mandatorily indicating the name of the author(s), the title of the work, the publisher, the year, the page, or the address of the online source. In addition, permission to reuse is requested in accordance with the journal/publisher's copyright policy.*

(9) Printing the thesis:

- The thesis will be printed exclusively on the front of the A4 page and not on the back and will be bound in cardboard or paperback covers, in the standard format of "Carol Davila" University of Medicine and Pharmacy Publishing House.

V. The summary of the doctoral thesis

The summary of the doctoral thesis will have a 20 pages length and the same editing characteristics as the thesis itself.

The summary is printed and covers (with a simple cover) separately from the thesis.

Formal structure of the summary:

Title page (see the template for the summary title page);

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Comments (Thesis contents);

Synthesis of the main ideas (fundamental problem; hypothesis, objectives, research methodology; synthesis of chapters, following the chapters' structure; conclusions and personal contributions) - 5-7 pages;

Bibliography (selective);

List of published PhD papers with links to the respective publications.



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[Cover template]

**UNIVERSITY FOR MEDICINE AND PHARMACY "CAROL DAVILA"
BUCHAREST
DOCTORAL SCHOOL
MEDICINE/DENTAL MEDICINE/PHARMACY DOMAIN**

DOCTORAL THESIS

PhD Supervisor:

**PROF. UNIV. DR. NAME AND
SURNAME**

PhD Student:

NAME AND SURNAME

YEAR

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TITLE OF THE DOCTORAL
THESIS

PhD Supervisor:

**PROF. UNIV. DR. NAME AND
SURNAME**

PhD Student:

NAME AND SURNAME

YEAR

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[SUMMARY TITLE PAGE
TEMPLATE]

UNIVERSITY FOR MEDICINE AND PHARMACY “CAROL DAVILA”
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*Title of the doctoral
thesis*

**SUMMARY OF THE DOCTORAL
THESIS**

PhD Supervisor:
**PROF. UNIV. DR. NAME AND
SURNAME**

PhD Student:
NAME AND SURNAME

YEAR



ANNEX

Example of creating the table of contents in the case of a doctoral thesis with 2 chapters in the part general and 3 studies in the original part:

Table of contents

Introduction.....	page
I. General part	page
1. Title of chapter.....	page
1.1. Title of sub-chapter.....	page
1.1.1. Title of sub-sub-chapter.....	page
2. Title of chapter	page
2.1. Title of sub-chapter	page
2.1.1. Title of sub-sub-chapter	page
II. Personal contribution.....	page
3. Work hypothesis and general objectives	page
4. General methodology of the research	page
5. Title of study 1.....	page
5.1. Introduction (work hypothesis and general objectives).....	page
5.2. Material and methods or Patients and methods.....	page
5.3. Results.....	page
5.4. Discussions	page
5.5. Conclusions (optional).....	page
6. Title of study 2.....	page
6.1. Introduction (work hypothesis and general objectives).....	page
6.2. Material and methods or Patients and methods.....	page
6.3. Results.....	page
6.4. Discussions.....	page
6.5. Conclusions (optional).....	page
7. Title of study 3 (and the following, if appropriate).....	page
7.1. Introduction (work hypothesis and general objectives).....	page
7.2. Material and methods or Patients and methods.....	page
7.3. Results.....	page
7.4. Discussions.....	page
7.5. Conclusions (optional).....	page



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8. Conclusions and personal contributions	page
Bibliography.....	page
Annexes.....	page