SCHOOL OF ENGINEERING

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

MARCH 2026 SESSION– 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

MARCH 23rd, 2026 **–** Thesis evaluation

- MASTER degrees D.M. 270/2004

MARCH 27th, 2026 **–** Thesis discussion and proclamation

DEADLINES AND TASKS

Students who **already presented a Degree request in the previous sessions** have to present a new request, complete of all 4 phases, for this new session.

The Students' office will **check every student's career** and the registration of every exam. The student is jointly-responsible of the accuracy of his/her career together with the students' office and must promptly report every possible anomaly.

ADMISSION TO FINAL EXAMINATION APPLICATION

Graduation application has **to be presented online only,** 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 JANUARY 7th, 2026, AT 12.00.

PHASE 1 – from Wednesday **7th January, 2026** to Monday **2nd February, 2026**

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 thesis title 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 your supervisor's name and co-supervisor's (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 **7th January, 2026** to Wednesday **4th February, 2026**

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 Friday **6th February, 2026**

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 (@studenti.unibg.it).*

N.B.: phase 3 consists of **3 parts**:

a. "Alma Laurea" questionnaire

During phase 3 you need to fill in the "Alma Laurea" questionnaire. Login to your dashboard, click on DEGREE and then select the link "**Alma Laurea**".

A new page will open on the AlmaLaurea website. 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 filling it in again).

b. Definitive Degree request

To end the procedure for the definitive degree request you need to login again, after the questionnaire, to your dashboard, section "conseguimento titolo" and complete the degree request clicking on **"inserimento domanda di conseguimento titolo".**

c. 32 € payment (or reduced amount as specify hereunder)

➤ **Pay € 32,00** within **February 6th, 2026** (for two online-paid duty stamps for the Degree request and the diploma) as described in University Website Homepage > Studiare > Iscriversi > 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) within **February 6th, 2026**, please open a ticket writing "MAV RIDOTTO LAUREA" in the object.

THE REQUEST WILL BE ENDED WHEN THE PAGO PA INVOICE WILL GENERATE.

PHASE 4 - from Friday **27th February, 2026** to Friday **13rd March, 2026**

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 Friday **06th March, 2026**.

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

REMARKS

Before the beginning of the Graduation session, the student has to **give back** to the University **library** all 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 **calendar of the session** 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)