



TITU MAIORESCU UNIVERSITY OF BUCHAREST
FACULTY OF MEDICINE
MEDICINE IN ENGLISH SPECIALIZATION



GUIDELINES FOR DRAFTING THE BACHELOR'S THESIS

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1. Introduction

The bachelor's thesis is a synthesis work, presented in written form and executed based on the knowledge/capacities accumulated by the student, elaborated through an independent research activity. It represents the final stage of training for any students in higher education institutions and brings the following competences:

- scientific and written communication (elaboration of the thesis) and its oral presentation.
- performing complex professional tasks, under conditions of autonomy and professional independence.
- reflexive analysis of one's own research activity doubled by the diagnosis of training needs.
- taking ethical responsibility for the results achieved.
- identifying the research problem with the formulation of the working hypothesis and the design of the research activity.

2. The structure and principles for drafting the bachelor's thesis

2.1. Content of the thesis

The content of the paper must highlight two main components: **the theoretical** or conceptual component and **the practical/applicative** component (it contains one or more applications that meet the objectives of the work).

While the theoretical component demonstrates the degree of information held by the author, the practical component requires the identification/formulation of solutions with applicability to the issues identified by the scientific paper itself.

The content of the paper must present in a balanced manner, those two components, emphasizing on the practical part and so demonstrating the ability of the student to creatively apply his theoretical knowledge. It is recommended that the theoretical part should represent at most 25%, and rest being reserved for the practical results (75%).

The thesis will be written in an impersonal style (no first-person will be used). Simple and clear language is recommended. The information will be communicated in a direct and intelligible manner, in a logical and coherent structuring.

In the elaboration of the bachelor's thesis, it is necessary for the student, assisted by the coordinator, to go through each of the following stages:

- framing the chosen research topic in a wider scientific field.
- establishing a bibliography that includes only reference works directly accessible to the student, that are no older than 5 years (except for critical scientific references that constitute first discoveries of specific topics).
- selection of relevant information from the selected bibliography.
- elaboration of the scientific plan of the bachelor's thesis.
- drafting the bachelor's thesis.
- final review.
- printing and binding the thesis in the final form.

2.2. Optimal distribution of different parts of the thesis

Element	# of pages
Title sheet	1 pag
A. General part (theoretical study)	8-10 pag
Contained	1 pag.
List of abbreviations (optional)	1 pag
Introduction	6-8 pag
a. the importance and timeliness of the theme	
b. the purpose of choosing the theme and the objectives proposed in the thesis	
c. investigating the theme by exposing the cited authors, and of the literature in the field	
The actual content of the general part	8-10 Pag



Element	# of pages
B. Special part (personal research)	30-40 pag
Introduction	1 pag.
Material and method	2-5 pag
Results - Practical part: statistical study / cases with rare diseases / scientific research study	10-20 pag.
Discussions	7-12 pag
Conclusions	2-3 pag.
Total license paper pages	35-50 pag
Bibliography	Up to 5 pag.
Annexes	variable

The title sheet/Cover will contain the following elements (see Annex 1):

- the logos and full name of the institution (both logos, of the University and the Faculty).
- the full title of the thesis.
- the name, surname and didactic/scientific degree of the scientific coordinator and the scientific advisor (where applicable).
- the surname and forenames of the author.
- year and place of publishing.

Table of Contents:

- reflects the overall content of the work;
- clearly outlines the main components of the thesis, such theoretical part and practical part, each divided in chapters and subchapters.
- The bibliography section should have a separate entry, as a distinct chapter, without following the same indexing as previous chapters.

List of abbreviations (optional):

- internationally established terms with their respective abbreviations.

Introduction

- emphasis on the importance of the subject
- shows what is known and what is not known in the field of the chosen topic and what requires further research on the subject under discussion.
- the motivation of the study with the presentation of the importance of studying the respective subject.
- the hypothesis being tested, or the problem being studied.

Main content of the paper:

A. The theoretical part

- this is the theoretical framework that includes a review of the specialized literature dedicated to the researched topic.
- it will contain a complete, synthetic presentation of the most relevant and recent studies in the field.
- it is advisable to use an ordering criterion that may be of a thematic or temporal nature when presenting different discoveries that led to the present level of knowledge in the selected scientific topic.
- the selection and analysis of theoretical sources will support the process of elaboration of the future researched hypothesis.

B. The practical part may contain:

- an **initial/interventional statistical study** (minimum 30 cases in the case of statistical surveys) or a meta-analysis.
- if the writing of the bachelor's thesis is based on a **meta-analysis**, it must include a minimum of 40 papers/studies cited and published in internationally recognized databases (such as PubMed). All analyzed elements will be cited accordingly in the references section.
- studies carried out on **clinical cases with rare diseases**,
- **studies on scientific research of a novelty character** or of verification of controversial theories.

The main parts of the practical section of the thesis:

B.1. Material and methods:

- will be presented with sufficient detail to allow the study to be repeated by other authors.
- must contain the following subsections:
 - study design: retrospective, prospective, cohort type, controlled, randomized, etc.
 - the location of the study
 - study participants (selection mode, exclusion/inclusion criteria, method of data collection, identification of important characteristics of subjects, etc.).
 - the methods used (logically ordered, extensively described alongside with the hardware used, description of the interventions that have been made, description of the recorded parameters, etc.);
 - description of the equipment, therapeutic guidelines, chemicals used, etc.
 - a complete description of the statistical analysis, including what kind of computer software was used, the statistical tests involved (Student, ANOVA, etc.) and how each test was chosen and why; more importantly it should be clearly indicated the threshold for statistical relevance (the p value).

B.2. Results:

- the main and secondary results of the study shall be provided.
- adverse reactions to the studied intervention (if any).
- results can be either plotted or presented as a figure; tables are also allowed.
- This part highlights all the important results achieved and should be backed up by an appropriate number of figures and tables.

B.3. Discussions:

- it is the most important section of the paper that addresses the motivation of the study.
- should provide sufficient details whether the initial question/hypothesis has



been answered.

- will compare own study with other similar studies.
- the strengths/originals/new or conflicting aspects of the study results are highlighted.
- should also present the limits of the study (insufficient methods, number of patients, statistical analysis) and their impact on the results.
- should include the clinical/practical implications of the results obtained.
- suggestions for the continuation of the study and the opening of new future lines of research.

B.4. Conclusions:

- they must be drafted concisely and clearly.
- it is recommended to use a numbered point system – each main conclusion on a separate item.
- it presents personal opinions not data taken from the specialized literature.;

The special part may also contain:

- clinical case presentations.
- images, tables, graphs or other figures resulting from the study.

C. Bibliography:

- The cited references will be listed in the bibliography section in the order of appearance in the text. The citation will be made with figures framed in square brackets (e.g. [1], [2], etc.).
- the bibliographic list will include the titles directly consulted and used in the paper.
- recommendations for writing bibliographic references must follow the Vancouver style (complete details can be found accessing the following link: <http://www.library.uq.edu.au/training/citation/vancouv.pdf>).
- up to 6 authors are quoted from the list of authors, the rest being mentioned as "et al."



- the titles of the journals can be abbreviated according to the recommendations of the Journals Indexed for MEDLINE (a complete guide can be found here: www.ncbi.nlm.nih.gov/nlmcatalog/journals);
- it is strongly recommended to use a citation reference manager, either in the form of an independent software, such as Endnote, Mendeley, ReadCube Papers, EasyBib.com, Zotero, etc. or by using the built-in reference management feature of Microsoft's Office 365 Word software.
- in the case of cited books, specify the chapter with the related pages:
 - **Magazine articles:** Fried LP, Kronmal RA, Newman AB, et al. Risk factors for 5-year mortality in older adults: the Cardiovascular Health Study. JAMA. 1998; 279:585–592.
 - **Book:** Evans JG, Franklin Williams T, Lynn Beattie B: Oxford Textbook of Geriatric Medicine, 2nd Edition. Oxford University Press, 2000.

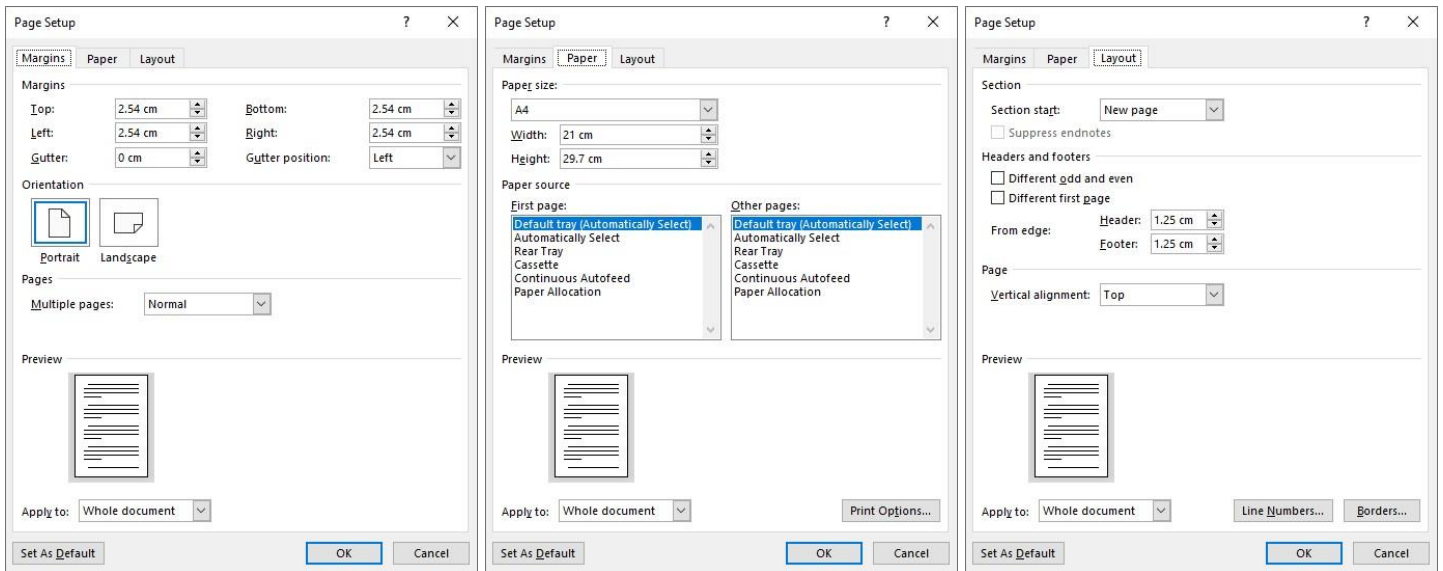
Annexes (optional)

- Students are encouraged to insert any information that is not immediately needed in the main text of the paper in numbered annexes.
- Annexes can include investigation/diagnostic algorithms, principal schemes, systematization of results, list of studied cases (abbreviated), etc.;

2.3. Editing and typing of the manuscript

- Drafting is done on ISO-A4 format; use formatting only on one page and print the document on even pages only.
- The thesis will have a hard cover and printed in at least one copy that will remain at the faculty (it is advisable to have 3 copies one for the graduate, one for the secretary and one for the scientific coordinator).
- Only use the following typesetting: ISO A4 page, Font: Calibri (body), 11 points, paragraph spacing to 1.5 lines, justified setting. Margins should be 2.54 cm on all sides, with gutter position on the left with 0 cm indentation (see below).

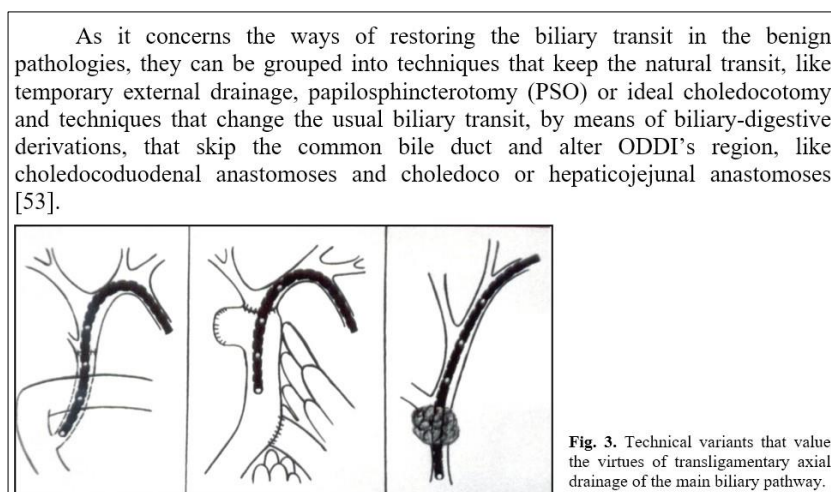
Settings of a page (Microsoft Office 365 Word):



Features of the figures entered in the text (see below for example):

- numbering in the order of citation in the text.
- specification of the units of measurement used.
- each figure should have its own caption and full legend is required.
- the figure number must also be mentioned in the text, in brackets (“figure x”).
- try to insert the figure as close as possible to its description in the main text.
- The pictures should have a tight wrapping setting applied and the text should not flow on all sides.

Example for positioning a figure/graphic element in the main text:





- **Features of the tables entered in the text** (see below for examples):
 - each table should be numbered in the order of citation in the text and should be inserted as close as possible to the relevant paragraph.
 - all tables must have a caption and a header that repeats on following pages; each column must have a label.
 - vertical lines shall be avoided,
 - avoid using too many abbreviations in the body of the table; if used, each should be explained in the legend.
 - please use a professional general appearance and color scheme.

<ul style="list-style-type: none"> ● posttraumatic, 1 case ; ● by direct extension from a neighboring injury, 1 case, a straight pyonephrosis; ● a state of septicemic bacteriemia path through the hepatic artery, 1 case; ● appendicular starting point, 1 case; ● cryptogenic in 5 cases, some of which, however, have reported a history of multiple episodes of diarrhea. 	
TABLE 3 : Lesional topography	
Multiple hepatic abscesses, scattered on both areas	1 case (without surgery)
Unique hepatic abscesses	15 cases
Simple (one or two segments)	8 cases
Double (in both lobes)	1 case
Complex (confluent)	6 cases
Total	16 cases

3. Methodology of submission of the bachelor's thesis

The printed and hardcovered thesis, together with a CD/USB thumb drive with the electronic version (Word only file) will be submitted to the Secretary of the Faculty of Medicine accompanied by the Scientific Coordinator's Report and the Student's Declaration that the thesis it does not constitute plagiarism (Annex 2).

Scientific coordinators can only be teachers who have the title of **Lecturer, Associate Professor** or **Professor** in the Faculty of Medicine, Titu Maiorescu University of Bucharest. The thesis can also have, but it is not mandatory, a **Scientific Advisor**. The role of the **Scientific Advisor** is to provide secondary oversight of the development of the thesis, such as the selection of clinical cases, guidelines for accessing the scientific papers cited in the thesis or providing support for technical problems in its development.

This position can be fulfilled either by a teacher (regardless of the scientific degree) in the Faculty of Medicine or by a certified physician, in the field of the research topic, in one of the clinical hospitals in your home countries. If such a scientific advisor is preferred, then it is expected to maintain a close collaboration and communication with the scientific coordinator throughout the entire development of the thesis.

4. Criteria for assessing the bachelor's thesis:

The bachelor's thesis will be evaluated based on the following criteria:

Criteria	Rating
The extent to which the thesis corresponds to the structure and requirements of the project development	
The extent to which the solutions/information correspond to the current level of resolution of the respective domain	
The extent to which the computer is used as a tool for statistical design and analysis	
The extent to which the student can analyze and provide arguments to the solutions adopted, to draw conclusions during the thesis presentation before the committee	
Coordinator's proposal regarding the qualification given to the bachelor's thesis (grade).	
Total Points Awarded	

This methodological guide was validated by the Council of the Faculty of Medicine of 11/01/2023.

11/01/2023



5. Annexes

Annex 1. Bachelor thesis hard cover model



TITU MAIORESCU UNIVERSITY OF BUCHAREST

FACULTY OF MEDICINE

MEDICAL STUDIES PROGRAMME

MEDICINE IN ENGLISH SPECIALIZATION



BACHELOR'S THESIS

FULL TITLE OF THE PAPER

SCIENTIFIC COORDINATOR

Full Teaching Degree, Name and Surname

SCIENTIFIC ADVISOR

Full Teaching Degree, Name and Surname

GRADUATE

Full name and surname

BUCHAREST – Year of graduation



Annex 2. Declaration of originality

Statement

I, the undersigned, _____,
student in the _____ year at **the Faculty of Medicine, medical study program**, declare
on my own responsibility that the graduation diploma with the following title

redacted under the scientific coordination of

[FULL NAME FOLLOWED BY SCIENTIFIC TITLE OF THE COORDONATOR]

belongs to me, has never been publicly presented before and does not contain sections
copied from another scientific paper, either as parts or as a whole (namely it does not
constitute plagiarism).

Date

Signature