



## THE SCHEDULE OF THE BACHELOR EXAM ORGANIZATION

*Undergraduate program: Finance and Banking (in English)*  
- SESSION JULY 2024 -

NO.	TIME PERIOD, ACCORDING TO STUDENTS' CALENDAR	ACTIVITY	RESPONSABLE PERSONS
<b>1. ANTI-PLAGIARISM CHECK</b>			
1.	<b>JUNE 26 - 30, 2024</b>	<b>1. STUDENTS FROM THE CURRENT PROMOTION</b> (current year and 3 <sup>rd</sup> extra year) and <b>GRADUATES FROM PAST PROMOTIONS</b> (starting with the 2012 promotion) will upload on the <b>webstudent.ase.ro</b> the bachelor thesis, in order to receive the qualification related to the anti-plagiarism check. <b>2. GRADUATES FROM PAST PROMOTIONS (other than those referred to at point 1)</b> will submit the bachelor thesis to the email <a href="mailto:cercetare@ase.ro">cercetare@ase.ro</a>	Student/ graduate
2.	JULY 1 – 5, 2024	Anti-plagiarism check of the bachelor thesis and granting of the qualification <i>Admitted / Rejected</i> , by the scientific coordinators, for the bachelor thesis uploaded.	The professor who has coordinated the student
3.	JULY 8, 2024	Display of the list of students/graduates who have received the qualification <i>Admitted / Rejected</i> , for the bachelor thesis	Faculty's secretary

## 2. THE REGISTRATION FOR THE BACHELOR EXAM:

4.	<b>JULY 8 – 10, 2024 (between 10.00 – 14.00)</b>	<b>1. ONLINE SUBMISSION OF THE BACHELOR THESIS</b> ( <i>the one uploaded for the anti-plagiarism check purpose</i> ) saved as PDF file with the name: <b>GRADUATE NAME_FIRST NAME_UNDERGRADUATE PROGRAM ACRONYM.PDF</b>  ( <i>via email address</i> ) to the secretary of the department to which the scientific coordinator belongs  ( <i>for example: POPESCU_ELENA_FB_EN.PDF</i> ) <b>Undergraduate program acronym is: FB_EN</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 receiving the confirmation for the submitted thesis.	Student/ graduate
<b>2. IN PERSON SUBMISSION OF THE ENROLLMENT FILE</b> to the			

		<p>faculty's secretary (<b>room 3103</b>).</p> <p>THE CONTENT OF THE FILE IS:</p> <p>➤ <b>FOR THE STUDENTS OF THE CURRENT PROMOTION</b> (2024, including the 3<sup>rd</sup> extra year):</p> <ul style="list-style-type: none"> <li>- <i>the application for enrollment</i> in the final examination (<b>Annex 1</b>)</li> <li>- <i>GDPR declaration</i> (<b>Annex 2</b>)</li> <li>- <i>declaration regarding the originality of the bachelor thesis</i> (<b>Annex 3</b>)</li> <li>- <i>copy of the identity card</i>;</li> <li>- <i>two photos having the format 3/4</i></li> <li>- <i>copy of the receipt</i> certifying payment of the bachelor exam fee (only for the graduates of the 3<sup>rd</sup> extra year)</li> <li>- <i>the liquidation sheet</i> (<b>Annex 4</b>)</li> <li>- <i>proof of completion of the employment form</i></li> </ul> <p>➤ <b>FOR THE GRADUATES FROM PAST PROMOTIONS</b> (other than 2024):</p> <ul style="list-style-type: none"> <li>- <i>the application for enrollment</i> in the final examination (<b>Annex 1</b>)</li> <li>- <i>copy of the identity card</i>;</li> <li>- <i>certified copy of the baccalaureate diploma and of the transcript of records</i>;</li> <li>- <i>certified copy of the birth certificate</i>;</li> <li>- <i>two photos having the format 3/4</i></li> <li>- <i>copy of the receipt</i> certifying payment of the bachelor exam fee</li> <li>- <i>GDPR declaration</i> (<b>Annex 2</b>)</li> <li>- <i>declaration regarding the originality of the bachelor thesis</i> (<b>Annex 3</b>)</li> <li>- <i>the liquidation sheet</i> (<b>Annex 4</b>)</li> <li>- <i>proof of completion of the employment form</i></li> </ul>	
5.	July 11-12, 2024	Organization of the bachelor exam: faculty's secretary records in SIMUR the graduates having the right to defend the bachelor exam and establishes the defense schedule.	Faculty's secretary Secretaries of the bachelor commissions
7.	<b>JULY 15 – 17, 2024</b>	<b>THE BACHELOR EXAM</b>	Bachelor commissions & graduates
8.	Starting with July 24, 2024	<b>ISSUING, AT THE REQUEST OF THE GRADUATE, OF THE UNDERGRADUATE CERTIFICATE</b>	Faculty's secretary