

## The Bachelor's and Master studies graduation examination procedure

This procedure details the graduation examination procedure for Bachelor's and Master's degree at FILS.

The following administrative steps must be followed and validated:

- 1) At the beginning of semester 1 students of terminal years must consult the list of topics for bachelor's or dissertation list available on the faculty website: <https://fils.utcb.ro/en/finalizare-studii-inginerie-civila/>
- 2) Students express their option to work on their bachelor's thesis or dissertation by submitting a request for subject assignment (Form FILS 10 EN): <https://fils.utcb.ro/en/about/forms/> The application must state the title of the chosen topic, position in the subject list on site and the name of the scientific coordinator (project supervisor / dissertation coordinator).
- 3) Students must e-mail the request of subject assignment to the scientific coordinator. This one approves the request and sends it by e-mail to the student, to the secretariat of the department from which they belong and to the FILS secretariat.
- 4) After the student completes the bachelor's or dissertation thesis, as the case may be, the scientific coordinator writes in the catalogs the grades obtained by the student at the meetings scheduled for the elaboration and finalization of the paper.
- 5) The student must attach to the bachelor's or dissertation thesis the declaration of authenticity of the document, in the standard form available on the faculty website (Form FILS 12 EN ): <https://fils.utcb.ro/en/about/forms>
- 6) The scientific coordinator examines the final form of the thesis and, if compliant, draws up the acceptance report for the graduation exam (Form FILS 11R): <https://fils.utcb.ro/en/about/forms/>
- 7) The thesis, together with the accompanying documents are submitted by the scientific coordinator at the FILS secretariat with at least 24 hours before the examination day. Thesis and any accompanying document submitted to the FILS secretariat may not be subsequently modified in relation to any individual constituent document.
- 8) The documents submitted to FILS are (printed format - 1 copy):
  - a. the final form of the bachelor's or dissertation thesis (digital support also),
  - b. the student's request for subject assignment, signed by the scientific coordinator
  - c. the declaration of authenticity ,
  - d. acceptance report from the scientific coordinator
- 9) Registration for the university graduation exam is based on the student's request, sent (in physical or electronic format) to the secretariat of the faculty with at least 3 working days before the examination date. The application is available in standard form on the faculty website (Form FILS 07 R):  
<https://fils.utcb.ro/en/about/forms/>
- 10) The FILS Secretariat draws up the list of graduates entitled to hold the final exam on the basis of the student's application for enrollment and the documents received from the scientific coordinator.
- 11) In order to enter the final exam, the student must pass the total number of credits mentioned in the study program

- 12) The final exams are organized in three sessions, during the periods established by the UTCB Senate, as follows: two sessions in the current academic year (June-July and September) and one session in February of the following academic year. The February session is for students who promoted the total number of credits in the previous academic year only.
- 13) After completing the above steps the FILS secretariat will submit to the secretary of the Examination Board:
- a. absolve list of students entitled to take the final examination,
  - b. graduation thesis together with the accompanying documents,
  - c. documents specific to the completion of the exam: catalog of the bachelor's /dissertation exam and the minutes of the exam
- 14) After completing the graduation exam, the secretary of the examination commission returns the license or dissertation thesis to the FILS secretariat together with the accompanying documents and the documents specific to the completion of the examination, signed by the secretary and the members of the commission.
- 15) Bachelor's thesis are archived at the teaching departments for a period of 5 years.
- 16) Dissertation thesis are archived at the FILS secretariat on the basis of an outline drawn up by the secretary of each committee.
- 17) All accompanying documents and specific papers of the graduation exam will be archived at the FILS secretariat (the student's request for assignment of the subject, the authenticity declaration, the acceptance report from the scientific coordinator and documents specific to the completion of the examination).
- 18) Graduate students, scientific coordinators the FILS secretariat must carry out this procedure.

Related methodologies:

Methodology for completing undergraduate studies at the Technical University of Constructions Bucharest  
<https://fils.utcb.ro/sunt-student/regulamente/>.

Methodology for completing master's degree studies at the Technical University of Constructions Bucharest  
<https://fils.utcb.ro/sunt-student/regulamente/>.

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