



SCHOOL OF ENGINEERING

BACHELOR DEGREE GRADUATION / MASTER DEGREE GRADUATION (D.M. 270/2004)

SEPTEMBER SESSION 2025 – A.Y. 2024-2025

ALL GRADUATION APPLICATION HAVE TO BE COMPLETE OF ALL THE 4 PHASES

NO EXCEPTIONS CONCERNING DEADLINES ARE ALLOWED

- BACHELOR degrees D.M. 270/2004

SEPTEMBER 30th, 2025 – Thesis evaluation

- MASTER degrees D.M. 270/2004

SEPTEMBER 29th, 2025 – Thesis discussion and proclamation

DEADLINES AND TASKS

ADMISSION TO FINAL EXAMINATION APPLICATION

Graduation application has **to be presented online** respecting the following **4 phases**:

- 1) The student enters the Thesis assignment request from his/her personal dashboard (**Phase 1**);
- 2) The supervisor approves the request online (**Phase 2**);
- 3) The student presents the definitive request of admission to the final examination from his/her personal dashboard (**Phase 3**).
- 4) The student uploads on the personal dashboard his/her thesis (**Phase 4**).

The **Guide on how to present your graduation application online** is published at the link:

<https://www.unibg.it/node/7363> (ITA)

THE ONLINE PROCEDURE WILL BE ACTIVATED STARTING FROM JULY 9th, 2025, AT 9.00.

PHASE 1 – from Wednesday 9th July, 2025 to Tuesday 12th August, 2025

Period during which the STUDENT has to enter the title of the thesis on his/her personal dashboard: Degree – Diploma attainment – Thesis application (within 11:59 PM of the deadline).

In the screen “Deposito titolo” write the Title of the thesis both in Italian and in English (in case the thesis is in English the title doesn't have to be translated in Italian but it has to be written in English in both fields).

Write the name of your supervisor and of the co-supervisor (if there is one); proceed filling in the rest and confirm the thesis. *When PHASE 1 is complete, the system generates an automatic mail to the supervisor. Before entering the definitive thesis application you will have to wait for the supervisor's approval.*



PHASE 2 – from Wednesday 9th July, 2025 to Thursday 14th August, 2025

Period during which the SUPERVISOR, from his/her personal dashboard, can confirm, modify or cancel the thesis assignment request presented by the student.

You'll be informed by mail on your student account (@studenti.unibg.it) when the supervisor approves your thesis.

PHASE 3 – from the date of the SUPERVISOR's approval until Monday 18th August, 2025

The STUDENT enters the definitive request from his/her dashboard (within 11:59 PM of the deadline). *At the end of the procedure you'll receive an automatic email on your student account.*

During this phase you need to fill in the "Alma Laurea" questionnaire. Login to your dashboard, click on DEGREE and then select the link **"Alma Laurea"**. **Register** and then **fill in the questionnaire**. The receipt **doesn't have to be sent** to the student's office. If you don't fill in the questionnaire, you cannot complete the Degree request (once you've completed the questionnaire, please ignore the automatic message of compiling it again).

**TO END THE PROCEDURE FOR THE DEFINITIVE DEGREE REQUEST YOU NEED TO
LOGIN AGAIN TO YOUR DASHBOARD AND COMPLETE THE DEGREE REQUEST.
THE REQUEST WILL BE ENDED WHEN THE PAGO PA INVOICE WILL GENERATE AUTOMATICALLY.**

- **Pay € 32,00** within **August 18th, 2025** (for two online-paid duty stamps for the Degree request and the diploma) as described in University Website Homepage > Studiare > Iscrivarsi > Tasse e agevolazioni: <https://www.unibg.it/node/262> (ITA).

The students who have **already presented a Degree request in previous sessions** have to pay only **16 euros** (for one online-paid duty stamp for the Degree request). To pay only **16 euros** (instead of 32) please open a ticket through https://helpdesk.unibg.it/helpdesksegrestud/?lang=en_US writing "MAV RIDOTTO LAUREA" **within August 18th**.

- The students who have **already presented a Degree request in previous sessions** have to present a Degree request again in this session. They're not asked to fill in the questionnaire again.

PHASE 4

From Friday 5th September, 2025 to Friday 19th September, 2025

The STUDENT has to upload on his/her dashboard **his/her thesis**. The thesis file on a CD is no longer required.

EXAM REGISTRATION DEADLINE

The last day to pass and register your exams is Monday **15th September, 2025**.

RENOUNCING

Students who **RENOUNCE** the final examination after entering their Degree request (even if only phase 1 has been filled in), must **write immediately** both to their supervisor and the Students' Office via ticket https://helpdesk.unibg.it/helpdesksegrestud/?lang=en_US



REMARKS

Before the beginning of the Graduation session, the student has to **give back** to the University library all the borrowed material.

The reference numbers of the **"Classi di Laurea"** (Degree category) are published at the link: <https://www.unibg.it/node/7363> *Regole generali* (ITA).

The list of the candidates divided by Commission will be published at <https://www.unibg.it/node/7363> (ITA) ten days before the session begins.

For more information regarding typographical rules, frontispecies, anti-plagiarism rules and verification, Alma Laurea Questionnaire and other details please see what published at the link: <https://www.unibg.it/node/264> (ITA).

[STUDENTS' OFFICE](#) (ITA)