



## PROCEDURE FOR SIGNING STUDY CONTRACTS

STUDENTS WILL SIGN THE STUDY CONTRACTS IN THE PRESENCE OF THE TUTOR.

- **PERIOD - the first 2 weeks** of the first semester of the academic year
- The study contracts are printed and distributed to the tutors (the list of year advisors is available on the FILS website - <https://fils.upb.ro/en/groups-and-representatives/>) by the secretariat
- The study contracts are signed in **2 copies**
- After signing, the group leader collects and submits the 2 copies of the study contract to the secretariat to be signed by the dean
- After signing and registering the study contracts, each student presents themselves at the secretariat to collect a copy
- **STUDENTS WITH FEES** - when signing the study contract, they **must have the fee payment receipt loaded into the student account** for the academic year
- **STUDENTS WITH FAILED COURSES** - when signing the study contract, **they must have the payment receipt for the backlogged courses they will attend in the current academic year** loaded into the student account
- **STUDENTS REPEATING THE YEAR** - will sign the study contracts **after completing the equivalence report**
- **STUDENTS IN ERASMUS MOBILITY** - **the study contract is considered the Learning Agreement** signed by both universities, and they will sign the study contract upon returning from mobility, with the courses recorded in the Equivalence Report

A student who **does not sign the study contract** according to the procedure will **not be enrolled in the respective academic year** and **will lose their student status**.