

**THE PROCEDURE FOR THE REGISTRATION OF BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (BUES) GRADUATES TO THE BACHELOR/MASTER THESIS DEFENSE**  
**SESSION 2022**

**STAGE 1, taking place during the academic year 2020-2021, for the academic year 2021-2022:**

1. Assessment of the coordination capacity at the level of each department within the faculties of BUES and setting the topics for the bachelor/dissertation theses (year II undergraduate studies / year I master's degree studies / graduates from previous promotions)

Nr. crt.	Period	Activity	Responsible
1.	Starting with the week no. 8 from the 2 <sup>nd</sup> semester  <i>(April 12 – October 22, 2021)</i>	<b>ADVICE ON CHOOSING THE TOPICS FOR THE BACHELOR/DISSERTATION THESES</b>  Second year students from the undergraduate program, additional third year students, graduates of undergraduate studies from previous promotions / First year students at master's degree studies, respectively additional second year students, graduates of a master's degree from previous promotions have to: - read the lists with the proposals of topics for the bachelor/dissertation theses; - contact the potential scientific coordinators in order to be advised by them regarding the proposed topic (s); - by mutual agreement, professors and students can propose new topics for their graduation theses.	- professors - students

**STAGE 2, during the academic year 2021-2022:**

1. Choosing the topics for the bachelor/dissertation theses by students / graduates from previous promotions and managing their applications at department level (year III undergraduate studies / year II master's degree studies / graduates from previous promotions)

Nr. crt.	Period	Activity	Responsible
1.	<i>Till October 22, 2021 (for BACHELOR studies)</i>	Filling the applications for the choice of the topics by the student/graduate, obtaining the coordinator's agreement for supervising the thesis and uploading the application at the link: <a href="https://tinyurl.com/B-APPLIC-2022">https://tinyurl.com/B-APPLIC-2022</a>	- student - scientific coordinator
	<i>Till November 19, 2021 (for MASTER studies)</i>	Filling the applications for the choice of the topics by the student/graduate, obtaining the coordinator's agreement for supervising the thesis and uploading the application at the link: <a href="https://tinyurl.com/M-APPLIC-2022">https://tinyurl.com/M-APPLIC-2022</a>	- student - scientific coordinator
2.	<i>October 22-28, 2021 (for BACHELOR studies)</i> <i>November 19 – 26, 2021 (for MASTER studies)</i>	- approval of the applications for the choice of the topics for the bachelor/dissertation theses (head of department); - centralization of students by scientific coordinators and study programs (the department secretary); - completion by each scientific coordinator of the declaration regarding the resolution of possible cases of incompatibility (available on profesor.ase.ro) and its submission to the department secretary.	- head of department - department secretary - scientific coordinator
3.	<i>BACHELOR programs</i> <i>October 29, 2021</i>	Displaying, on the faculty's website and notice board, of the centralized list with the following information: scientific coordinators, students and approved topics for the bachelor/dissertation theses (by study programs)	- department secretary - the responsible with the faculty's website
	<i>MASTER programs</i> <i>November 29, 2021</i>		
4.	With maximum 3 months before the thesis defense	In case of collaboration divergence between the scientific coordinator and the student, the dean may appoint, at the request of the coordinator or the student, another scientific coordinator, by consulting with the head of department.	Dean
5.	With maximum 2 months before uploading the thesis on student's webpage	Students may be approved, by the head of department, the modification of the thesis title based on an application submitted to the department secretary, approved favorably by the scientific coordinator; the approved title will be displayed on the notice board and on the faculty website.	- scientific coordinator - head of department - department secretary - the responsible with the faculty's website
6.	Before the thesis upload for the anti-plagiarism check	The final list comprising student identification data, the name and surname of the scientific coordinator and the title of the thesis is sent to DMCI, in order to run the thesis in the anti-plagiarism program.	- department secretary - head of department