GUIDELINES

IL 02L.R2/05/2026 – Registration for the bachelor's degree final examination of graduates from previous years

Aim:

These guidelines outline how graduates from previous years can register for the bachelor's degree final examination.

How the activities are carried out

The students who have passed all the assessments related to the cycle of studies that they have signed up for, have thus obtained the quality of graduates and have the right to register for the final examination (the bachelor's degree examination). To this end, graduates will go through the following steps:

Step 1: Graduates of classes prior to 2026 should contact the secretariat of the School, by e-mail or phone, in order to request an appointment for the personal submission of the registration file.

Step 2: The documents in the registration file are as follows:

- **Application for the bachelor's degree examination** – a document to be obtained from the general secretariat of the university;
- **Baccalaureate diploma**;
- **Birth certificate**;
- **A signed statement on the originality of the bachelor's degree paper** – a document to be obtained from the general secretariat of the university;
- **Marriage certificate** (if applicable);
- **ID card, identity card or passport**;
- A printed and spiral-bound copy of the **bachelor's degree paper**;
- **3 color photographs**, size ¾ cm.

Step 3: The Chief Secretary of the university will check the documents contained in the registration file and, as appropriate, will validate or not, from a technical point of view, the registration for the final examination.

- If all the submitted documents comply with the internal regulations, the Chief Secretary of the university validates the candidate's registration;
- If one or more of the above-mentioned documents do not comply with the internal regulations, the university's Chief Secretary will "invalidate" that/(those) document(s) and the graduate will have to reschedule the file submission.

Step 4: After the validation of the documents by the Chief Secretary of the university, within 72 hours, the coordinating teacher has the following obligations:

- To view/read the bachelor's degree paper(s);

    - If the *coordinating teacher **agrees** with the form in which the bachelor's degree paper from the application file is written*, he/she will proceed to validate its content;
    - If the *coordinating teacher **disagrees** with the form in which the bachelor's degree paper from the application file is written*, he/she may invalidate it, giving reasons for the rejection of the paper.
- to proceed to check it/them with the institutional similarity software (Plagiarism detector) in order to obtain the similarity report ("Originality Report");
- to draw up, for each coordinated bachelor's degree paper, the document entitled "Evaluation report on the bachelor's degree paper", which, after completion, he/she will print and assume by handwritten signature;
- to complete the registration file with the similarity report and the evaluation report on the paper.

Step 5: After the technical validation by the Chief Secretary of the university and by the coordinating teacher, the graduate will be able to pay the corresponding registration fee in order to take the final examination.

Step 6: The registration process is considered completed once the University has confirmed receipt of payment of the registration fee.

The registration fee for the final examination is in the amount of 250 Euro and is to be paid in lei, at the exchange rate leu/euro communicated by the NBR (National Bank of Romania) on the day prior to the day of payment, the exchange rate being calculated at the quoted exchange rate with 4 (four) decimals, by bank transfer to the university account:

IBAN Account: RO91 BRDE 410S V218 6179 4100

Bank: BRD-GSG

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