



**THE SCHEDULE OF THE MASTER EXAM ORGANIZATION**  
***Master of Applied Finance (MAF)***  
**- SESSION JULY 2022 -**

NO.	TIME PERIOD, ACCORDING TO STUDENTS' CALENDAR	ACTIVITY	RESPONSABLE PERSONS
<b>1. ANTI-PLAGIARISM CHECK</b>			
1.	JUNE 13 - 19, 2022	<b>1. STUDENTS FROM THE CURRENT PROMOTION</b> (current year and extra year) and <b>GRADUATES FROM PAST PROMOTIONS</b> (starting with the 2011 promotion) will upload on the <b>webstudent.ase.ro</b> the dissertation thesis, in order to receive the qualifier and to fill in the declaration of originality (anti-plagiarism check) <b>2. GRADUATES FROM PAST PROMOTIONS (other than those referred to at point 1)</b> will submit the dissertation thesis to the email <a href="mailto:cercetare@ase.ro">cercetare@ase.ro</a>	Student/graduate
2.	JUNE 20 - 24, 2022	Anti-plagiarism check of the dissertation thesis and granting of the qualification <i>Admitted</i> / <i>Rejected</i> , by the scientific coordinators, for the dissertation thesis uploaded.	The professor who has coordinated the student
3.	JUNE 27, 2022	Display of the list of students/graduates who have received the qualification <i>Admitted</i> / <i>Rejected</i> , for the dissertation thesis	Faculty's secretary

**2. THE ONLINE REGISTRATION FOR THE DISSERTATION:**

4.	<b>JUNE 30 - JULY 1, 2022</b>	<b>1. ONLINE SUBMISSION OF THE DISSERTATION THESIS</b> (the one uploaded for the anti-plagiarism check purpose) saved as PDF file with the name: <b>GRADUATE NAME_FIRST NAME_MASTER'S ACRONYM.PDF</b> (via email address) to the secretary of the department to which the scientific coordinator belongs (for example: <b>POPESCU_ELENA_MAF.PDF</b> ) <b>Master's acronym is: MAF</b> The email addresses are: - for the Finance Dep. – <a href="mailto:elena.tene@fin.ase.ro">elena.tene@fin.ase.ro</a> - for the Money and Banking Dep.: - <a href="mailto:alice.trifu@fin.ase.ro">alice.trifu@fin.ase.ro</a> and receipt of the confirmation for the submitted thesis.	Student/graduate
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		<p><b>1. ONLINE SUBMISSION OF THE ENROLLMENT FILE</b> to the faculty's secretary (via email address: <a href="mailto:secretariat@fin.ase.ro">secretariat@fin.ase.ro</a>), file saved as</p> <p><b><i>GRADUATE NAME_FIRST NAME_MASTER'S ACRONYM.PDF</i></b></p> <p>THE CONTENT OF THE FILE IS:</p> <ul style="list-style-type: none"> <li>➤ <b>FOR THE STUDENTS OF THE CURRENT PROMOTION</b> (2022, including extra year): <ul style="list-style-type: none"> <li>- <i>the application for enrollment</i> in the final examination (<a href="#">Annex 1</a>)</li> <li>- <i>GDPR declaration</i> (<a href="#">Annex 2</a>)</li> <li>- <i>declaration regarding the authenticity of the documents</i> (<a href="#">Annex 3</a>)</li> <li>- <i>copy of the identity card</i>;</li> <li>- <i>copy of the receipt</i> certifying payment of the dissertation exam fee (for the graduates of the extra year 2022)</li> <li>- <a href="#">Annex 4</a></li> </ul> </li> <li>➤ <b>FOR THE GRADUATES FROM PAST PROMOTIONS</b> (other than 2022): <ul style="list-style-type: none"> <li>- <i>the application for enrollment</i> in the final examination (<a href="#">Annex 1</a>)</li> <li>- <i>copy of the identity card</i>;</li> <li>- <i>certified copy of the baccalaureate diploma and of the transcript</i>;</li> <li>- <i>certified copy of the bachelor diploma and of the bachelor diploma's supplement</i>;</li> <li>- <i>certified copy of the birth certificate</i>;</li> <li>- <i>copy of the receipt</i> certifying payment of the dissertation exam fee</li> <li>- <i>GDPR declaration</i> (<a href="#">Annex 2</a>)</li> <li>- <i>declaration regarding the authenticity of the documents</i> (<a href="#">Annex 3</a>)</li> <li>- <a href="#">Annex 4</a></li> </ul> </li> </ul>	
5.	JULY 4 - 5, 2022	Organization of the dissertation exam: faculty's secretary records in SIMUR the graduates having the right to defend the dissertation exam and establishes the defense schedule.	Faculty's secretary Secretaries of the dissertation commissions
6	<b>JULY 6 – 8, 2022</b>	<b>THE DISSERTATION EXAM</b>	Dissertation commissions & graduates
7.	Starting with July 14, 2022	<b>ISSUING, AT THE REQUEST OF THE GRADUATE, OF THE MASTER CERTIFICATE</b>	Faculty's secretary