

'1 DECEMBRIE 1918"
UNIVERSITY OF ALBA IULIA
Faculty of Economics



GUIDELINES FOR THE ELABORATION AND PRESENTATION OF BACHELOR/DISSERTATION THESIS

This Guide is a working tool of the Departments of the Faculty of Economics, starting with the Bachelor's session 2025.

The guide, together with the templates used to write the bachelor's thesis, will be published on the website of the Faculty of Economics and will be disseminated by the coordinating teaching staff to all the students / graduates they supervise.

Contained

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Part I: Choosing the topic and the scientific coordinator

The preparation of the bachelor's thesis is done under the guidance of a scientific coordinator. The scientific coordinator is a specialized teaching staff, having the scientific title of Doctor. Because the elaboration of the paper involves a relatively long period for documentation and editing, the students have the obligation to choose in due time, according to the deadlines established at the level of the Department, the topic of the thesis and the scientific coordinator.

In choosing the topic and the scientific coordinator, it is considered that at the level of the specialized teams are established and displayed the proposed bachelor's topics and the scientific coordinators for each bachelor's program since the end of the penultimate year of study. Until the deadline set at faculty level and posted on the website of the www.uab.ro (Faculty of Economics, Section - Undergraduate Studies - _Info students) of the final year of study, students will submit to the secretariats of the departments (Building B, 1st floor) a completed standard application, where the title of the theme, the scientific coordinator, the session in which the student will defend the bachelor's thesis will be mentioned (July, September or February) endorsed by signature by the coordinator.

The list of themes is not restrictive. Students can propose other topics from the specialization in which they take the exam, and the topics will be completed with the agreement of the scientific coordinators.

The choice of the topic must be made taking into account the possibilities of theoretical and practical documentation, necessary for the preparation of the bachelor's thesis for the chosen topic as well as for the correspondence with the subjects studied along the way from the educational plan. In choosing the scientific coordinator, it is advisable to take into account also the previous collaboration existing between him and the student based on mutual respect and appreciation.

In formulating the title of the theme, it should be taken into account the concrete identification of the content approached reflected through the thematic field and the sphere of investigation (national and international regulations and practices, national economy as a whole, a certain economic agent, etc.) We exemplify in this respect the following formulations:

- Optimization of the managerial process (diagnosis, forecasting, strategies) at S.C. X S.R.L.;
- Features of the business environment in Romania in the context of the single European space (case study at county or region level);
- Development and diversification of forms of tourism in Romania;
- Influence of situational factors on consumer behavior - case study.

The choice of the theme and of the scientific coordinator is materialized by obtaining its acceptance and signing the request for guidance. This application is typified and is obtained from the department that coordinates the respective bachelor's program, where it must also be submitted later. The application can also be downloaded from the Department's website, http://stiinteeconomice.uab.ro/index.php?pagina=date_pg_text_fisiere&id=89&l=ro . If it is listed from the website, it is necessary to be submitted to the Headquarters of the Department, filled in and endorsed by the coordinator.

After establishing the bachelor's topics for each student, he/she receives a document signed by the dean and the scientific coordinator, which specifies the theme of the paper, as well as the mention that "*This document is an official act on the basis of which the student can request access to institutions for documentation, research or practical activities*". This document will be integrated into the final work.

Part II: Structure of the bachelor/dissertation thesis

The bachelor/dissertation thesis is structured in chapters and includes the following **mandatory** elements:

- a. *Cover* – the information that must appear on the cover of the bachelor/dissertation thesis is presented in Annex 1;
- b. *Title page* – the information that must appear on the title page of the bachelor's thesis is presented in Annex 2;
- c. *Contents* – the bachelor/dissertation thesis will have a table of contents containing the pagination of all chapters and subchapters (see the example in Annex 3);
- d. *Introduction* – this will contain the motivation of choosing the theme, the degree of novelty of the topic, the general objectives of the thesis, the research methodology used, the structure of the thesis – the title of the chapters and the connection between them, the possible limits of the work (confidentiality of data, lack of access to some reference bibliographic sources, etc.). The introduction shall not be numbered as a chapter;
- e. *Chapters* – the bachelor/dissertation thesis will contain chapters numbered in ascending, each of them being able to have, in the final part, a section of *conclusions and bibliography*, which will synthesize the information and/or results presented within that chapter. It is recommended to optimally sizing the structure of a work so as to avoid, on the one hand, excessive segmentation of the elaborated material, and on the other hand, the realization of oversized chapters. It is recommended that a chapter of the paper should present an applicative part, a case study, in which to detail the research methods and instruments used during the paper and to present the results of the **research**. It is recommended to avoid the elaboration of this chapter as a sequence of figures, without numbered graphical representations, numbered tables, comments of the results obtained, growth or reduction rates, tests to establish correlations, links, dependencies, etc.
As a rule, the bachelor/dissertation papers elaborated under the coordination of the teaching staff of the Faculty of Economics contain 4 chapters, structured as follows:
 - in the first chapter is presented the economic unit/area considered in the case study;
 - the central chapters are dedicated to the presentation of the subject from a theoretical point of view, according to the specialized literature;
 - the last chapter contains the case study of the bachelor/dissertation thesis.
- f. *The conclusions of the paper and proposals* – in this part of the bachelor/dissertation thesis there are the most important conclusions from the work, the personal opinion regarding the results obtained in the work, as well as potential future research directions related to the approached topic. The conclusions of the paper are not an integral part of any chapter.
- g. *Annexes* (if applicable) – these appear in a separate section, which is not numbered as a chapter. Each annex shall be mentioned at least once in the text of the paper. The annexes are numbered ascendingly for the whole work (Annex 1, Annex 2, etc.) either by chapters (Annex 1.1, Annex 2.1, etc.);

- h. *Bibliography* – this is the last part of the paper and will contain the list of all sources of information used by the graduate to write the bachelor/dissertation thesis. The bibliography will not be numbered as a chapter of the paper (see the example in Annex 4). The bibliography will be structured as follows:

- A. Specialty books;
- B. Articles in the field;
- C. Normative acts, regulations;
- C. Resources in electronic format (specifying the date of access).

The bibliographic resources consulted will be ordered alphabetically within each section. It is recommended to use current bibliographic resources.

Part III: Rules for writing the bachelor's/ dissertation thesis

The printing of all the pages of the work will be done only on one side of each sheet. The format of the entire work is **A4** (not Letter), the recommended number of pages being between 50 and 70, with the following elements:

- a. *Page Margins* – Use the following page margin values (Page Setup -> Margins):
 - left: 2.5 cm;
 - right: 2 cm
 - top: 2 cm
 - bottom: 2 cm
 - header: 1.25
 - footer: 1,25
- b. *Line spacing* - type will respect a 1.5-line spacing (Format->Paragraph->Line spacing-> 1.5 lines);
- c. *Align text* — Text within normal paragraphs will be aligned between the left and right (*justified*) margins. The first row of each paragraph will have an indentation of 1.25 cm (Format-> Paragraph-> Indentation-> Left). Exceptions are the chapter titles, which will be centeredly aligned, as well as the labels of tables and figures. The titles of the chapters will be written bold, centered in capital letters; the headings of the paragraphs will be written in bold, centered in lowercase letters ("*sentence case*"). Leave a blank line between the titles of the chapters, paragraphs and the body of the text. In the body of texts, you do not have to abound in the underscore, bolding or italic writing of the text;
- d. *Font* – the font used for the writing will be Times New Roman, with the size of 12 points, using the **diacritics** specific to the Romanian language (ă, ș, ț, î, â - for the Romanian language);
- e. *Page numbering* - page numbering is done from the title page to the last page of the paper, except for annexes. The page number is inserted in the footer of the page, centered.
- f. *Tables* – the tables are numbered with 2 digits, the first representing the number of the chapter, and the second representing the number of the table in the respective chapter. Each table has **a title**, which is mentioned above the centered aligned table, and a **number** aligned to the right margin. The source of the data is specified below the table, aligned between the left and right (*justified*) margins, mandatorily indicating the name of the author(s), the work (book), the publishing house, the year, the complete internet page or address;

Example: regarding the inclusion in the bachelor/dissertation thesis of the tables:

Table title

Table No. 2.1

Source: Muntean A., *Satisfaction of consumers of banking services*, Casa Cărții de Știință Publishing House, Cluj Napoca, 2010, p. 32.

- g. *Figures* - the figures (including images, graphs, screenshots) are numbered with 2 digits, the first representing the number of the chapter, and the second being the number of the figure in the respective chapter; each figure has a number and title, which is mentioned below the figure, centered; if necessary, the source of the figure shall be indicated on the next row, justified, indicating the name of the author(s), the work (book), publishing house, year, page or full Internet address;

Example regarding the inclusion in the bachelor/dissertation thesis of the figures:

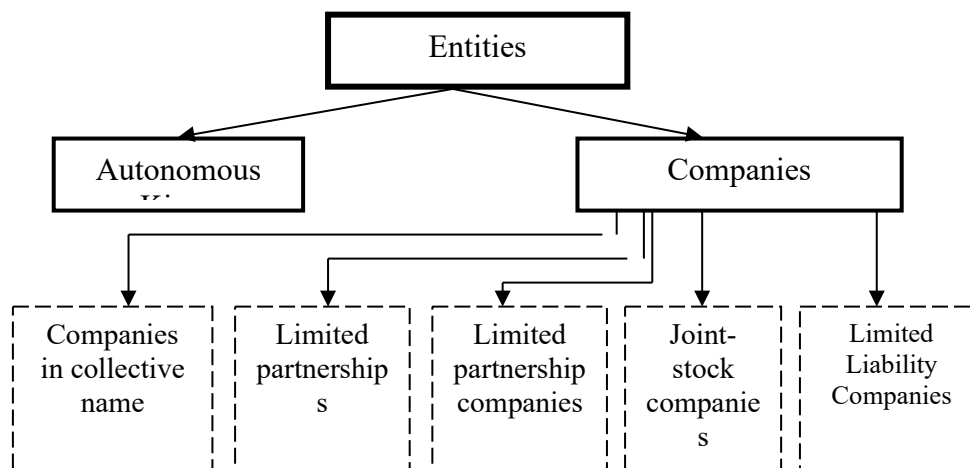


Figure no. 3.1. Classification of entities according to Law no. 31/1990 on companies

Example regarding the inclusion in the bachelor/dissertation thesis of graphs:

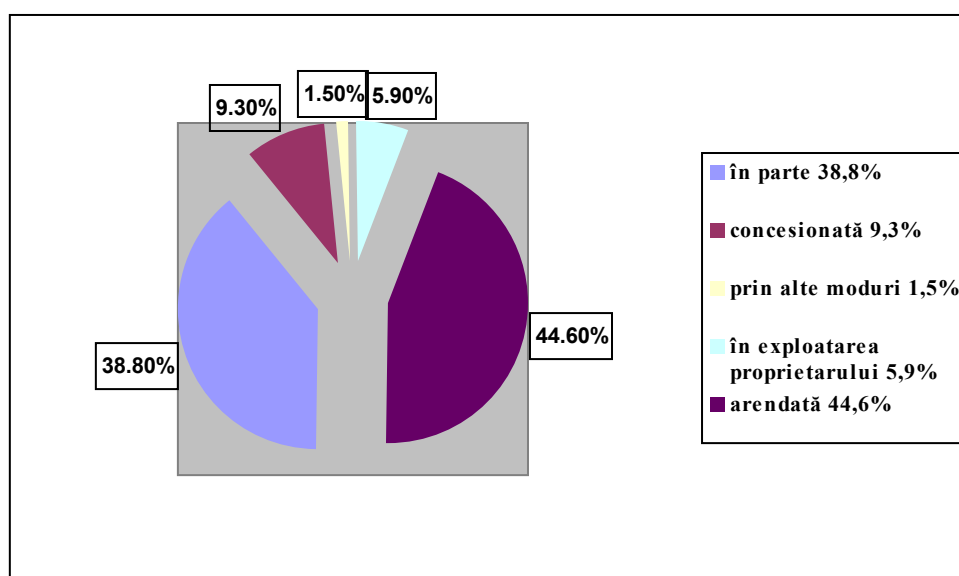


Chart no. 2.3. Share of agricultural area used by agricultural holdings

Source: FADN investigation report, 2008

- h. *Footnotes* - if it is quoted (e.g. definitions, points of view, classifications, etc.), figures are mentioned (e.g. inflation rate, position in rankings, GDP, etc.) or it is desired to explain some terms (e.g. formulas used), footnotes will be introduced to indicate the source(s). They shall be numbered unitarily for the entire work and shall comply with the following citation rules:

- a) in the case of quotation from books, etc. with one or more authors:

Example:

Ion Popescu defines inflation as "the state of the economy characterized by ...".¹

- b) in the case of quotation from articles with one or more authors:

Example:

Inflation is defined as "that state of the economy..".²

- c) In case of citation documents, regulations of organizations, institutions, etc.

Example:

Analyzing the official documents of the National Bank of Romania, we note that inflation is defined as³

i. *The bibliography* will comply with the following drafting rules:

1. Book with one or more authors

Example:

Author (i), *Title of the book*, Publishing house, place of publication, year.

2. Article from a magazine to which direct access was had, the printed form of the magazine was consulted

Example:

Author(s), *Title of the article*, Magazine, no., year, pages.

3. Documents of some organizations, to which direct or on-line access was had:

Example:

Institution, *Document / Regulation*, year of publication, place, pages

OR the site from where the information was taken.

4. Article from a magazine with online access

Example:

Author (i), *Title of the article*, Magazine, no. year, pages, site from where the information was taken, date when the site was accessed

Bibliographic sources must be up-to-date, and the use of foreign bibliography, international databases is also recommended.

Keep in mind !: At footnotes first write the first name or its initial, followed by the name (Andreea Muntean, Satisfaction of consumers of banking services, Casa Cărții de Știință Publishing House, Cluj Napoca, 2010, p.32), unlike the bibliography where the name followed by the first name is entered, (Muntean Andreea, , Satisfaction of consumers of banking services, Casa Cărții de Știință Publishing House, Cluj Napoca, 2010).

¹ Author(s), *The title of the book*, Publishing house , place of publication, year, pages.

² Author(s), *Title of the article*, Magazine, no., year, pages.

³ Institution *Document / Regulation*, the year of publication, the place, the pages or the site from where the information was taken.

Part IV: Rules for presenting the bachelor's / dissertation thesis

Defending the bachelor/dissertation thesis in front of the examination committee is as important as its drafting. The final grade obtained by the graduate represents both the result of the evaluation of the work by the coordinator (evaluation recorded in a report signed in the original), as well as the result of the evaluation of the committee, following its presentation and defense by the graduate.

Rules for presenting and supporting the bachelor/dissertation thesis:

- a. *Time and location of the presentation:* graduates will be notified of the date, time and location at which they will be able to defend their bachelor's / dissertation thesis in front of the committee. Failure to present the graduate at the date, time and location set entails his removal from the bachelor's / dissertation exam. The v may accompany the graduate before the committee.
- b. *Maximum presentation time:* 10 minutes;
- c. *Questions:* the members of the committee will ask the graduate questions regarding the subject of the bachelor/dissertation thesis and/or the methodology and resources used; after the presentation of the bachelor/dissertation thesis and the answer to the questions from the committee, the candidate will present the theoretical subject extracted from the bachelor's topic posted on the University's website.

Note: master students will present the dissertation thesis, without detailing any theoretical topic.

Part V: Evaluation of the bachelor/dissertation thesis

In order to unitary evaluation of the bachelor's papers, at the level of the Faculty of Economics, a report (assessment sheet) of synthetic evaluation of the quality of the bachelor's / diploma / dissertation thesis is filled in by the coordinating teacher.

The criteria considered for the assessment of the bachelor/dissertation thesis:

1. The importance and complexity of the theme
2. The actuality of the theme
3. The adequacy of the structure of the work to the chosen theme
4. Elaboration of the work (documentation, rhythmicity, participation in meetings with the leader)
5. Originality (personal contribution and contributions)
6. Practical application / case study (quality, relevance)
7. Scientific content of the thesis (methodological approach, applicability)
8. Typing (aesthetics and graphic attire, ordering the text, observing the recommended orthographic and typing norms)
9. Bibliography (adequacy, scale)
10. Conclusions and proposals (qualitative level, original elements)

The bachelor/dissertation thesis must:

- (1) Demonstrate the familiarity of the student / master student with the literature relevant to the topic addressed;***
- (2) Be correct from a methodological point of view, data analysis and argumentation;***
- (3) Have a logical structure;***
- (4) Be written in an academic style, coherently, grammatically correct and to be aesthetically typed;***
- (5) To fully comply with the specific deontological norms, in particular those regarding the method of citation and compilation of the bibliographic list***

Annex no. 1 - Paperback cover

**MINISTRY OF EDUCATION
"1 DECEMBRIE 1918" UNIVERSITY OF ALBA IULIA
FACULTY OF ECONOMICS
...STUDY PROGRAMME
FULL TIME/ LONG DISTANCE LEARNING**

BACHELOR'S/DISSERTATION THESIS

**SCIENTIFIC COORDINATOR⁴
PROF./ASSOC. PROF./SENIOR LECTURER ..., Ph.D.**

**GRADUATE
....**

**ALBA IULIA
2025**

⁴ Teaching degree and the scientific title of the Coordinator.

**MINISTRY OF EDUCATION
"1 DECEMBRIE 1918" UNIVERSITY OF ALBA IULIA
FACULTY OF ECONOMICS
...STUDY PROGRAMME
FULL TIME/ LONG DISTANCE LEARNING**

Here is written the title of the paper

**SCIENTIFIC COORDINATOR⁵
PROF./ASSOC. PROF./SENIOR LECTURER ..., Ph.D.**

**GRADUATE
....**

**ALBA IULIA
2025**

⁵ Teaching degree and the scientific title of the Coordinator.

Annex no. 3 – Sample table of contents

Contents

CHAPTER 1

DESCRIPTION OF THE STUDIED ENTITY

1.1 Example	25
1.1.1 Example	30
1.1.1.1 Example	40
1.2 Example	32

CHAPTER 2

TOPIC IN THE SPECIALIZED LITERATURE AND IN THE SPECIFIC LEGISLATION

...

CHAPTER 3

THEORETICAL TOPIC AT THE STUDIED ENTITY

...

CHAPTER 4

APPLICATIVE PART, CASE STUDY

...

CONCLUSIONS AND PROPOSALS

Bibliography

List of Annexes

Annexes

This structure of the table of contents is indicative, each work will have its own chapter titles and paragraphs.

Annex no. 4 - Example of bibliography

Bibliography

Specialty books

1. Gavrilă-Paven Ionela, *European Economy*, Grinta Publishing House, Cluj-Napoca, 2013;

Articles in the field

1. Dinu Vasile, *Competition Policy – an instrument for protecting the rights and interests of consumers*, Revista Amfiteatru Economic, vol. 19, no. 45/2017, p. 187 – 188;

Normative acts, regulations

1. Law nr. 31/1990 on commercial companies, republished in the Official Gazette of Romania no. 1066/2004
2. Banca Națională a României, *Annual Report 2007*, All Publishing House, 2008

Resources in electronic format (specifying the date of access).

****ORDINANCE on travel packages and linked travel arrangements, as well as for the amendment of certain normative acts, no. 2 of 2 August 2018, Published in the OFFICIAL GAZETTE no. 728 of 23 August 2018*<http://legislatie.just.ro/Public/DetaliiDocument/204233>, accessed on 01.10.2018;

ANNEXES

Annexe 1



"1 Decembrie 1918" University of Alba Iulia

Faculty of Economics

Department _____

Agree with the coordination,

Coordinator: _____

Signature _____

APPLICATION FORM

I, the undersigned, _____, student/master
student
in the year
of _____ study
programme _____, hereby request to approve my
drafting of
the bachelor/dissertation thesis with the following title _____

for the bachelor's/dissertation session _____.

Student signature

Alba Iulia

Date _____

Annex 2

"1 DECEMBRIE 1918" UNIVERSITY OF ALBA IULIA

FACULTY _____

STUDY _____

PROGRAMME _____

FULL TIME/LOG DISTANCE LEARNING (the incorrect version is excluded)

BACHELOR'S / DISSERTATION SESSION (incorrect variants are excluded) - period _____

REPORT (ASSESSMENT SHEET) FOR SYNTHETIC QUALITY EVALUATION BACHELOR'S / DISSERTATION THESIS

Graduate: _____

Topic: _____

Scientific Coordinator: _____

No. crt.	CRITERION	QUANTITATION									
		(circle the grade given, for each criterion)									
1	The importance and complexity of the theme	1	2	3	4	5	6	7	8	9	10
2	The actuality of the theme	1	2	3	4	5	6	7	8	9	10
3	The adequacy of the structure of the work to the chosen theme	1	2	3	4	5	6	7	8	9	10
4	Elaboration of the work (documentation, rhythmicity, participation in meetings with the leader)	1	2	3	4	5	6	7	8	9	10
5	Originality (personal contribution and contributions)	1	2	3	4	5	6	7	8	9	10
6	Practical application / case study (quality, relevance)	1	2	3	4	5	6	7	8	9	10
7	Scientific content of the thesis (methodological approach, applicability)	1	2	3	4	5	6	7	8	9	10
8	Typing (aesthetics and graphic attire, ordering the text, observing the recommended orthographic and typing norms)	1	2	3	4	5	6	7	8	9	10
9	Bibliography (adequacy, scale)	1	2	3	4	5	6	7	8	9	10
10	Conclusions and proposals (qualitative level, original elements)	1	2	3	4	5	6	7	8	9	10
Final grade (Average of the criteria marks)											

Conclusions: I propose the **admission/rejection** (the incorrect version is eliminated) of the **bachelor's/dissertation thesis** (the incorrect variants are eliminated) in order to be defended in front of the committee of the graduation examination.

Note proposed by the scientific coordinator: _____

DATE

SCIENTIFIC COORDINATOR

Annex 3

FACULTY OF ECONOMICS

APPROVED DEAN _____

Registration number _____ / _____ 2025

APPLICATION FOR REGISTRATION FOR THE BACHELOR'S EXAM

To, THE DEAN OF THE FACULTY OF ECONOMICS
OF "1 DECEMBRIE 1918" UNIVERSITY OF ALBA IULIA

I, _____ the _____ undersigned¹

holder of the ID series _____ no. _____ personal identification number _____

son (daughter) of _____ and _____ born on: year _____
month _____ day _____ place _____ county _____residing in _____
street _____ no. _____ county _____

phone _____ e-mail _____

graduate of promotion _____ full time/long distance learning, I hereby request enrollment in the **BACHELOR'S EXAMINATION** organized within *the FACULTY OF ECONOMICS* field _____ study programme _____

session (day, month, year) _____ at the sample(s):

☐ Assessment of fundamental and specialized knowledge☐ Presentation and presentation of the bachelor's thesis with the TITLE _____

Scientific Coordinator _____ .

I mention that I submit **2 photos (identical) taken recently, on photographic paper, color, format 3 x 4 cm** when picking up the graduation certificate. I also attach online a **copy of the bachelor's thesis** in **PDF** format and I declare on my own responsibility that the work was elaborated by me and is the result of my work, based on my own research and on the basis of information obtained from sources that have been cited and indicated, according to ethical norms, in notes and bibliography. I should mention that the work was elaborated without any unauthorized help and that no part of the work contains texts published by other authors, without being cited according to the bibliographic norms and in compliance with the legal regulations in force and the copyright law. I declare that the paper has not been presented in this form at any higher education institution in order to obtain a university title, scientific or didactic degree / title.

I also mention that **I have defended / I have not defended the bachelor's exam** in the session month _____ year _____ .Special mentions¹ _____ .Citizen of the state² (*only for foreign citizens*) _____ .

Date _____ Signature _____

¹The name, all the initials of the father's first name and all the first names of the graduate will be written, mandatory, after the **birth certificate**, legibly, in large print letters, respecting the order in which they are entered in the birth certificate, (example: POP GH.I. DAN VICTOR IOAN). If **name changes occur through marriage** or other situations, they will be entered under the heading Special mentions. For foreign citizens, as provided in the schooling methodology, the name and surname of the passport will be written, both in the tuition documents and in the study documents.

²It will be filled in only by the graduates of foreign citizens.

Annex 3

FACULTY OF ECONOMICS

APPROVED DEAN _____

Registration number _____ / _____ 2025

APPLICATION FOR REGISTRATION FOR THE DISSERTATION EXAM

**To, THE DEAN OF THE FACULTY OF ECONOMICS
OF "1 DECEMBRIE 1918" UNIVERSITY OF ALBA IULIA**

I, _____ the _____ undersigned¹

holder of the ID series _____ no. _____ personal identification number _____

son (daughter) of _____ and _____ born on: year _____

month _____ day _____ place _____ county _____

residing in _____

street _____ no. _____ county _____

phone _____ e-mail _____

graduate of promotion _____ full time/long distance learning, I hereby request registration for the **DISSERTATION EXAM** organized within the **FACULTY OF ECONOMICS**, field _____ study programme _____

session (day, month, year) _____ to the sample:

☐ Presentation and defending the dissertation thesis with the TITLE _____

Scientific Coordinator _____ .

I enclose online a **copy of the dissertation** paper in **PDF** format and declare on my own responsibility that the work was elaborated by me and is the result of my work, based on my own research and on the basis of information obtained from sources that have been cited and indicated, according to ethical norms, in notes and bibliography. I should mention that the work was elaborated without any unauthorized help and that no part of the work contains texts published by other authors, without being cited according to the bibliographic norms and in compliance with the legal regulations in force and the copyright law. I declare that the paper has not been presented in this form at any higher education institution in order to obtain a university title, scientific or didactic degree / title.

I also mention that ***I have defended / I have not defended the dissertation*** exam in the session month _____ year _____ .

Special mentions¹ _____ .

Citizen of the state² (*only for foreign citizens*) _____ .

Date _____ Signature _____

¹The name, all the initials of the father's first name and all the first names of the graduate will be written, mandatory, after the **birth certificate**, legibly, in large print letters, respecting the order in which they are entered in the birth certificate, (example: POP GH.I. DAN VICTOR IOAN). If ***name changes occur through marriage*** or other situations, they will be entered under the heading Special mentions. For foreign citizens, as provided in the schooling methodology, the name and surname of the passport will be written, both in the tuition documents and in the study documents.

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