GRADUATION EXAM

• To be admitted to the final degree exam you must have completed all your yearly studies or acquired all the credits required by your study plan (including additional credits).

• In order to submit your Request to Graduate you must not have more than 24 outstanding credits (excluding credits for the final exam and for internships/traineeships) unless you intend to graduate in the summer session: students graduating in the summer session must take the outstanding exams on the first exam date in that session.
The annual deadlines for the submission of your request to graduate are:

- **April 1-10** for the summer session
- **September 1-10** for the autumn session
- **December 1-10** for the extra session
The annual deadlines for the submission of your request to graduate are:

- **April 1-10** for the summer session – tentative deadlines

  - Bachelor's degree programmes
    - upload of final thesis: 15-25 February
    - consultation of Compilatio report: 1-3 March
    - registration of final exam: 7-12 March
    - Graduation Day

  - Master's degree programmes, and degree programmes established under the old university system
    - publication of degree calendar: 5 February
    - upload of final thesis: 1-10 February
    - consultation of Compilatio report: 16-18 February
    - registration of final exam: during graduation session
    - graduation sessions: 22 February - 12 March
    - master's degree calendar [IT]

- **September 1-10** for the autumn session
- **December 1-10** for the extra session
The annual deadlines for the submission of your request to graduate are:

- **April 1-10** for the summer session
- **September 1-10** for the autumn session – tentative deadlines
- **December 1-10** for the extra session
GRADUATION EXAM - DEADLINES

The annual deadlines for the submission of your request to graduate are:

• **1-10 April** for the summer session
• **1-10 September** for the autumn session
• **1-10 December** for the extra session – tentative deadlines

<table>
<thead>
<tr>
<th>Bachelor's degree programmes</th>
<th>Master’s degree programmes, and degree programmes established under the old university system</th>
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</thead>
<tbody>
<tr>
<td>upload of final thesis: 28 February - 9 March</td>
<td>publication of degree calendar: 20 February</td>
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<tr>
<td>consultation of Compilatio report: 14-16 March</td>
<td>upload of final thesis: 13-23 February</td>
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<td>registration of final exam: 20-25 March</td>
<td>consultation of Compilatio report: 28 February - 2 March</td>
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<tr>
<td>Graduation Day</td>
<td>registration of final exam: during graduation session</td>
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<td></td>
<td>graduation sessions: 6 - 25 March</td>
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<td></td>
<td>master's degree calendar [IT]</td>
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</tbody>
</table>
Before compiling your request

• agree upon the subject of your final thesis/paper with your supervisor
• check that you have settled all outstanding university tuition fees (including any late payment penalties); the Student Administration Unit (Bachelor's and Master's degrees) will carry out an additional check to ensure that tuition fees have been paid
• compile the AlmaLaurea questionnaire and save the receipt so that you can attach it (it does not need to be signed) to the upload form in the request to graduate area
Submit your request

Admission procedure, request to graduate and withdrawal

Before compiling your request
- agree upon the subject of your final thesis/paper with your supervisor;
- check that you have settled all outstanding university tuition fees (including any late payment penalties); the Student Administration Unit (Bachelor's and Master's degrees) will carry out an additional check to ensure that tuition fees have been paid;
- complete the AlmaAurora questionnaire and save the receipt so that you can attach it (it does not need to be signed) to the upload form in the request to graduate area.

During compilation
- compile the online request to graduate, listing any outstanding exams or exams taken awaiting registration. Any problems you might have encountered can be described in a text file, which you can then attach to the upload form in the request to graduate area;
- you will also be asked to enter the title of your thesis along with an abstract. The abstract is a brief summary of the contents of your thesis and should not exceed 1500 characters in length. Both the title and abstract can be changed after compiling your request — within the established deadlines — by clicking on the change thesis title button.
Before completing the undergraduate application please complete the Questionnaire ALMALAUREA and save the receipt so that you can attach it (it does not need to be signed) to the submission form.
Before completing the undergraduate application please complete the Questionnaire ALMALAUREA and save the receipt so that you can attach it (it does not need to be signed) to the submission form.

3.
Presentazione domanda conseguimento titolo

Se sei iscritto a un corso di studio (Laurea di primo o secondo livello, Master, Dottorato), prima di procedere con l’inserimento della domanda di conseguimento titolo è necessario compilare il questionario Alma-Laurea. Se non è mai stato compilato si deve utilizzare la voce “Registrazione Alma-Laurea” presente nel menu di sinistra.

Nella pagina “Testi di laurea/Elaborato finale” è obbligatorio indicare:

- Titolo tesi;
- Abstract tesi/Elaborato (riassunto della tesi); obbligatorio solo per la lauree Magistrati, Specialistiche e Vecchio Ordinamento (lauree quadriennali o quinquennali);
- Attività didattica (scopri l’attività che più si avvicina alla tesi);
- Relatore (la ricerca deve essere fatta digitando le prime lettere del cognome; per un’eventuale corretta rivolgersi direttamente alla Segreteria del Campus/Dipartimento).

Una volta completata la compilazione verificare il riepilogo dei dati inseriti alla voce “Conseguimento titolo” e accertarsi che la domanda sia in stato “Presentata”; è consigliabile salvare la pagina a titolo di ricevuta.

[Button] Presentazione domanda conseguimento titolo
GRADUATION EXAM

After compilation

Make the online payment for € 16,00 revenue stamp within the session **deadline**

After the **deadline** you can check whether your request to graduate has been approved by your supervisor.

See: "Upload thesis and check supervisor approval" in your personal area.
Still need help?

• For information, doubts or any problems please refer to the **Campus Economico** Administration Office at San Giobbe.

• Opening hours: Monday to Friday - 09.00 am to 1.00 pm

• Email: [campus.economico@unive.it](mailto:campus.economico@unive.it)