



ACADEMIC YEAR 2024/25

SHORT GUIDE - HOW TO GRADUATE

1. HOW TO OBTAIN A DEGREE

BACHELOR'S DEGREE COURSES – 3 YEARS (1st cycle)

(pursuant to Italian Ministerial Decree 270/2004)

The degree is awarded by passing the final examination. In order to be admitted to the final examination, you must have obtained the credits related to the planned activities which, added to those to be acquired in the final examination, allow you to obtain at least **180 credits**.

The final examination consists in the presentation of an individual paper (paper or multimedia) developed in relation to a specific theme addressed during the course of studies, which may consist in a bibliographical-documentary, theoretical or critical study, in a practical realization or in a critical in-depth study of the themes addressed during the internship, where applicable.

The discussion of the individual paper is not requested.

MASTER'S DEGREE COURSES – 2 YEARS (2nd cycle)

(pursuant to Italian Ministerial Decree 270/2004)

The master's degree is awarded with the discussion of the thesis. In order to be admitted to the final examination, you must have obtained the credits related to the planned activities, which, added to those to be acquired in the final examination, allow you to obtain **at least 120 credits**.

The way the final examination is carried out, normally linked to the presentation of a written dissertation, is regulated by the didactic regulations of the individual degree programme to which we invite you to refer.

The final examination consists of a thesis written in an original way by the student under the guidance of a supervisor. The thesis is discussed with the contribution of a supervisor and possibly a co-supervisor in front of a Committee of professors who express the overall evaluation in 110 points, with possible honours.



MASTER'S DEGREE COURSES – 5 YEARS (2nd cycle)

(pursuant to Italian Ministerial Decree 270/2004)

The master's degree is awarded with the discussion of the thesis. In order to be admitted to the final examination, you must have obtained the credits related to the planned activities which, added to those to be acquired in the final examination, allow you to obtain **at least 300 credits**.

The way the final examination is carried out, normally linked to the presentation of a written dissertation, is regulated by the didactic regulations of the individual degree programme to which we invite you to refer.

The final examination consists of a thesis written in an original way by the student under the guidance of a supervisor. The thesis is discussed with the contribution of a supervisor and possibly a co-supervisor in front of a Committee of professors who express the overall evaluation in 110 points, with possible honours.

2. THE STEPS TO WRITING A THESIS

The process of writing a thesis is generally characterized by the following main steps:

- 1) Choose a topic of your interest and a possible supervisor.
- 2) Collect, gather, study, analyze and synthesize the relevant academic literature regarding the topic, to delineate the state-of-the-art and identify research gaps.
- 3) Develop your research question/s.
- 4) Define the process to answer the research question/s and the structure of your thesis (develop an outline/table of contents of the topics to be discussed, as well as their logical and temporal sequence).
- 5) Collect material and, if necessary, empirical data to answer your research question/s.
- 6) Write the thesis in compliance with the academic requirements

3. APPLICATION FOR FINAL EXAMINATION ADMISSION

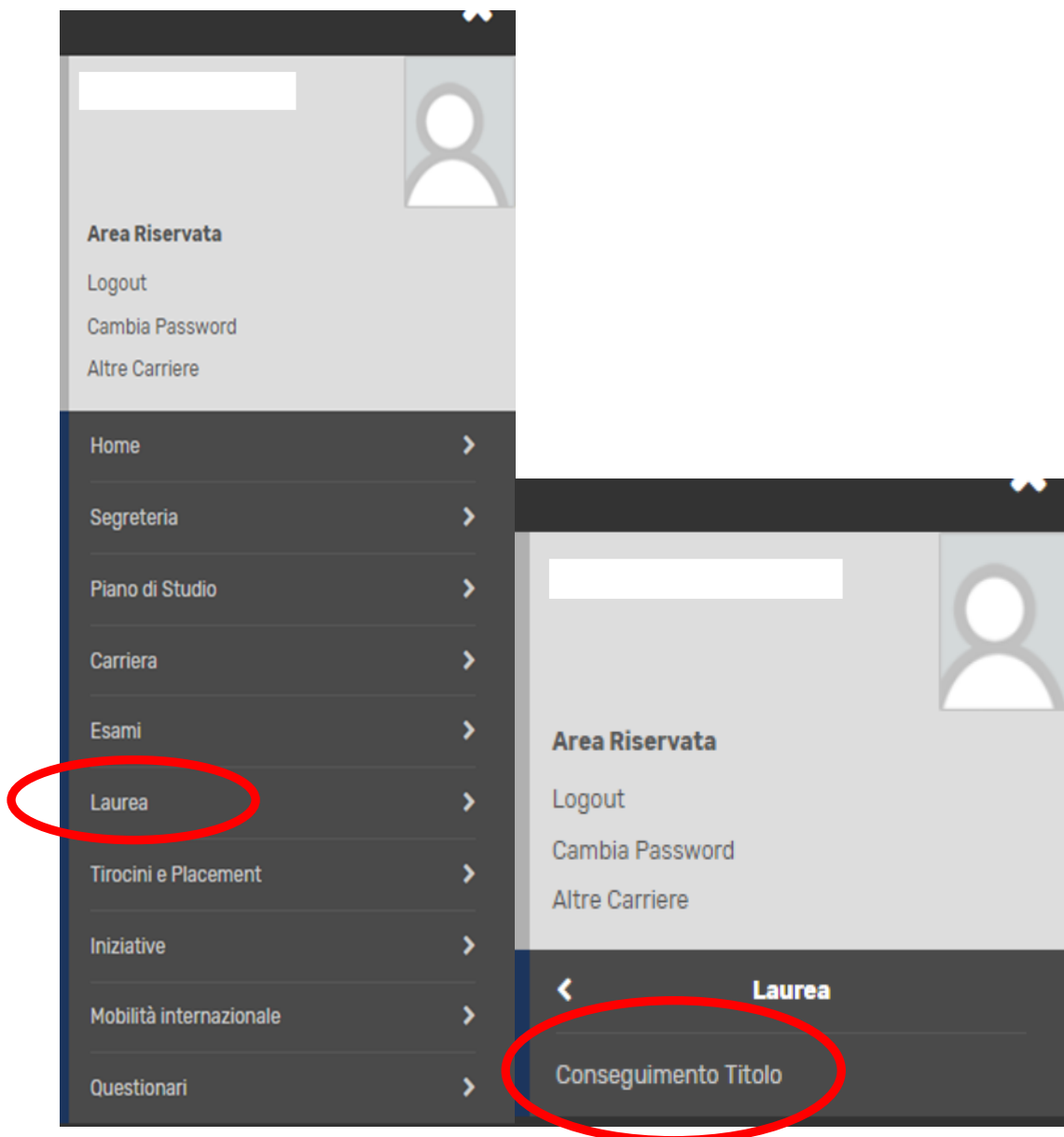
The first step before formally applying for final exam admission is to choose a supervisor and the topic.

For each graduation session, the Student Office (Student Secretariat) establishes the deadlines for admission to the final exam (see the website of the course, How to > How to graduate.

This application can only be presented **online and includes 4 phases:**

1) Phase 1: the student enters the title of the thesis from the personal dashboard

1a) Click on “Laurea: conseguimento titolo”



1b) Click on "Inserimento Domanda di tesi"



UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet

» » Conseguimento titolo

Bacheca conseguimento titolo

Selezionare l'operazione da eseguire.

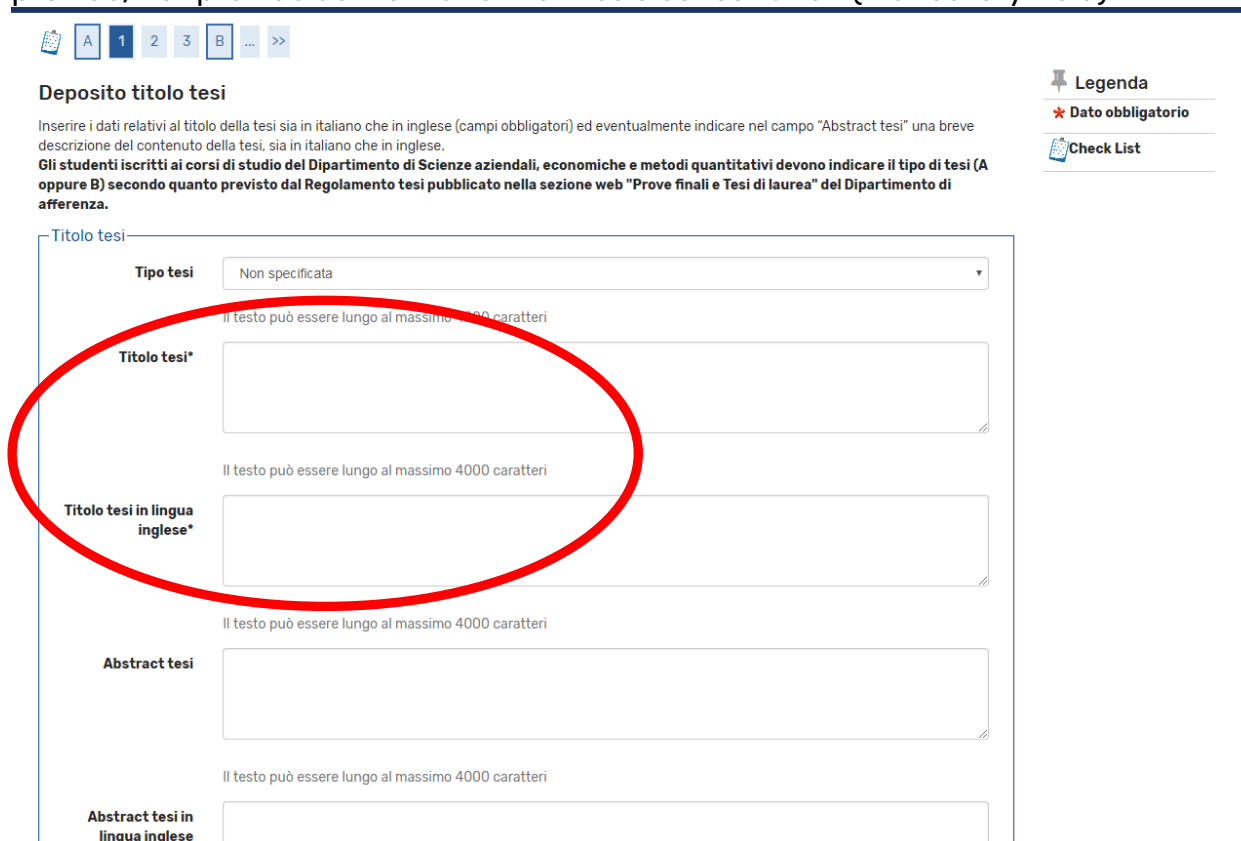
Studente

Nome	
Cognome	
Matricola	
Corso di studio	

Non sono stati presentati né la domanda di conseguimento titolo né la tesi.

Inserimento Domanda di Tesi

1c) Enter twice the title of the thesis (required field) in *Titolo tesi* and in *Titolo tesi in lingua inglese*; if possible, write a note in the "Thesis abstract" field giving a description of the content of the thesis. Click on the drop-down menu too to provide/not provide authorization to thesis consultation (mandatory field).



Deposito titolo tesi

Inserire i dati relativi al titolo della tesi sia in italiano che in inglese (campi obbligatori) ed eventualmente indicare nel campo "Abstract tesi" una breve descrizione del contenuto della tesi, sia in italiano che in inglese.

Gli studenti iscritti ai corsi di studio del Dipartimento di Scienze aziendali, economiche e metodi quantitativi devono indicare il tipo di tesi (A oppure B) secondo quanto previsto dal Regolamento tesi pubblicato nella sezione web "Prove finali e Tesi di laurea" del Dipartimento di appartenenza.

Legenda

- Dato obbligatorio
- Check List

Titolo tesi

Tipo tesi: Non specificata

Il testo può essere lungo al massimo 100 caratteri

Titolo tesi*

Il testo può essere lungo al massimo 4000 caratteri

Titolo tesi in lingua inglese*

Il testo può essere lungo al massimo 4000 caratteri

Abstract tesi

Il testo può essere lungo al massimo 4000 caratteri

Abstract tesi in lingua inglese

1d) Enter the supervisor (Primo relatore) and any co-supervisor (Primo correlatore).
Click on “Aggiungi”.



Sportello Internet

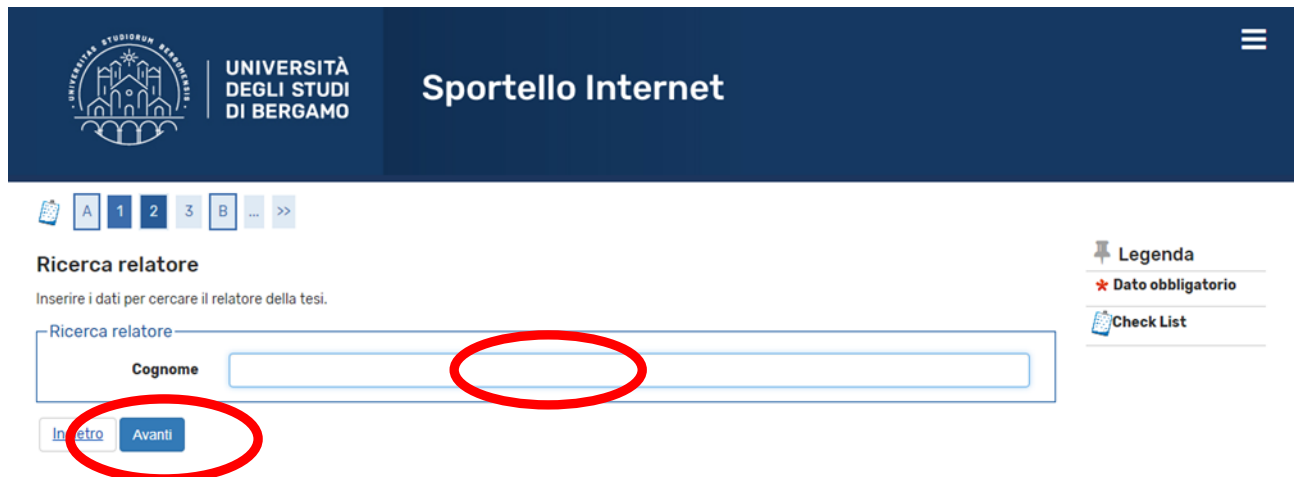
Elenco relatori
Inserire/Verificare i relatori indicati per la tesi.

Elenco dei tipi relatore da inserire per la tesi.

Tipo relatore	
Primo relatore	Aggiungi
Primo correlatore	Aggiungi

Legenda
* Dato obbligatorio
Check List

then write the professor's surname and click on “Avanti”



Sportello Internet

Ricerca relatore
Inserire i dati per cercare il relatore della tesi.

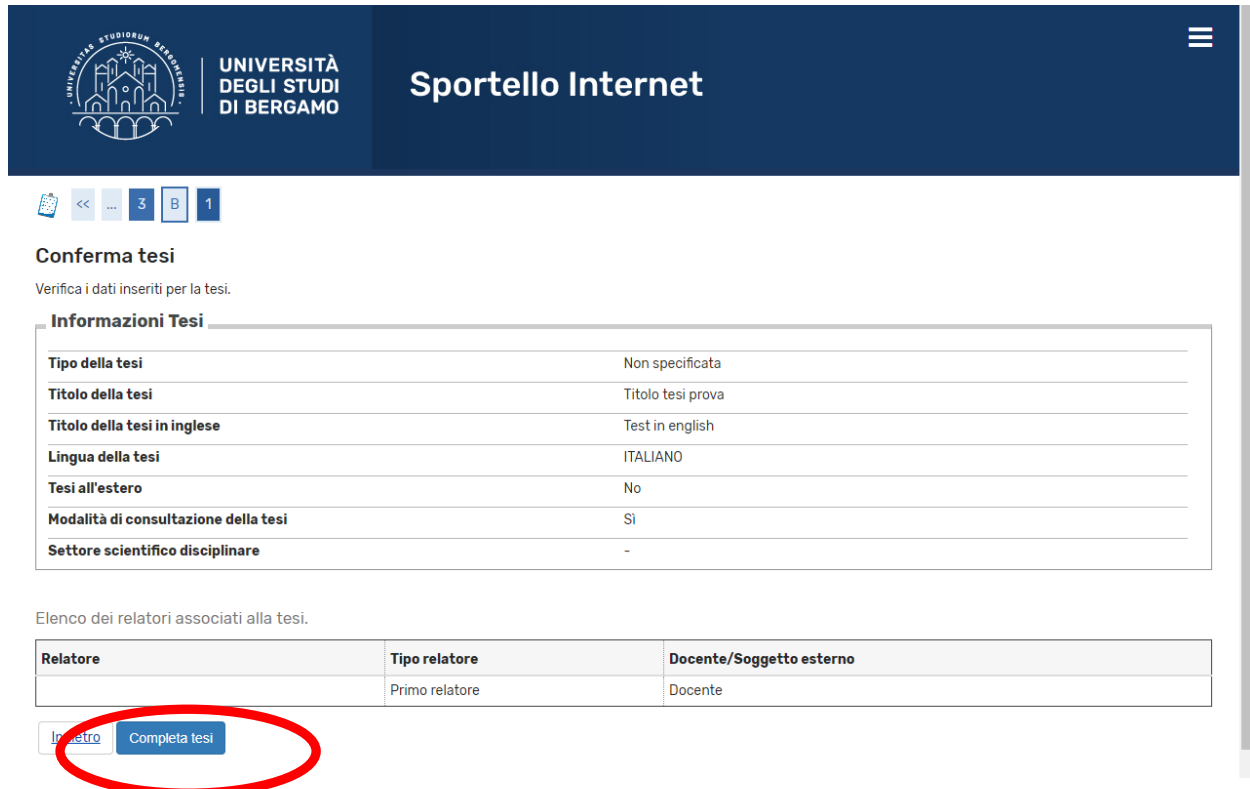
Ricerca relatore

Cognome

Inietro **Avanti**

Legenda
* Dato obbligatorio
Check List

1e) Click on “Completa tesi”



The screenshot shows the 'Sportello Internet' interface for confirming a thesis. The page title is 'Sportello Internet'. Below the navigation bar, there are breadcrumb links: < < 3 B 1. The main heading is 'Conferma tesi' with the instruction 'Verifica i dati inseriti per la tesi.' Below this is a table titled 'Informazioni Tesi' with the following data:

Informazioni Tesi	
Tipo della tesi	Non specificata
Titolo della tesi	Titolo tesi prova
Titolo della tesi in inglese	Test in english
Lingua della tesi	ITALIANO
Tesi all'estero	No
Modalità di consultazione della tesi	Si
Settore scientifico disciplinare	-

Below the table is the heading 'Elenco dei relatori associati alla tesi.' followed by a table:

Relatore	Tipo relatore	Docente/Soggetto esterno
	Primo relatore	Docente

At the bottom of the form, there are two buttons: 'Inietro' and 'Completa tesi'. The 'Completa tesi' button is circled in red.

2) Phase 2: the supervisor approves

In order to complete the procedure (to enter the application for final exam) the student must wait for the supervisor's approval of his/her thesis. When the supervisor has proceeded with the approval, the student will receive an email at his/her institutional address (@studenti.unibg). From that moment on, he/she can proceed with the final application.

Before proceeding with phase 3, the student is required to fill in the online *AlmaLaurea Questionnaire*

3) Phase 3: the student completes the application for admission to the final exam, after approval by the supervisor

4) Phase 4: the student uploads the thesis in pdf format from the personal dashboard (Internet Desk/Sportello internet)

It's important to be aware that the file the student is uploading is the final version of his/her dissertation approved by the supervisor.



Pay Attention

The application for the approval of the provisional title of the thesis/individual paper or the application for the assignment of the topic, **where applicable**, must be submitted within the deadlines set by the competent academic structures (consult the Academic Calendar of your Department for the application procedures and deadlines).

The student is also required to comply with further administrative requirements, in relation to:

- exam deadlines
- the deadline for the delivery of the internship booklet at the Internship Office.

4. IF YOU HAVE TO POSTPONE YOUR FINAL EXAMINATION

If, for any reason, **you wish to withdraw from the final examination**, please remember to **inform** the Student Secretariat in **writing** via ticket.

NB: If you intend to obtain your degree by the extraordinary graduation session of March/April 2026, you are **not** required to pay the regional fee or the all-inclusive fee for enrolment in the a.y. 2024-2025: any fees paid will be kept valid and automatically cancelled to cover enrolment in the first year of the Master's degree programme (if you have applied at Unibg) or refunded with the exception of the stamp duty of € 16.00.

If you have not graduated by the March/April 2026 session, you will enrol late in the a.y. 2024-2025, you will have to pay the regional tax and virtual duty stamp, all-inclusive fee instalments, and surcharges for amounts paid after the due dates.

For further information, please consult the website <https://en.unibg.it/node/7676>

5. OVERALL CLASSIFICATION OF THE QUALIFICATION

For 1st and 2nd cycle programmes the final grade is based on a maximum of 110 points, with 66/110 as the lowest passing grade. In case of excellence, 110 cum laude may be awarded. The final grade is based on the curriculum as well as on the final exam.

The final overall assessment of the final exam takes into account:

- transformation in 110 points of the grades earned in the exams through a weighted average compared to the relative credits obtained;
- the quality of the final examination taken;
- additional elements useful for the assessment.



6. ABOUT FEE FOR THE AWARDING OF THE DIPLOMA

The fee for the awarding of the diploma, equal to € 32.00 (including the virtual stamp on the application and the virtual stamp that will be affixed on the original diploma) will be available in the Payments section of the [Internet Desk](#) after the application has been completed and **must be paid using the PagoPA method within the deadline for submitting the application indicated in the Academic Calendar.**

7. HOW TO COLLECT THE DEGREE PARCHMENT

The Student Secretariat will notify you by e-mail as soon as your parchment is available.

In order to go to the service desks for the withdrawal you have to book an appointment by selecting the relevant Secretariat and the menu "degree parchment withdrawal":

https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=home&_lang=en

The form to receive the degree parchment at your home address is available at [www.unibg.it/segremoduli \(ITA\)](http://www.unibg.it/segremoduli (ITA)) (Request for home delivery of degree parchment). You will have to pay by PagoPA the fee of € 10.00 (Italy) or 15.00 (abroad), to be requested by ticket [Student Help Desk](#) and then send the signed form by the same method.

8. THE DIPLOMA SUPPLEMENT

The Diploma Supplement is a document supplementing the qualification, describing the nature, level, context, content and status of the studies undertaken and completed by the student identified in the original qualification to which the supplement is attached.

The **purpose of** the Diploma Supplement is to provide independent data to improve the international transparency of qualifications and enable fair academic and professional recognition.

The Diploma Supplement contains **only official data**: discretionary evaluations, declarations of equivalence or suggestions regarding recognition are excluded.

The document is written, both in Italian and in English, according to a standard model in 8 sections, developed on the initiative of the European Commission, the Council of Europe and UNESCO.



Those holding a Bachelor's degree, a Master's degree and a Specialist degree issued according to the regulations provided for by Italian Ministerial Decree 509/99 and 270/04 may apply.

To request the Diploma Supplement you must apply to the Student Secretariat using the form available at [www.unibg.it/segremoduli \(ITA\)](http://www.unibg.it/segremoduli (ITA))

The Diploma Supplement can be issued in two formats:

- PDF format: it is sent by e-mail as an attachment;
- paper format, with original stamp and signature: to be collected from the Secretariat or sent to your address at a cost of € 10.00 (Italy) or € 15.00 (abroad). In this case, the University declines all responsibility for any failure to deliver the documents.

The Diploma Supplement is issued on **plain paper**, free of charge, normally within 30 days of the request.