

## REGISTRATION INSTRUCTIONS FOR BACHELOR'S EXAM / DISSERTATION EXAM and și THE DEVELOPMENT OF THE ELECTRONICAL REGISTRATION FILE (ERF)

For graduates of the promotion 2021, the final exams are organized in the February 2022 session.

Graduates of previous promotions can enroll in the final exams in the sessions scheduled for this session.

**Registration is made online** or at the secretary department, for the Diploma/ Dissertation exams, **from Monday 14.02.2022, 8:00 – Friday, 18.02.2022, untill 16:00**. The online registration is made on the [studenti.pub.ro](http://studenti.pub.ro) platform, in the Diploma Project section / Dissertation Project, by generating and uploading several documents and files, which constitutes in the end the Electronical Registration File (DEI/ERF).

We recommend that you create a folder / directory on your personal computer in which to keep all of the files necessary for developing the ERF and name it *Electronic\_File\_Register*. After obtaining all the documents, completed and electronically signed according to the instructions, fill the required fields: examination session, the topic of the paperwork, requesting paper for examination session, copy of ID card, employability questionnaire, authenticity statement, originality statement, liquidation sheet within the Diploma project/Dissertation project session on [studenti.pub.ro](http://studenti.pub.ro) platform, uploading the documents/files specified in each section.

After uploading the files, click on the **Save** button (located on the bottom of the page) and make sure that the message „The document is uploaded” appears next to each document. You can download it for verification or, if necessary, you can upload another one in its place, if you have found that it contains mistakes or it is not complete (by using the **Browse** button).

**Attention!** After the data has been validated by the secretary department, no documents can be modified.

Următoarele date trebuie completate în vederea admiterii la examenul de licență.

Sesiune de examinare : FEBRUARIE 2022

Titlu lucrare : TITLUL LUCRĂRII DE DIPLOMA / DISERTATIE, CU MAJUSCULE, CU DIACRITICE

- Diacriticele sunt obligatorii.
- Tema de disertație va apare cu majuscule pe documente, indiferent cum este scrisă aici. Totuși, porțiunile ce trebuie păstrate cu litere mici (acronime, formule s.a.), sunt exceptate de la această regulă dacă sunt încadrate între marcajele <fix>...</fix>
- Pentru subscript (scris jos) se folosește marcajul <sub>...</sub>
- Pentru superscript (scris sus) se folosește marcajul <sup>...</sup>

Descriere lb. română : DESCRIEREA LUCRĂRII ÎN LB. ROMANA max 1000 crt.

Descriere lb. engleză : ENGLISH DESCRIPTION max 1000 crt.

Conducător 1: IIR Prof.Dr.ing. Alexandru MARIN

Conducător 2: - altă univers Ceret. Stiintific. Vasile AVASILOAIE

Conducător 3: IIR - selectați -

Lucrare: (format PDF max 20MB) Documentul este încărcat. descarcă








Nr. pagini: 10

1

În continuare, pentru descărcarea cererii de susținere și a declarației de autenticitate, trebuie salvate toate detaliile de mai sus (sesiune, titlu, conducător, descriere, lucrare, nr. pagini).

FEBRUARIE 2022

In order to download further specific forms, all of the above must be saved

<b>Cerere susținere:</b> (format PDF  max 5MB)	Pentru descărcarea cererii trebuie încărcată lucrarea și salvate toate detaliile de mai sus (sesiune, titlu, conducător, descriere, nr. pagini). <input type="text"/> Browse... Documentul nu este încărcat!	2
<b>Copie buletin:</b> (format PDF  max 5MB)	<input type="text"/> Browse... Documentul nu este încărcat!	3
<b>Chestionar angajabilitate:</b> (format PDF  max 5MB)	<input type="text"/> Browse... Documentul nu este încărcat!	4
<b>Declaratie autenticitate:</b> (format PDF  max 5MB)	Pentru descărcarea declarației trebuie încărcată lucrarea și salvate toate detaliile de mai sus (sesiune, titlu, conducător, descriere, nr pagini). <input type="text"/> Browse... Documentul nu este încărcat!	5
<b>Declaratie originalitate:</b> (format PDF  max 5MB)	 <a href="#">descarcă</a> > <a href="#">semnează</a> > <a href="#">reîncarcă</a> <input type="text"/> Browse... Documentul nu este încărcat!	6
<b>Fisa de lichidare:</b> (format PDF  max 5MB)	<input type="text"/> Browse... Documentul nu este încărcat!	7
<b>Comisie de examinare :</b>	<input type="text" value="IEMA"/>	
<input type="button" value="Salvează"/>		

Further details of the necessary documents needed for the development of the ERF (DEI) and registration process for the diploma/dissertation exam, in the order that they appear in the **Electronical Registration File** on the Diploma / Dissertation Project page from your personal account within the [studenti.pub.ro](http://studenti.pub.ro) platform, as follows:

1) **The file containing the diploma / dissertation project** (PDF format file). You can save it in PDF format directly from Word or from the editing program you used, or you can install a free PDF printer and print it, allowing you to combine multiple sources. We recommend using the free software PDFCreator that can be downloaded here: <http://download.pdfforge.org/download/pdfcreator/PDFCreator-stable?download>. It is uploaded on the [studenti.pub.ro](http://studenti.pub.ro) platform after inserting: (1) the first page with the coordinating professor's, department director's and the dean's signature and (2) registration application with the scientific coordinator's signature, as explained in section D.

2) **Application form for the diploma / dissertation exam** (PDF format file). Obtained according to the procedure described in section A below. It is uploaded on the [studenti.pub.ro](http://studenti.pub.ro) platform after it has been signed by the graduate and the project leader / leaders. It is also inserted in the diploma / dissertation project file, as explained in section C.

3) **ID card / Passport copy** (for foreign students), PDF format file. It is obtained by scanning / photographing the ID card. It is uploaded on the [studenti.pub.ro](http://studenti.pub.ro) platform.

4) **Certificate regarding the completion of the employability questionnaire** (PDF format file). It is obtained according to the procedure described in the section B below. It is uploaded on the [studenti.pub.ro](https://studenti.pub.ro) platform.

5) **Authenticity declaration** (PDF format file). It can be downloaded using the **download > sign > reload** button, only after the fields *Session (exam session)*, *Job Title*, *Name of the project leader/leaders*, *Number of pages* have been filled and the **Save** (located at the bottom of the page) button is pressed. After the file is downloaded, the graduate must sign it and upload it on the [studenti.pub.ro](https://studenti.pub.ro) platform.

6) **Originality declaration** (PDF format file). It can be downloaded using the **download > sign > reload** button, only after the fields *Session (exam session)*, *Job Title*, *Name of the project leader/leaders*, *Number of pages* have been filled and the **Save** (located at the bottom of the page) button is pressed. After downloading it, it is filled with all the required information, the graduate must put the date, sign it and upload it on the [studenti.pub.ro](https://studenti.pub.ro) platform.

7) **Liquidation sheet** (PDF format file). It is received on the e-mail address declared by the graduate in the Personal data section or on the student's university e-mail that was given (student\_name @[stud.][Faculty].upb.ro, by all students that have no debts to UPB (library, social service – student's dormitories, financial service). It is uploaded on the [studenti.pub.ro](https://studenti.pub.ro) platform. Those who have debts will be notified in this matter by the faculty's secretary department.

**Note:** The first page of the project, containing the project topic with the signatures of the department's director and the dean (PDF format file), is received on the e-mail address student\_name@[stud.][Faculty].upb.ro (university email address) or on the address declared by the graduate in the Personal data section of the [studenti.pub.ro](https://studenti.pub.ro) platform and is sent to the coordinating professor for his signature on the document. The first page of the project, with the three signatures is inserted in the diploma/dissertation project, according to the procedure described in C section below.

A. In order to obtain the application for the diploma exam, you have to:

- Access the [studenti.pub.ro](https://studenti.pub.ro) platform, log in using the known username and password and select the diploma / dissertation project section;
- Fill in the form with the following mandatory data: (1) FEBRUARIE 2022 Session, (2) *Project topic*, (3) *Project's coordinating teaching/teachers*;
- If you can't find the name of the project's coordinator in the list, choose „*another university*” and enter the academic title as well as the name and surname of the project leader;
- Make sure that you have written the title of the paper as it appears on the [www.fiir.pub.ro](https://www.fiir.pub.ro) website, in the Undergraduate – Diploma exam (Licenta – Examen Diploma), respectively Master – Dissertation exam (Masterat – Examen Disertatie);
- Save the information set above by clicking the **Save** button;
- Download the *examination request (Cerere susținere)*, by pressing the **Download>Sign>reupload** button;
- Sign the *examination request* using the procedure in section D, described below and forward it to the project's coordinating teacher / teachers for his / hers signature .
- After you have received the *examination request*, which has the signature of the project's coordinating teacher/teachers and your signature, as a graduate, upload it on the [studenti.pub.ro](https://studenti.pub.ro) platform, in the diploma / dissertation project section along with the other documents. It will also be kept for the inclusion in the project immediately after the project's topic page (check section C);
- The signing by the faculty's secretary department and the endorsement by the dean is done after the registration file is complete and after its validation on the <https://studenti.pub.ro> platform. It is not necessary to send the registration application to the secretary department/dean's office for

- signing/endorsement. The application included in the draft will not contain the signatures of the Chief Secretary and the Dean;
- B. To obtain the certificate regarding the completion of the employability questionnaire, access the <https://studenti.pub.ro> platform, log in and select the *Employability Questionnaire* section. Fill in all the required information. Finally, you will be able to download the certificate attesting that you have completed this questionnaire. Download this certificate and store it in the directory created for the electronic file, in order to upload it on the <https://studenti.pub.ro> platform;
- C. *The Examination Request* signed by the graduate and the project's coordinating teacher/teachers (obtained according to the section A) and the first page of the project (received as a PDF file by email), with the signatures of the coordinating professor, department's director and the Dean, will be inserted in your paper as following:
- Download and install PDFill Free using this link:  
[http://www.plotsoft.com/download/PDFill\\_FREE\\_PDF\\_Editor\\_Basic.msi](http://www.plotsoft.com/download/PDFill_FREE_PDF_Editor_Basic.msi)
  - From the installation options window, tick only FREE PDFill PDF Tools (No Watermark) and disable the other two options (PDFILL Free PDF Editor Basic and FREE PDFill PDF and Image Writer);
  - After installation, launch PDFill PDF Tools (FREE), and select option 1. Go to PDF File, first select the PDF file received by email containing the first project page with the signatures of the coordinating professor, the department director and the Dean, then select the *Examination request signed* by you and the project's coordinating teacher/teachers, select the PDF file containing your diploma / dissertation project;
  - Then select the **Save As** button and save the file which must contain in this order: (1) the first page of the project with the signatures of the coordinating professor, the department director and the Dean, (2) the examination request signed by the graduate and the project coordinating teacher/teachers and (3) your diploma/dissertation project. Keep this file for later uploading it to the [studenti.pub.ro](https://studenti.pub.ro) platform in the registration folder;
  - If the PDF of the Diploma / Dissertation project is too large (is exceeding 20MB) you can use a free program to reduce the size of the folder (Reduce PDF size) which you can download here:  
<http://www.softsea.com/download.php?id=834689451>
- D. PDF documents are signed using Adobe Acrobat Reader DC version (recommended) or version XI. This is a free program and can be obtained here: <https://get.adobe.com/reader/>. In order to obtain a good quality resolution of your digital signature, please follow the rules below:
- Sign on a white blank paper, using a gel pen or a blue marker with a slightly thicker writing. Very good results are obtained using a writing instrument or 0.7mm thickness.
  - If you have a scanner, scan at a resolution of 300dpi. Save the scan result as JPG / PNG.
  - If you do not have a scanner, use your mobile phone and take pictures in the natural light (without flash) at the maximum resolution allowed by the phone from a distance of 15-20 cm perpendicular to the signature page, avoiding the shadows.
  - From the obtained image by scanning or using the phone's camera, using a simple image processing program (eg. Paint, XnView-free, IrfanView-free, etc.) take only the part that contains the signature selecting the area and then cropping the rest. The size of the image thus obtained, if printed, should be approx. 4-6 cm long and 3-4 cm high, depending on the proportions of the signature (XnView or IrfanView declares this information at Properties and you can compare it with the direct measurement of the signature on paper).
  - Save the signature image by following the steps above as a JPG or PNG file with a suggestive name (Signature\_NameNameName). Keep this file in a safe place in the enrollment directory.

To use the digital signature, do so:

a) If you have Acrobat Reader XI installed:

Open a PDF file and go to the **Fill & Sign Tools**, then select **Place signature** and check **Use an image**. Then use the Browse button and indicate the previously saved signature in the JPG / PNG file. Finish by pressing the **Accept** button. From now on you can place your signature in any PDF document.

b) If you have Acrobat Reader DC installed:

Open the PDF file and from the menu bar access the **Sign document by typing or drawing a signature** (pen icon). Then select **Add signature**, and indicate the previously saved **Image**. Finish by pressing the **Apply** Button. From now on you can place your signature in any PDF document.

Good luck with the exam!

Dean of FIIR