

## SPECIFICATIONS REGARDING THE ELABORATION AND PRESENTATION OF THE DISSERTATION

### I. General framework

Article 1. The masterate degree programs at the Faculty of Automation and Computers ends with a dissertation exam, as specified in “ [Regulation regarding the organization and development of the educational process at the master's degree cycle within Politehnica University of Timisoara](#)” (Annex no 7 to the UPT Charter) renewed in april 2020 through Article 14 and Article 15, as of HS nr 103/16.04.2020, of the “ [Regulations for organizing and conducting Bachelor's and Master' degree examinations in Politehnica University of Timisoara Declaration of Authenticity for Bachelor Diploma or Master Dissertation Thesis](#)” (Annex to the Senate Decision no 109/14.05.2020, Chapter. 3. Elaboration and presentation of the dissertation), of the “ [Guide for Preparing and drafting undergraduate and master thesis papers](#)” (Administration 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 (called “Faculty” in the following), it results the following:

- a) The dissertation exam consists of presenting and defending the dissertation.
- b) The examination ends with a grade; promoting requires at least 6.0.
- c) Candidates for the exam are registered according to the calendar displayed on the Faculty's website.
- d) In each academic year, the examinations may be held in three sessions: session 1 in June, session 2,, 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 the “Regulations for organizing and conducting Bachelor’s and Master’ degree examinations in Politehnica University of Timișoara”.
- e) The results of the dissertation exam are communicated by posting in the Virtual Campus (VC) within a maximum of 48 hours from the end of the 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. Dissertation exam registration

Article 2. Registration for the dissertation 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 dissertation exam to the person in charge of the VC in order to enroll them in the Dissertation 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. In the Dissertation course on the VC, they fill in the registration form within the interval allocated for registering.
- c) After completing the applications, at least 3 days before the presentation, the student uploads in the same course on the VC the final version of the documentation of the dissertation and the scientific paper (if any). 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 master's program. The paper respects the structure and specifications of Annex 1 “Master Thesis Summary”, with the adaptations requested by the leading scientific teacher. 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 dissertation 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 no. 3.

Article 4. The scientific paper is based on the dissertation. The paper is written in IEEE format ([http://www.ieee.org/conferences\\_events/conferences/publishing/templates.html](http://www.ieee.org/conferences_events/conferences/publishing/templates.html)) or in another format, according to any specific publication requirements of the article. The paper will be at least four pages long.

Article 5. The scientific paper mentioned in Article 4 can be included in one of the following situations:

- a. scientific paper authored / co-authored by the student, published in a specialized journal;
- b. scientific paper authored / co-authored by the student, presented at conferences with reviewers and program;
- c. scientific paper presented at a student scientific conference organized by UPT or by another university, with program and visibility of the event and program on the website of the faculty or university where it is organized, or in other contexts, in accordance with UPT provisions and regulations valid on the date of presenting;
- d. scientific paper approved only by the coordinator as annex of the dissertation paper.

Article 6. The student will attach to the scientific paper a Statement, completed according to the template in Annex 5 "Scientific paper statement", showing his position as author or co-author of the paper, respectively will attach evidence as follows:

- a. for the situation from Article 5, a), the identification data of the journal (name, number, year, publisher, possibly the link for online publications) and of the article (pages where the article is), consisting of a copy of the pages of the journal including the article and the cover of the journal, with the name, number, year, publisher.
- b. for the situation from Article 5, b), the identification data of the conference (name, where it took place / will take place, period, link, possibly having attached a copy after the cover of the conference volume), consisting depending on the situation:
  - for the conference already held until the date of the dissertation the student will attach a copy according to the table of contents / program of the conference and a copy according to the fragment of the volume, including the paper
  - for the paper accepted for presenting at a later date the student will attach the letter / message of acceptance.
- c. for the situation from Article 5, c), the identification data of the session (name, place, period, link), consisting of a copy of the program (screenshot from the web page is accepted, if a printed program is not available);
- d. for the situation from Article 5, d), the scientific paper with the opinion of the coordinator.

Article 7. 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 "Master's thesis exam assessment sheet".

Article 8. In the situation of classification in Article 5, a) -c) the maximum grade is 10. For the application of this article, box A2, a) of Annex 4 will be completed with 20 points, the grade for this category being 2 (two).

Article 9. In the situation of compliance with Article 5, d) the maximum grade is 9. For the application of this article, box A2, b) of Annex 4 will be completed with 10 points, the grade for this category being 1 (one).

Article 10. If it does not fall into any of the points in Article 5, the maximum grade is 8. For the application of this article, box A2, c) of Annex 4 will be completed with 0 points, the grade for this category being 0 (zero).

### III. Carrying out the dissertation

Article 11. According to Article 4 (3) of HS 109 / 14.05.2020, the decision on the face-to-face or online format of the dissertation exam is taken by the Faculty Council and announced to the students at least one week before the examination, if there are no other regulations specifying this.

Article 12. The paper will be presented to a Dissertation Examination Commission, hereinafter referred to as the Commission. The Examination Commissions are established on programs or fields of study, by decision of the Rector, at the proposal of the Faculty Council. The composition of the commissions is displayed on the website of the Faculty at least two weeks before the exam.

Article 13. The Commission shall function and exercise its powers in the presence of a simple majority of its members.

Article 14. For master's programs accredited in English, the dissertation, the scientific paper, the synthetic presentation and the presentation of the paper are done in English.

Article 15. The Secretary of the Commission shall display the schedule for the examination of the papers one day before the date set for it.

Article 16. Candidates prepare a summary of the paper (as indicated in the UPT Guide), which will highlight the contributions of the master's student and, in particular, the elements of originality. You can use Microsoft PowerPoint or another similar tool. The presentation is uploaded to the VC at least one day before the examination. 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 17. The presentation and defending of the paper is carried out as follows:

- a) The candidate presents to the Commission the summary of the paper, based on the presentation, having for this purpose usually between 8 and 12 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 18. 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, 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.).

Article 19. The final grade of the academic paper is the arithmetic mean of the marks given by the members of the Commission.

Article 20. The copyright issue, if it can be associated with a dissertation work given its technical-scientific value, is solved according to the regulations in force.

#### **IV. Final regulations**

Article 21. Plagiarism and fraud in any way of the dissertation exam are treated according to Article 33-36 of HS 109 / 14.05.2020.

Article 22. In case of the appearance of new normative acts or of new regulations of the UPT management, the provisions of the current specifications will be modified or adapted accordingly.

Article 23. Annexes: *1. Master Thesis Summary, 2. Company consent, 3. Statement regarding the authenticity of the thesis paper, 4. Master's thesis exam assessment sheet and 5. Scientific paper statement*, as part of this document.