GUIDE TO THE ONLINE COMPLETION OF THE APPLICATION FOR ADMISSION TO THE FINAL EXAM

Step 1 – Enter thesis title
Students' Internet Desk > Click on Graduation > Degree Achievement.
Click on "Enter thesis application"

Please enter the title of your thesis in both Italian and English (mandatory fields) and, if necessary, a brief description of the content of your thesis in both Italian and English in the "Thesis Abstract" field. Also click on the drop-down menu to provide or not the authorisation to consult the thesis (mandatory data).

Then click on "Next".
Enter the supervisor and any co-supervisor.
Click Add, then type in the professor's last name and click Next.
Now click on “Complete thesis”.

N.B. In order to complete the procedure (with the insertion of the graduation/final test application) you must wait until the supervisor has approved your thesis. When the supervisor has proceeded with approval, you will receive an email alert in your institutional mailbox. From that point you can proceed with entering the final application.

N.B. Approval by the supervisor replaces the signature on the paper application, which, therefore no longer has to be printed or forwarded to the Student Secretariat.

Step 2 – Fill in the ALMALAUREA questionnaire
Before entering the application for graduation, click on "Registration/Completion of the "Almalaurea” questionnaire. This will open (in another tab) the AlmaLaurea website. You will need to register and then fill out the undergraduate questionnaire. PLEASE NOTE: It is not possible to complete the application for admission to the final examination until the questionnaire has been completed. For information on how to fill in the form, see the relevant Guide.

Step 3 – Online application for graduation
Click on "Apply for Graduation".
Place the flag on the exam date and click on "Next"

Reports any additional information in this form. Then click on "Next"
If you have already taken all exams, flag "I have already taken all exams" and then click "Next", otherwise simply click "Next".

Enter any exams you have taken, but not yet registered in your career in the table below, then click "Next"
Do the same thing with any outstanding exams, indicating the date of the scheduled exam date.

On the summary page, check the data you have entered and then click on "Complete graduation application"

N.B. The application must be completed online by the deadlines indicated in the Academic Calendar. It does not have to be submitted to the Student Secretariat. The Supervisor's signature is replaced by online approval.

The MAV relating to the matching diploma fee will be available in the Payments section of the Student Internet Desk and must be paid by the application deadline indicated in the Academic Calendar.