Constanta Maritime University

Guidelines for Writing and Defending the BACHELOR'S THESIS and MASTER'S DISSERTATION

2017

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Introduction- general framework

In accordance with the *Rules of organization and conduct of the graduation examination in Constanta Maritime University*, the examination consists of two tests:

a) assessing fundamental and specialized knowledge for Bachelor's Degree studies);
b) presentation and defence of the Bachelor's Thesis / Master's Dissertation (for Bachelor's / Master's Degree studies).

Each student of Constanta Maritime University has the obligation to choose the theme of the Bachelor's Thesis / Master's Dissertation and the scientific advisor, observing the requirements set by the advisor throughout the drawing up and presentation of the work.

The present **Guideline for drawing up and defending the Bachelor's Thesis and the Master's Dissertation** (hereinafter called the Guidelines) is a document adopted by the members of the Faculty Councils and endorsed by the Senate of Constanta Maritime University, having the following objectives:

- streamlining the activities of Bachelor's Thesis and Master's Dissertation Coordination;
- facilitating the correct drawing up of the Bachelor's Thesis / Master's Dissertation by the student/graduate;
- increase the quality of the Bachelor's Theses and Master's Dissertations;
- uniform evaluation of graduates defending the Bachelor's Thesis / Master's Dissertation.

In order to achieve the objectives stated above, the *Guidelines* contains:

- information on the structure of the Bachelor's Thesis / Master's Dissertation (Chapter 1);
- drafting rules for the Bachelor's Thesis / Master's Dissertation (Chapter 2);
- rules for the defence of the Bachelor's Thesis / Master's Dissertation (Chapter 3);
- evaluation grid for the Bachelor's Degree / Master's Degree (Chapter 4);
- templates used for Bachelor's Thesis / Master's Dissertation (*Appendix*).

The present Guidelines shall be used in Constanta Maritime University starting with the July 2017 session.

The Guidelines, together with the templates used for drawing up the Bachelor's Thesis / Master's Dissertation, are published on the website of Constanta Maritime University (https://cmu-edu.eu/en/graduation-3/).

They will be disseminated by the scientific advisors to all the students/graduates they supervise.

Chapter 1: The structure of the Bachelor's Thesis / Master's Dissertation

The Bachelor's Thesis / Master's Dissertation is divided into several chapters including the following mandatory elements:

a. **Hardback (cover page)** – data to be entered on the cover of Bachelor's Thesis / Master's Dissertation are shown in *Appendix* 1;

b. **Title page** - data to be entered in the title page of the Bachelor's Thesis / Master's Dissertation are shown in *Appendix 2.*

c. **Contents** - a table containing at least the titles of all chapters accompanied by the page number that each chapter begins at (see the example in *Appendix 4*);

d. **List of figures and list of tables** – figures, pictures, graphs and / or tables will be presented immediately after the contents, the pattern of lists (separate for figures and tables) containing the names of each item and page number on which it is located are given in the example in *Appendix 5*;

e. **Introduction** - the reasons for choosing the particular theme will be given, the novelty and importance of the theme will be emphasized, the general objectives of the work will be listed, the methodology used as well as the work limits (data confidentiality, low rate of response in some the questionnaires / interviews, lack of access to some sources of bibliographic references, etc.). The Introduction should not be numbered as a separate chapter. It is recommended that the Introduction be 1–3 pages long;

f. **Chapters** - the Bachelor's Thesis / Master's Dissertation will preferably contain between 3 and 5 chapters numbered sequentially, each of which may have, in its final part, a conclusions section summarizing information and / or results presented in that chapter;

   - **The theoretical part** presents the relevant concepts, theories and models on which the development of the theme is based. A comparative and critical approach is recommended, rather than a strictly descriptive one. The historical development or the evolution of the concept concerned, as well as the current state of knowledge, may also be presented. The data must be current and up to date. The theoretical part must be relevant to the practical part and serve as its support.

   - **The practical/applied part/case study, etc.** is in fact the original contribution of the author, depending on the specific nature of the field: own research under the supervision of the Bachelor's Thesis or Master's Dissertation advisor within a research and development centre, a feasibility study, the presentation of a model, an experimental study, a case study and its analysis, etc.

g. **The conclusions of the paper** - critical observations/proposals; ways of capitalizing on the results; formulation of opinions/observations/proposals on the issues identified following the evaluation, study or research. This part highlights the link between theoretical and applied/practical research, indicating originality and the power of analysis and synthesis, and demonstrating the competences the candidate has acquired during the study programme. The Conclusions of the work are not numbered as a chapter;

h. **Appendices** (if applicable) - they must be shown in a separate section that is not numbered as chapter. Each *Appendix* will be mentioned at least once in the thesis. *Appendic*es are

numbered ascendingly (Appendix 1, Appendix 2, etc.);

i. **Bibliography** - the last part of the work containing a list of all sources of information used in the Bachelor's Thesis / Master's Dissertation. Bibliography will not be numbered as chapter of the work.

j. **Similarity Report** – it is obtained by checking the work with specialized similarity detection software, as detailed below. A sample report is presented in Appendix 3;

Bachelor's Theses and Master's Dissertations will be checked before the defence with specialized similarity detection software.[1] The maximum accepted similarity percentage is 20%. If a higher percentage is found, the work must be redone and cannot be publicly defended. The chapters that constitute the original contribution will be identified by the graduate together with the scientific advisor.

The specialized similarity detection software will be used to check the part that constitutes the graduate's original contribution to the assigned theme. It is recommended that the results obtained with the anti-plagiarism software also be validated by human analysis.

[1] **Strategies for Avoiding Plagiarism**

i. Put in **quotations** everything that comes directly from the text especially when taking notes.

ii. **Paraphrase**, but be sure you are not just rearranging or replacing a few words. Write out the idea in your own words. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

iii. ***Check your paraphrase against the original text*** to be sure you have not accidentally used the same phrases or words, and that the piece of information is accurate.

iv. ***Quotation*****:** using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

v. ***Plagiarism and the World Wide Web*****:** the same rules apply as to a printed source, i.e. when a writer must refer to ideas or quote from a WWW site, he/she must cite that source. If a writer wants to use visual information from a WWW site, copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited.

Chapter 2: Rules for drafting the Bachelor's Thesis / Master's Dissertation

The format of the whole work is A4, the number of pages being between 40 and 60, with the following elements:

a. **Margins** - values (Page Setup -> Margins):
   - left: 2.5 cm;
   - right: 2cm
   - above 2 cm
   - below: 2cm

b. **Line spacing** - the text will comply with a line spacing of 1 line (Format-> Paragraph-> Line spacing-> 1 line);

c. **Align text in paragraphs** - paragraphs of the normal text will be aligned between the extreme left and right (justify). The first line of each paragraph will have an indentation of 1.5 cm (Format-> Paragraph-> Indentation-> Left). Exceptions are the chapter titles, which can be aligned centered and tags tables and figures (see explanation below);

d. **Font** - the font used for editing will be Times New Roman, size 12 points.

e. **Page numbers** - page numbering starts from the title page to the last page, but the page number is inserted only starting with the Introduction. The page number is inserted at the bottom of the page, centered.

f. **Header** – starts with the Introduction and contains the name of the student (left) and chapter heading/title (right);

g. **Tables** - Tables are numbered with two digits the first representing the chapter and the second representing the number of the table in the chapter. Each table bears a number and a title placed above the table, aligned to the right edge. Where applicable, data source/s are specified below the table, lined up between the extreme left and right (justify), compulsory indicating the author's name (s), work (book), publisher, year, page or full Internet address;

h. **Figures** - Figures (images, graphics, screenshots etc.) are numbered with two digits the first representing the chapter and the second the number of the figure in the chapter; each figure has a number and a title, placed below the figure, centered; if the source of the figure is indicated it is placed in the next line justify, compulsory revealing the author's name (s), work (book), publisher, year, page or full Internet address;

i. **Footnotes** - where quotes (ex. definitions, viewpoints, classifications, etc.), figures (i.e. inflation, position rankings, GDP, etc.) or required explanation of terms (ex. formulas used) are required footnotes will be inserted to indicate the source (s). They are numbered consecutively throughout the work and will observe the following rules of quotations:

   a) quotation of articles, books etc. with one author:
      Example:
      Marin Deboveanu "survey vessel maneuverability is achieved under the

following conditions ..."[2]

b) if quotes from articles, books etc. with several authors:
Example:
"coastal map - navigation chart showing a certain part of a coast" [3]

c) if quoting several works:
Example:
In 1997, following the review of the initial model, they identified four areas of interest[4]

d) For quotes of documents of organizations, institutions, etc.
Example:
Analyzing the official documents of the European Union5, note that
…… .....

j. **Mention of author (s) in the text** (with the related footnote) - is done by indicating the author(s)' name/s and surname/s (ex. Ovidiu Nicolescu, Philip Kottler);

k. **Bibliography** - is structured on the following levels: printed materials (books and chapters in books, articles and conference papers printed) and electronic sources (articles and conference papers available online, websites accessed). These bibliographic lists are sorted alphabetically and will follow the rules below:

1. Book with one author
Example:
Kotler, Ph. (2004), Ten Deadly Sins of Marketing, Ed CODECS, Bucharest.

2. Book with several authors:
Example:
Cătoiu, I., Teodorescu, N. (2004), Consumer Behavior, Uranus Publishing House, Bucharest.

3. Chapter/s of book
Example:
Meade, J. (1973), "The Balance of Payment ..." in The Economics of Integration (Publishing House M. Krauss), George Allen and Unwin, London, pp.155-176

4. Documents of organizations with on-line access:
Example:
EC (2001), Promoting a European Framework for Corporate Social Responsibility, – Green Paper, European Commission, DG for Employment and Social Affairs, Unit EMPL/D.1, COM(2001) 366 final, [https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2001:0366:FIN:EN:PDF], accessed November 2026.

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[2] Deboveanu (2002), p. 50.
[3] Bibicescu, Tudorică, Scurtu, Chiriță (1971) p. 143.
[4] Mayer, Salovey (1997), p.11; Caruso (2000), pp. 401- 402.
[5] EC (2001), p. 24.

5. article from a Journal consulted in printed form

   Example:

   Kenen, P.B (1975), "Floating, glides, and indicators: a comparison of methods for changing exchange rates", Journal of International Economics, 5, pp.12-30.

6. article from a Journal with online access

   Example:

   Zairi, M. (2000), "Social responsibility and impact on society", The TQM Magazine, Volume 12, Number 3, pp. 172-178, [accessed November 2026 at: [https://doi.org/10.1108/09544780010320278]

All pages of the Thesis will be printed only on one side.

The following samples are intended to show the difference between correct citation approach and plagiarism attempt. (Sample text source: Wikipedia, https://en.wikipedia.org/wiki/Economics, December 2016)

Sample 1 – Correct citation in Bibliography

Economics

There are a variety of modern definitions of economics. Some of the differences may reflect evolving views of the subject or different views among economists.[1] Scottish philosopher Adam Smith (1776) defined what was then called political economy as "an inquiry into the nature and causes of the wealth of nations", in particular as: a branch of the science of a statesman or legislator [with the twofold objectives of providing] a plentiful revenue or subsistence for the people... [and] to supply the state or commonwealth with a revenue for the publick services.[2]

J.-B. Say (1803), distinguishing the subject from public-policy uses, defines it as the science *of* production, distribution, and consumption of wealth.[3] John Stuart Mill (1844) defines the subject in a social context as:
The science which traces the laws of such of the phenomena of society as arise from the combined operations of mankind for the production of wealth, in so far as those phenomena are not modified by the pursuit of any other object.[4]
Alfred Marshall provides a still widely cited definition in his textbook *Principles of Economics* (1890) that extends analysis beyond wealth and from the societal to the microeconomic level: Economics is a study of man in the ordinary business of life. It enquires how he gets his income and how he uses it. Thus, it is on the one side, the study of wealth and on the other and more important side, a part of the study of man.[5]

Bibliography

1. Backhouse, Roger E., and Steven Medema (2008). "economics, definition of", *The New Palgrave Dictionary of Economics*, 2nd Edition, pp. 720–22, (2009). "Retrospectives: On the Definition of Economics", *Journal of Economic Perspectives*, 23(1), pp. 221–33.
2. Smith, Adam (1776). *An Inquiry into the Nature and Causes of the Wealth of Nations*, Book IV, as quoted in Peter Groenwegen (1987) [2008]), "'political economy' and 'economics'", *The New Palgrave: A Dictionary of Economics*, v. 3, pp. 904–07.
3. Say, Jean-Baptiste (1803). *A Treatise on Political Economy; or the Production, Distribution, and Consumption of Wealth*, trans. 1834, C. C. Biddle, ed., Grigg and Elliot.

4. Mill, John Stuart (1844). "On the Definition of Political Economy; and on the Method of Investigation Proper to It", Essay V (http://www.econlib.org/library/Mill/mlUQP5.html), in *Essays on Some Unsettled Questions of Political Economy* (V39). (Accessed Nov 2011)
5. Marshall, Alfred (1890 [1920]). *Principles of Economics*, v. 1, pp. 1–2 [8th ed.]. London: Macmillan.

Sample 2 – Unlawful/incomplete/partial citation in Bibliography

Economics

Missing citation

There are a variety of modern definitions of economics. Some of the differences may reflect evolving views of the subject or different views among economists. Scottish philosopher Adam Smith (1776) defined what was then called political economy as "an inquiry into the nature and causes of the wealth of nations", in particular as:
a branch of the science of a statesman or legislator [with the twofold objectives of providing] a plentiful revenue or subsistence for the people... [and] to supply the state or commonwealth with a revenue for the publick services.[1]
J.-B. Say (1803), distinguishing the subject from public-policy uses, defines it as the science *of* production, distribution, and consumption of wealth.[2] John Stuart Mill (1844) defines the subject in a social context as:
The science which traces the laws of such of the phenomena of society as arise from the combined operations of mankind for the production of wealth, in so far as those phenomena are not modified by the pursuit of any other object.[3]

Alfred Marshall provides a still widely cited definition in his textbook *Principles of Economics* (1890) that extends analysis beyond wealth and from the societal to the microeconomic level:
Economics is a study of man in the ordinary business of life. It enquires how he gets his income and how he uses it. Thus, it is on the one side, the study of wealth and on the other and more important side, a part of the study of man.[4]

Bibliography

1. Smith, Adam (1776). An Inquiry into the Nature and Causes of the Wealth of Nations, and Book IV, as quoted in Peter Groenwegen (1987) [2008]~~),~~.).
2. Say, Jean-Baptiste (1803). A Treatise on Political Economy; or the Production, Distribution, and Consumption of Wealth, trans. 1834, C. C. Biddle, ed., Grigg and Elliot.
3. Mill, John Stuart (1844). "On the Definition of Political Economy; and on the Method of Investigation Proper to It", Essay V, in Essays on Some Unsettled Questions of Political Economy (V39). (Accessed Nov 2011)
4. Marshall, Alfred (1890 [1920]). Principles of Economics, v. 1, pp. 1–2 [8th ed.]. London: Macmillan.

Missing link

Incomplete citation

Sample 3 – Plagiarism with decoy Bibliography

Economics

Words in **bold** as a replacement of original versions to hide the real text source

There are **many variation** of modern definitions of economics **science**. Some of the differences may reflect **evolution** of the subject or different views among economists. **Often** defined what was then called political economy as "an inquiry into the nature and causes of the wealth of

nations", in particular as:

a branch of the science of a statesman or legislator **with** a plentiful revenue or subsistence for the people... [and] to supply the state or commonwealth with a revenue for the publick services.[1]

Some authors distinguishing the subject from its public-policy uses, defines it as the science *of* production, distribution, and consumption of wealth.[2] The science which traces the laws of such of the phenomena of society as arise from the **different** operations of mankind for the production of **goods**, in so far as those phenomena are not modified by the **intervention** of any other object.[3]

The science of Economics is a study of man **activities** in the ordinary business of life. It **is related** how he gets his income and how he uses it. Thus, it is on the one side, the study of wealth and on the other and more important side, a part of the study of man.[4]

Bibliography Wrong citation serving as a decoy

1. E. K. Hunt (2002). *History of Economic Thought: A Critical Perspective*, p.3. ISBN 0-7656-0606-2
2. "*The making of modern economics: the lives and ideas of the great thinkers*". Mark Skousen (2001). p.36. ISBN 0-7656-0479-5
3. Blaug, Mark (2007). "The Social Sciences: Economics". *The New Encyclopædia Britannica*, v. 27, p. 343.
4. Deardorff, Alan V., 2006. *Glossary of International Economics*, Division of labor

Chapter 3: Rules for the defence of the Bachelor's Thesis / Master's Dissertation

Successful defence of the Bachelor's Thesis / Master's Dissertation before the *Degree conferring committee* is at least as important as its drawing up. The final examination average is the result of the scientific advisor's (assessment recorded in a Report signed in the original), and the outcome of the Degree conferring committee, based on the actual defence of the Thesis.

Rules for the presentation and defence of the Bachelor's Thesis / Master's Dissertation:

a. **The time and location of defence**: students will informed in advance, by posting, of the date, time and location where they will defend their Bachelor's Thesis / Master's Dissertation before the committee. Failing to be present at the established time and place will count as failing the exam. The scientific advisor has to attend the student's Thesis / Dissertation defending;

b. **Presentation**

- **Option 1 - theoretical research.** The graduate will support the research results achieved using a multimedia presentation designed PowerPoint/Prezzi or equivalent. The presentation will cover as applicable: description of the systems / equipment used, the software elements of computing / application number, the feasibility study, presenting a model, experimental study, case study and its analysis.
- **Option 2 - research with practical realization.** The graduate will present to the committee functional layout and functioning, general description of the construction and operational principle, user manual and technical specifications (minimum volume of 10 pages). The theoretical information can be presented in PowerPoint/Prezzi or equivalent.

c. **Maximum assigned defence time**: 10 minutes;

d. **Questions**: Members of the Degree conferring committee can ask any questions related to topics of the thesis and / or to the methodology and resources used;

Recommendations for multimedia PowerPoint presentation:

- the presentation will contain between 8 and 15 slides;
- a title slide, containing the title of the Thesis, the undergraduate's name and surname and the rank, name and surname of the scientific advisor;
- a slide with the content of the Thesis;
- a slide with keywords (as per those mentioned in the Thesis Introduction);
- 6 to 10 slides with text, tables, figures (showing the most important issues in the Thesis);
- 1-2 slides showing the Conclusions
- the slides shall not be overcrowded with text (maximum 7 rows of 7 words each); the undergraduate is not expected to read the information on the slide but to elaborate on the information.

Note: It is also mandatory for the scientific advisor to attend the defence of the works he/she has supervised.

Chapter 4: Assessment of the Bachelor's Thesis / Master's Dissertation

For the uniform evaluation of Bachelor's Theses / Master's Dissertations, the following evaluation grids have been drawn up:

Table 4.1 Evaluation grid of the work by the scientific advisor

No.	Assessment criterion	Points
1.	Assessment of the Thesis quality from the point of view of the research undertaken	7 points
2.	Compliance with the structure rules according to the present *Guidelines*	1.5 points
3.	Compliance with the rules of the Thesis' drawing up according to the present *Guidelines* (with emphasis on bibliographic references)	1.5 points

Table 4.2 Evaluation grid of the work by the committee members

No.	Assessment criterion	Points
1.	Assessment of the Thesis quality from the point of view of the research undertaken	5 points
2.	Compliance with the structure rules according to the present Guidelines	0.5 points
3.	Compliance with the rules of the Thesis' drawing up according to the present Guidelines (with emphasis on bibliographic references)	0.5 points
4.	Presentation of the thesis / dissertation and answers to questions	4 points

Appendices

In what follows, templates for the following documents are presented, each on a separate page:

Appendix 1: Bachelor’s Thesis / Master’s Dissertation cover

Appendix 2: Bachelor’s Thesis / Master’s Dissertation title page

Appendix 3: Similarity report

Appendix 4: Example of contents

Appendix 5: Example of list of figures and list of tables

CONSTANTA MARITIME UNIVERSITY
FACULTY _____

BACHELOR'S THESIS / MASTER'S DISSERTATION

Scientific advisor
Academic title First name Surname

Graduate
First name Surname

Year

Appendix 2

CONSTANTA MARITIME UNIVERSITY
FACULTY _____

Study programme _____

Title of the thesis / dissertation

Scientific advisor
Academic title First name Surname

Graduate
First name Surname

Constanța
Year

Sample Similarity Report

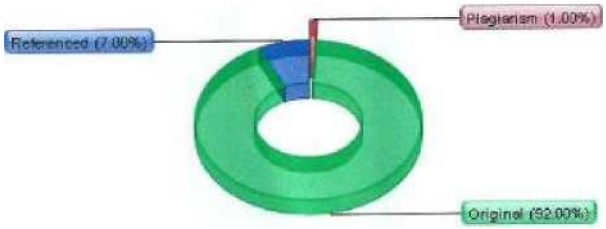
Plagiarism Detector v. 993 - Originality Report:

Analyzed document: 6/16/2017 11:48:02 AM

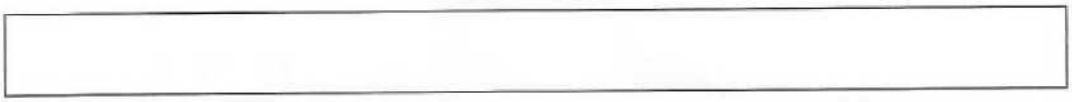
"SURNAME_ FIRST NAME
Title of the chapter representing the original contributions"

Licensed to: UNIVERSITATEA MARITIMA DIN CONSTANTA_License4

Relation chart.



Distribution graph:



Comparison Preset: Word-to-Word. Detected language: English

Top sources of plagiarism:

% 0.4 wrds: 8 http .Woealaspmeancin jury.com/
% 0.4 wrds: 8 httpJ/www.jkp-ad».comf«rticteB«'leastsquarw.asp
% 0.4 wrds:6 https C*hpata0xfT.wo<dpress.co«n/2011/03/1 Zfmaupöa...

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1.1 Evolution of modern systems ……..…. ……...

1.2 Computers and the information revolution …….....

Chapter 2. Implementation on board the ship …….. …… ……...……..

2.1 International legislation ……..……...…..……

2.2 Modern solutions… ..... ……..……...…..…

Chapter 3. Interaction between electronic equipment…….……...…….

3.1 Comparative analysis of on-board implementation .....

3.2 SWOT analysis .....

3.3 Implementation options …… .....

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Table 1.4 Distribution ……
Table 2.1 Statistics ……. …….
Table 2.2 Degree of use ……