



MG.EN

Instructions for Uploading the Bachelor Thesis for Antiplagiarism Detection on the Online Submission Platform

Rev. 2. // 2025-2026

Prerequisites:

1. Please make sure that you have access to your university account (**@s.utm.ro**). If, for whatever reason, you lost or cannot access this account, please write an e-mail from your personal e-mail account to it@univ.utm.ro and kindly ask them to reset the password. Follow the instructions in the e-mail received to reactivate your university account **prior** to filling in this form.
2. Details collected by this form:
 - Your alternate e-mail account (personal account).
 - Your valid phone number (ensure the proper country code is included).
 - Your primary citizenship (for statistical reasons **only**)
 - The full name of the scientific coordinator (mandatory) and of the scientific advisor (if applicable).
 - The personal e-mail address of the scientific coordinator (mandatory) and of the scientific advisor (if applicable).These will be used by the faculty to send the generated plagiarism report to you and your scientific coordinator/advisor (if applicable).
3. **Make sure you have all 3 files**, ready to be uploaded, as follows:
 - **Bachelor Thesis**- 1 file (PDF format): the full bachelor thesis (including references).
 - **Research Contribution** - 1 file (PDF format): just the first page (cover) + the scientific part (personal contribution/clinical study) **without** the reference section.
 - **Thesis Abstract** - 1 file (PDF format): just the first page (cover) + introduction + motivation of the study (if available) + materials and method chapter **without** any other chapter after this, including the reference/bibliography chapter.
4. Each student can fill in and upload the files only once per session, so make sure you have the latest versions of the files at your disposal. **IMPORTANT NOTICE! Once uploaded, you cannot reupload revisions!**
5. It is mandatory to name each file according to the instructions below, otherwise the submission form will fail to upload the files properly! See instructions below.

Instructions on how to prepare these files:

1. Make sure you have access to your bachelor thesis in Word format.
2. For the **Bachelor Thesis** file (sample file available here: [Link Microsoft SharePoint](#)):
 - Open the thesis in Word format.
 - File-> Save as-> choose as output format PDF (*.pdf) and name it according to the following rule: **"MG-ME-FIRST NAME_LAST NAME-Bachelor Thesis-2025-2026"**. Save it in a folder for later upload.

3. For the **Research Contribution** file (sample file available here [Link Microsoft SharePoint](#)):
 - Open the thesis in Word format.
 - Delete all pages after the cover page until the start of the scientific section (personal contribution/clinical study). Keep the title and number of the chapter where this section of your thesis starts.
 - Delete the reference/bibliography section of your thesis.
 - File -> Save as-> choose as output format PDF (*.pdf) and name it according to the following rule: **“MG-ME-FIRST NAME_LAST NAME-Research-Contribution-2025-2026”**. Save it in a folder for later upload.
4. For the **Thesis Abstract** file (sample file available here [Link Microsoft SharePoint](#)):
 - Open the thesis in Word format.
 - Keep the first page (cover page) in place.
 - Delete the Contents section of the thesis.
 - Keep the Introduction and the Motivation of the study (if applicable) chapters in place.
 - Delete all the other chapters after these, but keep in place the Materials and Methods chapter, including its original chapter number.
 - Delete all chapters after Materials and Methods, including Reference/Bibliography
 - File -> Save as-> choose as output format PDF (*.pdf) and name it according to the following rule: **“MG-ME-FIRST NAME_LAST NAME-Thesis Abstract-2025-2026”**. Save it in a folder for later upload.

How to access the online registration form:

1. Go to the following web address: <https://forms.cloud.microsoft/e/ZdJEZyrPyK>
2. Click this link: [On-line Form](#)
3. Scan the following QR Code:

