
Calendar, required documents and registration procedure for the Bachelor's degree graduation examination, July 2024 session.

This procedure is intended for students wishing to take the Bachelor's degree graduation examination in the July 2024 session.

A. Calendar

Students must follow the calendar at <https://euro.ubbcluj.ro/en/graduation-bachelor-level/> for activities leading up to the Bachelor's degree graduation examination.

B. Registration for graduation examination

The registration for the graduation examination will be made exclusively ONLINE by uploading the following documents on the Elearning platform (<http://sites.euro.ubbcluj.ro/elearning/>) (<https://cursuri.elearning.ubbcluj.ro/> for students enrolled in the distance learning study programme).

- the file with the application documents for the examination;
- the graduation paper
- the similarity report of the graduation paper generated following the verification of the final version of the graduation paper 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 platform <http://sites.euro.ubbcluj.ro/elearning/> the **FORM containing the courses selected from the course baskets (1 course / basket) and the FORM with the title of graduation paper** (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 graduation paper and the forms with the selected courses and the title of the graduation paper 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 graduation paper, can be uploaded **until 16.00**.

C. The file with the documents for the examination:

To register for the graduation 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 ([Model – Licență fișă înscriere examen finalizare studii](#))
- 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 to the graduation examination or graduates of classes 2021 and before 2021 and is 1000 RON)
- Language proficiency certificate (obtained at one of the Babeș-Bolyai University centres). (Students who have completed a study programme in a language other than Romanian, Hungarian or German are not required to submit the language proficiency certificate).
- Birth certificate
- Marriage certificate (if applicable)**
- Baccalaureate diploma
- Annex to the Baccalaureate diploma (transcript of records)
- Two 3/4 sized photos - to be brought to the faculty Secretariat by the date of Examination II - presentation of the graduation paper. The photos must be submitted in an envelope with the student's name and study programme written on it.

Romanian graduates with Baccalaureate diplomas obtained in other countries, will also upload the following documents:

- Attestation/certificate of equivalence of studies
 - The study document and its annexes
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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 (authorized 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: 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.

The secretariat will send students scanned copies of the Language proficiency certificate if it is filed at the faculty.

NOTE 2:

ONLY students who have the approval of the coordinating professor to present the graduation paper may take the graduation exam.

D. Examination

I. Examination I – The assessment of core and specialized knowledge will take place on 1 July 2024 for all study programmes.

II. Examination II - presentation of the graduation paper.

- ✓ **3 July 2024**, Study programmes: *International Relations and European Studies (in Romanian), full-time and distance learning.*
- ✓ **4 July 2024**, Study programmes: *International Relations and European Studies (in English), International Relations and European Studies (in German), European Administration, Management, Diplomacy in Business.*

Both examinations will be held face-to-face at the Faculty of European Studies.

Attendance at Examination II is not conditional on passing Examination I, but it is necessary to attend the latter.

*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