Guide for the student to sign the addendum to the study contract

The steps described below describe activities that take place through the platform https://studenti.pub.ro/. The first step consists in Authenticating on this platform, using the institutional credentials of the university student.

In case of any problems, please leave a ticket on the platform http://support.upb.ro/. We will try to help you as soon as possible with support and answers to your questions.

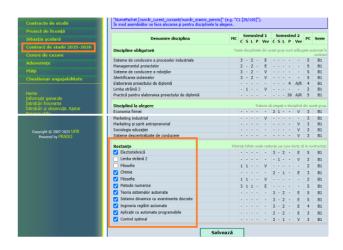
Step 1. In the platform https://studenti.pub.ro/, go to Menu/Personal data (Meniu/Date personale). Here, check and, if necessary, update the personal data. Very important, the information about email and phone number is used in the signing process, **check carefully that it is correct**.

For example, the email is essential in order to receive the email with the notification that the Addendum is ready to be signed and the link to the signing platform. The phone number is essential in order to receive the SMS with the digital signature validation code.

The operation is done in the Personal data (Date personale) section, the fields highlighted in the image below:

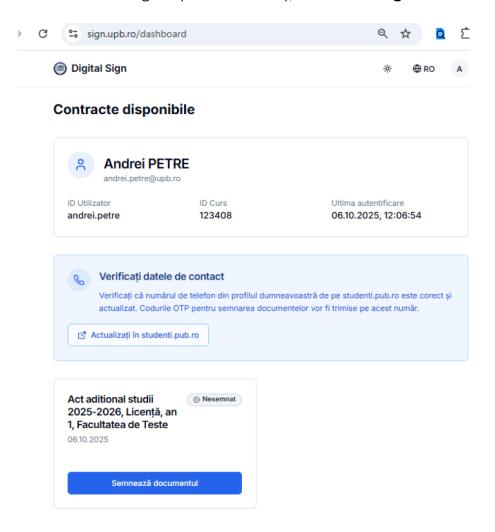


Step 2. If you are in year 2 / 3 / 4 - choose the failed courses you want to pass in the current academic year, if applicable. In the section "Study Contract 2025-2026" ("Contract de studii 2025-2026"), at the bottom, all your failed courses appear automatically checked by default; you can uncheck any you want and save as many times as needed. If the boxes are disabled, it means that the secretariat has locked them. The general deadline for choosing failed courses is October 12, each faculty being able to set its own deadline for this activity but not later than October 12.



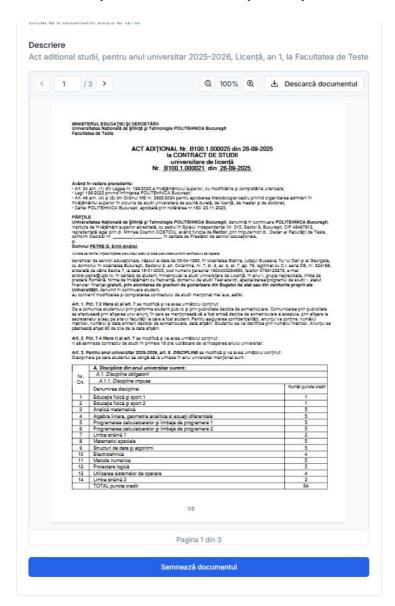
Attention: Starting with this academic year, failed courses must be paid at the beginning of the academic year. Choose carefully what **you do not want** to appear in the student contract - once signed, the Addendum obliges the payment of all failed courses that the student has committed to follow in the current academic year.

Step 3. When the Addendum is ready to be signed, you will receive an email notifying you that you can sign it electronically (it is available for signing) and with a link to the signing platform¹. The email is sent to your personal email address (verified in step 1) and to your institutional email address (in the form <u>firstname.lastname@stud.X.upb.ro</u>). Enter the link from the email, log in with your institutional credentials and OTP. See the document to be signed (the addendum), click on the **Sign the document** button,



¹ If you think you have not received the signing link, you can also check in the signing platform - https://sign.upb.ro/. Authentication is done with the institutional student account. In the platform, at any time you can see which documents are available for signing by you.

, view it and you can read it entirely there, you can download it.



If you see something wrong in the document, contact the Secretariat to regenerate the addendum with possible corrections. When you are ready to sign, press **Sign the document (Semnează documentul)**.

Step 4. After you have pressed the button, you receive an SMS with a code that you must enter in the signing platform (a field appears for this after you press **Sign the document**). You have 5 minutes to enter the code. If you do not receive the code, check your phone number in studenti.pub.ro (Step 1 above) and reinitialize the signing.

Step 5. You are notified also by email when the Addendum is signed by the Dean. Enter https://studenti.pub.ro/ and download the final document with both signatures.



If you encounter technical difficulties, at any of the steps above, open a ticket through the **Technical Support** button on https://studenti.pub.ro/.

For any technical issues you may encounter, please open a ticket on http://support.upb.ro/ and make sure to specify your faculty – the Faculty of Engineering in Foreign Languages.