

SPECIFICATIONS REGARDING THE BACHELOR'S THESIS EXAMINATION / DIPLOMA PROJECT

I. General framework

Article 1. The bachelor's degree programs at the Faculty of Automation and Computers end with a bachelor's / diploma exam, as specified in [Regulations for organizing and conducting the educational process at undergraduate level in Politehnica University of Timișoara](#) (annex 4 to the UPT Charter), of the [Regulation for organizing and conducting Bachelor's and Master' degree examinations in Politehnica University Timișoara](#) (annex to the Senate Decision no. 109/14.05.2020, Chapter 2. Organizing and conducting bachelor's / diploma exams), of the [Guide for preparing and drafting undergraduate and master thesis papers](#) (Administrative Council Decision no. 72/06.04.2022), and also the latter provisions issued by the university administration. According to them, applied under the conditions of the Faculty of Automation and Computers, it results the following:

- a) The bachelor's / diploma exam consists of two examinations:
 - 1) The presentation of a paper called "Bachelor's Thesis" for the informatics study programme or "Diploma Project" for the engineering study programmes. Hereinafter, both the bachelor's thesis and the diploma project will be referred to by the term "academic paper".
 - 2) Oral assessment of basic knowledge, skills and abilities regarding the field and specialty.
- b) Each examination ends with receiving a grade. The passing mark is at least 5.0, but the average mark of the two examinations must be at least 6.0.
- c) Candidates registration for the exam is done accordingly with the calendar posted on the faculty website.
- d) In each academic year, the examinations may be held in three sessions: session 1 in June, session 2, where participation is conditioned by fee payment, in September, and session 3 in February, held with recontracting the examination. The conditions for participation in these sessions are stipulated by article no. 14 from *Regulation for organizing and conducting Bachelor's and Master' degree examinations in Politehnica University Timișoara*.
- e) The results of the bachelor's exam are communicated in the Virtual Campus (VC) within a maximum of 48 hours from the end of the examination session.
- f) Any disputes concerning the results of the presentation of the academic paper may relate only to the situation in which the Examination Commission finds that the paper is plagiarized and consequently rejects it. In assessing the value of the academic paper, the Examination Commission is sovereign. Complaints are submitted to the faculty secretary, within 24 hours from the communication / display of the results and are resolved within 48 hours from the date when the registration for complaints are closed, they are resolved by the Commission for contestation analysis. The composition of this commission is displayed on the faculty website at least 2 weeks before the exam.

II. Registration for the bachelor's / diploma exam

Article 2. Registration for the bachelor's / diploma exam is done exclusively through the VC. Enrollment details (which VC course is assigned for the matter, enrollment interval, and other details considered useful) are posted on the faculty website at least one week prior to the enrollment period. The registration procedure is as follows:

- a) The Faculty Secretary sends the list of integralist students who have the right to enroll in the bachelor's / diploma exam to the person in charge of the VC in order to enroll them in the Bachelor's course. Only students that achieved integralist status until the start of the registration process will be enrolled.
- b) Candidates access the VC platform with their username and password. Through the Bachelor's course on the VC they fill in the registration form within the interval allocated for registering.
- c) After completing the registrations, at least 3 days before the presentation, the student uploads in the same course on the VC the final version of the documentation for the bachelor's thesis and the annex with the source code. This activity has a deadline, after which it will no longer be allowed to upload documents.
- d) The academic paper is redacted only in electronic format, without the need of printing.
- e) After completing the process of uploading the academic paper, the coordinating teacher validates the paper by selecting the grade passed / not passed on the VC in the same place where the academic paper was uploaded so that the student can be allowed in the exam.
- f) The coordinating teachers send the evaluation sheets (in pdf format) to the e-mail address of the secretary of the commission, no later than one day before the presentation of the academic paper in front of the commission.
- g) The secretary of each commission makes an hourly appointment of the candidates, displays it on the VC and sends it to be displayed on the faculty website.

Article 3. The academic paper is edited according to the instructions from the *Guide for preparing and drafting undergraduate and master thesis papers*, in romanian or english, depending on the language of the bachelor's program. The work complies with the structure and specifications of *Annex 1 Bachelor Thesis Summary*, with the adjustments requested by the scientific coordinator. The paper is approximately 40-50 pages in size and contains at the end:

- a) Assessment by an authorized representative of the company in collaboration with which the student has completed the academic paper, if applicable, by which the company agrees that the student should submit the application / product of the academic paper and related data (Annex 2). The annex can be modified by the company, but its content is mandatory. If the student does not receive the consent of the company in collaboration with which he / she completed the bachelor's thesis, he / she will not be admitted to the exam.
- b) A declaration by which the candidate states that "the work is the result of his own intellectual activity and does not contain plagiarized portions". The declaration, completed by hand and signed by the candidate, will be included in the academic paper as the last page of it. The format of this statement is in accordance with the model in Annex 3.

Article 4. The paper is evaluated in writing by the supervisor(s) of the paper. For this purpose, the supervisor(s) of the paper fill in an evaluation form for each candidate according to the Annex 4. *Bachelor's thesis / diploma project assessment sheet*.

III. Unfoldment of the academic paper examinations

Article 5. According to article 4 (3) from the Senate Decision no. 109/14.05.2020, the decision on the face-to-face or online format of the bachelor's / diploma exam is taken by the Faculty Council and announced to the students at least one week before the examinations, unless there are other regulations stipulating a different arrangement.

Article 6. The academic paper will be presented to the Examining Commission, hereinafter referred to as the Commission. The Examination Commissions are established for each study programme, by decision of the Rector, at the proposal of the Faculty Council. The composition of the commissions is displayed on the faculty website at least two weeks before the exam.

Article 7. The Commission shall function and exercise its powers in the presence of a simple majority of its members.

Article 8. For bachelor programs with English accreditations, the academic paper is written in English.

Article 9. The Secretary of the Commission shall display the schedule for the examination of the academic paper one day before the date set for it.

Article 10. Candidates prepare a presentation of the academic paper (as indicated in the UPT Guide). It can be used Microsoft PowerPoint or another similar tool. The presentation is uploaded to the VC at least one day before the test. Candidates are required to show up at least 60 minutes before the scheduled time for the exam, except for the first 3 candidates who are required to show up 15 minutes before the start of the exam session.

Article 11. The examination of the academic paper goes as it follows:

- a) The candidate presents to the Commission the summary of the paper, based on the presentation, having for this purpose usually 7 minutes, according to the decision of the commission, brought to the notice of the candidates through the displayed schedule.
- b) The candidate answers the questions of the members of the commission regarding the content of the paper.

Article 12. The practical part presented to the members of the Commission consists of proving the operations of the proposed system (either a set of equipment / circuits and software possibly related to a process, or only a hardware part, or only a software application part, or - in special cases do otherwise - video sequences that demonstrate the operation). If the functionality cannot be proven or partially proven, then the grade will take this into account in proportion with the functionality.

Article 13. Based on the presentation of the summary of the academic paper, the answers to the questions and the practical presentation, the candidate is marked with a mark from 1 to 10, integer numbers, by each member of the Commission present at the presentation. In grading the paper, committee members may consider:

- written assessment (Assessment sheet) of the supervisor(s).
- criteria to take into account

- the content of the academic paper (complexity of the topic, of the proposed solutions, applicability in the economic environment, degree of completion, level of innovation, original student contribution, etc., in a manner similar to the evaluation form)
- mode of presentation: ability to synthesize and clarity of presentation, proper use of terms, quality and relevance of information in the presentation, answering questions (complete, concise), mode of demonstration of operation, etc.).
- if the academic paper is declared to be research, specific aspects (novelty, value, complexity of the subject approached, utility, etc.). The possible publication of the results entails a better appreciation of the paper.

Article 14. The final grade of the academic paper is the arithmetic mean of the marks given by the members of the Commission.

Article 15. The issue of copyright, if it can be associated with a bachelor's academic paper given its technical-scientific value, is solved according to the regulations in force.

IV. Assessment of basic knowledge, skills and abilities regarding the field and specialty

Article 16. The members of the commission ask questions to the student, covered by the topic displayed on the faculty website for the study programme that the student is completing. It is recommended that the questions be in areas related to the bachelor's / diploma thesis.

Article 17. Based on the answer to the questions, the candidate is marked with a grade from 1 to 10 by each member of the Commission present at the hearing.

Article 18. The final grade of the knowledge assessment test is the arithmetic mean of the marks awarded by the members of the Commission.

V. Final regulations

Article 19. Plagiarism and fraud in any way of the bachelor's / diploma examination are treated in accord with articles 33-36 from the Senate Decision no. 109/14.05.2002.

Article 20. In case of new normative acts or new regulations of the UPT management, the provisions of the current specifications will be modified or adapted accordingly.

Article 21. Annex: 1. *Bachelor Thesis Summary*, 2 *Company consent*, 3 *Statement regarding the authenticity of the thesis paper*, respectiv 4. *Bachelor's thesis / diploma project assessment sheet*, are part of this document.