



FINAL EXAMINATIONS

EXTRAORDINARY SESSION JUNE 2023 (a.y. 2021-2022) 8 June - 15 June 2023

According to the Law 24 February 2023 n. 14, converting, with changes, the Decree Law 29 December 2022, n. 198 ("Decreto Milleproroghe") and the Rectoral Decree n. 201/2023 of 13 March 2023, the requirements for the admission to the extraordinary graduation session of June 2023, due to the extension of the academic year 2021-2022, are presented below.

Students who can be admitted to the extraordinary session:

Students that have the following requirements:

- Regularly enrolled for the a.y. 2021-2022 in the last course year of a Bachelor's degree, Master's degree or single-cycle Master's degree (both current students or students outside prescribed years);
- Having inserted all the learning activities included in the study plan within the a.y. 2021-2022;
- With only **up to 18 credits left to acquire**, besides the ones concerning the final examination;
- If graduate students of a Master's degree course, even single-cycle: when presenting the application for the final examination, at least 2/3 of the work for the preparation of the thesis must be completed (this evaluation is done by supervisor);
- If graduate students of a Bachelor's degree: they must have presented the temporary title or the application for the assignment of the topic for the final examination before the deadline established for the summer session concerning the academic year 2022-2023.

It is not possible to be admitted to the extraordinary session:

- If you are enrolled for the a.y. 2022-2023 in the last course year;
- If the study plan has been modified in the a.y. 2022-2023 and exams concerning that study plan have been taken;
- If the supervisor does not approve the final examination application.

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://www.unibg.it/studiare/ti-aiutiamo/contatta-segreteria> (Guide alle procedure online>Inserimento domanda di laurea).

For completing the exams, there will be an extraordinary exam session **from 8 to 12 May 2023, only** for graduate students that have completed the application before 20/4/2023 and have the above-listed requirements. After the deadline for the application and the control concerning the exams that must be taken, the Student service will send the list of the graduate students to the competent office that will publish the official exam Calendar, **only for the graduate students that have the requirements**. The exam booking will be made by the Exam office that, after the booking, will send a confirmation mail to the graduate students.

PLEASE NOTE: Students who are going to forfeit in the academic year 2021-2022 (deadline extended from 30 April 2023 to 15 June 2023) may participate in this extraordinary exam session, by making a request to the Student service via [Ticket](#).



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 14 April 2023, on pain of exclusion

Step 2 (Professor– Thesis approval)

No later than 18 April 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 20 April 2023, under pain of exclusion.

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

12/05/2023

Deadline to pass all the exams

30/05/2023

Deadline for the submission of two copies 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 corresponds to the date of the achievement of the title), which must not be attended by the students. From this date, it will be possible to download.

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.

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 can only attach other files, not delete those already uploaded (if they need to delete a file, they must ask for it by ticket to the Student service).

Graduate students from **Scienze della formazione primaria** will submit the paper copy of the thesis and the and the traineeship report to the tutor supervisor during the thesis discussion.

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.

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](#).

Bergamo, 5 April 2023

STUDENT SERVICE