
MA DEGREE EXAMINATION JUNE-JULY 2023 SESSION CALENDAR, REQUIRED DOCUMENTS AND APPLICATION

This procedure applies to candidates wishing to attend the MA degree examination in the June-July 2023 session

A. Calendar

Applicants must observe the deadlines in the Calendar.

B. Application for the MA degree examination

The application for the MA Degree examination is conducted exclusively ONLINE. Students must upload the following documents onto the Elearning platform

<http://sites.euro.ubbcluj.ro/elearning>

- The file containing the required documents
- The MA thesis.

The applicant must also fill in the **FORM stating the thesis title (written in the instruction language of the Programme of study or in an international language: English, French, Italian), as well as the coordinator's name**. The form will be filled in on the same platform (Elearning <http://sites.euro.ubbcluj.ro/elearning/>)

IMPORTANT! The file containing the application documents, the MA thesis and the above-mentioned Form **MUST** be uploaded onto the Elearning platform

<http://sites.euro.ubbcluj.ro/elearning/> between **19-23 June 2023**. On 23 June 2023, the documents (including MA thesis) can be uploaded until 16.00.

C. Required documents

Applicants must upload the following **scanned** documents (PDF) onto the Elearning platform (<http://sites.euro.ubbcluj.ro/elearning/>)

- Application form, signed
- Statement on honour, signed
- Identity card
- Proof of payment of subscription fee* (* the fee is 1000 RON and it is **only applicable** to students who applied to a previous MA Degree examination session or who graduated in or before 2020)
- Birth certificate
- Marriage certificate (if applicable)**

Romanian citizens who are UBB graduates will also upload

- BA Diploma

Romanian citizens who graduated from other universities must upload the following additional documents:

- Baccalaureate Diploma and a copy of the high school transcript of records
- BA Diploma and a copy of the transcript of records / BA Diploma Supplement

Romanian citizens who passed their Baccalaureate /BA Diploma abroad must upload the following additional documents:

- Certificate of equivalence of studies (Baccalaureate/ BA Diploma)
- Degree and addenda (Baccalaureate/ BA Diploma)

Applicants admitted based on the certificate of equivalence of studies, acceptance letter, Minister's order etc, must upload the following additional documents:

- The certificate of equivalence of studies, acceptance letter, Minister's order
- Degree and addenda (Baccalaureate/ BA Diploma)
- Birth certificate (certified translation for international students)
- Passport, for international students

Note 1! Students will receive scanned copies of the following documents from the Secretary's Office: BA Diploma, Baccalaureate Diploma, High school transcript of records or any other documents that were submitted in original and are in the students' personal files, for the application procedure on the platform.

Note 2! The MA examination is available ONLY for students who have obtained the coordinator's approval for the MA thesis defence. The approval can be obtained before 23 June 2023 through a Google Sheets form filled in by the coordinator.

D. Examination – Thesis defense

The examination will take place on 4 July-7 July 2023.

It will be conducted on-site at the Faculty of European Studies.

****** Students who requested changes/additions to their surnames after enrollment, must also provide the following documents: a) the application approved by the management of the institution, b) documents certifying the new surname as opposed to the name in the birth certificate; c) students' certified statement that they will not request another study document in case of any subsequent change of surname.

IMPORTANT! In case of login problems onto the Elearning platform, please contact our colleague in the IT Department at alexandru.burca@ubbcluj.ro