GUIDELINES

IL 01L.R2/05/2026 – Registration for the bachelor's degree final examination

Aim:

These guidelines outline how graduates can register for the end-of-studies examination, through the SOLARIS Platform solaris.rau.ro (hereafter frequently referred to as the "Platform" as well).

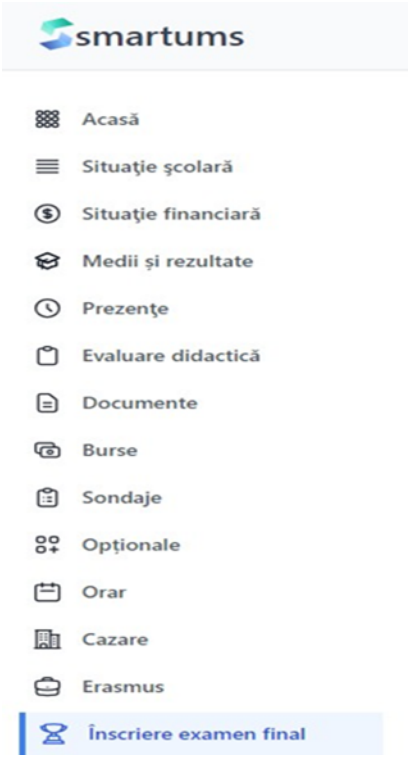
How the activities are carried out

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 log in to the solaris.rau.ro Platform, through the institutional e-mail address, of the type @stud.rau.ro., and will go through the following steps (the next steps):

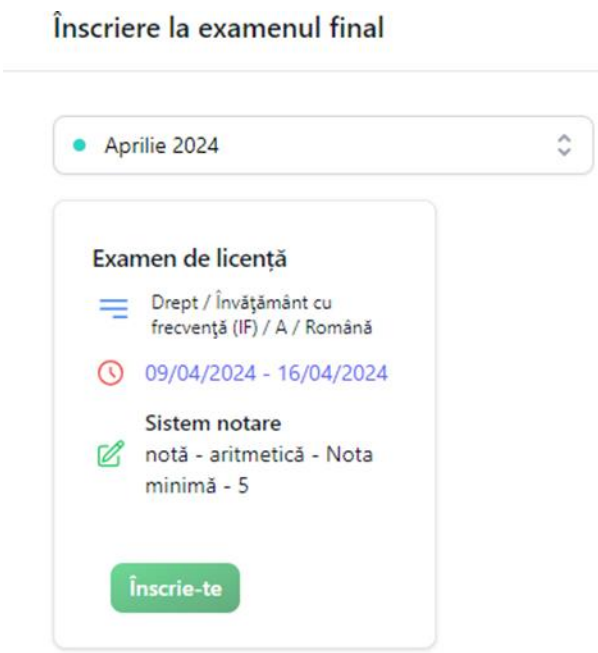
STAGE 1 – Uploading the necessary documents to the solaris.rau.ro Platform

Step 1: The registration process for the final exam is initiated, by logging into the solaris.rau.ro Platform.

Step 2: The **"Final examination registration"** module will be accessed, found in the list of modules on the home page of the portal.



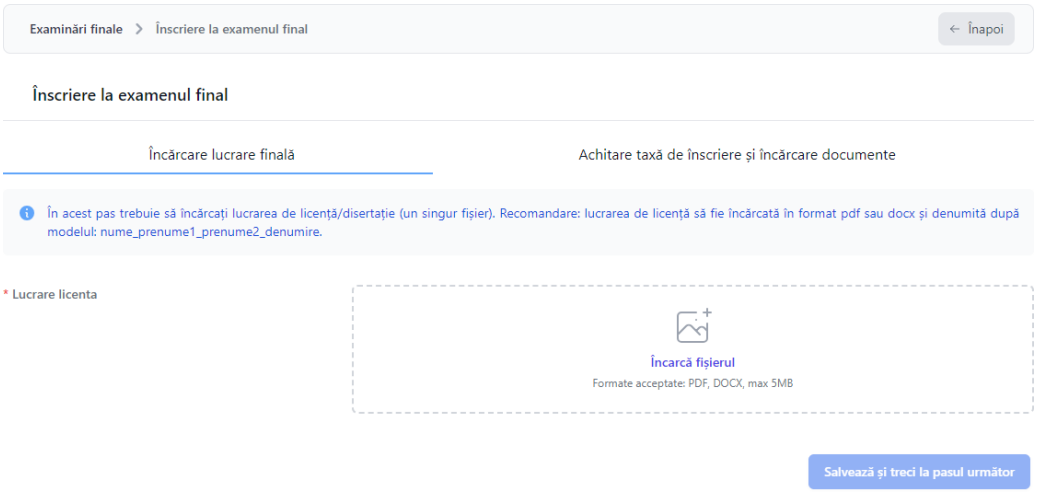
Step 3: After accessing the module, a window will open where you will choose the exam session and the exam you want to enroll for.



Step 4: To continue the process, press the **"Register"** button.

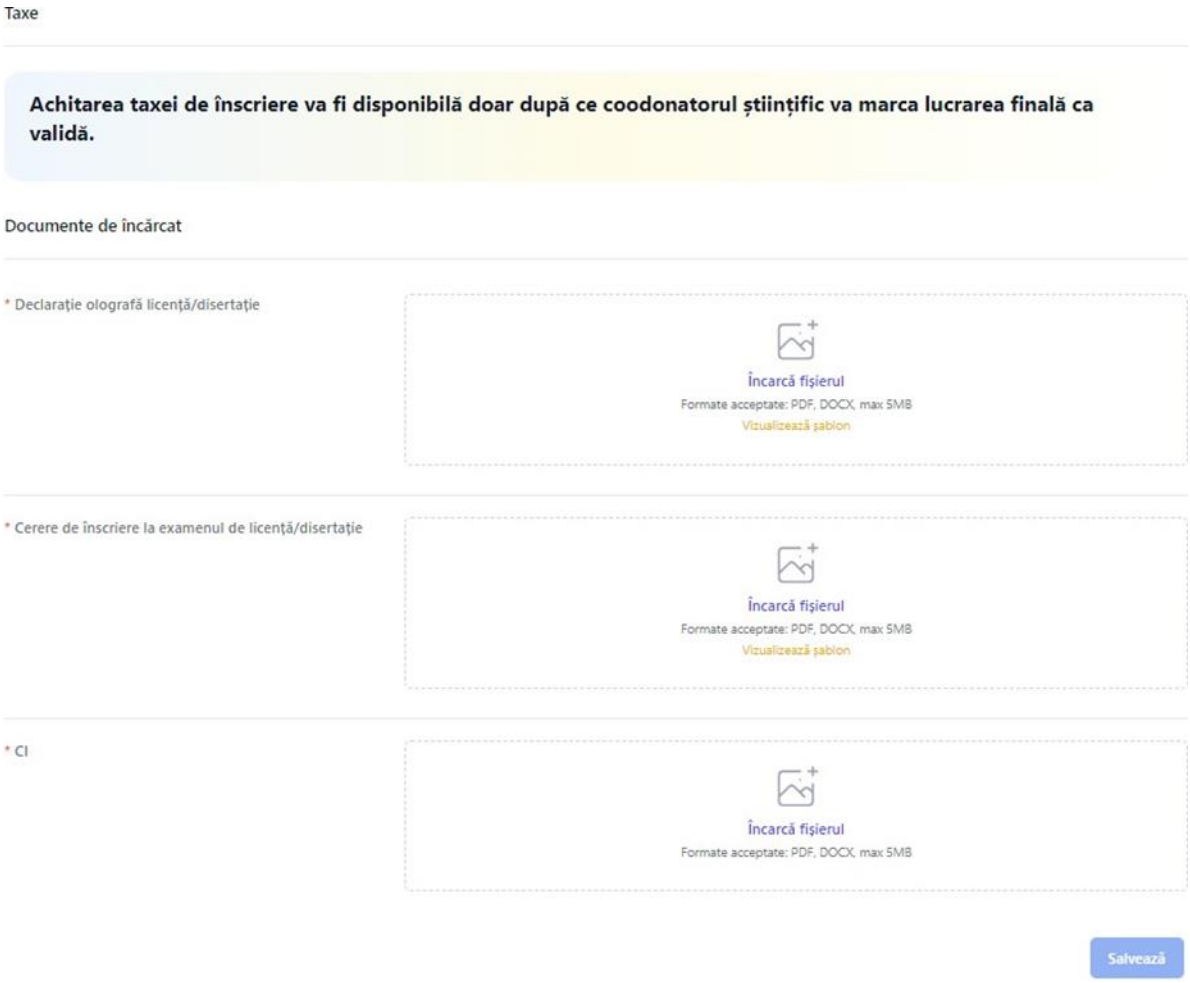
Step 5: Upload the bachelor's degree paper file in the "**Upload final paper**" section, by accessing the **"Upload the file"** button. If the correct document was not uploaded, another document can be uploaded by accessing the **"Modify the file"** button or if you want to view the uploaded document, this can be done by pressing the **"View the uploaded file"** button.

Step 6: To continue the registration, click the *"***Save and go to next step***" button.*



Step 7: After uploading the bachelor's degree paper, upload the other documents required to register for the final exam. To upload documents, you must press the **"Upload the file"** button; if you want to view the uploaded document, this can be done by pressing the **"View the uploaded file"** button; and if the

documents were not uploaded correctly, other documents can be uploaded by accessing the **"Modify the file"** button. For templated documents, templates must be downloaded, filled out, and the new files uploaded.



Step 8: After uploading all the documents, proceed to the next step by validating the **"Save and go to next step"** button.

Step 9: The documents to be uploaded to the Platform at Step 7 are the following:

a) "**Application for the bachelor's degree examination**" – document generated electronically through the solaris.rau.ro Platform. This template must carry the graduate's handwritten signature and be uploaded.
b) **Baccalaureate diploma**;
c) **Birth certificate**;
d) **A signed statement on the originality of the bachelor's degree paper** ("Bachelor's degree paper handwritten statement") – document generated electronically through the

solaris.rau.ro Platform. This template must carry the graduate's handwritten signature and be uploaded.

e) **Marriage certificate** (if applicable).

f) **ID card, identity card or passport**.

Step 10: The following are to be submitted to the School secretariat, before the end of the registration period:

- All the documents mentioned in Step 9, in original (those referred to at letters a and d) or accompanied by the original (those referred to at letters b, c, e and f), as appropriate;
- A printed and spiral-bound copy of your bachelor's degree paper;
- 3 color photographs, size ¾ cm.

Step 11: Once the registration process of the above-mentioned documents is completed, the School secretariat and the coordinating teacher of the bachelor's degree paper will be able to validate these documents.

STAGE 2 – The technical and scientific validation of the uploaded documents and the payment of the registration fee for the bachelor's degree final examination

Step 12: Within a maximum of 72 hours, the School secretariat will check the documents in the student's electronic file (except for the bachelor's degree paper – a document whose verification is carried out by the coordinating teacher) and, as appropriate, will validate, or invalidate, from a technical point of view, the registration for the final, end-of-studies, examination.

- If all the uploaded documents comply with the internal regulations, the School secretariat validates the candidate's registration;
- In case one or more of the above-mentioned documents do not comply with the internal regulations, the School secretariat will "invalidate" that/(those) document(s) and the graduate will be informed in the Solaris Platform, stating the reason for the invalidation. The border will be green if the uploaded document is valid and red if the document is invalid. The candidate will remedy the incongruity and upload the document(s) again, pressing the "**Continue registration**", **"Modify the file"** and **"Save and go to next step"** buttons. After rechecking the document(s), the School secretariat will validate the new document uploaded by the candidate.

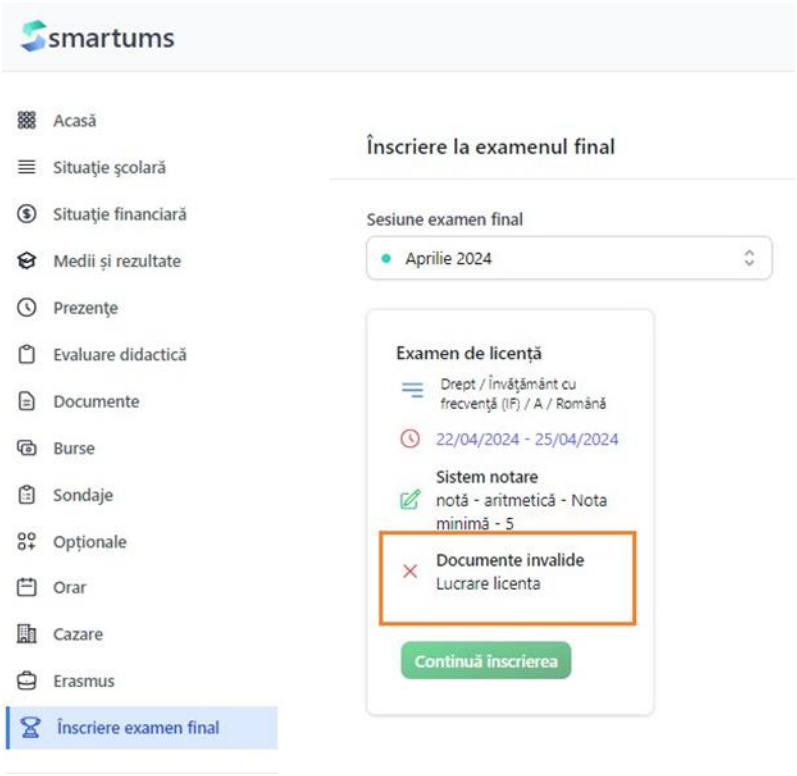
Step 13: Within 72 hours from the uploading of the bachelor's degree paper to the Platform by the graduate, the coordinating teacher has the following obligations:

- to log in to the https://solaris.rau.ro/ Platform, through the institutional e-mail address of the type @rau.ro and view/read the uploaded bachelor's degree paper(s), using the "**Manage final papers**" and "**View paper**" buttons;
    - If the coordinating teacher ***agrees*** with the form in which the bachelor's degree paper uploaded by the graduate is written, he/she will proceed to validate its content, as mentioned below;

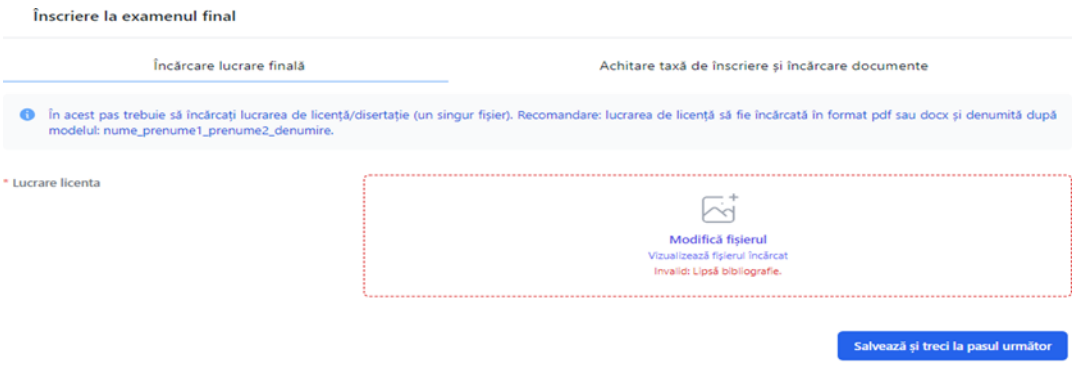
- If the coordinating teacher ***disagrees*** *with the form in which the bachelor's degree paper uploaded by the graduate is written*, he/she may invalidate it, giving reasons for the rejection of the paper.

- 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, will assume by handwritten signature, will scan/photograph and will upload, in the form assumed by signature, to the Platform; or he/she can use the template generated by the Platform;
- to upload to the Platform, for each coordinated bachelor's degree paper, the "Originality Report" – in full – and the "Evaluation Report" – in the form assumed by handwritten signature;
- to validate the uploaded documents and, implicitly, the evaluated form of the bachelor's degree paper (the latter being blocked by the system, at the time of the validation by the coordinating teacher, in the form evaluated and accepted by him/her), by pressing the "Complete action" button.

Step 14: If the bachelor's degree paper is invalidated by the coordinator, the reason for invalidation will be highlighted in the ***Final Examination Registration*** menu. Similar to the documents validated/invalidated by the secretariat, the invalidated document and the reason for invalidation will appear in the ***Final Examination Registration*** module.



Step 15: To upload a form of the invalidated document, press the "**Continue registration", "Modify the file"** buttons and upload the new document, then press the **"Save and go to next step"** button.



Step 16: After uploading all the documents (the bachelor's degree paper and the documents listed in Step 9) and the technical validation by the coordinating teacher, the candidate will be able to pay the registration fee by pressing the **"Pay online"** button, being redirected to the online payment processor.

Step 17: The technical validation carried out by the School secretariat is performed after the candidate's registration, respectively after payment of the registration fee.

STAGE 3 – Completing the registration process

Step 18: To complete the registration process, the School secretariat will access the **"Complete registration"** button.

Step 19: After validating all documents, the candidate will be successfully registered for the final examination, on the main page of the module the **"Registered for the final exam"** button will be active.

Step 20: The grades obtained in the final examination (test) are available in the section "**Averages and results**".

