**The timeline for the undergraduate graduation exam-**

- **JULY 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **NR.** **CRT**  | **Period** | **Activity**  | **Responsible person** |
| **1. Antiplagiarism check** |  |
| 1.  | 27 June – 1 July 2022 | 1. **Students upload on** **webstudent.ase.ro** their thesis
 | Student |
| 2.  | 04-08 July 2022  | Antiplagiarism check and professors’ recoomendation (Accept/Reject) | The professors Supervising the thesis  |

|  |  |
| --- | --- |
|  | **2. The registration – at room 0019 (in person):**  |
| 3.  | **11- 13 July 2022**  | 1. **11- 13 July 2022 (on 13 July before 12pm)**

**Thesis are saved as a pdf file with the following name:** **SUPERVISOR PROFESSOR\_ACRONYM PROGRAM\_LAST NAME FIRST NAME.PDF** **PROFESOR COORDONATOR *\_*C*IG\_IF\_EN.PDF GRECU\_ELENA\_)*** **And sent to the department where supervisors are affiliated:*** ***Accounting and Audit/ CONTABILITATE ȘI AUDIT*** /Secretar IVAȘCU SILVIA - silvia.ivascu@cig.ase.ro, telefon secretariat 0213191900 / int.177
* ***Financial economic Analysis and Valuation/* *ANALIZĂ ȘI EVALUARE ECONOMICO-FINANCIARĂ*** / Secretar CRĂCIUNESCU LILIANA - lili@ase.ro, telefon secretariat 0213191900 / int.335

***Management Information Systems*/ INFORMATICĂ DE GESTIUNE** / Secretar STAN IOANA –ioana.stan@cig.ase.ro, telefon secretariat 0213191900 / int.382 | Students |
| **2. The registration – in person – room 0019, with the following documents:** * **Students graduating in 2022:**
	+ *Writtent request (Annex 1)*
	+ *GDPR statements (Annex 2)*;
	+ *Statement regarding documents’ authenticity (Annex 3)*
	+ *Copy of your ID*
	+ *3 photos ¾ (identical)*
	+ *Termination note*
	+ *The proof of the payments for the exam (for students in supplimentary year)*
* **Students graduating in previous years**:
	+ *Writtent request (Annex 1)*
	+ *Copy of your ID;*
	+ *Copy of the bachelor documents*
	+ *Copy of the birth certificate*
	+ *The proof of the payments the exam*
	+ *GDPR statements (Annex 2)*;
	+ *Statement regarding documents’ authenticity (Annex 3)*
	+ *Termination note*
 |
| 4.  | **18– 20 July** **2022**  | **PUBLIC DEFENCE (On campus); bring a printed copy of the thesis for the defence board** | Students; defence boards |
| 5.  | After 26 July 2022  | **Graduation proofs issued, at students’ request**  | Secretariat CIG |

# ACRONYMS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr.crt.**  | **DENUMIRE PROGRAM**  | **FORMA DE** **ÎNVĂȚĂMÂNT**  | **LIMBA DE PRADARE**  | **ACRONIM**  |
| 1.  | *Contabilitate și informatică de gestiune*  | *Învățământ cu frecvență*  | *Română*  | CIG\_IF\_RO  |
| 2.  | *Contabilitate și informatică de gestiune* *(in English)*  | *Full time learning*  | *English*  | CIG\_IF\_EN  |
| 3.  | *Contabilitate și informatică de gestiune*  | *La distanță*  | *Română*  | CIG\_ID\_RO  |

ANNEX 1

Supervisor,

Agree with student’s request to apply for the public defence,

TO THE DEAN OF FACULTY,

The undersigned................................................................................................................................................., with personal identification number \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ , phone number \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ , e-mail ...............................................................................................I kindly request your approval for my application for the graduation exam in July 2022.

I graduated the Faculty of Accounting and Management Information Systems, undergraduate program:............................................................................................................................................................, language: Rmanian/English, cohort .............................................

I followed the courses of the undergraduate program between ……………..................……… ……………

Professor supervisor ......................................................................................................................................

Title of the thesis……………………………………………………………………………………………………….

………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………….

I did/did not defend my thesis in the past, year ........... **being declared** accepted/failed.

After defending the thesis and being accepted, I request / do not request a graduation proof issued.

Date ..................................................... Signature ................................................

ANNEX 2

**STATEMENT**

**REGARDING THE PROTECTION OF PERSONAL DATA**

The undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, born in (location) \_\_\_\_\_\_\_\_\_\_\_, county \_\_\_\_\_\_\_, with personal identification number\_\_\_\_\_\_\_, with ID card series \_\_, no. \_\_\_\_\_\_, issued at the date of \_\_\_\_\_\_\_\_\_\_, by \_\_\_\_\_\_, I apply for the public defence of the thesis organized by the Bucharest University of Economic Studies, I declare that:

 I graduated a bachelor program from another university (include the name of the program, the year of graduation and the university) .............................................................................................................................................................................................................................................

Moreover:

- I am aware of the GDPR policy of ASE, available on the university’s website; am luat cunoștință de prevederile documentului denumit Politica ASE în domeniul Protecției Datelor cu Caracter Personal, publicat site-ul ASE;

- I consent for my personal data to be used by ASE in accordance Regulamentul nr. 679 /27 April 2016 regarding GDPR;

- This consent refers to all data necessary for the public defence of the diseration

This statement is written to apply for the public defence of the thesis in July 2022 at the the Bucharest University of Economic Studies.

Date Signature

ANNEX 3

**AFFIDAVIT CONCERNING THE DOCUMENTS SENT BY EMAIL**

 The undersigned, .................................................., citizenschip ............................., born on (date) ...................................., in (location) ..................................., domiciled ............................................................................................., legitimated with (ID) ................, series .................., no. ....................., issued by ..............................................., at the date of .............................., personal identification number .............................., email ............................................., as candidate for the public defence of the graduation exam, organized by ASE, for the 2021-2022 academic year, I declare that:

- all data and information I supplied are complete, real and correct;

- the documents sent by email are authentic;

- the electronic correspondence address indicated is valid, functional, and frequently checked and I accept that all information sent by ASE is considered received;

- I am aware that, if a fraud or false is identified, I will face the consequences and face the law for the crimes commited (false, etc.) in accordance with the criminal code Art. 326, with subsequent modifications.

Signature,

...............................................................

Date

...............................................

**ACADEMIA DE STUDII ECONOMICE DIN BUCUREŞTI**

**BIROUL ACTE DE STUDII**

***BUCHAREST UNIVERSITY OF ECONOMIC STUDIES***

***STUDY DOCUMENTS OFFICE***

Subsemnatul(a)\*, ............................................................................(*nume, iniţiala tatălui, prenume*), căsatorit(ă)\*\*

*I undersigned                                                                                  (last name, father`s initial, first name), married\*\**

...................................................domiciliat(ă) în ..........................................................................................................,

*living in*

posesor al C.I. seria ................................, numărul ..............................................., eliberată de

*owner of the ID card series                       number                                                 issued by*

........................................................................................................., la data de ................................................., având

                                                                                                           *on (date)*

CNP \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ vă rog să-mi aprobaţi eliberarea diplomei de ............................................................ şi a

*CNP (personal identification number)                    kindly ask to approve the issuance of the diploma of*

anexei acesteia.

*and its annex.*

Menţionez că am absolvit cursurile Facultăţii de ........................................................................................

*I am a graduate of the Faculty of ……………………………*

specializarea/ programul de studii ....................................................................................................................., forma de

*study program (taught in .............................),  on campus courses,*

învăţământ .................................., în perioada ...................../....................

*on campus courses, cohort (years of study)*

şi am susţinut examenul de finalizare a studiilor în sesiunea ......................................................................

*and I took the final exam in the session.*

Prin prezenta îmi exprim acordul ca Biroul Relaţii cu Publicul să verifice situaţia eventualelor debite ale subsemnatului/subsemnatei către Academia de Studii Economice din Bucureşti şi să obţină avizele care să ateste lipsa / existenţa acestora.

*I hereby agree that the Public Relations Office should verify the situation of the possible debts of the undersigned to the Academy of Economic Studies in Bucharest and to obtain the approvals attesting their absence / existence.*

**NOTĂ DE LICHIDARE /** Termination Note

**(Licenţă, Masterat, DPPD –** Bachelor / Master / DPPD)

|  |  |  |  |
| --- | --- | --- | --- |
| Direcţia  / Directorate | Debit | Semnătura & ștampila  / *Signature & stamp*  | Data / *Date* |
| 1. Direcţia Socială | Biroul Burse şi alte drepturi financiare al studenţilor (numai pentru studenţii, imobil Ion N Angelescu, et.4, sala 0438) */ Scholarships Office and other student financial rights (only for students, building Ion N Angelescu, floor 4, room 0438)* |  |  |  |
| Serviciul Social şi Serviciul Cantină (imobil Stanislas Cihoschi, et. 1, sala 5107) / *Social Service and Canteen Service (Stanislas Cihoschi building, 1st floor, room 5107)* |  |  |  |
| 2. Direcţia Bibliotecă (imobil Ion N Angelescu, etajul 2, sala 0216) / *. Library Department ( Ion N Angelescu building, 2nd floor, room 0216)* |  |  |  |  |
| 3. Direcţia Relaţii Internaţionale (numai pt. studenţii străini, imobil Ion N Angelescu, parter, sala 0024)  / *International Relations Department (only for foreign students, building Ion N Angelescu, ground floor, room 0024)* |  |  |  |  |
| 4. Direcţia Economică (imobil Stanislas Cihoschi, et. 4, sala 5411) / *Economic Directorate (Stanislas Cihosc**hi building, 4th floor, room 5411)* |  |  |  |  |

**Data ...............................                                                             Semnătura titularului................................**

              *Date                                                                                             Signature*

**\*Numele din certificatul de naştere**

*\* Name on the birth certificate*

**\*\*Numele din cartea de identitate/paşaport (dobândit în urma căsătoriei)**

*\*\* Name from identity card / passport (acquired after marriage)*