



METHODOLOGY FOR COMPLETION BACHELOR AND MASTER PROGRAMMES

Chapter I. General Provisions

Article 1

(1) In accordance with the provisions of Art. 18(a), Art. 28, Art. 30, Art. 33, Art. 36, Art. 38, Art. 40, Art. 44, Art. 45, Art. 46, Art. 47 and Art. 48 of the Law on Higher Education No 199/2023, of the Government Decision No 404/2006 on the organisation and conduct of master's degree studies, of Art.1, 2 and 3 of the Law no. 60/2000 on the right of graduates of private higher education to take the final examination at accredited state higher education institutions, in accordance with the provisions of the MEC Order no. 4156/2020 for the approval of the Framework Regulation on the regime of study documents and university documents in the higher education system, the Regulation on the regime of study documents and university documents at USAMV Cluj-Napoca (RU 67), pursuant to GD no. 369/2021 on the organisation and functioning of the Ministry of Education.

(2) The manner of taking the graduation exam in USAMVCN is regulated by the specific Regulation elaborated on the basis of Order no. 7843/20.12.2024 - Order on the modification and completion of the Framework Methodology for the organisation and conduct of graduation, bachelor/diploma and dissertation examinations - approved by OME no. 3691/01.02.2024.

(3) If at the university level, graduates with disabilities are identified, the Undergraduate Commission of the study programme where graduates with disabilities are identified, together with the Inclusion Centre for Persons with Disabilities of USAMV CN (according to RU 63) will identify the method to assist the student, depending on the type of disability, in the two tests that constitute the final exam.

Chapter II. Analysing the degree of similarity

Article 2

(1) Graduates' bachelor/diploma/dissertation papers of the study programmes within USAMVCN will be analysed in terms of similarities with the software www.sistemantiplagiat.ro which is on the list of nationally recognised programmes used by higher education institutions, according to the Ministerial Order 3692/2024, Art. 2, para. (1).

(2) The committee responsible for checking the bachelor's/diploma/dissertation papers at faculty level is as follows:

I. Faculty of Agriculture: the academic vice-dean, the secretaries of the graduation committees and the coordinators of the study programmes.

II. The Faculty of Horticulture and Rural Development Business: the academic vice-dean, the secretaries of the graduation committees and the coordinators of the study programmes.

III. Faculty of Animal Husbandry and Biotechnology: the academic vice-dean and the secretaries of the graduation committees.

IV. Faculty of Veterinary Medicine: the academic vice-dean, the secretaries of the graduation committees and the departmental quality officers.

V. Faculty of Food Science and Technology: the academic vice-dean and the secretaries of the graduation committees.

VI. Faculty of Forestry and Cadastre: the didactic vice-dean and the secretaries of the finalisation committees.

- (3) Each committee will have access to the software www.sistemantiplagiat.ro provided by USAMVCN by obtaining secure accounts from the system administrator.
- (4) Each student who wishes to register for the final examination shall submit to the Commission responsible for the examination of bachelor's/diploma/dissertation papers at the faculty level at least 20 days before the start of the bachelor's/dissertation examination in the case of the Faculty of Veterinary Medicine, and at least 10 days before the start of the final examination at the master's level, respectively. the bachelor's/diploma/dissertation paper in digital format accompanied by a sworn statement of conformity of the printed copy alongside the digital copy - Annex 5
- (5) The committee responsible for checking the bachelor's/diploma/dissertation papers at faculty level shall check the degree of similarity of the papers within a maximum of 2 days after receiving the paper, using the similarity detection programme mentioned in paragraph. (1).
- (6) Generating the similarity ratio and obtaining the similarity coefficient 1 less than or equal to 50% and the similarity coefficient 2 less than or equal to 5% issued by www.sistemantiplagiat.ro following the verification of the final papers of the bachelor and master's degree programmes will be calculated excluding quotations between quotation marks, bibliography, table of contents, main notations, abbreviations, names of institutions, etc. Likewise, the use of formulas, phrases or definitions considered as belonging to the basic notions of the specialisation in question, the use of general knowledge notions or established expressions will not be considered as plagiarism.
- (7) The committee will send the similarity report to the supervisor and the student in electronic format.
- (8) After receipt of the similarity report, the scientific advisor submits a positive or negative opinion to the secretary of the bachelor/diploma/dissertation examination committee and to the student within 24 hours at the latest, in order to register the student for the examination. Reasons must be given for the negative opinion. Annex 3
- (9) The secretary of each graduation committee will draw up a centralised report in accordance with Annex 6.
- (10) The authors of the bachelor/diploma and dissertation papers are responsible for ensuring the originality of their content. The supervisors of graduation/diploma and dissertation papers shall have a duty of diligence in verifying the conformity of the scientific work with the specific requirements of an original creation.

Chapter III. Organisation and conduct of the bachelor/diploma/dissertation examination (for regulated professions - Veterinary Medicine)

Article 3

(1) The undergraduate degree programmes organised on the basis of the Law no. 288/2004 on the organisation of university studies, as amended and supplemented, shall be completed with a bachelor's degree examination for the undergraduate degree cycle or a diploma examination for the engineering sciences education. For the veterinary medicine study programme it will be completed with a dissertation exam according to the provisions of Art. 36 of the Law on Higher Education no. 199/2023, with subsequent amendments and additions.

(2) University study programmes organised on the basis of the Education Law no. 84/1995, republished, with subsequent amendments and additions, shall be completed:

a) with bachelor/diploma examination, for studies in long-term university education;

b) with a graduation exam, for studies in short-term university education;

(3) Only persons who are graduates, i.e. those who have completed and fully met the requirements of the syllabus for the specialisation in question, may sit the final examination.

(4) If, at the end of the legal duration of the study programme, the student has not obtained all the credits established in the curriculum, he/she may apply for an extension of the duration of the fee-paying study programme for the subjects not passed and may not benefit from the facilities provided by law for students during this extension.

(5) The student must fulfil the curriculum requirements of the graduating class.

(6) In this case, the applicant will have the status of a fee-paying student, both for the subjects not promoted and for the subjects that appear as differences, as a result of any change in the curriculum.

Article 4

(1) (a) The registration of candidates for the final exam shall be made at least 10 days before the beginning of the bachelor's level exam, respectively at least 5 days before the beginning of the master's level exam, at the faculty secretariat, either individually or by the higher education institution where they have studied, based on the protocol between these institutions and in compliance with the legal provisions in force.

(b) Candidates must have paid their financial obligations to USAMVCN in order to enrol for the Bachelor's/Diploma/Dissertation examination. Candidates for the bachelor/diploma/dissertation examination must present the *Application form for the final examination* and the *Liquidation Note*.

The application form for the final examination should be submitted to the faculty secretariat at least 10 days for the bachelor's degree exam and 5 days for the dissertation exam before the scheduled date of the exam.

The liquidation note, for graduates of the current graduating class, will be filled in by the faculty secretariat with the name and surname of the graduate, the faculty and the study programme, according to the standardised form. The completed and listed liquidation note will be sent by the Faculty Secretary's Office for approval to the Financial Service, the Social Service, the Library and then taken back to the Secretary's Office.

In exceptional cases, if the *Liquidation Note* contains observations regarding some financial debts of the graduate towards the university, he/she will be informed by the faculty secretariat to clarify the situation.

If the *Liquidation Note* contains observations regarding some debts of the graduate to the Library or the Social Service, at the time of collecting the certificate of graduation and the study documents in the file, the graduate will contact the relevant departments and will submit supporting documents to the file, namely the *Liquidation Note* signed and stamped by the relevant department.

(c) If the national epidemiological situation requires online organisation: The registration of candidates for the graduation exam shall be done at least 10 calendar days before the start of the bachelor's level exam, respectively at least 5 days before the start of the master's level graduation exam by filling in the online form *Final Examination Registration Form* available on the faculty's website and uploading it in the platform available on each faculty's website.

(d) When registering for the bachelor's/diploma examination, candidates sit the examination on presentation of a certificate of language proficiency in an international language, issued by the organising institution or by another specialised national or international institution recognised by the organising institution.

(2) For graduates of each graduating class, the final examinations shall be organised in two or three sessions, of which the second session in the current academic year and one session in February of the following academic year.

(3) Graduates of previous graduating classes may enrol for the final examinations in the sessions scheduled for the current class.

(4) Graduates of an **accredited** higher education institution may enrol and sit the bachelor/diploma examination at another accredited higher education institution, with the approval of the academic senates of the two higher education institutions, after the favourable opinion of the Boards of Administration.

(5) Graduates from **provisionally authorised** higher education institutions shall take the bachelor's degree/diploma examination in accredited higher education institutions, on the basis of a protocol concluded between the two higher education institutions, with the approval of the university senates, after the favourable opinion of the boards of trustees, if within the institution there is another accredited study programme in a similar field to the study programme authorised in accordance with the order on the approval of the nomenclature of study programmes with a similar profile. Similar study programmes are established by ARACIS.

Article 5

(1) The bachelor/diploma examination consists of two tests, as follows:

(a) a test of your basic and specialised knowledge;

b) public presentation and defence of the bachelor's thesis/diploma project.

(2) For the graduates of the Faculty of Veterinary Medicine (combined Bachelor and Master) § **test 1** - assessment of fundamental and specialised knowledge - the way the test will be carried out will be approved by the Faculty Council in accordance with the ARACIS provisions for each field of study (fundamental and specialised knowledge, clinical case).

§ **test 2** - public presentation and defence of the dissertation.

(3) During a state of alert, necessity or emergency, the tests referred to in paragraphs (1) and (2) may also be held online. The online examination must be recorded in its entirety for each individual graduate and archived at faculty level, together with the transcripts.

The committee will ask a maximum of 8 questions from the subject matter of the Assessment of Fundamental and Specialised Knowledge test and from the content of the bachelor/diploma thesis. Each member of the committee will award one mark for each test and for each candidate (whole marks between 1 and 10).

Article 6

(1) The topic of the bachelor's thesis/diploma project/dissertation is in accordance with the specialisation and is chosen by the candidate, at the latest at the beginning of the penultimate academic year (year III Engineering, year II Biology and year V MV), based on the topic developed for each subject/subject group.

(2) Proposals from students are also welcome.

(3) The candidate's application for the chosen subject is approved by the subject holder, the head of the department/the person in charge of the undergraduate programme and is approved by the Dean of the faculty.

Article 7

(1) 10 transferable credits are awarded for the elaboration of the Diploma Project or of the Graduation paper/Dissertation.

(2) The 10 credits are not included in the 30 credits of the last semester of studies.

(3) The two tests mentioned in Art. 5, para. (1)-(2) shall be conducted:

(a) By direct contact in presence, in the same place and at the same time, of the Board of Examiners with the examinee.

(b) If the national epidemiological situation requires online organisation: they will be held on the Google Meet platform, with recording, in the same video session.

(4) The modalities of the first examination of the Bachelor's degree exam shall be approved by the Senate of the University upon the proposal of the Board of Administration.

- (5) The examination syllabus and bibliography are published on the faculty's website 6 months before the date of the exam.
- (6) The presentation and defence of the bachelor's thesis / diploma project / dissertation are public.
- (7) During the state of alert, state of necessity or emergency, the presentation and defence of the online bachelor's degree thesis/diploma project will be based on a schedule published on the websites of the faculties, which will also contain the connection links.

Article 8

- (1) The Senate will approve at least 6 months before the examination, at the proposal of the faculty councils, the graduation/diploma/dissertation exam committees and the committee for the settlement of appeals, the mode of examination (written, oral, practical) for each of the two parts of the examination.
- (2) The composition of the graduation/diploma/dissertation exams committees and of the committees for settling appeals, as well as the number of their members, shall not change during the duration of the final examinations.
- (3) The deliberations of the committees on the results of the graduation/diploma/dissertation examination are not public.
- (4) The average pass mark for the graduation/diploma examination must be at least 6.00.
- (5) The marks awarded by the members of the examination board are integers from 1 to 10.
- (6) The passing mark for each test in the graduation examination must be at least 5.00, regardless of the number of tests.
- (7) The average mark for the test(s), calculated as the arithmetical average of the marks awarded exclusively by the members of the selection board, shall be determined to two decimal places, without rounding off.
- (8) The average of the graduation/diploma examination shall be calculated to two decimals, without rounding, exclusively on the basis of the average of the test(s).
- (9) The results of each test shall be communicated by posting, within 48 hours from the date of the test, on the notice board of the organising faculty and on the faculty's website in compliance with the legal provisions in force.

Article 9

(1) In order to register for the bachelor/diploma/dissertation exam, according to the deadlines established above, students shall submit the following documents:

- a) **At the Faculty Secretary's Office:** the *application form for the graduation examination, the Language Proficiency Certificate*
- b) **To the secretary of the committee:** the bachelor's/diploma/dissertation thesis accompanied by the *Agreement on the submission and defence of the thesis, the Similarities Report and the Affidavit.*

(2) Students who pass the bachelor's degree/diploma exam collect the *Certificate of Completion of Studies* from the Faculty Secretariat within 30 days from the date of the exam. If they wish to collect the certificate after more than 30 days, they must collect it from the University Archives.

The certificate shall be accompanied by the liquidation note described in Art. 4, paragraph. (1).

(3) Students who do not pass the bachelor/diploma/dissertation exam or who do not appear for the bachelor/diploma/dissertation exam may request from the faculty secretariat **the certificate of graduation without the university studies final exam.**

Chapter IV. Organisation and conduct of the dissertation examination for master programmes

Article 10

(1) USAMV Cluj-Napoca organises and conducts dissertation exams for its own graduates, from the current and previous graduating classes, both from master's degree studies and from postgraduate master's

degree studies organised on the basis of Law no. 84/1995, republished, with subsequent amendments and additions.

(2) USAMV Cluj-Napoca organises dissertation exams for graduates of other accredited higher education institutions if they have in their structure master's degree programmes with the same title and in the same field of study with the approval of the university senates of the two higher education institutions, after the favourable opinion of the boards of administration, with the coverage of expenses, according to the university regulations.

(3) The master's degree programmes organised on the basis of the Law no. 288/2004 no. 288/2004 on the organisation of university studies, with subsequent amendments and additions, and the Law on National Education no. 1/2011, with subsequent amendments and additions, respectively the Law on Higher Education no. 199/2023, with subsequent amendments and additions, shall be completed with a dissertation examination.

(4) The dissertation examination consists of a single test, namely: presentation and defence of the dissertation.

(5) The presentation and defence of the dissertation is public and takes place:

(a) By direct contact through the presence, in the same place and at the same time, of the board of examiners and the examinee.

(b) online, during a state of alert, necessity or emergency. The online submission must be recorded in full, for each individual graduate, and archived at faculty level.

(6) The marks awarded by the members of the examination board are integers from 1 to 10.

(7) The passing mark in the dissertation examination must be at least 6.00.

(8) The average of the graduation/diploma examination shall be calculated to two decimals, without rounding, exclusively on the basis of the average of the test(s).

(9) The results of each test shall be communicated by posting, within 48 hours from the date of the test, on the notice board of the organising faculty and on the faculty's website in compliance with the legal provisions in force.

Chapter V. The graduation examination boards

Article 11

(1) (a) The graduation examination commissions are established by study programmes/specialisations, by decision of the Rector of the organising institution, upon the proposal of the faculty/department councils and with the approval of the University Senate.

(b) The Commission for the analysis and resolution of the appeals is established at the faculty level by the decision of the Rector of the organising institution, at the proposal of the faculty council and with the approval of the University Senate.

(2) Commissions shall be made public.

(3) Each committee shall consist of a chairman, members and a secretary.

(4) The chairperson of the graduation examination board must have the teaching degree of university professor or university associate professor.

(5) The members of the graduation examination committee must have the teaching degree of university lecturer/associate professor, university lecturer or university professor.

(6) The secretary of the graduation examination committee must have at least the teaching degree of university assistant and has only document management duties.

(7) The members of the graduation examination boards shall be remunerated for this activity exclusively by the organising institution if they have not provided for this activity in their staff regulations.

(8) The members of the examination commissions may not be in a relationship with the examinees or with each other, in accordance with the law, of spouses, relatives and relatives up to the third degree inclusive.

(9) The composition and the number of members of the bachelor/diploma and dissertation exams committees shall not change during the duration of the final examinations.

(10) Each member of the committee awards one mark to each candidate.

(11) If the examination is held at the university, there will be Commissions for analysing and settling appeals, which will comply with the conditions of articles (8,9).

Article 12

(1) The deliberations of the commissions regarding the results of the bachelor/diploma/ dissertation examinations are not public.

(2) Each member of the committee submits a transcript, signed legibly - if the exams are held at the university or electronically - if the exams are held online, with the mark awarded for each examinee, taking into account the scientific content of the paper, the quality of the presentation and the answers to the questions.

Chapter VI. Finalising the exam and obtaining the diploma

Article 13

(1) (a) Any appeals regarding the results of an examination shall be submitted to the secretariat of the faculty within 24 hours of the communication/publication of the results and shall be resolved within 48 hours from the date of the conclusion of the submission of the appeals, by the Appeals Commission - appointed by the University Senate.

(b) The decisions of the Appeals Board shall be final.

(c) You may not contest the results of the oral tests.

(2) **If the tests are online:** the results of the online oral tests cannot be contested.

Article 14

(1) In the case of failure to pass, an examination for the completion of studies may be taken in a subsequent session with the candidate bearing the related expenses, in accordance with the regulations of the Senate, established by law.

Article 15

(1) It is forbidden for teachers and students to sell scientific works in order to facilitate the falsification by the buyer of the author's authorship of a bachelor's degree, diploma, dissertation or doctoral thesis.

Article 16

(1) The submission/transmission of the graduation/diploma/dissertation work automatically implies the author's assumption of responsibility for the originality of the content.

(2) **If the examinations are held at the university:** the bachelor's/diploma/dissertation paper must be submitted to the secretary of the committee both in printed and electronic format.

(3) **If the tests are online:** The graduation/diploma/dissertation paper is uploaded to the faculty platform. Uploading to the platform starts 5 working days and ends 48 hours before the date of the examination (according to the calendar posted on the faculty website).

(4) Submission of the graduation/degree/dissertation thesis:

(a) **If the examinations are held at the university:** this involves both the printed and bound form and the electronic form. To be submitted to the secretary of the committee together with the bachelor/diploma/dissertation paper: the *Affidavit* - completed by the student, the *Agreement on the submission and defence of the bachelor/dissertation paper* - a form completed, signed and submitted by

the Scientific Supervisor, the *Similarities Report*. The two forms will be available on each Faculty website.

(b) If the tests are held online: assumes electronic format. To be submitted online together with the bachelor/diploma/dissertation thesis: the student's completed online *Affidavit*, the *Agreement on the submission and defence of the bachelor/dissertation thesis*, a form completed and submitted online by the Scientific Supervisor, the *Similarities Report*. The two forms will be available on each Faculty's website. The platform where students will upload their bachelor/diploma/dissertation paper will be available On each faculty's website, as well as the *Affidavit*, *Similarities Report*, *Agreement on submission and defence of the bachelor/dissertation paper* will be sent filled in, signed and submitted by the Scientific Supervisor to the Committee Secretary.

Article 17

(1) Diplomas for graduates who have passed the graduation examination shall be awarded, in the study programme/specialisation completed, within 12 months from the date of graduation at the latest.

Article 18

(1) The diploma supplement for graduates who have participated in Erasmus+ study mobility or internal mobility will include all the subjects they have followed and whose assessment has been recognised by CRID.

(2) Other subjects promoted through internal or external mobilities other than Erasmus+ will also be included.

Article 19

(1) If the examinations are held at the university: Until the award of the diploma, graduates who have passed the final examination shall receive, on request, certificates of completion of studies valid for a maximum of 12 months after the examination. These can be collected from the secretariat of the faculty from which you graduated.

(2) If the tests are online: Pending the issuance of the diploma, graduates who have passed the graduation examination shall, upon request, receive graduation certificates valid for a maximum of 12 months after passing the examination. The certificates are issued online only if the epidemiological situation restricts the free movement of persons. In order to obtain the online certificate, the graduate applies in person to the faculty secretariat and receives the certificate of completion of studies in scanned format by e-mail. The e-mail addresses of the faculty secretariats will be used.

(3) The certificate of completion of studies confers on the holder the same legal rights as the diploma and must contain the signatures and information included in the diploma, as well as information on the field of university studies, the study programme/specialisation, the period of studies, the average of the years of studies, the average of the final examination, accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the normative act establishing them (Government Decision, Ministerial Order, as the case may be), number of the Ministerial Order/letter of acceptance/approval of enrolment/recognition of studies - for foreign students.

(4) In the event of loss or destruction, a new certificate with a new registration number shall be issued on request, valid for a period of no more than 12 months from the date of passing the final examination.

Article 20

(1) Graduates who do not pass the graduation examination shall receive, upon request, a certificate of graduation without a degree completion examination attesting the completion of a degree programme and containing the following minimum compulsory elements: field of university studies, study programme/specialisation, period of study, average number of years of study, accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the normative act establishing them (Government Decision, Ministerial Order, as

the case may be), number of the Ministerial Order/letter of acceptance to studies/ enrolment approval/ attestation of recognition of studies - for foreign students.

Article 21

(1) In order to enrol for the dissertation examination according to the deadlines established above, students shall submit the following documents:

At the Faculty Secretary's Office: *enrolment form for the final exam*

To the secretary of the committee: the dissertation paper in written and electronic format accompanied by the *Agreement on the submission and defence of the dissertation, the Similarities Report* and the *Affidavit*.

(2) Students who pass the dissertation examination collect the Certificate of Completion of Studies from the faculty secretariat within 30 days from the date of the examination. If they wish to collect the certificate after more than 30 days, they must collect it from the University Archives.

The certificate shall be accompanied by liquidation notice described in Art. 4, Para. (1).

(3) Students who do not pass the dissertation examination or who **do not appear** for the dissertation examination may request from the secretariat of the faculty **the certificate of graduation without the university studies graduation examination.**

Chapter VII. Organisation and conduct of the bachelor, diploma and dissertation examinations for other accredited or authorised higher education institutions

Article 22

(1) USAMVCN organises bachelor's degree/diploma examinations for graduates of study programmes/specialisations provisionally authorised or accredited within accredited/ provisionally authorised higher education institutions in liquidation or liquidated, who have not taken or have not passed the final examinations for the completion of studies in bachelor's degree programmes existing within the structure of USAMV Cluj Napoca, in compliance with the legal provisions and its own regulations.

(2) In the case of liquidated higher education institutions, the diploma supplement is filled in and issued by USAMV Cluj-Napoca, based on the school record / enrolment form with which the graduate was admitted to take the final exam, respectively the documents issued by the National Archives, County Services / Bucharest Municipal Service of the National Archives or by the institutions where the archive of the respective institution was deposited, as the case may be.

Article 23

(1) The organisation and conduct of the Bachelor's Degree/Diploma examinations for other accredited or authorised higher education institutions fall within the competence of the Bachelor's Degree/Diploma Examination Organising Committees of each faculty.

Article 24

(1) Passing the licence/diploma examination is conditional upon passing a selection examination.

(2) For the graduates of private higher education institutions that fall under the provisions of Law 60/2000, as well as for the graduates of the specialisations that have been liquidated within the higher education institutions authorised to operate provisionally, the selection examination consists of 5 written tests.

(3) For graduates of liquidated/bachelor specialisations from accredited higher education institutions, the selection examination consists of 3 written tests.

(4) The passed selection exam is recognised in all subsequent sessions of bachelor exams held at USAMV Cluj Napoca.

(5) After passing the selection examination, successful candidates will sit the graduation/diploma examination, under the conditions of this Regulation.

(6) Graduates of an accredited higher education institution may enrol and sit the bachelor/diploma examination at another accredited higher education institution, with the approval of the academic senates of the two higher education institutions, after the favourable opinion of the boards of trustees.

Chapter VIII. Final Provisions

Article 25

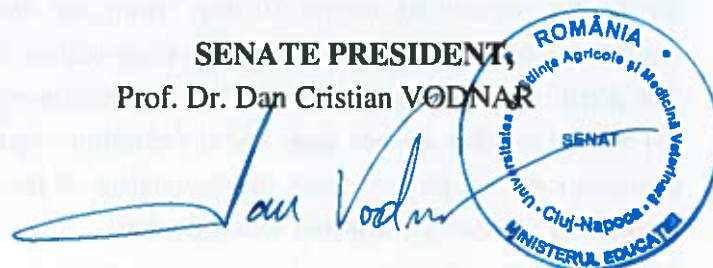
(1) This Regulation has been revised and approved by the Board of Administration on 20 January 2025 and shall enter into force on the date of its approval by the Senate of the University of Agricultural Sciences and Veterinary Medicine Cluj-Napoca on 28 January 2025.

RECTOR,
Prof. Dr. Cornel CĂTOI



VIEW Legal Office,
Legal Counsellor Silvia MIHALI

SENATE PRESIDENT,
Prof. Dr. Dan Cristian VODNAR



Application form
At the final exam for the Bachelor's / Master's cycle

I, the undersigned _____, student at the
 Faculty of _____, study programme
 _____, course of study ¹
 _____, would like to ask you to approve my enrolment for the final exam
 to be held during _____.

Title of the bachelor / dissertation paper: _____

Scientific coordinator _____

Date _____

Student signature, _____

Note

- Registration for the final exam must be made at least 10 days before the date when the exam is scheduled to start at bachelor level and at least 5 days at master level.
- The bachelor's/dissertation thesis must be submitted in written and electronic or electronic/on-line (if the national epidemiological situation requires on-line organisation) format to the secretariat of the bachelor's/dissertation committee.
- When registering, the graduates of the current year's graduating class must present 2 identical, recent, colour, ¾ size, colour photographs to the Faculty Secretariat.

¹ To be completed: Full-time / Distance learning

SWORN DECLARATION

The undersigned _____, student
at the Faculty of _____, programme of studies/specialisation _____
_____, academic
form¹ _____, as author of the bachelor's degree / diploma / dissertation
with the title : _____

_____,
drafted and submitted for public defence in the bachelor/ diploma/dissertation session (month, year)

I declare on my own responsibility that the draft graduation/diploma/dissertation complies with copyright and intellectual property rights, according to Law no. 8 of 14 March 1996 with subsequent amendments and additions on copyright and related rights, published in the Official Gazette, no. 60/26 March 1996 and the USAMV Cluj-Napoca Charter, knowing that plagiarism includes: the production of work by another person; copying or taking over, partially or totally, a text, a paper or research project, diploma project, bachelor's or doctoral thesis, etc.; taking texts from the Internet without quotation marks and reference to the web page; taking bibliographical sources without citing them or mentioning them in the bibliographical references; appropriating the results of the scientific work of other authors, texts/fragments/ideas from their work, without mentioning the bibliographical sources.

I understand that any omission or inaccuracy in the presentation of information is punishable by law (Article 292 on false statements of the Penal Code).

I declare on my own responsibility that the data and information contained in this declaration correspond to the facts.

Date: _____

Signature: _____

To be completed: Full-time / Distance learning

Agreement **on the submission and defence of the Bachelor/Dissertation thesis**

The undersigned _____, as
 scientific supervisor of the bachelor's / dissertation thesis with the title _____

_____ by the
 student _____, from the Faculty of
 _____, study programme
 _____, class of
 _____.

Checking the work against www.sistemantiplagiat.ro resulted in a Coefficient of Similarity 1 equal
 to _____ less than or equal to 50% and a Coefficient of Similarity 2 equal to _____ less than or equal to
 5%.

I hereby agree/disagree to defend the paper with the above-mentioned title, in the session
 _____ and I assess the paper with the mark _____.

Date,

Signature,

Liquidation notice

I, the undersigned _____, student in
 the year _____, at the Faculty of _____, study programme
 _____, academic form
 (1) _____, have drawn up this liquidation notice on
 _____, on the occasion of² _____.

Nr. crt.	Service to which you may be liable	Signature and stamp
1	Central Library of USAMV Cluj-Napoca	
2	Financial Service of USAMV Cluj-Napoca	
3	Social Service of USAMV Cluj-Napoca	
4	The USAMV Cluj-Napoca dormitory where the student was accommodated	

When I left the university I collected the following original documents:

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Student signature,

I have returned,
 Faculty Secretariat / University archive

[1] To be completed: Full-time / Distance learning

[2] The liquidation notice is drawn up on the occasion of graduation, withdrawal from studies, transfer, expulsion.

DECLARATION OF CONFORMITY

The undersigned _____, student
at the Faculty of _____, programme of studies/specialisation _____,
educational form¹ _____, as author of the bachelor's degree / diploma /
dissertation with the title :

I declare on my own responsibility that the electronic copy of the bachelor/diploma/dissertation thesis
submitted for verification with www.sistemantiplagiat.ro is identical to the printed copy.

Data.....

Signature,

Faculty

Bachelor/Master programme

Class

**LIST OF GRADUATION PAPERS
BACHELOR'S / MASTER'S DEGREE
SIMILARITY REPORT**

Nr. crt.	AUTHOR	Title of the paper	Scientific coordinator	Positive/negative opinion

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