

WORK INSTRUCTION

IL 01 – Registration in the final exam for bachelor studies

Objective:

This instruction describes the registration of alumni/candidates in the final exam of master studies via the Platform paginamea.rau.ro (hereinafter frequently called the "Platform")

Actions to be performed

Undergraduates who passed all the evaluations corresponding to their study cycle thus obtained the quality of alumni, and are entitled to register in the study completion exam (bachelor examination). To this end, alumni/candidates shall connect to the Platform paginamea.rau.ro via their institutional email address of the @student.rau.ro type, and shall follow the stages (steps) below

STAGE 1 – Uploading the necessary documents onto the Platform paginamea.rau.ro

Step 1: After connecting to the Platform paginamea.rau.ro, they first have to press "LICENTA", to be found on the left on their personal page menu.

Step 2: The following fields are to be filled in:

- "Father's name",
- "Mother's name"
- "Title of the bachelor paper",
- "Tutor" and, if applicable, second coordinating tutor.

Step 3: They have to press "Actualizează".

Step 4: They have to upload the documents "**Application for registration in the bachelor exam**" and "**Affidavit on the originality of the bachelor paper**", which are to be filled in, printed and signed by hand.

Step 5: The following documents/materials have to be uploaded on the platform:

- "**Application for registration in the bachelor exam**" – a document which is electronically generated through the Platform paginamea.rau.ro, and which has to be filled in, printed, signed by hand and then scanned/photographed;
- "**Affidavit on the originality of the bachelor paper**" – a document that is filled in, printed, signed by hand and then scanned/photographed;
- **Bachelor paper** – to be uploaded by the candidate on the Platform, preferably as a **".pdf" file**. The paper must be fully contained in one file (cover, first page, contents, bibliography, appendices), sized 50MB maximum.
- **1 color photo** (3/4 cm) – to be uploaded by the candidate on the Platform.

Step 6: The alumnus/candidate will be able to view (and if s/he notices certain incongruencies in the documents, s/he will signal it to the school secretary via an email sent to the official address of the school or by pressing "CONTACT" to be found on the left on his/her personal page menu):

- **Birth certificate** – the document was taken from the candidate's personal file, scanned and uploaded on the Platform by the school secretary;
- **Marriage certificate** (if applicable) – the document was taken from the candidate's personal file, scanned and uploaded on the Platform by the school secretary;
- **Highschool graduation degree** – the document was taken from the candidate's personal file, scanned and uploaded on the Platform by the school secretary.

Step 7: After completing the uploading of the above-mentioned documents, the school secretary and the tutor of the bachelor paper will receive an email informing them on the successful completion of the alumnus/candidate's first registration stage.

STAGE 2 – Technical and scientific validation of uploaded documents

Step 8: Within maximum 72 hours, the school secretary will check the documents in the undergraduate's electronic file (except for the bachelor paper – a document that will be checked by the tutor) and, as applicable, will technically validate (or not) the registration in the study completion exam.

- If all the uploaded documents are compliant with the internal regulations, the school secretary validates the registration of the candidate who is thus automatically notified, by email, on the registration validation;
- If one or several of the previously mentioned documents are not compliant with the internal regulations, the school secretary will "invalidate" that(those) document(s), and the undergraduate will be automatically notified, by email, on the invalidation, in which case s/he will have to repeat the process and the above-mentioned steps (starting with Step 4/5 – as applicable), until registration is validated.

Step 9: The coordinating tutor of the bachelor paper is notified, at the same time with the school secretary, on the successful completion of the uploading of documents by the alumnus/candidate, whose aim is the registration in the study completion exam and, implicitly, on the diploma paper uploading on the Platform, through an email sent to the institutional email address of the @profesor.rau.ro type.

Step 10: Within 72 hours as of the reception of the notification regarding the alumnus/candidate's bachelor paper uploading on the Platform, the coordinating tutor has the following obligations:

- to connect to the Platform paginamea.rau.ro via the institutional email address of the @profesor.rau.ro type and, by pressing "LICENTA" to be found on the left on the personal page menu, to review/read the uploaded bachelor paper(s);
 - o If the *tutor agrees with the form of the bachelor paper* uploaded by the alumnus/candidate, s/he will validate the content thereof according to those specified below;

- If the *tutor* **does not agree** with the form of the bachelor paper uploaded by the alumnus/candidate, s/he will press "X" to be found on the right on the field corresponding to the bachelor paper, and the undergraduate will be automatically notified and will have to upload again a new form of the paper agreed upon together with the tutor, following consultations with him/her.
- to review it (them) using the institutional similarity software (Plagiarism detector) in order to obtain the anti-plagiarism report ("Originality Report");
- to draft, for each coordinated paper, the document called "Report on bachelor paper evaluation" which, after filling it in, s/he will print, sign, scan/photograph and upload on the Platform in the form undertaken through handwritten signature;
- to upload on the Platform, for each coordinated paper, the antiplagiarism report ("Originality Report) – in full – and the "Report on bachelor paper evaluation" – in the form undertaken through handwritten signature;
- to validate the uploaded documents and, implicitly, the evaluated form of the bachelor paper (which is blocked by the system upon validation by the coordinating tutor in the form evaluated and agreed by him/her) by ticking "Validează documentele încărcate de către student" and pressing "Salvează".

ATTENTION: If, within 72 hours as of the reception of the notification on the alumnus/candidate's uploading on the Platform of the bachelor paper and of the documents necessary for registration in the study completion exam, the tutor of the bachelor paper and/or the school secretary does not validate/invalidate the application, the school management will be notified by email and, within maximum 24 hours, they will have to remedy this situation.

STAGE 3 – Payment and completion of the registration process

Step 11: After the technical validation made by the school secretary according to those stipulated at Step 8 and the tutor's uploading on the Platform of the documents specified at Step 9, the alumnus/candidate will be automatically informed thereupon via his/her institutional email address and will be able to make the payment of the registration fee in order to sit for the study completion exam.

Step 12 – The registration process is deemed completed after confirmation that the University has received the payment of the registration fee.