

Modalities for admission to the final examination

Deadline 1 – Online graduation application

By this date (h. 23.59) you must:

- **Fill in the online graduation application** on “Studenti online” (<https://studenti.unibo.it/sol/welcome.htm>) even if not all the exams in the study plan have been registered;
- **Pay:**
 - **two stamp duties totalling €32** if you apply for graduation for the first time, as indicated in the online graduation application;
 - Or**
 - **a single €16 stamp duty** if you have already applied for graduation in previous academic years, as indicated in the online graduation application.

Please note: the graduation application is considered to have been submitted at the time **the stamp duty mentioned above is paid.**

The penalty fee for late submission of the online degree application is €100.

For each graduation call, a date is indicated for submitting the online application, both without and with penalty fees (see Calendar). Beyond the late date with penalty, it is no longer possible to apply for that call.

Deadline 2 – Fulfilment of requirements

By that deadline, you must:

1. **Have paid all the fees due throughout your academic career**
Please note: the Student secretary's office will carry out a final check, even after the deadline indicated for fulfilment of requirements, and will contact you on your institutional University email or mobile phone in the event of anomalies.
2. **Have obtained online authorisation for the final examination from the Degree Course Coordinator**
Please note: if the deadline is approaching and you have not obtained the Co-ordinator's authorisation, contact him/her directly.
3. **Have completed the AlmaLaurea questionnaire online:**
The link to AlmaLaurea appears within the online graduation application, and successful completion is recorded within a few hours of completing the questionnaire.
4. **Have sat all the examinations envisaged in your study plan and having obtained the recognition of CFUs from any international exchange programme**
Check that your transcripts are correctly registered in your career at <https://studenti.unibo.it/sol/welcome.htm> in the section: Certificates and self-certifications.
Please note: in the details of the degree application the 'verification traffic lights' may be displayed in yellow and/or red until **manual and individual verification** by the Student secretariat. These checks **begin (for fees)** from the moment the online graduation application is submitted, but **continue (for careers)** from the **deadline 2** until a few days before the **graduation session (final exam)**, in order to close and thus validate all undergraduate files.
Only in the event of problems will you be notified on your **Unibo institutional email** or contacted on your mobile phone.

FURTHER INFORMATION

Variation in the choice of graduation call:

1. if you wish to change the date of the call, within the same academic year, after submitting your degree application online, **you must:**
 - send an email to the Student Secretariat (segforli@unibo.it) informing them of your intention to withdraw from the call and requesting its cancellation;
 - return to StudentiOnLine to book a new call **without further contributions** (no stamp duty) by the new 'Deadline 1' indicated in the calendar.

This change can be made several times in the same way (e-mail, cancellation of application, submission of new application).

2. If, on the other hand, you have applied for a graduation session and are **unable to graduate by March** (the last session for graduating in the academic year), **you must:**
 - send an email to the Student Secretary's Office (segforli@unibo.it) informing them of your intention to withdraw from the call and requesting its cancellation;
 - regularise tuition fees for the new academic year (all 3 installments, if due) as indicated in the following link: www.unibo.it/Tasse
 - submit a new degree application, when the respective new calls for applications have been entered by the secretary's office and are therefore available on StudentiOnLine (paying only the stamp duty).

Change in the study plan:

Those who intend to graduate in the current academic year (with payment of the respective fees) **cannot change the study plan submitted for that year**. Should he or she wish to do so, he or she will have to register for the new academic year (by paying the respective fees) and will be able to graduate at the first available call, i.e. not before July.

IMPORTANT

If you decide not to attend or are unable to attend the **proclamation** on the scheduled dates, you must notify the Education Office in written form: didatticaforli.lsid@unibo.it from your institutional e-mail address name.surname@studio.unibo.it within three working days prior to the first scheduled proclamation day.

USEFUL CONTACT DETAILS:

STUDENT SECRETARIAT Piazzale Solieri, 1 - Forlì e-mail: segforli@unibo.it	HELPDESK ONLINE STUDENTS Tel. 051 2080301 Hours: Lunedì-Venerdì 9:00-13:00 14:00-17:00 e-mail: help.studentionline@unibo.it
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