



GUIDE FOR PREPARING AND WRITING YOUR DISSERTATION ACADEMIC YEAR 2025-2026

General

- (1) The dissertation is a compulsory part of the final examination for integrated university studies (bachelor's and master's degrees) in Veterinary Medicine, being the final academic project through which the knowledge, skills and competences acquired by students during their years of study are assessed. It involves conducting research on a relevant/specific topic in the field of Veterinary Medicine and writing up the results in a coherent, logically structured and scientifically argued form.
- (2) The dissertation is sustained before the examination committee for the completion of studies, for the purpose of final validation of graduation from the Veterinary Medicine study programme.
- (3) The dissertation for the MV-EN study programme is written and sustained in English, and its writing must comply with strict rules of expression, grammar and formatting, this requirement applying to both the scientific content and the physical appearance of the paper.
- (4) The dissertation is written under the guidance of a scientific coordinator. When the chosen topic requires an interdisciplinary approach, it is possible to have dual supervision of the dissertation. All academic staff of the Faculty of Veterinary Medicine (USAMVB), from the rank of assistant professor (with a PhD) to the rank of professor, are eligible to supervise dissertations. Each teaching staff member is required to accept the coordination of several dissertations, within an annual limit set at faculty level.
- (5) The topic for the dissertation is determined considering the specific nature of the discipline(s) addressed by the scientific supervisor, as well as the actual possibilities for theoretical documentation and practical research necessary for the completion of the dissertation.
- (6) Students are required to submit a request to the faculty secretariat stating the title of the dissertation and the name of the scientific supervisor. The request must be signed by the supervisor and submitted by the beginning of the final year of university studies.
- (7) The topic of the dissertation may be changed with the written approval of the scientific coordinator and the dean of the faculty.
- (8) Registration for the submission of the dissertation is only possible if the scientific coordinator has given a "pass" grade, based on the similarity report analysis. To ensure the originality of the content of dissertations, FMV performs a similarity analysis using anti-plagiarism software before they are presented and sustained. This tool generates a similarity report comparing the text checked with the content of databases and the Internet.
- (9) The dissertation, structured and edited according to the standards presented in this guide, shall be submitted in 3 printed copies*, accompanied by a **memory stick** containing the electronic version of the paper (in Word and PDF format), for archiving in the FMV Library.
- (10) The thesis shall contain 15-30 pages (not to exceed 30 pages, including the table of contents, introduction, abstracts, materials and methods, results and discussions, conclusions, bibliography; in cases where many figures are to be used, they may be presented as appendices).

* One printed copy of the dissertation will remain in the library, one will be kept by the scientific coordinator, and the third will remain with the graduate.

Technical editing rules

For a coherent and professional presentation, in accordance with academic standards, the following formal requirements must be observed when writing the dissertation:

- *Page format*: A4, portrait orientation, left side - 3 cm, right side - 2 cm, top and bottom sides - 2.5 cm;
- *Font and size for the main text*: TNR (Times New Roman), 12 points;

- *Line spacing*: the text shall have a line spacing of 1.5 lines (Format → Paragraph → Line spacing → 1.5 lines);
- *Text alignment*: the text within paragraphs shall be aligned between the left and right sides (justified);
- *Spacing between paragraphs*: 6 points if indentation is not used;
- *Headings*: TNR, bold, capital letter at the beginning, size 16 points, centred;
- *Subheadings*: TNR, bold, capital letter at the beginning, size 14 points, left aligned;
- *Numbering of titles and subheadings*: 1. / 1.1. / 1.1.1., 2. / 2.1. / 2.1.1., etc;
- *Page numbering*: the page number is inserted in the footer, centred, numerical format (1, 2, 3,...), TNR, size 10 points, starting from the Abstract page or page 5 (the first pages may not have visible numbers - cover, title page, declaration and table of contents);
- *Bibliographic references* are written at the end of the paper, according to the APA 7 citation style - 7th edition of the American Psychological Association style - and are sorted alphabetically by author.

Note: *All pages of the paper shall be printed on one side of each sheet (simplex, not double-sided).*

Structure of the dissertation

The dissertation is structured into sections (chapters), written in an impersonal style, and includes the following **mandatory** elements:

- Cover page** - see Annex 1.
- Affidavit** - the dissertation shall contain a sworn statement by the graduate regarding the authenticity of the work, dated and signed in the original - see Annex 3.
- Title page** - see Annex 2.
- Table of contents** - must contain the names of all chapters and subchapters accompanied by the page number on which they appear. Annex 4 provides an example of a Table of Contents.
- Summary** - one page presenting a Summary (in Romanian) and an Abstract (in English) of the dissertation.
- Introduction** - maximum 3 pages presenting the motivation for choosing the topic, the degree of novelty of the topic addressed, the general structure of the paper, the general and specific objectives of the paper, and any limitations of the study, if applicable.
- Materials and methods** - this is the section of the dissertation that describes the materials used in the experimental study (number of samples, cases, animals, batches, etc.) and the study methods/techniques applied, i.e. the working protocol.

Note: If the research was conducted on cases from the Prof. Alin Bîrtoiu University Veterinary Emergency Hospital, the Moara Domneasă teaching farm, farms or stud farms with which the faculty has a partnership agreement, these must be recorded in the case management computer programme implemented in the Faculty of Veterinary Medicine in Bucharest. For each case included in the thesis, the observation sheet number from the Digitail Programme must be mentioned. It is forbidden to photocopy and insert observation sheets containing the owner's data into the thesis.

Classic working methods should be described briefly; special working methods adapted to the topic should be presented in detail. The description of a working method must be accompanied by a bibliographic source.

- Results and discussions** - this is the most important section of the dissertation and includes the analysis of the data obtained by applying the working methods presented in the previous chapter, their interpretation and correlation with the information in the specialised literature.

Note: The results must be presented clearly and systematically, according to the research objectives. It is recommended to use tables, graphs, images or other visual representations to highlight the data obtained in a concise and easy-to-interpret manner.

Each table is assigned a number (**Table 1**, **Table 2**, etc.) and is accompanied by a title, both of which are mentioned above the table, aligned to the left side. The title is written immediately below the table number and should be suggestive of the data presented. If an explanatory note is necessary (abbreviations, source, etc.), it is placed below the table, aligned between the table sides.

Table 3

Average values of serum biochemical parameters distributed according to sex and reproductive status

Parameter	Female	Male	Castrated	Uncastrated
Ca ($\mu\text{g/mL}$)	104.5 ± 1.1	102.1 ± 1.4	104.1 ± 1.4	102.5 ± 1.1
P ($\mu\text{g/mL}$)	46.9 ± 2.4	47.7 ± 3.1	49.9 ± 3.1	44.7 ± 2.5
Lysozyme ($\mu\text{g/mL}$)	0.31 ± 1.11	0.34 ± 1.18	0.31 ± 1.18	0.34 ± 1.11

Data were collected between 2022 and 2023.

Each figure (image, graph, diagram, chart, screenshot) is assigned a number (**Fig. 1**, **Fig. 2**) and a title, mentioned below the figure, centred. The title of the figures is written on the same line as the number, immediately after it, and must be suggestive and explicit. If necessary, the source of the figure is specified. Images shall be 5 cm high.

Examples of figure presentation:



Fig. 1. Post-operative regenerated tail in an iguana (case 4) 6 months after surgery (original photo)

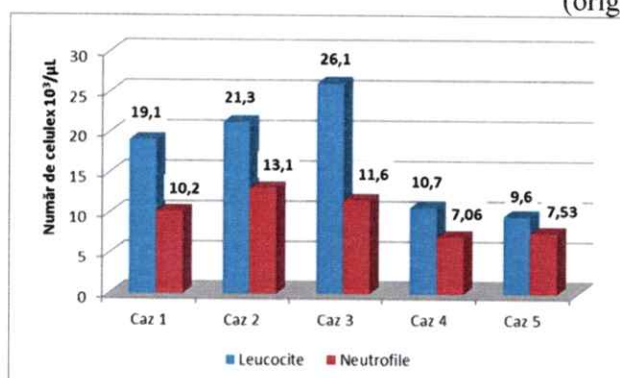


Fig. 6. Variation in the number of leukocytes and neutrophils for the samples included in the study

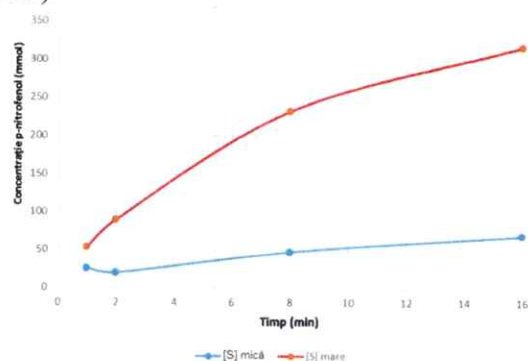


Fig. 8. Dynamics of parameter X as a function of reaction substrate concentration

Any image, diagram, graph or illustration that does not belong to the author of the paper or the scientific coordinator must be correctly attributed by mentioning the complete bibliographic source, in accordance with the applicable citation rules.

For the scientific interpretation and analysis of the results obtained, comparisons will be made with existing data in the literature, highlighting similarities, differences and possible explanations for them. It is important that the discussion reflects a deep understanding of the subject under investigation and provides a critical perspective on the results. Any limitations of the study (e.g. small number of cases, uncontrollable factors, etc.) should also be mentioned, and possible directions for future research may be suggested.

The "Results and Discussion" section usually concludes with a summary of the main partial conclusions that support the overall conclusions.

- i. **Conclusions** - this section represents the final part of the dissertation and summarises the most important results and conclusions, the personal opinion on the results obtained in the paper, highlighting the student's own contribution. This section formulates concise and well-structured ideas that logically derive from the data presented in the "Results and Discussion" section.

Note: Conclusions should be formulated clearly, in an impersonal and affirmative style, so as to reflect the achievement of the objectives set out in the introduction to the paper, the validation or invalidation of the research hypotheses, the main findings of the study, the practical relevance of the results for the field of veterinary medicine and any limitations of the research or proposals for directions for future studies. It is recommended that conclusions be organised in the form of separate points or paragraphs to facilitate readability.

Examples of how to formulate conclusions:

- The concentration of ... determined from the analysed samples was x% higher than the maximum permissible value according to ...
- The haematological parameters determined for samples A - D fall within the reference range of 3000-12000 cells/ μ L.
- Of the 50 animals included in the study, 20% showed sign X, 45% showed sign Y, 25% showed sign Z, and 10% were clinically healthy.
- Data analysis did not reveal any significant differences related to breed predisposition in...
- The results obtained confirm the presence of ... in 7 of the 18 animals in the study ...
- Further investigations using the method... at shorter intervals and in varying concentrations of... may provide additional information on...

At the end of this section, if relevant, a **reasoned personal opinion** on the impact of the research carried out or a **practical recommendation** for the field concerned (e.g. prophylaxis) may be given.

- j. **Bibliography** - this is the final section of the dissertation, which must contain all bibliographical references (sources of information used and cited in the text), listed and sorted alphabetically by the first author's name. If there are several works by the same author, they are sorted chronologically (from oldest to newest). Bibliographic references may be printed materials (books, studies, articles in specialist journals, etc.) or materials in electronic format (articles, normative acts, etc., available online on various websites). The list of bibliographic references must comply with the APA 7 style rules:

- author: Surname, initial of first name written after the surname and followed by a full stop (e.g. Popescu, I.); if there are several authors, a comma is inserted between the next author's name and the full stop of the previous author's initial (e.g. Popescu, I., Martin, C.V., Pande, D.)
- the titles of bibliographic references are generally written in *italics* (depending on the type of reference)
- the direct link to the electronic source, or if a DOI (Digital Object Identifier) is available, is placed at the end

Examples of formatting for different types of bibliographic references according to APA 7 style:

Edited books

Author(s). (year of publication). *Book title*. Publisher

1. Hughes, C.D. (2020). *My first book about animals*. Publisher: Litera Media Group
2. Radostits, O., Gay, C., Hinchcliff, K., & Constable, P. D. (2007). *Veterinary medicine: A textbook of the diseases of cattle, horses, sheep, pigs and goats*. (10thed.). Saunders Elsevier.

Chapter in a collective volume

Author. (year of publication), "Chapter title" in Editors' names (eds), *Volume title*, pages, Publisher

3. Anderson, D. E. (2015). "Surgical diseases of the bovine abdomen". In J. F. Smith & L. M. Taylor (Eds.), *Large animal surgery* (pp. 245–272). Blackwell Publishing.

Electronic books (eBooks)

Author(s). (year of publication). *Book title*. (edition). Publisher. URL (link)

4. Kahn, C. M., & Line, S. (2010). *The Merck veterinary manual* (10thed.). Merck & Co., Inc. <https://www.merckvetmanual.com>

Article in printed journals

Author(s). (year of publication). "Title of the article". *Journal title*. Volume (number), pages

5. Popescu, A., & Radu, M. (2021). "Clinical aspects of atopic dermatitis in dogs". *Romanian Journal of Veterinary Medicine*, 31(2), 75–82.

Article in electronic journals

Author(s). (year of publication). "Title of the article". *Journal title*. Volume (number), pages, DOI

6. Smith, B. P., Jones, T. R. (2020). *Antibiotic resistance in bovine respiratory disease pathogens*. Journal of Veterinary Internal Medicine, 34(4), 1520–1528. <https://doi.org/10.1111/jvim.15876>

Professional guide/Official document

Institutional author. (year of publication). *Title of the document*. URL (link)

7. World Organisation for Animal Health (WOAH). (2022). *Terrestrial animal health code*. <https://www.woah.org/en/what-we-do/standards/codes-manuals/terrestrial-code-online-access>
8. Ministry of Health. (2023). *Guide to the surveillance of communicable diseases* (2nd ed.). <https://www.ms.ro/ghiduri/boli-transmisibile-2023.pdf>

Articles/Documents taken from electronic platforms or web pages

Author. (year, month, day). *Title of the page or document*. Name of the website (sometimes). URL

9. American Veterinary Medical Association. (2023, March 5). *Pain management in animals*. <https://www.avma.org/resources-tools/animal-health-and-welfare/pain-management>
10. Popescu, A. (2022, December 14). *Vaccination in cats: updated recommendations*. VetInfo. <https://www.vetinfo.ro/vaccinarea-la-pisici>

Note: a bibliographic index may be cited several times in the paper, both in the Introduction section and in the Materials and Methods sections (as a reference to methods already described) and/or Results and Discussion (for comparison or argumentation of results).

- k. Appendices** - appear in a separate section and contain information related to the text (list of abbreviations, questionnaires used, correspondence tables, tables with reference values of parameters, etc.). Appendices are numbered (**Appendix 1**) and mentioned in the text (e.g. "see Appendix 1").

Compliance with ethical writing standards and originality of the paper

The preparation of a dissertation involves compliance with the principles of academic ethics, with particular emphasis on originality, accuracy in citation and responsible assumption of responsibility for the content. The paper must reflect the author's ability to conduct their own research, based on real data, personal interpretations and rigorous use of information sources.

- (1) **Originality of content.** The content of the paper must be written entirely by the student, using their own words and avoiding copying passages from other sources in whole or in part without citation. The use of ideas, results, methods or conclusions from other scientific papers is permitted only if they are correctly attributed by indicating the bibliographic source. The use of works (bachelor's theses, dissertations, doctoral theses, articles, etc.) belonging to other authors without citation is prohibited.
- (2) **Use of external sources.** All sources of information used in writing the paper (scientific articles, books, guides, specialised websites, etc.) must be properly cited, both in the text and in the list of bibliographical references, according to the APA 7 citation style. Textual quotations must be clearly marked (in quotation marks) and accompanied by a bibliographic reference. Rephrasing (paraphrasing) the ideas of other authors does not exclude mentioning the source. For citations in the text, use **author-year**. *Examples:*
 - in paraphrasing, mention the source of the ideas: (Popescu, 2020) or Popescu (2020) states...; if there are two authors (Popescu & Ionescu, 2019); if there are three or more authors (Marin et al, 2021); in direct quotations, mention the source: (Ionescu, 2022, p. 69);
- (3) **Use of visual materials.** Images, graphs, tables or diagrams taken from other sources must be accompanied by a clear reference to the bibliographic source in order to ensure transparency and research ethics. Original visual materials created by the author must be marked as such (e.g. "own work"), and those taken from other sources must be used in compliance with copyright laws and, where applicable, with permission for reproduction.
- (4) **Plagiarism and its consequences.** Plagiarism is the unjustified assumption of authorship of ideas, reasoning, passages of text, images or data belonging to other persons, without proper citation of the source. This practice is a serious deviation from the norms of academic and professional integrity. The legal equivalent of plagiarism is "unauthorised reproduction" or "infringement of copyright". In order to guarantee the authenticity of their work, graduates are required to sign a handwritten statement assuming responsibility for the originality of the content of their dissertation.

This declaration has legal value, certifying that the thesis is the result of the graduate's own scientific activity and that all sources used have been properly cited. It is therefore essential that graduates write their theses themselves, in full compliance with the requirements of originality and scientific accuracy.

Note: In the Higher Education Law No. 199/2023, Art. 259 Legal Liability, paragraph (1) states that: "The authors of bachelor's, master's and doctoral theses are responsible for ensuring the originality of their content. Supervisors of bachelor's, master's and doctoral theses have a duty of care to verify the conformity of scientific works with the specific requirements of an original creation."

Recommendations for presenting the thesis to the Commission

The oral presentation of the dissertation is an important stage of the final examination for higher education. It provides an opportunity to demonstrate knowledge of the subject, the ability to synthesise, clarity of expression and mastery of the content.

- ▼ **Duration of the presentation.** The time allocated is 7-10 minutes (it is essential to respect the presentation time).
- ▼ **Structure of the PowerPoint presentation.** Use a maximum of 15 monochrome slides, with an easy-to-read font (e.g. Calibri, Arial, minimum 20 points). It is recommended that you follow the same logic as in the paper, but in a summarised form: title of the paper, motivation for choosing the topic, objectives, materials and methods used, results obtained and their interpretation, conclusions. Use bullet points, include relevant graphs, tables and images, avoid long paragraphs.
- ▼ **Verbal communication.** Speak clearly, at a steady pace, and maintain eye contact with the committee members. Do not read from slides or notes. Practise your presentation several times beforehand, ideally in front of another person.
- ▼ **Behaviour and attitude.** Dress appropriately for an academic setting. Maintain an open posture and show respect for the committee. Do not interrupt questions, listen carefully and respond calmly.

ANNEXES

Annex 1 - *Cover*

Annex 2 - *Title page*

Annex 3 - *Affidavit*

Annex 4 - *Table of contents*



UNIVERSITY OF AGRICULTURAL SCIENCES AND VETERINARY
MEDICINE IN BUCHAREST
Faculty of Veterinary Medicine
Study programme: *Veterinary Medicine*
Full-time education



DISSERTATION

Scientific coordinator:

Title First name SURNAME

Graduate:

First name SURNAME

Bucharest

2026



UNIVERSITY OF AGRICULTURAL SCIENCES AND VETERINARY
MEDICINE IN BUCHAREST
Faculty of Veterinary Medicine
Study programme: *Veterinary Medicine*
Full-time education



DISSERTATION

Title of dissertation

Scientific supervisor:

Title First name SURNAME

Graduate:

First name SURNAME

Bucharest

2026

Declaration

I hereby declare that the dissertation entitled

".....*Full title of the dissertation*"

which I will present as part of my final examination at the Faculty of Veterinary Medicine of the University of Agronomic Sciences and Veterinary Medicine in Bucharest, in the session....., under the supervision of....., was written by me and has never been presented at any other faculty or higher education institution in the country or abroad. I also declare that all sources used, including those from the Internet, are cited in the thesis, in accordance with the rules for avoiding plagiarism:

- all text fragments reproduced exactly, even in my own translation from another language, are written in quotation marks and have a precise reference to the source;
- the reformulation in their own words of texts written by other authors has a precise reference;
- summaries of other authors' ideas have a precise reference to the original text.

This statement is part of the paper and is attached to it.

Date,

Graduate,

First name Surname

(handwritten signature)

Contents

Summary	Error! Bookmark not defined.
Introduction	Error! Bookmark not defined.
1. Materials and methods	Error! Bookmark not defined.
1.1. Materials	Error! Bookmark not defined.
1.1.1. Context	Error! Bookmark not defined.
1.1.2. Context b	Error! Bookmark not defined.
1.2. Methods	Error! Bookmark not defined.
1.2.1. Method i	Error! Bookmark not defined.
1.2.2. Method j	Error! Bookmark not defined.
2. Results and discussions	Error! Bookmark not defined.
2.1. Context r	Error! Bookmark not defined.
2.2. Context s	Error! Bookmark not defined.
Conclusions	Error! Bookmark not defined.
Bibliography	Error! Bookmark not defined.

Steps to automatically insert a Table of Contents into your dissertation

Step 1: Format the titles correctly using **Heading**

For Word to know what to include in the table of contents, you must use the predefined heading styles:

- Select the section title (e.g. Materials and Methods) or other titles in the paper (e.g. Materials)
- Go to the top bar to **Home**
- In the **Styles** group, select:
 - **Heading 1** for main headings (Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusions, Bibliography, Appendices),
 - **Heading 2** for subchapters under main headings (e.g. 1.1. Materials),
 - **Heading 3** for other sub-subchapters (optional, e.g. 1.1.1. Context).

Step 2: Insert the table of contents

- Go to the beginning of the paper (before the abstract).
- Click where you want the table of contents to appear.
- Go to the top bar to **References**.
- Click on **Table of Contents**.
- Choose an automatic table of contents style (**Automatic Table 1** or **Automatic Table 2**).

Word will automatically generate a table of contents with all the headings you have formatted with **Heading 1**, **Heading 2**, etc.

Step 3: Update the table of contents if you make changes

After adding or modifying headings:

- Click on the table of contents.
- Click on **Update Table**.
- Choose one of the options:
 - **Update page numbers only** - if you have only changed the length of the text.
 - **Update entire table** - if you have added or changed titles.

Font changes (size, colour, position, etc.) may occur.

How to change the font (and other settings) for a heading style:

Example: You want Heading 1 to be Times New Roman, 16, Bold

- Select a heading already formatted with Heading 1
- Go to the top bar, "Home" tab
- In the "Styles" group, right-click on "Heading 1"

- Choose "Modify..." and here you can set:
 - The font (e.g. **Times New Roman**),
 - Size (e.g. **16**),
 - Colour (e.g. **Black**),
 - Alignment, spacing, etc.
- Press **OK**.

Repeat these steps for **Heading 2** and **Heading 3** if you want to have a uniform style for subheadings.

!!! When Heading styles are not correctly linked to a multilevel list, the numbering 1. / 1.1. / 1.1.1 often disappears. To restore the numbering in the headings and table of contents, follow these steps:

Step 1: Correctly associate heading styles with a numbered list

- Select a **heading** that uses **Heading 1** (e.g. Materials and methods).
- Go to the **Home** tab
- In the **Paragraph** group, click the **multilevel list** button (it looks like a 1.1.1 or a ladder).
- Choose the **Define New Multilevel List** option.
- In the window that appears Set the levels as follows:
 - **Level 1:** Number format: 1 / Style linked to: Heading 1
 - **Level 2:** Number format: 1.1 / Style linked to: Heading 2
 - **Level 3:** Number format: 1.1.1 / Style linked to: Heading 3
- Press **OK**

Step 2: Refresh the table of contents

- Click on the automatic table of contents.
- Select **Update Table**.
- *Select Update entire table.*
- The numbering 1./ 1.1., etc., should reappear **in both the text and the table of contents**.