

No. 2443 / April 2021

LICENSE AND DISSERTATION EXAMINATION REGULATIONS

This Regulation has been drawn up in accordance with the legislation in force:

- National Education Law no. 1/2011;
- MECTS Order no. 4033/2011 regarding the framework methodology for organizing the final exams in higher education - graduation exams, bachelor's degree, diploma, selection, dissertation;
- Law no. 288/2004 regarding the organization of university studies;
- Law no. 60/2000 on the right of private higher education graduates to take the final exam at accredited state higher education institutions;
- Order 657/2014 for the approval of the Regulation on the regime of study documents in the higher education system
- Order 6,125/2016 regarding the approval of the Framework Methodology for organizing and conducting the bachelor's / diploma exams and dissertation
- ULBS Regulation on the organization and conduct of examinations for the completion of studies in higher education;
- Charter of the "Lucian Blaga" University of Sibiu.

The regulation establishes the general rules regarding the organization and conduct of undergraduate exams at the Faculty of Medicine within the "Lucian Blaga" University of Sibiu.

I. General dispositions

Article 1

- (1) The university studies at the Sibiu Faculty of Medicine for the specializations Medicine, Dentistry, Pharmacy, General Medical Assistance, Dental Technique, end with the bachelor's exam, which evaluates the theoretical and practical knowledge accumulated by graduates according to the specialization.
- (2) The studies at the Sanitary Management master's program end with the dissertation exam. The presentation of the graduation exam at the master's program in Sanitary Management consists in the presentation and oral presentation of the dissertation.
- (3) Its own methodology complements the ULBS methodology on how to take the 3 tests of the bachelor's exam: written test, practical test (except for the Medicine specialization where there are only two tests: written test and defense of the bachelor's thesis), presentation and oral presentation of the bachelor's thesis license, as well as how to take the dissertation exam.

Article 2

(1) The final exam can be organized in two sessions: in September and, if necessary, in February. The final exam for master's degree can be organized in two sessions: in July and, if necessary, in February. The date of the presentation will be announced 6 months before the presentation on the faculty website.

(2) The license and dissertation examination commissions are established on specializations, by the decision of the rector of ULBS, at the proposal of the Faculty Council and with the approval of the University Senate.

(3) The license commission for each study program is composed of:

- the drafting committee for the written test,
- the correction commission,
- the committee of specialists for the practical test,
- commissions to support undergraduate work,
- the commission for resolving the appeals.

4. The dissertation committee shall consist of:

- the committee for the support of dissertation papers,

(4) The president of the central commission is the dean of the faculty or, in his absence, a member delegated by the dean of the Faculty Council, with the didactic degree of professor or university associate professor.

(5) The members of the commissions may have the didactic degree of head of works, associate professor or university professor. Teachers will be involved in the supervision and correction commissions regardless of the teaching degree.

Article 3

(1) In order to enroll students in the bachelor's exam, it is mandatory to pass all the exams in the years of study completed.

(2) In order to enroll the master's students in the dissertation exam, it is mandatory to pass all the exams during the year.

(3) In order to enroll in the bachelor's degree, the student must prove the presentation / publication of two scientific papers during his / her university studies, at least one as the first author.

(4) Enrollment in the final exam for undergraduate studies will be made within the announced period, no later than 10 days before the date set for the first test of the exam. It is necessary to present at registration a certificate of language proficiency in an international language (English, French, German) issued by the profile department of ULBS or another specialized institution, national or international, recognized by the University, accompanied by the assessment written by the coordinator (Annex 3), together with the registration file.

(5) The registration for the dissertation exam will be made at the dean's office of the faculty no later than 10 days before the beginning of the dissertation exam, accompanied by the written evaluation of the coordinator (Annex 3), together with the registration file.

(6) Graduates of previous promotions who did not take the bachelor's / dissertation exam can register for the current promotion session.

Article 4

(1) The license exam consists of the following tests:

Test I : written test , lasting 3 hours, which assesses the basic and specialized knowledge, with a national component (for the specializations Medicine, Dentistry and Pharmacy). For the specializations of General Medical Assistance, the thematic Dental Technique and the bibliography will be established by the Writing Commission of the subjects for the written test;

Test II : the practical test will be established according to the specifics of the specialization, except for the specialization Medicine, in which the practical test was eliminated according to the ULBS Senate Decision no.1411 / 30.03.2017.

Test III : presentation and public presentation of the bachelor's thesis and dissertation .

(2) The mark obtained in each of the tests for the license examination must be at least 5.00. The final average of the exam, obtained as the arithmetic mean of the 3 samples, calculated with 2 decimals, without rounding, must be at least 6.00.

(3) Failure to pass the bachelor's exam requires the repetition of the tests that were not passed in a subsequent session, with the approval of the faculty management.

(4) The dissertation exam consists of a single test and costs in the presentation and public defense of the dissertation, the minimum passing grade of the exam is 6.00.

5. The tests for the license and dissertation examination shall be held in the presence, at the same place and at the same time, of the examination board and the examinee.

Article 5

(1) The license application files must contain:

- a. standard application form;
- b. baccalaureate diploma or equivalent, in original or certified copy / certified copy "in accordance with the original" by the persons assigned to this purpose;
- c. the birth certificate in legalized copy / certified copy “according to the original” by the persons who have attributions designated for this purpose;
- d. optionally, marriage certificate, in case of name change by marriage, legalized copy / certified copy “according to the original” by the persons who have assigned attributions for this purpose;
- e. two photos type 3/4
- f. the certificate of linguistic competence
- g. the license paper in printed format + electronic format (.docx, .pdf), accompanied by the report of the scientific coordinator, annex 5 and other specific documents / forms, elaborated by the departments and which will be present in the guidelines for compiling the works of dissertation;
- h. proof of publication / presentation of two scientific papers (starting with graduates who will take the bachelor's exam in the September 2023 session)

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- i. proof of payment of the registration fee (if applicable)
 - j. certificate issued by the graduated higher education institution, for candidates coming from other universities
 - k. supplement to the original diploma and copy for graduates from other higher education institutions.
- (2) Dissertation examination application files must contain:
- a. standard application form;
 - b. baccalaureate diploma or equivalent, in original or certified copy / certified copy "in accordance with the original" by the persons assigned to this purpose;
 - c. bachelor's degree, original or certified copy / certified copy "according to the original" by the persons assigned to this purpose;
 - d. birth certificate in legalized copy / certified copy "according to the original" by the persons who have attributions designated for this purpose;
 - e. optionally, marriage certificate, in case of name change by marriage, legalized copy / certified copy "according to the original" by the persons who have designated attributions for this purpose;
 - f. two photos type 3/4
 - g. dissertation paper in printed format + electronic format (.docx, .pdf), accompanied by the report of the scientific coordinator, Annex 5 and other specific documents / forms, prepared by the departments and which will be present in the guidelines for the preparation of the dissertation. dissertation;
 - h. proof of payment of the registration fee (if applicable)

Article 6

- (1) Candidates who have passed the bachelor's / dissertation exam shall be issued with the corresponding legal documents.
- (2) At the request of the graduates, until the issuance of the diploma, graduation certificates may be issued.

I. Written test

Article 7

- (1) The written test consists of a grid-type exam in the subject and specialized bibliography, according to art. 4 paragraph (1), for the specializations Medicine, Dentistry and Pharmacy.
- (2) The topic of the written test for the specializations General Medical Assistance and Dental Technique will include topics from the specialized disciplines, established according to art. 4 paragraph (1), which will be displayed on the Faculty website 6 months before the exam.
- (3) The written test consists of a grid exam with 120 questions for all study programs
- (4) The duration of the written test within the license exam is 3 hours

Article 8

- (1) The result of the test is communicated by posting on the Faculty's website within 48 hours from the date of its examination.

II. Practical test

Article 9

- (1) The practical test verifies the skills and practical competencies specific to the specialization, by evaluating each candidate by the commission set up for this purpose.
- (2) The way of conducting the practical test will take into account the specifics of the specialization and will be displayed on the faculty website at least 6 months before the test.
- (3) The results of this evaluation will be recorded in a report (Annex 1) as well as in a catalog.

III. Public presentation and presentation of the bachelor's thesis and dissertation

Article 10

- (1) They may be scientific coordinators of the bachelor's thesis or dissertation of tenured or associate professors of the Faculty of Medicine with the scientific title of doctor –The bachelor's thesis or dissertation may have two or more scientific coordinators, in which case at least one of them will be the course holder.
- (2) It is recommended that a teacher coordinate up to 12 undergraduate and dissertation papers; only in exceptional cases can this number be a maximum of 15.
- (3) The Faculty of Medicine in Sibiu encourages the participation of scientific coordinators from partner universities in the European Union. Teachers from partner universities may act as scientific coordinators, with the cooperation agreement in force, if the agreement provides for cooperation in the field of research or student exchange.
- (4) A teacher can guide the works of the graduates from another faculty, specialization, being valid the professional criteria and the requirements of the formation of which the graduate is part.

Article 11

- (1) The topic of the bachelor's thesis is chosen at the latest at the beginning of the penultimate year of studies and can be changed a maximum of 2 times, with the opinion of the scientific coordinator.
- (2) The topic of the dissertation shall be chosen at the latest at the end of the first semester and may be changed once, with the opinion of the scientific coordinator.
- (3) The topics of the bachelor's or dissertation papers are established within each discipline, at the beginning of the academic year, the topics may be modified in relation to the trends in the specialty, or at the suggestion of the student, in agreement with the scientific coordinator.
- (4) The title of the paper is communicated to the dean's office, by filling in the standard form, signed by the coordinator, at least 4 months before the end of the last year of study.
- (5) The change of the topic and / or of the scientific coordinator by the student is made by written agreement of the initial coordinator and of the teacher who accepts the coordination of the paper. The change of title and scientific coordinator is no longer possible from the second semester of the last year of study.
- (6) The marketing of licensed works is prohibited. The coordinator of the paper and the graduate are jointly and severally liable for the originality of the paper (according to the declaration for conformity on the originality of the scientific work - Annex 5).

(7) The coordinating teachers of the bachelor's theses have the obligation not to use an identical theme for a period of 4 years.

Article 12

(1) The bachelor's thesis will follow the instructions regarding the writing of the bachelor's thesis, provided in the Guide for writing the bachelor's thesis which is displayed on the faculty's website.

(2) The dissertation will follow the instructions regarding the writing of the dissertation, provided in the Guide for writing the dissertation which is displayed on the faculty website

(3) The bachelor's and dissertation papers are prepared, elaborated, edited and defended in Romanian.

Article 13

(1) The paper will be handed in at the dean's office of the faculty no later than 10 days before the beginning of the bachelor's or dissertation exam, accompanied by the written evaluation of the coordinator (Annex 3), together with the registration file.

Article 14

1. The presentation of the bachelor's thesis or dissertation shall be made by public oral presentation, based on material created by the graduate, in the Power Point presentation program, which shall include the most important aspects of the special part of the paper.

(2) The time allowed for the presentation is 8 minutes.

(3) The presentation in electronic format shall be submitted to the Secretariat of the Faculty of Medicine together with the registration file.

Article 15

1. The evaluation of the presentation of the dissertation shall be carried out by a Commission consisting of three teachers (one chair and 2 members), a secretary and an alternate. At the proposal of the faculty with the validation of the Faculty Council and the approval of the University Senate, if necessary, the number of members of the commission may be a maximum of 5 members plus the secretary of the commission. The members of the commission must be full-time teachers of ULBS. The Secretary has only administrative duties.

(2) It is recommended that the scientific coordinator of the paper be present at the presentation of the bachelor's thesis or dissertation.

Article 16

(1) The chairman of the Commission for the defense of the bachelor's or dissertation paper coordinates the support of the studies, leads the discussions on the paper, gives notes with the other two members, ensures the preparation of the catalog and is responsible for compliance with the provisions of the Regulation.

(2) The members of the Commission for the defense of the bachelor's or dissertation may ask questions, give marks and perform any other duties established by the President, for the proper conduct of the test for the completion of the studies.

(3) The secretary of the commission for supporting the bachelor's or dissertation works ensures its administrative activity: checking the examination rooms, taking over from the faculty secretariat the finishing works, receiving the evaluation sheets from the scientific coordinators, taking over and teaching at the secretariat the faculty of the evaluation sheets of the commission, taking over the presentation materials of the students, handing over the works for archiving, as well as other attributions given by the chairman of the commission, for the good development of the test for the completion of the studies.

Article 17

(1) The number of commissions shall be established according to the number of undergraduate and dissertation papers, in order to carry out the test efficiently.

(2) Each commission is organized on related disciplines.

(3) The distribution on commissions of the works for the completion of the studies is made with the assurance of the balance between the number of works distributed to each commission.

(4) Both the composition of the commissions and the distribution on the commissions and halls of the students are displayed on the faculty website, at least 48 hours before the date of the test for the dissertation. The commissions are made public on the website of each faculty.

Article 18

(1) The evaluation commission may verify, by specific means, the originality of the content of the works to be supported.

(2) The evaluation of the bachelor's thesis or dissertation is carried out individually by the chairman and the members of the Evaluation Commission, based on the criteria in the Evaluation Sheet of the commission (Annex no. 4).

(3) The final mark in the test for the defense of the bachelor's or dissertation is the arithmetic mean of the individual marks awarded by the chairman and the members of the commission for the defense of the bachelor's or dissertation. The marks awarded to each graduate by each member of the commission as well as the final average obtained for this test will be recorded in a catalog, signed by each member of the commission.

V. Appeals

Article 19

Any complaints regarding the results of the written test must be submitted within a maximum of 24 hours from the display of the results.

Article 20

This regulation enters into force starting with the graduates of the academic year 2020/2021 promotion

Approved at the meeting of the Board of the Faculty of Medicine on April 19, 2021.



UNIVERSITATEA
LUCIAN BLAGA
— DIN SIBIU —

Ministerul Educației
Universitatea „Lucian Blaga” din Sibiu

Facultatea de Medicină

DEAN,
Assoc. Dr. Radu Fleacă

Annex no. 1

"LUCIAN BLAGA" UNIVERSITY OF SIBIU

FACULTY OF MEDICINE

SPECIALIZATION

Undergraduate studies

SESSION

Form of education: day

MINUTES

concluded on the occasion of the practical test by

Name, first name of candidate

Brief description of the practical test (case presentation, interpretation of complementary investigations, study models, etc.)

Members of the Commission	Note	Signature	Commission Secretariat	Signature
			Final grade	
			Date	
			No minutes (student registration number)	

Annex no.2

INDICATIONS REGARDING THE WRITING OF THE LICENSE WORK

STRUCTURE

The license work will consist of a general part and a special part (of personal contributions).

In the general part, the graduate will use the current knowledge related to the approached subject, structured on subchapters: introduction, history, etiopathogenesis, clinical aspects, positive diagnosis, differential diagnosis, treatment principles, etc. citing bibliographic references inserted in the text, such as [1].

The special part presents the personal contributions of the graduate, structured as follows:

- Introduction, which presents the motivation of the study, the purpose of the paper, the working hypothesis
- Material and method
- Results and discussion
- conclusions
- Bibliography - quoted in the text, the numbering being done in the alphabetical order of the names, preferably at least 50% of the bibliographic titles should be from the last 5 years.

The total number of pages must be at least 50, distributed at least equally on the two sides, preferably the special part to be better represented.

General recommendations

A4 page format, written on one side

Margins 2.5 cm (left 3.5 cm)

Editing in Times New Roman

Title size of 14, subtitles and text of 12

Distance between rows: 1.5 lines

Table of contents inserted at the beginning of the paper

The chapters start on the new page

The figures should be numbered in the order in which they appear, accompanied by the legend in the basement of the figure

Tables and graphs should be numbered separately, in order of appearance, with a legend above the table or graph.

COVER EXAMPLE

**"LUCIAN BLAGA" UNIVERSITY OF SIBIU
FACULTY OF MEDICINE
SPECIALIZATION**

LICENSE / DISSERTATION WORK

GRADUATE SCIENTIFIC COORDINATOR

**TEACHING DEGREE, FIRST NAME, FIRST NAME LAST
FIRST NAME**

NAME,

**SIBIU
(The year)**

EXAMPLE FIRST PAGE

**"LUCIAN BLAGA" UNIVERSITY OF SIBIU
FACULTY OF MEDICINE
SPECIALIZATION**

(TITLE OF PAPER)

GRADUATE SCIENTIFIC COORDINATOR

**TEACHING DEGREE, FIRST NAME, FIRST NAME LAST
FIRST NAME**

NAME,

**SIBIU
(The year)**

Annex no.3

Model report of the coordinator of the bachelor's thesis

"LUCIAN BLAGA" UNIVERSITY OF SIBIU		UNIVERSITY YEAR
FACULTY OF MEDICINE		
DEPARTMENT		
SPECIALTY		
REFERENCE		
appreciation of the bachelor's thesis		
GRADUATE:	SCIENTIFIC COORDINATOR:	
Theme (title) of the paper:		
Content of the paper:		
Original contributions:		
Graphic aspect of the paper:		
Proposed note:		
Date of preparation:	Scientific coordinator:	

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Annex no. 4

"LUCIAN BLAGA" UNIVERSITY OF SIBIU
FACULTY OF MEDICINE
SPECIALIZATION
Undergraduate studies SESSION
Form of education: day

MINUTES
concluded on the occasion of the defense of the bachelor's thesis by

Name, first name of the candidate

Paper title:

Scientific coordinator:

Questions: 1) 2) 3)				
Members of the Commission	Note	Signature	Commission Secretariat	Signature



UNIVERSITATEA
LUCIAN BLAGA
— DIN SIBIU —

Ministerul Educației
Universitatea „Lucian Blaga” din Sibiu

Facultatea de Medicină

			Final grade
			Date
			No minutes