GRADUATION CALENDAR 2023-2024
Master in Food animal metabolism and management in the circular economy

Application	Late application (additional fee of €100)	Requirements fulfilment and final thesis upload	Thesis approval (by the supervisor)	Graduation Session
20/05/2024	03/06/2024	10/06/2024	12/06/2024	8-12/07/2024
04/09/2024	16/09/2024	23/09/2024	25/09/2024	14-18/10/2024
21/10/2024	04/11/2024	11/11/2024	13/11/2024	2-6/12/2024
27/01/2025	10/02/2025	17/02/2025	19/02/2025	10-14/03/2025

Applying for graduation

1) Regular application

You can apply for graduation and pay the graduation fee only once per academic year. The application for the graduation session is available 20 days before the deadline. The title of your thesis – as previously agreed with your supervisor – has to be specified in your application. Please remind that this title will be reported in the official degree certificates.

2) Late application (with a fine)

Candidates are allowed to undertake a late application – after the first deadline – by paying an additional late payment fee of €100.

3) Requirements fulfillment

Candidates have to:

• **Pay all due fees and/or taxes**. The Student Administration Office verifies the fulfilment of the payments of fees and taxes, even after this deadline. Candidates are contacted at their institutional e-mail addresses in case of anomalies. In case of taxes that happen to be due after the aforementioned deadline candidates should fulfil the mandatory requirements within the deadline anyway (i.e. the fee related to integration for ERGO students).

• **Pass all the exams included in their study plan**. All exams that are part of your study plan – should be registered. The Student Administration Office will contact candidates through their institutional e-mail addresses in case of anomalies.

• **Fill in the "AlmaLaurea" online form**. Candidates will find the appropriate link to Alma Laurea during the completion of their application (successful procedures will be acknowledged by the system about 2 hours later).

4) Upload of the final thesis

Candidates have to upload their thesis in pdf format (max 30 MB) in the appropriate section of their application on www.studenti.unibo.it. It is not possible to upload a thesis after the deadline. Candidates who do not manage to upload it within the required terms are not allowed to graduate in the chosen session.

Candidates should check that the title of their thesis as indicated in the application is consistent with the title they have indicated in the pdf file. The title of the thesis can be modified within the upload deadline. Please remember that the indicated title will be included in degree certificates.

5) Approval of the final thesis

Your supervisor will approve the final dissertation within 3 days since the upload deadline. Please check the state of approval of your thesis and contact your supervisor if needed.

6) Degree diploma and certificates

Students will receive their diploma directly at the address they have indicated in www.studenti.unibo.it for communication purposes. Please check carefully the address you have indicated within your application and remember to modify it if needed. If you would like that your diploma is sent to an address outside of Italy, please write an email to Student Administration Office <abis.segvet@unibo.it> indicating your name and the full address to which you ask the delivery of the parchment, and attach a copy of your passport.

Students can print their degree certificates on www.studenti.unibo.it.

Help desk StudentiOnline: helpstudentionline@unibo.it