***Appendix1*** Dean

Maria-Iuliana DASCĂLU

**DEAR DEAN**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student in group \_\_\_\_\_ year \_\_\_ of the Faculty of Engineering in Foreign Languages, domain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, specialization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am writing to you in order to ask you to approve my choice of the graduation project topic with the title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Academic degree, surname and first name of the project supervisor)

 Date: Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Graduation project supervisor approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

***To: The Dean of the Faculty of Engineering in Foreign Languages***

***Appendix 2***

**Cover and first page of the Graduation project**

**(contents and examples)**

**1.** **Contents of the two pages**

a) **Cover** – shall comprise the following data:

- university: **National University of Science and Technology POLITEHNICA Bucharest**

- faculty: **Faculty of Engineering in Foreign Languages**

- department and program of studies:

- level of defending the paper (Graduation project):

- supervisor name and academic degree:

- graduate’s name:

- year of carrying out of thegraduation project:

b) **First page** (title page) – this is the page (under the cover) that shall comprise the following data:

- university: **National University of Science and Technology POLITEHNICA Bucharest**

- faculty: **Faculty of Engineering in Foreign Languages**

- department and program of studies:

- title of the graduation project:

- supervisor name and academic degree:

- graduate’s name:

- year of carrying out of the graduation project:

**II. Model**

***Legend***

**<specialization> =**

**or .**

**<name> = First name (only first letter is block capital)**

**followed by surname (in block caps).**

 **E.g.: Ion POPESCU**

<Academic degree> - example:

 Prof. dr.

 Prof. dr. eng.

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY POLITEHNICA BUCHAREST**

 **FACULTY OF ENGINEERING IN FOREIGN LANGUAGES**

**Program of studies: <specialization>**

**GRADUATION PROJECT**

**SUPERVISOR, GRADUATE,**

<Academic degree><Name> <Name>

**Bucharest**

 **202x**

**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY POLITEHNICA BUCHAREST**

 **FACULTY OF ENGINEERING IN FOREIGN LANGUAGES**

**Program of studies: <specialization>**

**GRADUATION PROJECT**

[PROJECT TITLE]

**SUPERVISOR, GRADUATE,**

<Academic degree><Name> <Name>

**Bucharest**

 **202x**

***Appendix 3.* Structure and format specifications of the Graduation project**

**1. General**

The header in the project body shall comprise *no\_of\_page*on odd pages (on the right) and *the header according to the model above* on even pages (on the left).

The project shall be submitted to the Secretary of the Bachelor Commission within the established deadline, both in printed and in electronic form, as PDF.

**2.** **Structure specifications of the Graduationproject**

The Graduation project structure is as follows:

* **First page** –title page (see **Appendix 2**);
* **The second page** of the project is the mandatory declaration of originality and antiplagiarism, signed by the student (see **Appendix 5**);
* **The Contents** of the project shall comprise the titles of all the chapters and subchapters together with the number of the page where each chapter starts, the bibliography and the appendices, with a mention of the corresponding pages in the text;
* **The Introduction**represents the argument in support of the option for the project topic and the research carried out. In this sectionthe importance and topicality of the approached topic are presented briefly, motivating its choice and, possibly, the existing viewpoints in the literature of the field as far as the topic is concerned. The structure of the project (number of chapters and title of each chapter) are briefly presented, as well as the abstract of each chapter.
* **The main chapters**. The theoretical description of the topic shall be approached, as well as the description of the application. If applicable, the national and international level state-of-the-art of the developments in the field of thetopic shall be presented, on the basis of a documentary study interpreted by the author.At least one of the chapters shall refer to the candidate’s contribution.
* **The final conclusions** of the paper comprise the most important conclusions in the project and the personal opinion as to the results obtained in the research, regarding the researched topic. The project conclusions shall not be numbered as a chapter.The conclusions shall underline under what conditions, and with what accuracy the proposed methods/procedures/etc. operate; strong/weak points of the method/algorithms/etc., with reference to related results in the literature, the summary of the project, concrete results, personal contributions; what the candidate intends to carry out further on within the topic.
* **Bibliography – alphabetically ordered** by the surname of the first author. The bibliography is the last part of the project and it comprises the list of all the sources of information used by the graduate in drafting the graduation project/dissertation. Alongside books and papers, online (Internet) sources shall be also included.The bibliography shall not be numbered as a chapter of the project. Each reference shall be specified in between square brackets within the chapters and subchapters.
* **Appendices**.

**3. Format specifications of the Graduation project**

In what follows the format specifications of the project are described:

* ***The paper shall be written and defended in English/French/German, in function of the language of the study program the candidate attended.***
* Text processor: Microsoft Word, LaTeX or equivalent
* Page format: **A4**
* The project shall be edited on computer with Font: **Times New Roman, 12pt,
at 1.5 lines, with diacritics specific to the languages, English/French/German, in function of the language of the study program.**Font for titles: **14**points
* The cover and first page of the project shall observe the model provided in **Appendix 2**.
* Margins: top 20 mm, bottom 20 mm, left 25 mm, right 20 mm.
* Tables and figures are numbered with 2 digits, the first standing for the chapter number, and the second standing for the table/figure number in that chapter. Each table/figure has got a number and title, which shall be mentioned above for tables and below for figures, centred. If applicable, the data source is mentioned right after the table/figure name, in between square brackets. The figures shall be introduced in their natural place in the text, by reasonably sizing them; legends shall be written with size 11.
* Bibliographic references are ***numbered***, and they are indicated in the text by square brackets.
* Each chapter starts on a new page. The page number shall be initiated starting with the Contents page, and it shall be inserted at the bottom of the page, centred.
* The printing of the pages shall be done only on one side of the sheet of paper.

**4. Recommendations (details)**

 The project requires the formulation of certain technical and scientific problems, ideas, solutions, techniques, algorithms, methods etc. in a graphic form and some text. The figures can comprise images, drawings, circuits, logical diagrams etc. and they need an explanatory text. Tables shall be used as frequently as possible, if applicable.

 All the figures and tables shall be numbered with the chapter number and the figure number, for example ’’Fig. 2.3” (the third figure in chapter 2). All the figures and tables should have an explanatory legend, for instance: ’’Fig. 2.3 – Logical diagram”.

The formulas shall be written using the standard settings of the equation editor of Word or LaTeX. The formulas shall be placed centred on the page and they shall necessarily be numbered with their number written in between round brackets, on the right. Before and after the equations a space line is introduced.

 All the numbers and numerical quantities written in the project shall be accompanied by the measurement units (A, V, W, J, m, s, kg, m/s2). This rule is also applicable to the variables and parameters (that shall be written in *italics*), as well as to the constants in diagrams, figures, tables and text. Standard measurement units shall be used in all the sections that directly or indirectly utilize differential and integral calculus. The use of alternative measurement units is accepted.

***Appendix 4*** Approved and faculty stamp,

 Dean

 Maria-Iuliana DASCĂLU

**DEAR DEAN**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student in group \_\_\_\_\_ year \_\_\_ of the Faculty of Engineering in Foreign Languages, domain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, specialization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, class of ***202X***, am writing to you in order to ask you to approve my enrolment for the graduation project examination, session ***July***, year **202x**.

I also defended the graduation project in the session year \_\_\_\_\_\_\_ .

I carried out the Graduation project with the title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Academic degree, surname and first name of the project supervisor)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation project supervisor approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Average grade of years of study/ECTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Faculty chief secretary,

Mihaela BĂRAN

***To: The Dean of the Faculty of Engineering in Foreign Languages***

***Appendix 5***

**DECLARATION OF ORIGINALITY OF THE GRADUATION PROJECT[[1]](#footnote-1))**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[2]](#footnote-2)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, owner of

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  | , |  |

B.I./C.I./passport series \_\_\_\_\_\_\_, no. \_\_\_\_\_\_\_\_\_\_\_, with CNP

have carried out the graduation project with the title:[[3]](#footnote-3)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in view of the examination for finalizing the university bachelor level studies, organized by the Faculty of Engineering in Foreign Languages, the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of the National University of Science and Technology POLITEHNICA Bucharest, session \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, academic year \_\_\_\_\_\_\_\_\_\_\_\_.

Taking into consideration the content of art. 143 in the National Education Law no.1/2011, indent. (4) *“The graduation projects/dissertation supervisors are jointly and severely held responsible with the authors for ensuring the originality of the content“* and of indent. (5) *“The selling of scientific projects in view of facilitating the forgery by the buyer of the capacity as an author of a graduation project is forbidden”,* I hereby declare on my own responsibility that this project is original, being the result of my own intellectual activity, it does not comprise plagiarized parts, and the bibliographic resources were used with the observance of the legislation in force.

I am aware of the fact that plagiarism or the presentation of a project carried out by another graduate, or taken from the Internet, from course books and books, without the mention of the source, represents a crime (intellectual theft and breaching of the copyright and violation of intellectual property) and it is conducive to the annulment of the bachelor level examination.

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (in the original – handwritten)

***Appendix 6.*Model of the evaluation sheet by the graduation project supervisor for the final format**

**Faculty of Engineering in Foreign Languages**

**Graduation project supervisor report**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, supervisor (in co-supervisionwith the following supervisors):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*)

of the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the graduation project with the title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_propose the [ ] **admission**of the project in view of defending it / [ ] **rejection**of the project. I motivate the proposal by the following arguments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following factors can be mentioned above:

* the approached topic, the content and the organization of the diploma project: topicality and/or novelty of the topic, observance of the structure imposed by the department/faculty management, consistency between the content and the objectives assumed by the topic, correctness and quality of the project, writing expression skills, scientific level, originality of the data;
* the graduate’s documentation and contribution: coverage, topicality and correctness of the bibliography use, appropriate use of the references, the originality in the approach proposed by means of the topic, weighting of the personal contribution of the graduate within the whole project, content and value of the conclusions and proposals, capacity of emphasizing personal contributions, correctness of the engineering solutions etc.;
* forming of the competencies provided within the study program: relevance of the topic for the domain of studies of the study program, manner of utilization of the engineering instruments and of modern techniques, scientific level of the project;
* quality level of the project computer editing;
* other aspects, which in case of rejection shall be mandatory mentioned.

The project answers the established and approved topic[[4]](#footnote-4).

I propose to the commission to admit the project for the examination[[5]](#footnote-5) // reject the project.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

\*) if applicable

***Appendix 7.***

**Feedback form model for the students after the bachelor level examination**

Drafting of the Graduation project (GP) and bachelor level examination.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Graduation Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program of studies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The questionnaire is anonymous, circle the number that corresponds to your sincere opinion:
**5** = to a very high extent; **4** = to a high extent; **3** = moderately; **2** = to a low extent; **1** = not at all.

If you cannot appreciate or you do not know what to answer, do not circle any number.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Q** | **5** | **4** | **3** | **2** | **1** |
|  | The supervisor fulfilled the supervision tasks throughout the carrying out of the project |  |  |  |  |  |
|  | The supervisor offered me useful explanations and helped me to overcome difficulties |  |  |  |  |  |
|  | The grade provided by the supervisor correctly reflected my work  |  |  |  |  |  |
|  | The bachelor level graduation examination unfolded in a correct and objective manner  |  |  |  |  |  |
|  | I agree that the average grade tht was communicated to me by the Examination commission correctly reflects the level of the drafting and presenting of the graduation project  |  |  |  |  |  |

What did you like best as to the drafting of the carrying out of the graduation project and of the bachelor level graduation examination?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you like to see changed as to these activities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. )The declaration shall be completed by handwriting and it represents a document that shall be submitted upon enrolment for the defending of the examination for finalizing of the studies. [↑](#footnote-ref-1)
2. )Surname, father’s first name initial, and first name, in block caps. [↑](#footnote-ref-2)
3. )Title of the graduation project, in block caps. [↑](#footnote-ref-3)
4. In case of rejection, the reasons for rejection shall be specified, according to the specifications above. [↑](#footnote-ref-4)
5. In case of admission of the project, optionally, the supervisor can propose a grade (from 6 to 10, whole number). [↑](#footnote-ref-5)