



DEPARTMENT OF MANAGEMENT

MASTER'S THESES FINAL EXAMINATIONS

**AUTUMN SESSION A.Y. 2025/2026
21st -22nd - 23rd October 2026**

The deadlines listed below are mandatory. Students are requested to check them for any updates.

- **Master's theses:** the defence will take place in a public session.

The deadlines indicated below are mandatory and cannot be waived.

ONLINE APPLICATION FOR FINAL EXAM ADMISSION: FROM July 31st 2026

The application process must be completed exclusively online. The guideline to the application process is published on the University website:
<https://en.unibg.it/study/need-our-help/how-to-graduate-0>

The application process consists of 4 STEPS:

- 1) The student inserts in their personal dashboard (Internet Desk/Sportello internet) the FINAL title of the thesis (Step 1);
- 2) The professor (supervisor) approves the thesis title online (Step 2);
- 3) The student submits online the final application for thesis admission online (Step 3);
- 4) The student uploads the thesis in PDF format from their personal dashboard (Internet Desk/Sportello internet) (Step 4)

The application for final examination admission is considered submitted only upon payment of the required fee of € 32.00. The "status" of the application will change from 'PRESENTED' to 'CONFIRMED' after the deadline of September 18th 2026, once the Student Administration Office has completed its administrative checks.

ONLINE APPLICATION FOR FINAL EXAMINATION ADMISSION WILL BE POSSIBLE FROM JULY 31st 2026



DEADLINES SUMMARY

Step 1 (Student – Insert thesis title): from July 31st and no later than September 14th 2026

The student enters the title of the thesis from the personal dashboard (Laurea – Conseguimento titolo – Inserimento domanda di tesi).

During the application, it is mandatory to indicate whether you grant the authorization or not to consult your final thesis. After completing this step, the system automatically generates an e-mail to your supervisor.

Step 2 (Professor– Thesis approval): no later than September 16th 2026

From the personal Internet Desk, the supervisor can approve, modify or cancel the online application.

Step 3 (Student – Inserting online thesis application and payment of € 32 via PagoPA): no later than September 18th 2026

You must wait for your thesis to be approved by your thesis supervisor before submitting your graduation application.

When your thesis supervisor approves your thesis, you will receive an e-mail alert in your institutional mailbox. From then on, you can enter your final application.

Before proceeding with step 3, the student is required to fill in the online AlmaLaurea Questionnaire (once the questionnaire has been filled in, you **must 'ignore' the automatic resubmission message**).

N.B. Please read the anti-plagiarism legislation carefully.

After completing the questionnaire, you need to login to your dashboard again, navigate to the “conseguimento titolo” section, and complete the procedure by clicking on “inserimento domanda conseguimento titolo”.

Payment of € 32

The € 32 fee is generated automatically after submitting online the thesis application (Step 3).

If you have already paid € 32 for a previous final examination session, you only need to pay € 16 and request "by ticket" the creation of a reduced invoice to the Secretary Service.

Step 4: the student uploads the thesis in PDF format from the personal dashboard (Internet Desk/Sportello internet): from September 25th 2026 and no later than October 6th 2026



Your thesis must be uploaded to the Student dashboard in PDF format.
See the relevant guide: <https://en.unibg.it/study/need-our-help/how-to-graduate-0>

Once the final thesis is completed, the student must download the cover page (front page) from the link: <https://www.unibg.it/studiare/frequentare/laurearsi/frontespizi> and fill it in. Please note that both the title page and the text of the final thesis must be contained in the same file.

OTHER REQUIREMENTS

September 12th 2026: Deadline to pass all the exams (the deadline refers to the date of the exam itself and not its entry in the academic record)

September 21st 2026: Deadline to submit the traineeship register to the Traineeship Office (via ticket)

N.B:

- **Students must return all borrowed material to the LIBRARY SERVICES before the start of the final thesis discussion;**
- *Master's degree students must send the final and complete version of the thesis in PDF format to the supervisor and any co-supervisor via e-mail. If the supervisor requires it, the student must also submit a paper copy of the thesis to the supervisor and any co-supervisor at least 10 days before the date set for the discussion.*
- Once approved by the supervisor, the thesis title will not be modifiable. Any changes in Italian and English must be requested by the supervisor via e-mail to: segreteria.economia@unibg.it
- Students who, after submitting the admission application for the thesis, wish to withdraw from the final examination must promptly provide written notice of the withdrawal to the Secretary Service via ticket: <https://helpdesk.unibg.it/helpdesksegrestud/>
- The session calendar will be published only on the University website:
 - <https://dipsa.unibg.it/it/studiare/calendario-accademico-e-informazioni/prove-finali-e-tesi-laurea> (Department of Management)
- The Master's Degree Regulations ("Regolamento prove finali laurea magistrale") are available on the University website:
 - <https://dipsa.unibg.it/it/studiare/calendario-accademico-e-informazioni/prove-finali-e-tesi-laurea> (Department of Management)



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DEGLI STUDI
DI BERGAMO**

Area Formazione e
Servizi agli Studenti

Settore Carriere e Servizi agli studenti
Servizio Segreteria Campus economico-giuridico

Short Guides – How to graduate:

<https://en.unibg.it/study/need-our-help/how-to-graduate-0>

(Department of Management- English web page)

Bergamo, July 2nd 2026

ECONOMIC-LEGAL CAMPUS SECRETARY SERVICE