

REGULATIONS ON THE ORGANIZATION AND DEVELOPMENT OF THE DISSERTATION EXAM

Introduction

This Regulation has been developed pursuant to the Law on National Education no. 1 / 2011, Order of M.E.N.C.S. no. 6125/2016 of December 20, 2016 regarding the approval of the Methodology for organizing and conducting the bachelor / diploma and dissertation exams, and of the Charter of the Academy of Music "Gheorghe Dima" from Cluj-Napoca.

The regulation sets out general rules on organization and unfolding of the dissertation exam at the Theoretical Faculty of the "Gheorghe Dima" Music Academy (hereinafter referred to as AMGD).

The "Gheorghe Dima" Music Academy in Cluj-Napoca is an educational institution which is accredited to the best of law, therefore is one of the institutions which organize examinations aimed to the completion of higher education studies. In each academic year, the final exam is organized in two sessions set by the Senate of the Academy of Music along with the approval of the structure of the academic university; the examination periods are brought to the attention of the students at least six months prior to scheduling the first day of signing the first session of exams.

General dispositions

Art. 1. The completion of studies for graduates subject to the Law on National Education no. 1 / 2011 is to be concluded for the second cycle - master studies - with a dissertation exam, with an overall number of 10 credits, the 120 credits obtained at the disciplines of the program excluded.

Art. 2. The dissertation exam consists of a single assessment: presentation and delivery of the dissertation thesis.

Enrollment of candidates

Art. 3. 1) The Theoretical Faculty organizes dissertation exams only for its own graduates.

- 2) Only those graduates who have fulfilled all the obligations stipulated in the curriculum for the four semesters of study may attend the dissertation exam.
- 3) The registration of candidates for the dissertation examination is made on the basis of a standard application submitted to the faculty secretariat at least 7 days prior to the date of the dissertation examination.
- 4) A copy of the dissertation thesis prepared by the candidate, on a traditional (printed on paper), as well as one on electronic support (pdf), is attached to the application form.
- 5) The sale of scientific papers for the buyer to use acting as author of the dissertation is forbidden. Each student will fill in along with the submission of the application form also the form certifying the originality of the paper, provided by the Secretariat of the faculty and signed by the scientific supervisor of the paper.
- 6) The coordinator of the dissertation thesis is jointly responsible with the author for ensuring the originality of his / her content. The teaching staff coordinating dissertation papers have the obligation to monitor the writing of the dissertation and to carefully evaluate its content. In situations where he / she finds that the job has not been prepared by the candidate or evidence of plagiarism, students will not be eligible for the examination. If the examination board has suspicions that the candidate has drawn up the work or finds plagiarism, the student is sanctioned by the exclusion from the dissertation examination, with the obligation to complete the thesis; the tutoring teacher will give details of the situation created within the Teaching Board. Support for a new dissertation exam will be done on a fee-based basis.
- 7) Graduates who have enrolled but have not taken the exam or passed the dissertation exam in one of the two consecutive sessions (June, February) may register in a subsequent session in order to deliver them at the same institution, provided the eligibility of the applicable legal fees by the candidate and compliance with the AMGD regulations on university fees valid for the academic year in which the candidates enroll for the exam.
- 8) Masters who did not enroll in the final examination in their graduation year have the right to enroll later on under the same conditions.
- 9) A failed dissertation examination may be repeated only once in one of the following academic years within the final examination scheduled for the graduates of that year and with the candidate bearing the examination costs set by the Senate of the Academy. If, at the second dissertation, the master student does not get the average passing mark, he / she will receive a certificate of graduation from the master's degree program and the corresponding transcript of grades.

Art. 4. The registration files for the dissertation examination must comprise:

- a) registration application form;
- b) copy of the bachelor degree;
- c) copy of the birth certificate;

- d) the dissertation paper printed as well as in electronic format (pdf), accompanied by the scientific coordinator's report and his / her declaration taking on responsibility regarding the originality of the paper;
- e) proof of payment of the registration fee (if applicable);

Exam committees

Article 5. 1) The Dissertation Committee is appointed by the faculty within the Master's program, on decision of the Rector, at the proposal of the Departments' Councils, validated by the Faculty Councils and with the approval of the AMGD Senate.

2) The Committee is made up of four members (tenured teachers): a president (university professor or associate professor) and three members (professors, lecturers or assistant lecturers).

The Chairperson shall not evaluate the candidates unless one of the members of the dissertation board is the head of a paper. The secretariat of the committee will be provided by a teacher who is not a member of the scoring board.

3) According to the law, the members of the dissertation exam committee and those of the appeals committee can't have kinship relationships (spouses, lineal generational bonds, collateral bonds or in-laws) with the ones evaluated or with their peers.

Structure of the dissertation exam

Art. 6. 1) The dissertation examination, for each academic year, is organized in two sessions: the dissertation examination during June 15-30 and, if necessary, during the winter session.

2) The faculty will inform applicants about the examination periods, the conditions and the registration period by displaying them on faculty premises at least 6 months prior to the first examination date of the dissertation exam.

3) The scientific leader of the dissertation will submit a report on the content of the paper at least 5 days prior to the date scheduled for the exam. The report will be conclusive in regard to the admission of the paper (including suggestion of the grade – a minimum score of 6 is compulsory) or its rejection.

4) The date and time of delivering the dissertation will be announced by the Secretariat at least 7 days prior to the exam by display on the faculty notice board.

5) The dissertation thesis is delivered in the presence of the entire committee. The scientific coordinator may attend the delivery of the paper as a guest.

6) The evaluation of the delivery of the dissertation thesis is given by the members of the examination committee based on the assessment of the paper and its delivery in front of the committee as well as on the report drawn up by the scientific advisor. The members of the board appreciate the dissertation with a round grade ranging from 1 to 10. The final grade for this exam results from the simple arithmetic average of grades given by each attending member of the

committee (except the committee chairman, see **Article 5**, paragraph 2). The minimum grade for passing the dissertation exam is 6.

7) The minutes of the examination including the grades shall be signed by all the members of the committee.

8) The results obtained by the candidates for the dissertation are communicated by public display at faculty headquarters on the day of the examination.

Appeals

Art. 7. The results obtained following the delivery of the dissertation papers can't be disputed.

The dissertation thesis

Article 8.

1) The aim of the dissertation is to evaluate the graduates' ability to carry out research projects correlated with appropriate research methods (historical, structural, hermeneutical, rhetorical, statistical, informatics, etc.) or to solve problems specific to the field of training, according to the case.

2) 2) The dissertation thesis may have scientific coordinators including tenured teaching staff (professors, lecturers or assistant lecturers) and associated (former tenured academics presently retired), holders of a PhD, prioritizing those who lectured within the program of studies. The list of teachers is attached.

3) Candidates are advised to select coordinators for bachelor / dissertation papers at least one year prior to enrolling in the final exam.

4) The content requirements, milestones, documentation, elaboration, drafting, writing, delivering the paper, as well as the assessment criteria will be brought to the attention of the graduates at the beginning of the current academic year by the tutor as well as within the consultations schedule of mentoring teachers. These requirements will be updated following the release of the Order of the Ministry of Education for the approval of the Framework Methodology for organizing and conducting the bachelor / degree and dissertation exams for the year in which the exams will be held.

5) The formal requirements will be available at the faculty's notice board.

6) Each dissertation coordinator shall submit in writing to the secretariat of the faculty a report on the guided dissertation, highlighting the author's contribution and the originality of the paper.

7) Dissertation papers are elaborated, edited and presented in the language of the study program.

8) Candidates who resort to fraud by integrally or partly copying the dissertation, disregarding the referral rules, once fraud is proven, will be expelled from the exam. The exam fee is not refunded.

Documents Circuit

Article 9

- 1) The committee secretary will fill in the minutes with the centralized results.
- 2) Upon completion of the examination, the documents of the examination board shall be handed over by the committee secretary to the Faculty secretariat for preservation and archiving.
- 3) Graduates who have passed the dissertation exam receive a master's degree.

Final provisions

Art. 10. The diplomas for the graduates of the master's cycle, who have passed the final examination in view of the completion of the studies, shall be issued, no later than 12 months following graduation.

Art. 11. The Rector may invalidate, with the approval of the AMGD Senate, a final examination certificate, a certificate or a study diploma when proven to have been obtained by fraudulent means or in breach of the provisions of the AMGD Charter.

Art. 12. This regulation shall apply to graduates starting with the academic year 2017 - 2018, as well as to the graduates who have not delivered or passed the final examination aimed to the completion of the studies until the present regulation comes into force.

This regulation was approved within the meeting of the Faculty Council on April 25, 2013, updated at the meeting of the Faculty Council on February 15, 2016, re-updated at the meeting of the Faculty Council on 11 January. 2017 and on Nov. 3. 2017.