



**THE SCHEDULE OF THE MASTER EXAM ORGANIZATION**  
***Master of Applied Finance (MAF)***  
**- SESSION JULY 2025 -**

NO.	TIME PERIOD, ACCORDING TO STUDENTS' CALENDAR	ACTIVITY	RESPONSABLE PERSONS
<b>1. ANTI-PLAGIARISM CHECK</b>			
1.	<b>JUNE 16 - 20, 2025</b>	<b>1. STUDENTS FROM THE CURRENT PROMOTION</b> (current year and 2 <sup>nd</sup> extra year) and <b>GRADUATES FROM PAST PROMOTIONS</b> (starting with the 2011 promotion) will upload on the <a href="http://webstudent.ase.ro">webstudent.ase.ro</a> the dissertation 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 dissertation thesis to the email <a href="mailto:cercetare@ase.ro">cercetare@ase.ro</a>	Student/graduate
2.	JUNE 23 - 27, 2025	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 30, 2025	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>JULY 3, 2025</b>	<b>1. ONLINE SUBMISSION OF THE DISSERTATION THESIS</b> (the one uploaded for the anti-plagiarism check purpose) saved as a PDF file with the name:  <b>GRADUATE NAME_FIRST NAME_MASTER'S THESIS.PDF</b>  (via email address) to the department secretary to which the scientific coordinator belongs and receipt of the confirmation for the submitted thesis. 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>  <b>2. 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> ).  <b>THE MANDATORY CONTENT OF THE FILE IS:</b> ➤ <b>FOR THE STUDENTS OF THE CURRENT PROMOTION</b> (2025, including 2 <sup>nd</sup> extra year): - <i>the application for enrollment</i> in the final examination ( <i>Annex 1</i> )	Student/graduate
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		<ul style="list-style-type: none"> <li>- <i>GDPR declaration (Annex 2)</i></li> <li>- <i>declaration regarding the authenticity of the documents sent by email (Annex 3)</i></li> <li>- <i>declaration regarding the originality of the dissertation thesis (Annex 4)</i></li> <li>- <i>copy of the identity card;</i></li> <li>- <i>copy of the receipt certifying payment of the dissertation exam fee (for the graduates of the 2<sup>nd</sup> extra year 2025)</i></li> <li>- <i>the liquidation sheet (Annex 5)</i></li> <li>- <i>proof of completion of the employment form (the link to the form appears in the liquidation sheet)</i></li> </ul> <p>➤ <b>FOR THE GRADUATES FROM PAST PROMOTIONS</b> (other than 2025):</p> <ul style="list-style-type: none"> <li>- <i>the application for enrollment in the final examination (Annex 1);</i></li> <li>- <i>GDPR declaration (Annex 2)</i></li> <li>- <i>declaration regarding the authenticity of the documents sent by email (Annex 3)</i></li> <li>- <i>declaration regarding the originality of the dissertation thesis (Annex 4)</i></li> <li>- <i>copy of the baccalaureate diploma and of the transcript;</i></li> <li>- <i>copy of the bachelor's diploma and of the bachelor's diploma supplement;</i></li> <li>- <i>copy of the identity card;</i></li> <li>- <i>copy of the birth certificate;</i></li> <li>- <i>copy of the receipt certifying payment of the dissertation exam fee</i></li> <li>- <i>the liquidation sheet (Annex 5)</i></li> <li>- <i>proof of completion of the employment form (the link to the form appears in the liquidation sheet)</i></li> </ul>	
5.	JULY 7 - 8, 2025	Organization of the dissertation exam: the faculty 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 9 – 11, 2025</b>	<b>THE DISSERTATION EXAM</b>	Dissertation commissions & graduates
7.	Starting with JULY 16, 2025	ISSUING, AT THE REQUEST OF THE GRADUATE, OF THE MASTER CERTIFICATE	Faculty's secretary