

**- INSTRUCTIONS FOR THE ADMISSION TO THE FINAL EXAMINATION-**

UNDERGRADUATE DEGREES (CORSI DI LAUREA TRIENNALE) IN:

**INGEGNERIA MECCANICA (cod. 0208 Class 10; cod. 0949 Class L-9)**

**INGEGNERIA AEROSPAZIALE (cod. 0207 Class 10; cod. 0945 Class L-9; cod. 8263 Class L-9)**

MASTER'S DEGREES (CORSI DI LAUREA SPECIALISTICA) IN:

**INGEGNERIA MECCANICA (cod.: 0230 Class 36/S)**

**INGEGNERIA AEROSPAZIALE (cod.: 0229 Class 25/S)**

MASTER'S DEGREES (CORSI DI LAUREA MAGISTRALE) IN:

**INGEGNERIA MECCANICA (codice: 8202 Classe LM-33 codice: 8771 Classe LM-33)**

**INGEGNERIA AEROSPAZIALE/AEROSPACE ENGINEERING (codice: 8197 Classe LM-20 codice: 8769 Classe LM-20)**

DEGREES RUNNING UNDER THE PREVIOUS ITALIAN UNIVERSITY SYSTEM IN:

**INGEGNERIA MECCANICA (codice 3154)**

**INGEGNERIA AEROSPAZIALE (codice: 3153)**

Students must submit the application for graduation by accessing the link: <https://studenti.unibo.it>

A procedure will guide them in the compilation for their concerning part, whereas the next steps will be the responsibility of the Supervisor and the Administrative Student Office.

**Graduation deadlines for a.y. 2019/2020**

<b>Graduation Dates</b>	<b>♣First deadline</b> For submitting the online application without fine	<b>♦Second deadline</b> Last day for submitting a late online application with fine (€100)	<b>♠Third deadline</b> For finishing the exams, paying all due tuition fees and fines, completion of <a href="#">AlmaLaurea</a>	<b>♥Fourth deadline</b> upload of the Thesis on SOL	<b>●Fifth deadline</b> Supervisor's approval of the thesis	<b>▪Sixth deadline</b> Submission of the declaration of compliance at the R. Ruffilli Library in Forlì
16 <sup>th</sup> July 2020	15 <sup>th</sup> May 2020	22 <sup>nd</sup> June 2020	29 <sup>th</sup> June 2020	8 <sup>th</sup> July 2020	10 <sup>th</sup> July 2020	14 <sup>th</sup> July 2020
8 <sup>th</sup> October 2020	15 <sup>th</sup> September 2020	18 <sup>th</sup> September 2020	18 <sup>th</sup> September 2020	29 <sup>th</sup> September 2020	1 <sup>st</sup> October 2020	6 <sup>th</sup> October 2020
10 <sup>th</sup> December 2020	15 <sup>th</sup> September 2020	16 <sup>th</sup> November 2020	23 <sup>rd</sup> November 2020	2 <sup>nd</sup> December 2020	4 <sup>th</sup> December 2020	9 <sup>th</sup> December 2020
12 <sup>th</sup> February 2021	15 <sup>th</sup> January 2021	18 <sup>th</sup> January 2021	25 <sup>th</sup> January 2021	3 <sup>rd</sup> February 2021	8 <sup>th</sup> February 2021	9 <sup>th</sup> February 2021
18 <sup>th</sup> March 2021	15 <sup>th</sup> January 2021	24 <sup>th</sup> February 2021	1 <sup>st</sup> March 2021	10 <sup>th</sup> March 2021	12 <sup>th</sup> March 2021	16 <sup>th</sup> March 2021

**♣First deadline**

This is the deadline for applying for the graduation application by paying the estimated amount of €32. The student can graduate exclusively in a teaching activity present in his/her study plan. If the supervisor is the responsible of a teaching activity not present in the student's study plan, the student must indicate the Scientific Disciplinary Sector, in accord with the thesis supervisor.

**♦Second deadline**

By the second deadline the student can submit the late application and must pay, in addition to the amount of € 32, the late submission fee for the application which is € 100.

**♠Third deadline**

By the third deadline, the student must:

- verify that his/her supervisor has approved the Thesis title indicated in the application online. If the deadline is approaching and the professor has not given a feedback, student should contact him/her directly.

The supervisor can modify the Thesis title only by the **♠Third deadline**.

- conclude his/her career by passing all the exams required in his/her study plan. The student must verify that the marks are properly recorded in the student's career by displaying them directly when completing the online graduation application. The Administrative Student Office will carry out a final check on the student's career, **not necessarily within the third deadline, and will contact the student on the institutional e-mail in case of anomalies**;
- have paid all tuition due. The Administrative Student Office will carry out a final check, not necessarily within the deadline for meeting the requirements, and will contact the student on the institutional e-mail address in case of anomalies. In any case, it is good practice to check your tuition status from your profile as the **♠Third deadline** gets closer, so as to independently verify the existence of any payment delays over the years of enrollment and any fines due but not inserted yet or already available to pay.
- fill out the online survey [Almalaurea](#) or contact your Secretariat for the possible exclusion from the database. During the online application completion, the [Almalaurea](#) link will be displayed.

**Please note:** the online application will be received by the system only after a couple of hours upon completion of the survey.

#### ♥Fourth deadline

By the fourth deadline, the graduating student must:

**Upload the thesis (in pdf format)**, the key words and abstract on SOL- Studenti Online.

**During the upload, the student will need to select the level of consultation of the thesis.**

The possible levels of authorization are:

- online access for everyone immediately after the graduation
- online access for everyone after a set date (the student must indicate such date: level of consultation to be selected in case the thesis cannot be visible for a certain period for patents activation in progress)
- online access limited to Unibo credentials owners and users who log in from Unibo libraries
- no online publication of the complete thesis but only of the metadata (level of consultation to be selected in case the thesis can never be visible for sensitive data)
- no online publication of the thesis nor the metadata

Only after the student has inserted all the metadata, files and level of consultation of the thesis, the supervisor can:

- modify the metadata, title and possible assistant supervisors
- increase the level of consultation (e.g. if the student has selected 'online access for everyone after a set date' the supervisor cannot modify it in 'online access for everyone immediately after the thesis discussion'). In any case, the supervisor can decide for the no-access of the thesis online

**Please note:** only the supervisor will have the possibility to substitute the thesis file (and modify the level of access accordingly to the abovementioned rules) in the period between the thesis upload and approval.

The Teaching secretariat will no longer be able to upload the thesis file.

#### •Fifth deadline

It is the deadline for the supervisor **approval of the thesis** and the level of consultation by the supervisor. After the approval, the level of consultation will no longer be editable.

#### ▪Sixth deadline

After the approval of the thesis, the graduating student will receive an email inviting him/her to check his/her graduating request and print the **Disclaimer** .pdf file. **The graduating student must put data, place, sign and submit the disclaimer at the Ruffilli Library** in via San Pellegrino Laziosi 13, Forlì or **send it via email**, together with an identity document at Dissertation upload: [s.mambelli@unibo.it](mailto:s.mambelli@unibo.it). For further information please visit the webpage <https://www.unibo.it/it/campus-forli/biblioteche/risorse/le-tesi-di-laurea>

The disclaimer will not be generated in case it is not possible to publish the thesis (please see the fourth deadline for details). Only after the submission of the disclaimer AlmaDL will be able to process the publication of the thesis online.

After the online registration of the graduation mark, all the thesis will be sent automatically to PARER for the storage, whereas only the thesis with a publication consent will be sent to AlmaDL.

The day after the graduation mark registration, thesis will no longer be visible on Studenti Online neither for the student nor for the supervisor nor for the evaluation commission.

### Thesis transfer in AMS Laurea: informative notes

The degrees of the School of Engineering have also used for years the AlmaDL- AMS Laurea platform, namely the institutional online archive for the storage, bibliographic management, research and online consultation of the thesis of the University of Bologna.

Through this procedure, SOL transfers automatically in AMS Laurea the thesis, the related metadata and the legal authorizations (level of consultation and distribution) after the graduation and mark registration.



### FEES, PAYMENTS, BOOKING / GRADUATION DATE CHANGE AND RENEWAL OF THE GRADUATION REQUEST

In the online procedure the student will automatically find the form for the payment of the two revenue stamps (16 euros each) for the online application. **The graduation request submitted online is valid for the entire academic year.** This means that, existing several possible graduation dates, if the student wishes to **change the graduation date selected**, he/she can do it **by writing an email from his/her institutional Unibo account to the Student Administration Office-Segreteria Studenti [segforli@unibo.it](mailto:segforli@unibo.it) by the deadline of the subsequent graduation date.** The Student Administration office will proceed by cancelling the old graduation request so that the student can select a new one. In case the student renews the request to graduate the subsequent academic year, just one 16 euro is required. In this case, the student will make a new request after the Student Administration Office has deleted the previous one.

### THESIS DRAFTING AND LAYOUT

Please follow the example below.

On the front page of the thesis the Academic Year 2019/2020 must be indicated as per Didactic Regulations.

Thesis are personally developed by the students and do not belong to the University of Bologna. Therefore, the University of Bologna logo must not be included.

<b>ALMA MATER STUDIORUM UNIVERSITA' DI BOLOGNA</b>	
SCHOOL OF ENGINEERING - Forlì Campus-	
<i>SECOND CYCLE MASTER'S DEGREE</i> IN INGEGNERIA AEROSPAZIALE/AEROSPACE ENGINEERING Class:...(please verify your class at pag.1)	
GRADUATION THESIS (for master's degree courses, or old title under the previous Italian legislation)	
In _____ (please indicate the exact name of the course unit the supervisor is in charge of, or the Scientific Disciplinary Sector code the supervisor belongs to, together with its complete name)	
(Thesis Title): _____	
<b>Fac-simile</b>	
CANDIDATE _____	SUPERVISOR _____
Academic year 2019-2020	

## **SPECIAL NOTES ON FEES FOR STUDENTS WHO UNNECESSARY PAID TUITION FEES FOR THE FOLLOWING ACADEMIC YEAR**

Students who think to graduate by the last graduation date for academic year 2019/2020 (March 2021) do not have to pay fees for academic year 2019/2020. Those who pay but graduate by March 31st 2021 will be reimbursed of the **ER.GO** regional tax (140 euro) after the graduation date. The stamp duty (€16.00) and the insurance (€ 1.64) are not refundable in any case. The refund request is made by filling in the form available at: <https://serviziergo.er-go.it/moduli/tassaregionale/modulo.php>

In case the student has also paid the second and third tuition instalments for a.y. 2020/2021, he/she must provide his/her Iban account to the Student Administration ([segforli@unibo.it](mailto:segforli@unibo.it)) using the [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it) account and by sending copy of a valid ID. The email object should be: Refund of second (or second and third) instalment AY 2020/2021.

## **DEGREE CERTIFICATES AND SELF-CERTIFICATES**

In accordance with the Law 183/2011 (law of stability 2012) certificates issued by the University of Bologna are only valid in the private sector. In relations with public administration and public services, certificates and affidavits are increasingly replaced by self-certifications.

Immediately after the registration of the graduation mark, graduation certificates are available online.

To obtain a certificate or a self-certificate, connect to the website: <https://studenti.unibo.it>

For more information log on to the links: <http://www.unibo.it/en/services-and-opportunities/certificates-and-requests-for-duplicates/certificates-self-certifications-on-line-and-diploma-supplement>

<http://www.unibo.it/en/campus-forli/campus-services/student-administration-office-1>

## **DEGREE PARCHMENT COLLECTION, FEE REIMBURSEMENT AND NOTICES ON THE INSTITUTIONAL EMAIL ADDRESS [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it):**

The University has adopted a degree parchment delivery service.

Graduate students will receive the degree parchments directly to the address (domicile or residence) indicated in Studenti Online for communication. Therefore, students are advised to thoroughly check the address provided during the online graduation application and, in case, modify it.

The University will be in charge of the delivery and costs, prior notification by e-mail at the institutional address, within 4 months from the graduation session. In any case, it is possible to obtain degree certificates even after a few days from the final examination.

The institutional mail box must be regularly checked for any administrative notices, such as refunds, as they will be sent exclusively to that email address.

### **USEFUL CONTACTS:**

ADMINISTRATIVE STUDENT OFFICE-SEGRETARIA STUDENTI

Campus- Padiglione Melandri -Piazzale Solieri 1 - Forlì - Tel. 0543 374809 fax 051 2086296

e-mail: [segforli@unibo.it](mailto:segforli@unibo.it)

ENGINEERING DEGREES TEACHING OFFICE

Via Fontanelle 40 Forlì - Tel. 0543 374401

e-mail: [didatticaforli.ingstudenti@unibo.it](mailto:didatticaforli.ingstudenti@unibo.it)

CAREER SERVICE:

Campus- Padiglione Melandri -Piazzale Solieri 1 - Forlì - Tel. 0543 374857-58

e-mail: [orientamento.fc@unibo.it](mailto:orientamento.fc@unibo.it)

RUFFILI LIBRARY

Via San Pellegrino Laziosi, 13 - Forlì - Tel. 0543 374001 fax 051 2086319

e-mail: [bibliotecaruffilli.info@unibo.it](mailto:bibliotecaruffilli.info@unibo.it)

Graduation Instructions for engineering degrees in Forlì updated to May 14th 2018