

# ACADEMY OF ECONOMIC STUDIES OF MOLDOVA

# GUIDE

*ON THE DEVELOPMENT AND DEFFENCE OF THE  
MASTER'S THESIS*

© *Author:*

Angela SOLCAN, *assoc. prof., PhD*

Ghenadie ŞAVGA, *assoc. prof., PhD*

Academy of Economic Studies of Moldova  
GD.0.ESTM

**GUIDE**  
regarding the development and defence of the  
Master's Thesis

Chişinău – 2025

## TABLE OF CONTENT

GENERAL PROVISIONS .....	4
1. COMPLETION OF MASTER'S STUDIES .....	5
2. MASTER'S THESIS TOPIC SELECTION .....	6
3. RESPONSIBILITIES OF THE MASTER'S STUDENT FOR THE ELABORATION AND DEFENCE OF THE MASTER'S THESIS .....	7
4. ACTIVITY OF THE SCIENTIFIC COORDINATOR .....	8
5. RESPONSIBILITIES OF THE HEAD OF THE PROFILE DEPARTMENT .....	9
6. STRUCTURE, CONTENT AND VOLUME OF THE MASTER'S THESIS .....	10
7. REQUIREMENTS FOR ELABORATION OF THE MASTER'S THESIS .....	14
8. REGISTRATION AND ADMISSION PROCEDURE FOR DEFENDING THE MASTER 'S THESIS .....	17
9. MASTER'S THESIS DEFENSE .....	18
10. EVALUATION CRITERIA .....	19
II. REPEATED DEFENCE .....	20
ANNEXES .....	21
<i>APPLICATION FOR MASTER'S THESIS TOPIC APPROVAL .....</i>	<i>21</i>
<i>MASTER'S THESIS DEVELOPMENT PLAN .....</i>	<i>22</i>
<i>TITLE PAGE TEMPLATE .....</i>	<i>23</i>
<i>DECLARATION OF OWN RESPONSIBILITY .....</i>	<i>24</i>
<i>TABLE OF CONTENTS TEMPLATE .....</i>	<i>24</i>
<i>MODELS FOR PRESENTING AND NUMBERING TABLES, FIGURES AND FORMULAS .....</i>	<i>26</i>
<i>BIBLIOGRAPHIC REFERENCE PRESENTATION MODEL .....</i>	<i>26</i>
<i>SCIENTIFIC SUPERVISOR'S OPINION TEMPLATE .....</i>	<i>29</i>

## GENERAL PROVISIONS

This guide is intended for master's students, scientific coordinator, department heads, and members of the master's thesis defense committees. It establishes the general rules regarding the elaboration and defense of the Master's Thesis within the Academy of Economic Studies of Moldova (ASEM).

## I. COMPLETION OF MASTER'S STUDIES

According to the legislation of the Republic of Moldova, the completion of higher master's studies requires the successful defense of a Master's Thesis.

The Master's Thesis (MT) is an original, scientifically substantiated work that includes theoretical and/or experimental results in the respective field of study and research. It is independently developed by the master's student.

The Master's Thesis may take one of the following forms:

- **A theoretical study** – characteristic of a research-oriented master's program, aimed at developing the student's scientific research skills and analytical thinking;
- **An applied research project** – specific to a professionally oriented master's program, intended to deepen specialization in a particular field, with a primary focus on the development of practical, applied competencies.

*Unlike a bachelor's thesis, a master's thesis is a scientific work that:*

- contains an in-depth analysis of the basic theoretical aspects, which concludes with a synthesis of the topic addressed and an exposition of personal opinion;
- provides for the application of various quantitative and qualitative scientific research methods (comparison, data analysis, questionnaire, observation, etc.);
- includes an in-depth case study;
- reflects the author's contribution and input in achieving specific tasks.

*By completing the thesis, the master's student must demonstrate:*

- skills in applying knowledge and understanding and problem-solving abilities both in the field of training and in related or multidisciplinary fields;
- capabilities to carry out research-based analyses in order to solve problems by integrating knowledge;
- autonomous study skills, based on a high level of understanding of learning processes;
- problem-solving skills by integrating complex information sources, in new, unknown contexts, using experience in an interactive work environment;
- the ability to communicate orally and present the paper's summary, develop conclusions and recommendations.

The period for developing the master's thesis, according to the curriculum, follows the internship and ends with the defense of the master's thesis, which is a mandatory condition for obtaining the master's degree.

## 2. MASTER'S THESIS TOPIC SELECTION

The indicative topic of the master's thesis is developed and approved by the relevant departments in the academic year preceding the one in which the actual thesis is developed. The topic is approved by the Director of the Master's School, and is subsequently disseminated to the master's students.

The specific thesis topic is established collaboratively by the master's student and the scientific supervisor. It must be approved by the Head of Department and endorsed by the Director of the Master's School of Excellence in Economics and Business. Based on these approvals, an official Order is issued confirming the approved thesis topics.

In order to approve the thesis - by October 30 (2 years of study)/ by April 30 (1.5 years of study) - the master's student completes and submits to the head of the relevant department the application (Annex 1), indicating the chosen master's thesis topic and optionally the scientific supervisor. After studying the submitted applications, the head of the department appoints the scientific supervisor.

The master's student may request a change of thesis topic only once during their studies, and no later than three months before the scheduled thesis defense. The change must be approved by the Head of Department, endorsed by the Director of the Master's School, and confirmed by an official Order on the modification of thesis topics, signed by the First Vice-Rector for Academic Affairs.

Changing the thesis topic does not affect the duration of the study program or the timeline for thesis development.

### 3. RESPONSIBILITIES OF THE MASTER'S STUDENT FOR THE ELABORATION AND DEFENCE OF THE MASTER'S THESIS

Once the topic is approved and the scientific supervisor is appointed, the process of developing the master's thesis begins, which includes the following basic steps:

- Studying the available bibliographic sources related to the chosen topic. The master's student must analyze relevant legal regulations and specialized literature, selecting information that aligns with the research objectives and structuring it in a logical and coherent manner. Additionally, it is essential to collect all necessary details for compiling the bibliography, such as: the journal title, article title, author's full name, book title, place of publication, year of publication, page numbers from which the information was taken, and other relevant citation elements.
- *development of the thesis plan and preparation of the Master's thesis development calendar plan* (Annex 2). The plan is developed under the aegis of the scientific supervisor. Subsequently, with the detailed documentation on the respective topic, the final plan will be drawn up. The master's thesis execution calendar plan is approved by the head of the department;
- *collection, processing and systematization of practical information*. These can be obtained both from internal sources of public and private institutions that constitute the object of study of the work (notes, information, reports, invoices, records, accounts, etc.), and from various external sources of secondary information (materials of various enterprises, institutions, associations, chambers of commerce, research centers and institutions, etc.);
- *developing the textual part of the thesis*, developing the chapters, according to the requirements of this Guide;
- *presenting the master's thesis to the scientific supervisor* whenever requested, as well as before binding, for observations, additions and/or modifications;
- *printing and binding* a copy of the master's thesis;
- *submission*. Submission of the master's thesis requires the following steps: I. Placing the master's thesis in the ASEM Anti-Plagiarism System according to the Instruction which is accessible on the page [vle.ase.md](http://vle.ase.md), and II. Registration and submission of the master's thesis to the relevant department in a single copy to which the Anti-Plagiarism report is attached.

The master's student, as author, is solely responsible for the accuracy and veracity of all results presented in the paper.

## 4. ACTIVITY OF THE SCIENTIFIC COORDINATOR

During the development of a master's thesis, a master's student is guided by a scientific supervisor appointed by the head of the department. This supervisor may be a professor, associate professor, or senior lecturer (holding a scientific degree) from the relevant department; a highly qualified scientific researcher from a research or design institution; or a practicing specialist. Ideally, the topic proposed or chosen by the student falls within the scientific supervisor's field of didactic, scientific, or practical activity.

The scientific supervisor of the master's thesis is responsible for the following activities:

- informing the master's student about the stages of completion and presentation of the Master's Thesis Development Calendar Plan (Annex 2);
- assisting in determining research and analysis directions and methods;
- examination and approval of the master's thesis plan;
- consulting the master's student regarding the content of the thesis , during office hours;
- providing suggestions regarding the content of the thesis, including critical observations and correction recommendations;
- recommending bibliographic sources on the researched topic;
- Regular monitoring and approval of progress toward achieving milestones;
- analysis of the full content and final form of the thesis;
- admission of the master's thesis for placement in the Anti-Plagiarism System;
- analysis of the content of the thesis submitted to the department and its compliance with the requirements set out in the Guide;
- The Master's Thesis Review (Annex 8) must be completed no later than one week before the start of the Master's thesis defense session.

The scientific supervisor is not entitled to *carry out the activities related to the development of the thesis on behalf of the master's student* and/or to impose any ideas or solutions other than the master's student's own visions .

## 5. RESPONSIBILITIES OF THE HEAD OF THE PROFILE DEPARTMENT

- In order to facilitate the process of developing, presenting and defending the master's thesis, the head of the relevant department will take the following measures:
- approves the topic of master's theses developed within the department in the academic year preceding the one in which the thesis is developed and defended;
- presents on paper for approval, to the director of the Master's School, the topic of the master's thesis approved at the department and its placement on the department's WEB page;
- The scientific coordinator is appointed within two weeks after the deadline for submitting applications by master's students.
- submits to the director of MSEEBC (Master's School of Excellence in Economics and Business) the draft order regarding the approval of master's thesis topics and scientific coordinators and is responsible for the subsequent dissemination of that information ;
- approves/rejects the request to modify the master's thesis topic and submits, 3 months before the start of the master's thesis defense session, the draft order to modify the master's thesis topics;
- approves/rejects the request regarding the topic of the master's thesis for master's students requesting a repeated defense;
- The department publishes the Guide on Preparing and Defending a Master's Thesis on the department's website;
- Register as a user in the ASEM course management system, Moodle (vle.ase.md), to verify the originality, similarity, and uniqueness of master's thesis;
- The head of department will verify the results of the analysis of the papers and, if a possible situation of plagiarism is found (originality coefficient less than 60%), will draw up a report of the possible situation of plagiarism which will be submitted to the Quality Commission of MSEEBC. At the same time, he will inform the scientific supervisor who, in turn, will inform the student;
- submits to the director of MSEEBC a request regarding the composition of the Commission for the evaluation of master's thesis;
- admits/rejects the master's thesis for defense based on the report from the Anti-Plagiarism System and the master's thesis opinion prepared by the scientific coordinator;
- presents for approval to the director of MSEEBC the report of the chairman of the master's thesis evaluation committee and the register regarding the chairman's salary.

## 6. STRUCTURE, CONTENT AND VOLUME OF THE MASTER'S THESIS

The master's thesis has the following structure: Title page, Table of Contents, List of abbreviations, List of figures and list of tables, abstract (for thesis written in an internationally spoken language), Introduction, Basic content of the thesis, Conclusions and recommendations, Bibliography, Annexes, Annotation, Declaration on personal responsibility.

### Title page

The title page is completed according to Annex 3 and will contain:

- the mention "Academy of Economic Studies of Moldova";
- the mention "Master's School of Excellence in Economics and Business";
- name of the profile department;
- UDC (universal decimal code) – established by the Classification and Cataloguing Service of the ASEM Library;
- the master's student's first and last name;
- the name (title) of the master's thesis;
- the mention "Master's thesis";
- name of the master's program;
- the admission notice supported by the head of department (with space reserved for signature);
- the mention "Author" indicating the master's student's last name, first name, academic group and form of study (with space reserved for signature);
- data about the scientific supervisor (surname, first name, scientific-didactic title) (with space reserved for signature);
- place (Chisinau) and year of writing the master's thesis.

\*Note: The title page of the thesis written in Russian or English must also be presented in Romanian.

### Content

The "Table of Contents" lists all the chapters and subchapters of the master's thesis, specifying the pages on which they can be found. A sample Table of Contents is presented in Annex 5. The "Table of Contents" is prepared using the Microsoft Word options ( *Insert, References, Index and Tables* ).

### List of abbreviations

All acronyms used in the text are listed in alphabetical order, along with the meaning of the initials and the translation into Romanian.

*For example:*

EBRD – European Bank for Reconstruction and Development

NBM – National Bank of Moldova

ODA – Organization for Entrepreneurship Development

SCJ - Supreme Court of Justice

SME – Small and Medium Enterprises

SNC – National Accounting Standard

### **List of figures and list of tables**

If the master's thesis contains figures (diagrams, graphs) and/or tables, they are presented immediately after the table of contents, in the form of lists (separately for figures and tables) containing the name of each figure and/or table and the page number on which it is located.

### **Abstract (for thesis written in an internationally spoken language)**

The master's thesis summary will be prepared in Romanian, in a volume of at least 3 pages and will include information regarding: the purpose and tasks of the research, the object of the study, the scientific-methodological basis, elements of scientific innovation, a summary of the chapters of the thesis, the conclusions and results of the research.

### **Introduction**

In the "Introduction" the importance and topicality of the researched topic is argued, the degree of its study in the specialized literature is defined, the purpose and tasks of the thesis, the object of the study are defined, the scientific-methodological basis, elements of scientific innovation, and a summary of the chapters of the thesis are indicated.

The "Introduction" is not numbered as a separate chapter.

### **Thesis content**

The master's thesis is presented in 2 - 4 chapters, each with 2 - 4 subchapters. The master's student, together with the scientific coordinator, decides, depending on the topic of the thesis, whether it will contain 1 or 2 practical chapters. In certain objective situations, the thesis may have more than 3 chapters if the topic addressed by the author has a specific character and there are no logical-analytical structuring solutions in a maximum of 3 chapters.

The basic content of the master's thesis is developed in accordance with the Guide on the development and defense of the master's thesis, which is posted on the [ase.md](http://ase.md) page.

### **Conclusions and recommendations**

In this part, the general conclusions of the research are formulated, as well as some recommendations. In particular, the author's own contribution will be highlighted.

The conclusions and recommendations are not included in a separate chapter.

### **Bibliography**

In "Bibliography" all sources of information used are indicated, structured according to the requirements of "SM ISO 690:2022. Information and documentation. Rules for presenting bibliographic references and citing information resources" (Annex 7) which are reflected in the Guide for the development and defense of the master's thesis.

### **Annexes**

The content of the master's thesis annexes is presented in accordance with the Guide on the development and defense of the master's thesis.

### **Annotation**

The annotation constitutes a brief presentation of the content of the master's thesis and includes information regarding: the title of the work, the name of the author, the structure of the thesis (for example: introduction, three chapters, conclusions and recommendations, bibliography of 120 titles, 6 annexes, 80 pages of basic text (up to Bibliography), 37 figures, 10 tables, keywords (up to 10 words, on a separate line). The following sections are described separately: the field of study, the purpose and objectives of the work, the research objectives, the research methodology, the elements of innovation and scientific originality, the author's personal contribution, conclusions and recommendations.

The annotation is presented in 2 languages: Romanian and English, each being presented on a single page of the sheet.

In the case of master's thesis written in Russian, the "Annotation" will be written in the following languages: Russian, Romanian and English.

### **Declaration on your own responsibility**

The master's thesis must fully reflect the author's contribution, therefore the master's student will sign the Declaration on his own responsibility (*Annex 4*) and will assume responsibility for respecting copyright.

To avoid suspicions of plagiarism, the master's student must make references to the cited sources, as well as indicate the source of information, in the footer of the page, using Microsoft Word (Insert, Reference, Footnote in TNR, 10) and containing the bibliographic data with the page reference.

*The volume of the master's thesis*, according to ASEM Senate Decision No. 4/8 of March 25, 2009, is up to **70 - 80 pages**.

Table 1

Master's thesis sections and their volume

No.	Compartment name	Volume, pages
1.	Title page	1/2
2.	Content	1
3.	List of abbreviations	1
4.	List of figures and list of tables	1
5.	Summary *	3
6.	Introduction	3 - 4
7.	Thesis content	Up to 60-70
8.	Conclusions and recommendations	2 - 3
9.	Bibliography	up to 3-4
10.	Annexes	no more than 1/3 of the thesis volume
11.	Annotation (Romanian)	1
	Annotation (English)	1
	Annotation (Russian), for theses written in Russian	1
12.	Declaration on your own responsibility	1

\* Note: for theses written in an internationally spoken language

## 7. REQUIREMENTS FOR ELABORATION OF THE MASTER'S THESIS

### 7.1. Technical requirements

The writing of the master's thesis must meet the following requirements:

- The thesis is edited on a computer in letter format, A4 size, on one side of the sheet only.
- The master's thesis is perfected using the Times New Roman font with a size of 12 pt. The space between lines is 1.5 intervals. The text is aligned according to both side fields.
- The thesis pages have margins: left – 30 mm, top – 25 mm, right – 15 mm, bottom – 25 mm.
- All pages of the thesis are numbered, starting with the title page and ending with the last page, without admitting their absence or repetition. The page number is not placed on the title page. The page number is indicated in the lower right field of the page.
- The titles of the chapters are written in capital letters (font 14-16 pt., bold, centered), of the subchapters - in lowercase letters, except for the first letter (font 14 pt., bold, centered). There is no full stop after the name of the chapter or subchapter. The chapters are numbered with Roman numerals, and the subchapters with Arabic numerals.
- Each chapter begins on a new page, subchapters follow successively. Underlining of titles is not allowed.
- All tables, formulas, figures (drawings, diagrams, etc.) are numbered, indicating the chapter number and their sequence number. For example, Table 1.2 (table two of chapter one). (Annex 6)
- The title of the table is placed above the table, and the title of the figure is placed below the figure. It is mandatory to indicate the units of measurement and the source.
- Tables and figures in the annexes are numbered taking into account the annex number, for example, Table A 1.2 (table 2 of Annex 1).
- Formulas/equations will be centered, and their numbering will be placed at the end of the line, indicating the chapter number and their sequence number. The explanation of the symbols used is presented below the formula in the order in which they follow. Models for presenting and numbering tables, figures and formulas are presented in Annex 6.
- It is mandatory to use letters with diacritics specific to the Romanian language (ă, â, î, ș, ț and their capital letters).
- Punctuation marks (".", ";", ":", "?", "!") are necessarily followed by a space.
- Abbreviations of words are not accepted.

- The thesis must be free of any notes, corrections, letter outlines, erasures, stains, or additions to the page.
- The printing of the thesis on paper must be of high quality. Letters, signs, formulas, figures must have the same intensity throughout the line, page, work as a whole, formula indices legible. It is recommended to print the thesis on a laser printer.
- The thesis is bound with spiral binding and is available as a single copy.

## 7.2. Stylistic recommendations

The master's thesis is a scientific text, which requires a coherent and succinct ordering of ideas, avoiding any grammatical errors. Sentences must be concise and clear, avoiding the use of an overly metaphorical style. It is recommended to use expressions such as: "therefore", "although", "as follows from the above, etc."

The material in the master's thesis is presented in the third person, using impersonal language. Thus, the expressions "I consider", "in my opinion", etc. will be avoided.

## 7.3 Ethical requirements

The master's thesis must fully reflect the student's contribution. All used bibliographic sources will be mentioned in the bibliography; otherwise, the student will be accused of plagiarism.

To prevent plagiarism, the ASEM Senate has approved the Regulations on the Prevention of Academic Plagiarism within ASEM, which prohibit the defense of plagiarized theses (i.e., repeated defense of the same master's thesis, as well as copying entire passages from different sources).

According to these regulations, academic plagiarism is defined as "the presentation of texts, expressions, ideas, demonstrations, data, hypotheses, theories, results, or scientific methods from other authors' written works, including electronic formats, without mentioning this or referring to the original sources."

Plagiarism in the case of a master's thesis represents a major intellectual fraud, therefore, in the event of its detection, the head of department will draw up a report establishing the possible situation of plagiarism, which will be submitted to the MSEEBC Quality Committee, which will analyze the alleged case of plagiarism and will make one of the following decisions;

- the thesis is accepted for defense, if no plagiarism has been proven;
- the thesis is not accepted for defense if plagiarism is confirmed.

The student will be informed of the decision made within 24 hours via email.

The decision of the MSEEBC Quality Commission is final and cannot be appealed. Based on the decision presented to the First Vice-Rector, an order will be issued not to admit the student to the final exam of the master's studies for the current academic year.

The order not to admit the student to the final exam of the master's degree studies for the current academic year is sent to the dean for the student's information.

The plagiarism situation is recorded in the student's Personal File.

A master's student who is found to have plagiarized his/her thesis a second time will not be admitted to the thesis defense exam in the future. The act of plagiarism will be recorded in the master's student's personal file.

## 8. REGISTRATION AND ADMISSION PROCEDURE FOR DEFENDING THE MASTER 'S THESIS

### 1. Submission to the Anti-Plagiarism System.

Based on the favorable opinion of the scientific coordinator referred to in the TM development calendar plan (Annex 2), the master's student places the master's thesis in the ASEM Anti-Plagiarism System, following the Instruction (WEB page of the profile department) three weeks before the start of the TM defense session. Proof of registration is the Report on the degree of coincidence of the works uploaded by users.

### 2. Submission of the master's thesis to the relevant department

The master's thesis, covered and completed in accordance with the provisions of point 6 of this Guide, accompanied by the Calendar Plan approved by the scientific coordinator and the Report on the degree of coincidence of the works uploaded by users, is submitted for registration to the profile department on the day of registration in the Anti-Plagiarism System. The submission and registration of the TM in the register of master's theses at the profile department is possible only if the thesis is signed by the scientific coordinator and the master's student on the title page.

### 3. Admission to the master's thesis defense

The head of the department admits the master's thesis to defense under the following conditions:

- Favorable opinion of the scientific coordinator (Annex 8);
- The results of the Report on the degree of coincidence of works uploaded by users, which attests to the low level of coincidence (up to 60% original text).

## 9. MASTER'S THESIS DEFENSE

Master's theses are publicly defended before evaluation committees established by the ASEM rector. These committees consist of at least three members, including employer representatives.

The schedule for defending theses will be established in advance according to the study plan of the respective master's programs. It will then be published on the Master's School of Excellence in Economics and Business website or notice board.

The master's student is given up to 20 minutes to present their master's thesis. To overcome the time limitation, students are required to present a synthesis of their research using the PowerPoint/Prezi program and calculation and design techniques. It is also recommended that the student briefly formulate the text of the presentation by exposing the essence of the problem, the results obtained from the research, and the conclusions and recommendations developed. The PowerPoint presentation must contain the following:

- Slide 1. Title of the master's thesis and surname, first name of the author and supervisor;
- Slide 2. Contents of the paper;
- Slide 3. Research objectives;
- Slide 4, .... Slide *n*. Main research results;
- Slide *n+1* Conclusions and recommendations.

The content of the communication should not repeat the information presented in the slide.

The communication must reflect the following:

- purpose and objectives;
- scientific-methodological basis;
- research results;
- own contribution;
- conclusions and recommendations.

After presenting the report, the master's student answers the questions asked by the members of the master's thesis evaluation committee. The answers must be clear, concise, and to the point, and the master's student must demonstrate both good general preparation in the profile and good preparation in the thesis topic .

Subsequently, the "Opinion of the scientific supervisor" is read, with the master's student presenting his or her own point of view regarding the indicated objections.

## 10. EVALUATION CRITERIA

The decision of the Master's Thesis Evaluation Committee regarding the assessment of the master's thesis is based on the quality of the work, the results of the defense, and the conclusions of the scientific supervisor. The grade proposed by the scientific supervisor is indicative.

The final grade is the average of the grades assigned by the committee members, determined by mutual agreement at the committee's closed meeting.

Committee members will evaluate master's theses according to the criteria specified in Table 2.

Table 2.  
Criteria for evaluating master's theses and the weight of each criterion

No. of documents.	Evaluation criterion	share
1.	Quality/complexity of research methodology	0.1
2.	Quality of scientific substantiation	0.2
3.	Practical relevance of the study conducted	0.2
4.	Achieving research objectives	0.2
5.	Graphic quality (legibility) and eloquence of presentation; correctness and promptness of answers.	0.3

The final grade ( NF ) will be calculated, rounded to the nearest whole number according to the general rules applied, according to the formula:

$$NF = \sum k_i p_i \quad (1)$$

where:

$k_i$  - weight of criterion "I";

$p_i$  - the score of criterion "i", calculated as the arithmetic average of the scores assigned by the committee members.

The result of the master's thesis defense is communicated to the master's students on the same day, after the meeting of the Master's Thesis Evaluation Committee.

In case they do not agree with the established grade, master's students have the right to challenge the results of the master's thesis evaluation. Any challenges are submitted, in writing, to the secretariat of the Master's School of Excellence in Economics and Business, within a maximum of 24 hours from the communication of the results. Challenges are examined, within 48 hours from the submission, by the appeals committee approved by the order of the ASEM rector and the master's thesis evaluation committee. The presence of the master's student at the appeal examination meeting is requested by the members of the appeals committee.

## II. REPEATED DEFENCE

Master's students who did not defend their master's thesis in the established session have the right to a repeated defense no more than twice in the next 3 years. The examination expenses will be borne by the applicant, their amount being established by the ASEM Senate.

At the second defense, the master's student will request reconfirmation of the master's thesis topic through a request addressed to the rector, endorsed by the head of the relevant department and the director of the Master's School of Excellence in Economics and Business. If at the second defense of the thesis the master's student does not obtain a passing grade, he/she will be issued a certificate of graduation from the master's program and the respective academic certificate.

ANNEXES

Annex No. 1

**Application for Master's thesis topic approval**  
**Master School of Excellence in Economics and Business**

The Director of the Master School  
of Excellence in Economics and  
Business,  
Assoc. Prof. Dr.  
**Corina BULGAC**

The undersigned \_\_\_\_\_  
Master's student in the study program \_\_\_\_\_  
group \_\_\_\_\_ kindly request the approval of the master's thesis topic:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(based on materials \_\_\_\_\_ )  
**Thesis title translated into English:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I am applying as a scientific supervisor**

Date \_\_\_\_\_  
(master's student's signature)

Master's student's contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**The following is appointed as scientific leader:** \_\_\_\_\_

Date \_\_\_\_\_  
(signature of department head)

Date \_\_\_\_\_  
(signature of the scientific coordinator)

**Request to change the above-mentioned thesis topic**  
**to:** \_\_\_\_\_

**Theme translated into English** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
( Approval of Head of Department)

Date \_\_\_\_\_  
(Approval of Scientific Supervisor)

**Annex 2**  
**APPROVED:**  
Head of department

Protocol No. \_\_\_\_\_  
" \_\_\_\_ " \_\_\_\_\_ 20\_\_

**Master's Thesis development plan**

\_\_\_\_\_  
*(student's first and last name)*

**Master's thesis topic** \_\_\_\_\_

**Stages of writing and presenting your master's thesis:**

No. of docu ment	steps	Deadline (approved by profile department)	Date of creation/ coordinator's signature
1.	Study of bibliographical sources		
2.	Approval of the thesis plan		
3.	Elaboration and presentation of Chapter I		
4.	Elaboration and presentation of Chapter II		
5.	Elaboration and presentation of Chapter III		
6.	Presentation of the final version of the thesis		
7.	Registering the master's thesis at the department		
8.	Coordinator's acceptance for placement in the Anti-Plagiarism System		

**Master's student**

*(signature)*

**Scientific coordinator**

*(signature)*

**ACADEMY OF ECONOMIC STUDIES OF MOLDOVA**

(font 18, Bold, centered )

**MASTER SCHOOL OF EXCELLENCE IN ECONOMICS AND BUSINESS**

(font 16, Bold, centered )

**DEPARTMENT .....**

(font 16, Bold, centered )

**SDC:.....**

**AUTHOR'S FIRST NAME, SURNAME**

(font 16, Bold, centered )

**TITLE OF THE MASTER'S THESIS**

(font 20, Bold, centered )

**MASTER'S THESIS**

(font 16, Bold, centered )

**General field of study ..... (code, name)**

**Master's program .....(name)**

(font 14, Bold, centered )

**Admitted**

**Head of department:  
conf. univ., First name,  
Surname**

\_\_\_\_\_

” ” \_\_\_\_\_ 20\_\_\_\_  
(Times New Roman, 12 pt.)

**Scientific leader:**

**Name, surname, scientific degree**  
(font 12, Bold)

\_\_\_\_\_  
*signature*

**Author :**

\_\_\_\_\_  
*signature*

**Chisinau - Year**

(font 12, Bold, centered )

### Declaration of own responsibility

I, the undersigned, \_\_\_\_\_  
graduate of the Academy of Economic Studies of Moldova, master's program \_\_\_\_\_

\_\_\_\_\_,  
declare on my own responsibility that the master's thesis on the topic

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ was written by me and has never been submitted for any other master's program or higher education institution, either in the country or abroad. The printed version submitted and registered with the department fully corresponds to the electronic version uploaded to the Anti-plagiarism system.

I also declare that all sources used in the thesis, including those from the Internet, are cited in accordance with the rules for avoiding plagiarism:

- Text fragments are reproduced exactly and enclosed in quotation marks, with accurate source references;
- Paraphrased/reworded texts from other authors include precise references;
- Summaries of ideas from other authors include accurate citations of the original source.

\_\_\_\_\_  
Surname, First name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Content

<b>List of abbreviations</b>	2
<b>List of tables and list of figures</b>	3
<b>Summary</b>	4
<b>Introduction</b>	7
<b>I. CHAPTER TITLE</b>	10
1.1. Subchapter title	10
1.2. Subchapter title	20
<b>II. CHAPTER TITLE</b>	30
2.1. Subchapter title	30
2.2. Subchapter title	40
2.3. Subchapter title	50
<b>III. CHAPTER TITLE</b>	60
3.1. Subchapter title	60
3.2. Subchapter title	70
3.3. Subchapter title	80
<b>Conclusions and recommendations</b>	90
<b>Bibliography</b>	93
<b>Annexes</b>	
<b>Annotation (in Romanian)</b>	
<b>Annotation (in English)</b>	
<b>Declaration of personal responsibility</b>	

Models for presenting and numbering tables, figures and formulas

- *Table presentation template*

Table 1.3.

Number of employees of SMEs in 2009

thousands of people

Forms of ownership	SMEs - total	of which:		
		medium-sized enterprises	small businesses	micro enterprises
Total SMEs	316.2	115.1	117.1	84.1
public property	27.1	20.4	5.7	1.0
private property	255.8	78.0	100.0	77.8
mixed ownership (public and private) without foreign participation	6.2	3.8	2.1	0.2
foreign property	14.2	7.2	4.7	2.3
ownership of joint ventures (with the participation of foreign capital)	13.0	5.6	4.6	2.8

Source: Report " Activity of small and medium-sized enterprises in the Republic of Moldova in 2009" [www.statistica.md](http://www.statistica.md) (cited 02.07.2010)

*Figure presentation model*

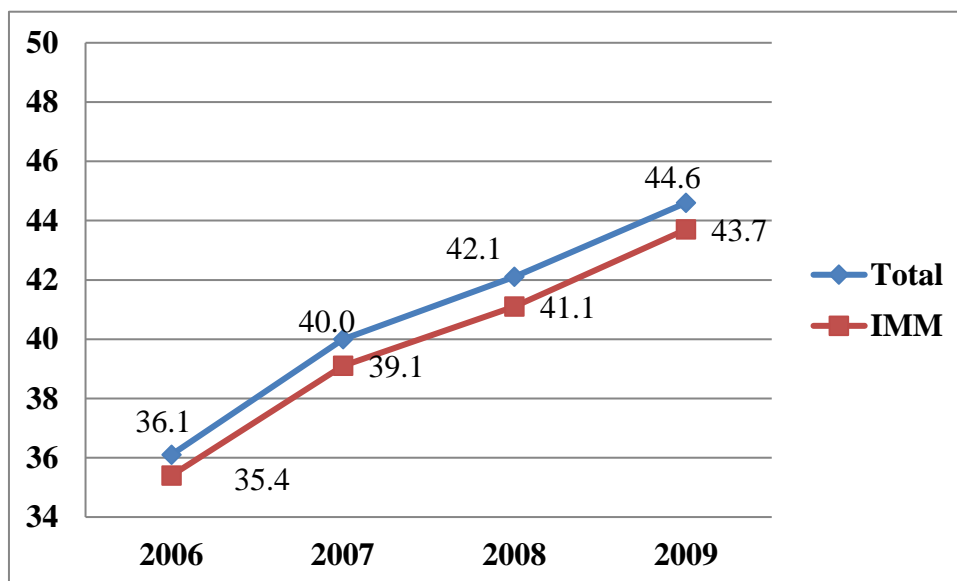


Figure 2.1. Evolution of the number of SMEs in 2006-2009 (thousands of enterprises)

Source: Report " Activity of small and medium-sized enterprises in the Republic of Moldova in 2009" [www.statistica.md](http://www.statistica.md) (cited 02.07.2010)

*Formula presentation model*

$$PR = \frac{CFt}{Pu - CVu} \tag{2.1.}$$

where:

BE - break-even

TFC - total fixed costs

Up - unit price

UVC - unit variable costs CVu – unit variable costs

## NORMATIVE ACTS

1. Law on the National Anticorruption Center No. 1104-XV of June 6, 2002. Official Monitor of the Republic of Moldova. 2012, Nos. 209–211, pp. 6–13.
  2. "Decision of the Government of the Republic of Moldova on the Organization and Functioning of the Ministry of Justice": No. 736 of October 3, 2012. Official Monitor of the Republic of Moldova. (2012), No. 212–215, pp. 13–16.
- MANUALS, MONOGRAPHS, DIDACTIC WORKS, BROCHURES**

### Basic bibliographic reference scheme for monographs (books): main elements

AUTHOR(S). *Title*. . Place of publication: Publisher, year of publication. Page ( optional ). Standardized number (ISBN).

#### *Example 1 (publications with authors)*

1. BELOSTECINIC, Gr ., SAKOVICI, V., MOISEENCO, E. *State economic security: theory, methodology, practice*. . Chisinau: ASEM, 2011. ISBN 978-9975-75-574-0.
2. CHISTRUGA, B., PISANIUC; M., SÎRBU, O., DODU-GUCEA, L., BRAȘOVȘCHI-VELENCIUC, V., HARCENCO, D. *Regional economic integration and cooperation* . Chisinau: ASEM, 2010. ISBN 978-9975-75-545-0.
3. MOLDOVANU , Dumitru . *Famous doctrines and economists* . Chisinau: ARC , 2011. ISBN 978-9975-61-634-8.
4. NEDERÎȚA, Alexandru et al. *Financial Accounting* . 2nd ed., rev. and compl. Chișinău: ACAP, 2003. 637 p. ISBN 9975-9702-1-4.
5. TALEB, Nassim Nicholas. *The Black Swan: the impact of highly improbable* . 2nd ed. London: Penguin Books, 2010. ISBN 978-0-141-03459-1.
6. SOLOMON, D.I. *Fractional programming and non-differentiable optimization* . Chișinău : Еврика , 2010. ISBN 978-9975-941-53-2.

#### *Example 2 (without authors)*

1. *Statistical Yearbook of the Republic of Moldova 2012*. Chisinau: Statistics, 2012. 560 p. ISBN 978-9975-78-932-5.
2. *Production: yearbook 2003* . Rome: FAO, 2004. 260 p. ISBN 92-5-005216-2.

#### *Example 3 (theses, self-referential)*

1. DAVID , Constantin. *Rationalization of the information system in the Republic of Moldova in the perspective of integration into the European Union* : autoref. of the doctoral thesis in economics. Chisinau, 2013. 30 p.
2. ЗАКЕРНИЧНАЯ, Анна . *Вухгалтерський учет фінансовий інструмент* : дис. ... Mrs. Ekon. science Kishinev, 2011. 161 p.

## PUBLICATIONS IN CONFERENCES, SYMPOSIUMS

1. SAVCIUC, Oxana. Innovation marketing as a tool for promoting the partnership between economy and science. In: *Competitiveness and innovation in the knowledge economy* : international scientific conference, 28-29 Sept. 2012. Ch.: ASEM, 2012, vol.1, pp. 163-167. ISBN 978-9975-75-627-3.
2. NEDERIȚA, Alexandru. General aspects regarding the transition to the new national accounting standards. In: *Accounting and auditing in the context of European economic integration: progress and expectations* : conf. șt. int., 5 Apr. 2013. Chișinău: ASEM, 2013, pp. 13-16. ISBN 978-9975-4242-7-1.
3. ȚURCANU, Viorel. The role of accounting in the process of economic integration. In: *Accounting and auditing problems in the context of globalization* : international conference, 15-16 Apr. 2005. Chisinau: ASEM, 2005, pp. 8-10. ISBN 9975-75-289-6.

## ARTICLES FROM PERIODICALS

AUTHOR(s). Title of the article. <i>Title of the serial publication</i> . Year, volume, serial number, pages where the work is located. Standardized number (ISSN).
---

1. PÂRȚACHI, Ion., ȘIȘCAN, Natalia. The evolution of structural changes in the foreign trade of the Republic of Moldova. *Economica*. 2012, No. 3, 39-46. ISSN 1810-9136.
2. COTELNIC, Ala. Quality in higher education: current situation and perspectives (case of the Republic of Moldova). *Review of General Management* . 2012, 16 (2), 76-86. ISSN 1841-818x.
3. HOLMSTROM, B., MILGROM, P. The firm as an incentive system. *American Economic Review* . 1994. 84 (4), 972-991. ISSN 0002-8282.
4. BIILAȘ, Ludmila, DOROGAIA, Irina. Organizational culture as a factor of enterprise competitiveness. *Annals of the Academy of Economic Studies of Moldova*. 2013, 11th ed., no. 1, 50-56. ISSN 1857-1433.

## ELECTRONIC RESOURCES

1. Șișcan, Nadejda. The evolution of concepts regarding national wealth and the problem of competitiveness. *Economics* [online]. 2012, no. 4, 7-14 [cited 30 Apr. 2013]. ISSN 1810-9136. Available: [http://ase.md/files/economica/2012/ec\\_2012\\_41.pdf](http://ase.md/files/economica/2012/ec_2012_41.pdf)
2. NATIONAL RESEARCH COUNCIL [ U.S.], Committee on the Training Needs of Health Professionals to Respond to Family Violence. Current Educational Activities in the Health Professions. In: *Confronting Chronic Neglect: The Education and Training of Health Professionals on Family Violence* [online]. Washington, DC: National Academy Press, 2002, pp. 35-44 [cited 23 June 2006]. Available: [http://darwin.nap.edu/openbook.php?record\\_id=10127&page=35](http://darwin.nap.edu/openbook.php?record_id=10127&page=35)

**Academy of Economic Studies of Moldova**  
Master School of Excellence in Economics and Business  
Department \_\_\_\_\_

## OPINION

On the master's thesis with the topic

\_\_\_\_\_

\_\_\_\_\_

Prepared by the master's student (a) \_\_\_\_\_, group \_\_\_\_\_

Regarding the content of the work, we make the following assessments:

No. crt.	Assessment criterion	Qualifying			
		Unsatisfactory	Satisfactorily	Okay	Very good
1.	Structure of the Thesis: Conceptual Coherence and Presentation				
2.	Theoretical approach to the topic				
3.	Translating the issue into a practical application				
4.	Consistency of the thesis content with the proposed aims and objectives.				
5.	Using analytical information in presenting the material				
6.	Diversity and timeliness of bibliographic sources				
7.	Personal contribution of the author				
8.	Consistency of the thesis with the provisions of the guide.				
9.	Relevance of the conclusions				

Additionally, we mention:

\_\_\_\_\_

\_\_\_\_\_

In conclusion, we consider that the master's thesis meets/fully/partially/does not meet (to be emphasized) the conditions to be defended before the Master's Thesis Evaluation Committee.

Grade proposed by the scientific coordinator \_\_\_\_\_

Scientific director: \_\_\_\_\_ Signature \_\_\_\_\_  
(scientific title, name, surname)

Date