

Constanta Maritime University

**Guidelines for drawing up and defending the
Graduation Thesis for students seeking a Bachelor's
Degree in Engineering**

2017

Content

Introduction- general framework.....	3
Chapter 1: The structure of the thesis	4
Chapter 2: Rules of thesis drafting.....	6
Chapter 3: Rules of thesis defence.....	10
Chapter 4: Assessment of the thesis	11
Appendices.....	12

Introduction- general framework

In accordance with the *Rules of organization and conduct of the examination for students seeking a Bachelor's Degree in Constanta Maritime University*, the examination consists of:

- a) assessing fundamental and specialized knowledge;
- b) defence of the Bachelor's Thesis.

Each student is assigned the theme of Bachelor's Thesis under a scientific advisor and he/she has to observe the requirements stated below:

The present **Guideline for drawing up and defending the Bachelor's Thesis** (hereinafter called the Guidelines) is a document adopted by the Faculty Council having the following objectives:

- streamlining the activities of Bachelor's Thesis Coordination;
- facilitating undergraduates' accurate work;
- increase the quality of the Bachelor's Theses;
- thorough evaluation of undergraduates defending the Bachelor's Thesis.

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

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

Chapter 1: The structure of the thesis

The Bachelor's Thesis 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 are shown in *Appendix 1*;
- b. **Title page** - data to be entered in the title page of the Bachelor's Thesis are shown in *Appendix 2*.
- c. **Statement** – The Bachelor's Thesis will contain an affidavit of the undergraduate, dated and signed in the original, showing that it is an original work and it has never been defended in any other university in the country or abroad and is not plagiarized (*see rules for avoiding plagiarism available at: <http://www.indiana.edu/%7Ewts/pamphlets/plagiarism.shtml>*). The declaration is presented in *Appendix 3*¹.
- d. **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*);
- e. **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*;
- f. **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, the red thread of the work (title chapters and their scientific sequence) 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;
- g. **Chapters** - the Bachelor's Thesis will contain 3 to 5 chapters numbered sequentially, each ending in its final section with conclusions, summarizing information and / or results presented in that chapter;
 - Each Bachelor's Thesis must comprise a **theoretical chapter** showing general considerations on the assigned theme, relevant concepts, basic theories, models that support the thesis. It is recommended that the students' approach is a critical and comparative one and not simply descriptive presentation. This part may also comprise

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.

a historic or evolutive approach of the theme. The data must be updated and relevant for the practical chapter, for which it is in fact the actual theoretical support.

- **The practical approach** (/project/ model design/case study/reliability study/ experimental study, etc) is in fact the original contribution of the graduate, a piece of scientific research under the advisor's supervision. This part includes experimental validations, personal critical observations, assessment of positive and negative issues, being the link between the theoretical research and the practical outcome, stressing on the originality of the chosen theme of research.
- h. The conclusions of the paper** - in this part of the Bachelor's Thesis the most important conclusions of the work is to be found, personal approaches on the results arrived at and potential subject-related future scientific research. This part has to emphasize on the actual competence the graduate has acquired during the years of study. The Conclusions to the paper are not numbered as a chapter;
- i. 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. *Appendices* are numbered ascendingly (Appendix 1, Appendix 2, etc.);
- j. Bibliography** - the last part of the work containing a list of all sources of information used in the Bachelor's Thesis. Bibliography will not be numbered as chapter of the work.

The scientific advisor and the graduate will identify the chapters that make up the original contribution of the graduate to the assigned theme and these chapters will be **checked beforehand by means of a specialized anti plagiaristic software. If maximum 20 % of similarities is revealed, the thesis will not be admitted for public defence. Consequently, in order to avoid any similarity suspicions all sources and texts should be cited accordingly.**

Chapter 2: Rules of thesis drafting

Minimum 40 to 60 pages in A4 format, as follows:

- 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 undergraduate (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 in 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. stakeholders, 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:

² Deboveanu (2002), p. 50.

³ Bibicescu, Tudor Scurtu rent (1971) p. 143.

In 1997, following the review of the initial model, they identified four areas of interest⁴

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:

Cătoi, 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
[\[http://europa.eu.int/comm/employment_social/soc-dial/csr/greenpaper_en.pdf\]](http://europa.eu.int/comm/employment_social/soc-dial/csr/greenpaper_en.pdf), accessed April 2006.

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, 2000, pp. 172-178, April 2006 accessed at: [\[http://www.emeraldinsight.com/Insight/ViewContentServlet?filename=/Published/emeraldfulltextarticle/pdf/1060120302.pdf\]](http://www.emeraldinsight.com/Insight/ViewContentServlet?filename=/Published/emeraldfulltextarticle/pdf/1060120302.pdf)

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 – Legal 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

⁴ Mayer, Salovey (1997), p.11; Caruso (2000), pp. 401- 402.

⁵ EC (2001), p. 24.

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 its 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. Abstract • (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*, and 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 Political Economy*, 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 its 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 Political Economy*, 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]

Wrong citation serving as a decoy

Bibliography

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 of thesis defence

Successful defence of the Bachelor's Thesis 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 Thesis defending:

- a. **The time and location of defence:** undergraduates will be announced on the date, time and location where they will defend their undergraduate work 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 undergraduate's Thesis 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 that their coordinator to participate in supporting the work that guided.

Chapter 4: Assessment of the thesis

The assessment of the Thesis is based on the following evaluation grid:

The scientific advisor's grid assessment:

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

Evaluation scale for the committee members:

No.	Assessment criterion	Points
1.	Assessment of the Thesis quality form the point of view of the research undertaken	5 points
2.	Compliance with the structure rules according the present <i>Guidelines</i>	0.5 points
3.	Compliance with the rules of the Thesis' drawing up according to the present <i>Guidelines</i> (with emphasis on bibliographic references)	0.5 points
4.	Undergraduate's Thesis defence and answers to the questions	4 points

Appendices

In what follows, we will present templates for the following documents:

Appendix 1: Bachelor's Thesis cover entries

Appendix 2: Bachelor's Thesis title page

Appendix 3: Statement regarding the originality of the work

Appendix 4: Example of contents

Appendix 5: Example of list of figures and tables

CONSTANTA MARITIME UNIVERSITY

**FACULTY OF NAVIGATION AND MARITIME TRANSPORT/
FACULTY OF MARINE ENGINEERING**

BACHELOR'S THESIS

Scientific advisor

(Academic rank surname and name)

Undergraduate

(Surname and name)

Year

CONSTANTA MARITIME UNIVERSITY
FACULTY OF NAVIGATION AND MARITIME TRANSPORT
Engineering programme: Navigation and Waterborne Transport (Bachelor' s Degree)

/

FACULTY OF MARINE ENGINEERING
Engineering programme: Marine Engineering (Bachelor' s Degree)

“...graduation thesis title.....”

Scientific advisor
(Academic rank surname and name)

Undergraduate
(Surname and name)

Constanța
Year

STATEMENT

I,

..... hereafter
undersigned, firmly state that the thesis entitled
.....
.....

.....,
is an original work, drawn up by myself and it has never been defended in any other higher education institution in the country or abroad.

Constanța,

(date)

Surname and name

(signature)

Contents

Introduction	Error! Bookmark not defined.
1. General frame	Error! Bookmark not defined.
1.1. Importance and opportunity of theme	Error! Bookmark not defined.
1.2. Objectives of the study	Error! Bookmark not defined.
2. Unconventional ship propulsion systems	Error! Bookmark not defined.
2.1. Ship propulsion with a kite.....	Error! Bookmark not defined.
2.2. Ship propulsion with solar panels.....	Error! Bookmark not defined.
3. Dynamics of the ship propulsion with a kite	Error! Bookmark not defined.
3.1. Mathematical model of.....	Error! Bookmark not defined.
3.2. Computation of aerodynamic forces upon the kite.....	Error! Bookmark not defined.
Conclusions	Error! Bookmark not defined.
Appendices	Error! Bookmark not defined.
Appendix 1 –	Error! Bookmark not defined.
Appendix 2 –	Error! Bookmark not defined.
Bibliography	Error! Bookmark not defined.

List of figures

Fig. 2.1. System with two turbines	Error! Bookmark not defined.
Fig. 2.2 System with three turbines	Error! Bookmark not defined.
Fig. 3.1 Graph of main factors	Error! Bookmark not defined.

List of tables

Table 3.1 Consumption of fuel according to ship's speed.....	Error! Bookmark not defined.
Table 3.2 Turbines' characteristics	Error! Bookmark not defined.