

**THE PROCEDURE FOR THE REGISTRATION OF BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (BUES) GRADUATES TO THE MASTER THESIS DEFENSE
SESSION 2024**

STAGE 1, taking place during the academic year 2022-2023, for the academic year 2023-2024:

1. **Assessment of the coordination capacity at the level of each department within the faculties of BUES and setting the topics for the dissertation theses (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 nd semester <i>Master program: April 10 – November 24, 2023</i>	ADVICE ON CHOOSING THE TOPICS FOR THE BACHELOR/DISSERTATION THESES	- professors - students
		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.	

STAGE 2, during the academic year 2023-2024:

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

Nr. crt.	Period	Activity	Responsible
1.	<i>Till November 17, 2023 (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: https://tinyurl.com/CERERI-DISERTATIE-2024	- student - scientific coordinator
2.	<i>November 17 – 24, 2023 (for MASTER studies)</i>	Approval of the applications for the choice of the topics for the 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>MASTER programs November 24, 2023</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
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