UNIVERSITATEA ROMÂNO-AMERICANĂ

Facultatea de Afaceri Internaționale
+4-0372-120125 | ai@rau.ro

School of International Business
+4-0372-120125 | ai@rau.ro

GUIDELINES FOR THE DRAFTING OF THE BACHELOR PROJECT 2025-2026

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GUIDELINES FOR THE DRAFTING AND THE PRESENTATION OF THE BACHELOR PROJECT

The completion of the university studies involves the organization of the bachelor's exam by institutionally accredited higher education institutions. The bachelor examination within the **School of International Business** takes place in respect with the terms mentioned in the entitle document ***REGULATIONS FOR ORGANIZING AND CONDUCTING THE FINAL EXAMINATION OF BACHELOR STUDIES TAUGHT IN ENGLISH***, text yearly issued and approved by the RAU Senate.

The bachelor project is a written, extensive paper, drafted by the graduate with a clear purpose, based on a predetermined and rigorous plan, on a topic chosen from the list of topics proposed by the departments or the school or a topic proposed by the graduate and accepted by the scientific coordinator.

The application form (see annex 1)[1], filled out in full and agreed by your scientific coordinator will **be subject of an approval procedure by the School Dean.**

We recommend our 3rd year students to contact and discuss with the scientific coordinator, before formally stating an option.

After getting the formal approval from your coordinator, having the application form filled out in full, signed by both student and coordinator, students are asked to scan the document, access the link below and upload the signed approval form no later than November 28th, 2025

https://forms.office.com/e/HMhcwu859a

Only institutional email addresses of the following type doe.p.johnxx@stud.rau.ro will be accepted during this procedure.

The Dean, based on the Head of Department notification, may reject the received application form, if the topic or the eligibility of the scientific coordinator cannot be validated.

[1] Students are kindly asked to read the documents available on the university website in the dedicated section

Students who do not successfully submit the application form by the deadlines set (November 28th, 2025) will be assigned ex officio to any available coordinating teachers.

The cover page and the first page of the Bachelor thesis will follow an agreed format (see annex 2 and 3).

This guide aims to present some guidelines on the choosing topic process, selecting the scientific coordinator, stages of drafting and writing the project.

1. CHOICE OF THE TOPIC AND ESTABLISHING THE SCIENTIFIC COORDINATOR

The activity of drafting the project should be a natural continuation of the academic activity and professional training of students. The aim of these projects is the completion of studies and reaching quality standards in the chosen profession. On the other hand, the bachelor project must represent and demonstrate consistency in the specialization studied over the academic years. To meet these requirements, first, students need to be concerned with delineation of the topic or establishing the title of the project. This activity can be achieved by knowing and using the offer of topics of the Departments and faculty members of our School, and through the proposals made by the students.

One cannot choose a title for the bachelor project which refers to or is found in the domain of investigation of the sciences and/or non-economic disciplines***. Interdisciplinary topics can be addressed by the author but having in mind the idea that the research must be focused mainly on the Economics and International Business domain.*** The title of the project may be preceded by a pre-title or followed by a subtitle through which the author delineates, more specifically, the scope of his/her investigation.

STUDENTS ARE ADVISED TO CHOOSE THE RESEARCH THEME AND THUS, THE BACHELOR THESIS TITLE, FROM THE AVAILABLE TOPICS, RELATING MOSTLY THE SPECIFIC DISCIPLINES WITHIN ECONOMICS AND INTERNATIONAL BUSINESS DOMAIN.

The scientific coordinator can be any of the teachers of the undergraduate study program, who have the following scientific titles: Professor, PhD; Associate Professor, PhD; Lecturer PhD. Assistant lecturers, PhDs, may coordinate under exceptional circumstances bachelor projects only in co-tutorship with higher ranking faculty members.[2]

If the student follows, at our School, two or more majors, he/she cannot opt for the same topic and to elaborate a single bachelor project. This aspect is also valid if studies are performed, at undergraduate level, at another college/School with or without economic profile. The undergraduate can, however, use the Information and documentation basis or subject and may develop interdisciplinary research, multidisciplinary, pluri-disciplinary and trans-disciplinary research. This provides a degree of integration between different fields of knowledge and use of a common language, but also an exchange of ideas, information, notions, concepts, methods and research techniques. In this context, the title

[2] **Each teacher will coordinate no more than 25% of the students, enrolled in each bachelor's, respectively, master's degree programs, regardless the total taught subjects.**

and content of the project can be adapted and refined, without presenting overlaps, duplication or some repetitions or rephrasing contrary to the requirements of scientific and academic ethics.

Once chosen the topic, depending on the requirements of the academic leadership of the School, the Departments and teachers, the preliminary documents will be prepared, and the necessary approvals shall be obtained for the registration and the acceptance thereof.

The scientific coordinator shall decide on that structure of the paper that (s)he sees fit and relevant for the approached topic. The scientific coordinator has the right not to accept a dissertation paper which does not observe the minimum required rules.

2. ***DRAFTING OF THE PRELIMINARY STRUCTURE OR THE PLAN OF THE BACHELOR PROJECT***

After the establishment and acceptance of the topic, the student should take into consideration the drafting and presentation of the structure or the plan of the bachelor project to the coordinator or scientific advisor. This structure must include, in a distinct way, the following elements:

- *Introduction into the topic of the bachelor project;*
- *Motivation, importance and research methodology used ;*
- *Proposals regarding the structure of the project and sequence of chapters and subchapters;*
- *The conclusions arising from the work to be performed;*
- *Highlights or known bibliographical references and which are to be consulted in order to document and draft the project.*

The structure or content of the bachelor project is in fact the preliminary and/or provisory content of the project. The choice of this approach is based on previous research, the bibliography consulted for guidance, the suggestions of the scientific coordinator, the importance and novelty of the topic, concern or preference of the author for certain parts of the topic under discussion etc. This structure has a provisory character and may change depending on the information obtained, the possibilities of documentation, the changes and novelties in the field of scientific research, opinions and conclusions of the authors, interventions of the scientific coordinator, circumstantial and temporal limits and constraints under the influence of which future activities takes place.

3. DOCUMENTATION, PROCESSING, AND ORDERING OF DATA AND INFORMATION

Documentation

This step is devoted to the work of documentation by identifying and compiling the bibliography for the chosen topic by consulting the latter and the information provided by other sources: official documents, information and economic elite and unique documents, media, reviews and specialist publications, websites , etc. . It is the most complex step, but also the most important work that provides the substantiality of the project. The activity of documentation provides knowledge of results and scientific debates on the topic discussed and the basis for a future work.

The activity of documentation must be selective, but as representative as possible, by reviewing and consulting data and information with the highest relevance for the topic. As the documentation activity is unfolding, the selection, ordering and processing of data and information becomes mandatory.

After the documentation activity for the bachelor project, the paper should be drafted. It is an important operation which in its turn requires several steps. Firstly, one must ensure a consistency between the preliminary structure and the documentary basis and to make the necessary corrections and changes.

The next phase is that of separation and editing of the text into chapters, subchapters, case studies, conclusions, annexes, graphs, images, bibliography. There is no single recipe in writing a text, but it requires some aspects that provide consistency and relevance to the work:

- *concise rendering of ideas;*
- *clarity,*
- *logical sequence of ideas,*
- *critical addressing of the issues ,*
- *originality,*
- *compliance with the rules of grammar and spelling and punctuation.*

Ideas, opinions, statements in the text of the project should be based on the bibliography consulted on the student's own analyses. It is preferable to distinguish between previous results and those of the graduate, and the student's contribution in the field of economic research should be easily detected through the work undertaken.

An important aspect is to respect *copyright* governed by international, European and Romanian law. To maintain the law and protection of authors in our country we have the: "Romanian Copyright Office." During the work of drafting the project, in the specialized literature, the formula *RARS* was imposed, meaning *Remove Add Reorganize Substitute*. This requires constant adaptation of the text function of the documentation performed, research developments in the field, the scientific coordinator's demands, requirements and importance of the topic, etc. *Removal* is necessary when information about the topic abounds and/or overlaps and are already extremely popular. *Additions* are necessary for arguing opinions and strengthening text and conclusions. *Reorganization* is necessary towards the end of the project in order to establish the final structure, depending on the data and information submitted, the logical sequence of the scientific discourse. *Substitution* does not mean elimination or replacement of texts with others, but rather identifying information and arguments supporting research and abandoning the superfluous or the well-known ones and the ones which are less necessary in building the text.

Some bachelor projects have a more theoretical character, others, a more applicative one, function of the studied topic, case studies can be inserted according to the theme therein. Sometimes the project itself is a **case study**. Whatever the case, **case studies** are necessary, required and useful to scientific approaches. In order to illustrate them, one can use the structuring of the information presented in the project.

A text for a bachelor project can be illustrated with **tables, graphs, images**, etc. Using tables and graphs is more than necessary because they express the evolution in time of economic trends and are indispensable for economic research. For better efficiency, the structure or the project may have a section called *List of tables, graphs and images.*

4. Recommendations and suggestions

The following structure should be taken into account for a bachelor project:

Introduction
Motivation, significance and research methodology
Abbreviations
List of tables, graphs and cases
Chapter I. Title of the first chapter -14pt, bold, capitals, center/left
1.1. Sub-chapter 1 -12pt, bold, capitals, left
1.2. Sub-chapter 2
1.3. ……..
Chapter II. The title of the second chapter
2.1 Sub-chapter 1
2.2 Sub-chapter 2
2.3. ……
Chapter III. The title of the third chapter
3.1 Sub-chapter 1
3.2 Sub-chapter 2
3.3. ……
Chapter IV. Case study
Chapter V/ General conclusions
References

It is advisable to size the project optimally in order to avoid on the one hand an excessive segmentation of the project and, on the other hand, oversized chapters. Up to **4-5 chapters** is considered optimal.

The size of the bachelor project must be **maximum 50 pages** (without annexes and references). It does not mean restricting the size of the project, the decision belonging to the scientific chief. The **applicative part** of the project must represent at least **50%** of its structure.

The introduction must give a brief image of the current stage of the information in the area of the approached topic, the student's scientific approach and the results obtained, either conceptual or practical. In this first part, the **motivation, significance and research methodology** must be clearly stated.

If the scientific approach is mainly practical, it is required to indicate clearly and distinctly the stage carried out to prepare the project.

The essence and contents of the research carried out by the student must also be included in **each chapter**. The actual contents of the chapters and their sizes will be established together with the project's scientific chief.

The last chapter of the project should include the **conclusions** of the research and the **proposals** of the student arising from the said conclusions.

The bachelor project must have a solid, real, authentic and relevant substantiation bases on the **references.** The references will include at least **15 specialized works from the national and international literature** and will be ordered according to the name of the first author. The references listed at the end of the project must be fully found in the text of the prepared material.

If deemed appropriate, **annexes** can be attached to support the scientific approach. It is advisable for their weight in the total number of the pages to be **maximum 10%.** Moreover, any graphs, tables, images must not replace the text, but only to supplement and support it.

5. Rules for the preparation of the project

The preparation of the bachelor project must be prepared in order to indicate its scientific nature. To this end, it is advisable to observe the following **writing rules:**

- The page format is A4 and the margin will be 2.5 cm on the left and 1.5 cm on the top, left and bottom side
- The font will be Times New Roman 12, 1.5 lines
- The fond for the notes on the footer and/or sources will be Times New Roman 10, 1.0 line
- The font used for tables, graphs, figures will be Times New Roman 11, 1.0 lines
- The project will be written in English and paged on the bottom of page, right);
- The contents of the project must be paged and present at the beginning of the bachelor project
- The annexes (numbered and named) and the references will be at the end of the project (according to the suggested structure)
- The titles of the chapters must be continually numbered, and the sub-chapters will be numbered according to the number of the chapter, without using more than 3 digits to number them (e.g. 1.2.1)
- The footnotes and the sources cited in the project will indicate the name of the author, the letter of the first name, the title of the work, the publisher, the year of publishing and the page(s) where the citation or reference can be found;
- The pages will be continually numbered, starting with 1, on the first page of the first chapter
- The tables, figures and graphs are mandatory, will named and numbered separately. If they do not belong to the author, the source must be mandatory indicated
- REFERENCES (12pt, bold, capitals, left) must include only those sources indicated in the text and the works will be ordered alphabetically, as per the name of the author. If there are several authors without coordinator, the version of the three stars *** can be used and then the title of the work. If the work has a coordinator on the title page, their name will be indicated and in brackets (coord.)
- It is indicated to use the same type of bullets throughout the entire text to point out or list certain elements

6. Submission and Public presentation of the project

The procedures for submitting and presenting the bachelor's thesis are drafted annually and published with at least 6 months before the actual date of the examination, in respect with the terms mentioned in the document entitle ***REGULATIONS FOR ORGANIZING AND CONDUCTING THE FINAL EXAMINATION OF BACHELOR STUDIES TAUGHT IN ENGLISH***, text yearly issued and approved by the RAU Senate.

Annex 1 – APPLICATION SAMPLE FOR REQUESTING THE TOPIC OF THE BACHELOR PROJECT 2025-2026

APPROVED
DEAN

……

SCIENTIFIC SUPERVISOR APPROVAL
……

Head of Department Approval
……

DEAR MRS. DEAN,

The undersigned _____, student of the Romanian - American University, School of International Business, *bachelor program:* ***INTERNATIONAL BUSINESS (in English)***, full time studies, 3rd year, major……., group ……., would kindly like to ask you to endorse my chosen topic for the bachelor project

_____

_____

_____

under the scientific supervision of:_____.

Date

Signature,

……..…… ……

For the Dean of the School of International Business

Annex 2 –THE COVER OF THE BACHELOR PROJECT -EXAMPLE

ROMANIAN – AMERICAN UNIVERSITY
School of International Business

Bachelor Project

Scientific Coordinator(s):
Academic title, last name, first name

Graduate:
Last name, the initial of the father's first name, first name

Bucharest
2026

Annex 3 –THE FIRST PAGE-EXAMPLE

ROMANIAN – AMERICAN UNIVERSITY
School of International Business

The Title of the BACHELOR Project / The Topic

Scientific Coordinator(s):
Academic title, last name, first name

Graduate:
Last name, the initial of the father's first name, first name

Bucharest
2026