
This procedure is intended for students wishing to take the dissertation exam in the July 2024 session.

A. Calendar

Students must follow the calendar at <https://euro.ubbcluj.ro/en/graduation-master-level> , for activities leading up to the dissertation exam.

B. Registration for dissertation exam

The registration for the dissertation exam will be made exclusively ONLINE by uploading the following documents on the Elearning platform (<http://sites.euro.ubbcluj.ro/elearning/>)

- the file with the application documents for the exam;
- the dissertation;
- the similarity report of the dissertation generated following the verification of the final version of the dissertation approved by the coordinator.

The maximum amount of similarity accepted must not exceed 20% and will be calculated solely by reference to correctly cited material and does not include reuse of material from the candidate's previous publications and bibliography.

In order to register for the exam, the student is also required to fill in on the Elearning <http://sites.euro.ubbcluj.ro/elearning/>: the **FORM with the title of the dissertation (written in the instruction language of the programme or in an international language: English, French, Italian) and the name of its coordinator.**

Please note: The file with the registration documents, the dissertation and the form with the title of the dissertation and the name of the coordinator **MUST** be uploaded on the Elearning platform <http://sites.euro.ubbcluj.ro/elearning/> **between 18-23 June 2024.** On **23 June 2024**, the documents, including the dissertation, can be uploaded **until 16.00.**

C. The file with the documents for the examination:

To register for the dissertation examination, the graduate must upload the documents provided below in scanned format (PDF) on the

Elearning platform <https://sites.euro.ubbcluj.ro/elearning/>

- Application form, signed ([Application form](#))
- Affidavit of originality of the work, signed ([Annex 4](#))
- Identity card
- Proof of payment of the registration fee* (*The fee is **only** for graduates enrolled in a previous session of the dissertation examination or graduates of classes 2021 and before 2021 and is 1000 RON)
- Birth certificate
- Marriage certificate (if applicable)**

Romanian citizen graduates, UBB graduates, will also upload:

- Bachelor's degree

Graduates who are Romanian citizens and have graduated from other universities in Romania, will also upload the following documents:

- Baccalaureate diploma and a copy of the annex to the baccalaureate diploma (transcript of records).
- Bachelor's degree and copy of the transcript/supplement to the diploma

Romanian graduates, with baccalaureate/Bachelor's degrees obtained in other countries, will upload the following documents:

- Attestation/certificate of equivalence of studies (baccalaureate/BA degree)
- The study document and its annexes (baccalaureate/BA degree)

Graduates admitted based on attestation/certificate of equivalence of studies, letter of acceptance, ministerial order etc., will also upload the following documents:

- Attestation/certificate of equivalence of studies, letter of acceptance, Minister's order, etc.
 - The document of studies and its annexes
 - Birth certificate (Authorised translation of the birth certificate for foreign graduates)
 - Passport, for foreign graduates
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NOTE 1:

The secretariat will send students scanned copies of: Bachelor's Degree, Baccalaureate Diploma, Annex to the Baccalaureate Diploma (transcript of records), or other academic records that are in original in the students' personal files, in order to upload the documents to the platform.

NOTE 2:

ONLY students who have the approval of the coordinating professor to defend the dissertation may take the dissertation exam.

D. Examination - presentation and defence of the dissertation

Examination – *presentation and defence of the dissertation* will take place on **2 July 2024** for all study programmes and will be held face-to-face at the Faculty of European Studies.

*For the document marked with **. Graduates who have applied for a change or addition to their name during their studies, will also upload the following documents: a) the application approved by the management of the institution; b) the documents showing the new name - in relation to the original name on the birth certificate; c) the student's declaration, authenticated by a notary public, that he/she will not apply for another study document in the event of a subsequent change of name.*

PLEASE NOTE: For any technical issues related to logging in to the platform, please contact the system engineer at alexandru.burca@ubbcluj.ro