



HUMAN AND SOCIAL SCIENCES DEPARTMENT

FINAL EXAMINATIONS

EXTRAORDINARY SESSION 2023

26 April -3 May 2023

a.y. 2021-2022

The date of the proclamation of the Bachelor's degree final examinations will be published at the following link <https://dsus.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea>

The application must be completed exclusively online; you must **not** bring the paper version of the application to Student service.

The guideline to the application process is published on the University website (<https://en.unibg.it/>Study>Student Services Office>Online Procedure Guide>Admission to the final exam>):

https://en.unibg.it/sites/sten/files/avvisi_e_comunicazioni/admission_to_the_final_exam.pdf

The application process consists of **3 steps**:

- 1) The student inserts in their Sportello internet the FINAL title of the thesis (Step 1);
- 2) The professor (supervisor) approves online the title of the thesis (Step 2);
- 3) The student presents online the final application for admission to the thesis online (Step 3).

DEADLINES SUMMARY

• **Step 1** (Student – Insert thesis title): **no later than 24 February 2023**, on pain of exclusion

• **Step 2** (Professor– Thesis approval): **no later than 2 March 2023**

• **Step 3** (Student – Inserting online thesis application and payment of 32 euros with PagoPA mode). After the approval of the thesis by the supervisor, **no later than 7 March 2023, under pain of exclusion.**

The invoice is created automatically after inserting online the thesis application (Step 3).

14/04/2023

Deadline to pass all the exams

17/04/2023

Deadline for the submission of the thesis to the supervisor and the co-supervisor (if present).

Deadline for the submission of the final examination report to the supervisor.

Deadline for inserting the thesis/final examination report as a PDF file in the section "Laurea" of the Sportello internet.



Deadline for the submission of the e-portfolio (with the final report of the traineeship) **only for students of the degree in Scienze della formazione primaria.**

For the submission of **any paper copies**, students must follow the indications of their supervisors.

Please note for students of the Bachelor's degree: the graduation date shown in the Sportello internet is not the same as the graduation ceremony, but it is the date of the evaluation of the reports, which must not be attended by the students.

PLEASE NOTE: The final examination report/thesis, a PDF file, **must be uploaded in the section "Lauree"** of Sportello internet **after the confirmation of the thesis application** by the Student Service.

Scienze della formazione primaria students must also upload the e-portfolio, along with the traineeship report.

After uploading the thesis a PDF file (and the e-portfolio, along with the traineeship report, **for Scienze della formazione primaria students**), you will see the indication "Inserito".

OTHER REQUIREMENTS

Please note that the student, **before the start of the final session of the theses discussion**, is required to return all borrowed material to the Library Services.

PLEASE NOTE:

If you need to check that you uploaded the files correctly, you must go to Sportello internet>Laurea>Conseguimento titolo and check that in the section RIEPILOGO TESI there is a PDF file. If there is no file, you will see the indication NESSUN ALLEGATO ASSOCIATO ALLA TESI ("No file associated with the thesis").

We remind you that the section ALLEGATI TESI is active until the deadline indicated in Calendario didattico, even if the file is already uploaded, to allow the student to modify it if necessary.

Students that, after having submitted the admission application to the thesis, **RENOUNCE** the presentation of the thesis, must promptly give written notice of the **renouncement** to the Student Service, via [Ticket](#).

Short Guide - How to graduate:

https://en.unibg.it/sites/sten/files/international_students_-_how_to_graduate_1.pdf

Bergamo, 27 January 2023

STUDENT SERVICES OFFICE