



GUIDELINES FOR FILLING OUT THE ONLINE GRADUATION APPLICATION Department of Management

The procedure for submitting the application for admission to the final exam/thesis defence consists of four phases as detailed in the Guide to filling out the final exam application: [Guidelines to admission for final examination](#)

Please note that the graduation application will only be considered submitted, and therefore processed, if the payment of the required fee is received by the deadline for submitting the final graduation application (Phase 3).

For details on deadlines, please refer to the announcement published on the website at the following link: <https://dipsa.unibg.it/it/studiare/calendari/prove-finali-tesi-laurea>

PHASE 1 – Submission of Thesis Assignment Application

Internet Portal > Degree > Diploma attainment > Inserimento Domanda di Tesi

- On the "Title Submission" screen, enter the thesis title in both Italian and English (if the thesis is in English, the title does not need to be translated into Italian but must be provided in English in both fields).

- Enter the name of the supervisor and any co-supervisor.

- Complete the application and confirm the thesis.

After completing Phase 1, the system automatically generates an email to the supervisor.

Before proceeding with the final application submission, wait for APPROVAL from the supervising professor.

PHASE 2 – Online Approval by the Supervisor

The professor can confirm, modify, or cancel the thesis assignment application submitted by the student through their internet portal.

You will be notified via email at your institutional address (@studenti.unibg.it) when the professor has approved your thesis.

PHASE 3 – Submission of the Final Application for Admission to the Final Exam/Thesis Defense

Once the thesis has been approved by the supervisor, proceed with the submission of the final application.

Internet Portal > Degree > Diploma attainment > Inserimento Domanda di Tesi

- Complete the AlmaLaurea questionnaire (mandatory for subsequent steps).

- Review the anti-plagiarism policy and the rules of conduct during the graduation session.

- Select the available graduation session and proceed with the application (note: the thesis title cannot be modified as it has already been approved by the supervisor. Any changes in Italian or English must be requested by the supervisor by emailing segreteria.economia@unibg.it).

- Complete the final title application.

- Pay the fee of €32.00 by the deadline (in case of a previous graduation application, request the issuance of an invoice for the €16.00 virtual stamp duty from the Student Services Office via a ticket).

At the end of the process, an email will be sent to your institutional address (@studenti.unibg.it).

Note: The graduation application does not need to be physically submitted at the Student Services Office.

PHASE 4 – Uploading the PDF (Bachelor's Thesis/Graduate Thesis/Master's Thesis)

The Bachelor's Thesis/Graduate Thesis/Master's Thesis must be uploaded in the "Graduation" section of the student internet portal following the instructions provided in the Guide to filling out the final exam application.