



AREA DI CAMPUS DI RAVENNA

SETTORE USD - SERVIZI AGLI STUDENTI E ALLE SCUOLE  
UFFICIO SEGRETERIA STUDENTI

## GRADUATION NOTICE A.Y. 2023/24

### DEPARTMENT OF CULTURAL HERITAGE

INTERNATIONAL COOPERATION ON HUMAN RIGHTS AND INTERCULTURAL HERITAGE (LM)

In order to be admitted to the Final dissertation you need to connect to the following website <https://studenti.unibo.it> and click on "Laurea" to fill in the graduation request (the handbook containing the procedure instructions is available in the attachment section of the [IContact Final examination webpage](#) – Italian only).

**You are not required to hand anything to the Administrative office.**

#### DEADLINES OF THE UNIQUE GRADUATION SESSION for the A.Y. 2023/2024

Graduation call date	Request for graduation admission (1)	Late submission graduation request with arrears of € 100,00	Expiring date dissertation upload (2)	Deadline dissertation approval of the Supervisor
From 1 <sup>st</sup> to 12 <sup>th</sup> July 2024	From 15 <sup>th</sup> April to 15 <sup>th</sup> May 2024	3 <sup>rd</sup> June 2024	19 <sup>th</sup> June 2024	24 <sup>th</sup> June 2024
From 4 <sup>th</sup> to 15 <sup>th</sup> November 2024	From 16 <sup>th</sup> August to 16 <sup>th</sup> September 2024	2 <sup>nd</sup> October 2024	21 <sup>st</sup> October 2024	25 <sup>th</sup> October 2024
From 10 <sup>th</sup> to 21 <sup>st</sup> March 2025	From 15 <sup>th</sup> December 2024 to 15 <sup>th</sup> January 2025	31 <sup>st</sup> January 2025	19 <sup>th</sup> February 2025	24 <sup>th</sup> February 2025

#### 1) Application for admission to the final exam

The deadline for submitting the online application and for payment of two revenue stamps, one for the graduation application and one for the parchment (€ 32.00) is indicated above. The bulletin is generated automatically after the application submission.

Connect to <https://studenti.unibo.it/sol/welcome.htm> to pay online by credit card or print the bulletin.

**Attention:** the payment will be detected by the system only the day after the payment.

#### 2) Requirements expiring date:

To meet the requirements, you must:

- having paid all the taxes due;
- have taken all the exams required by your study plan.

*We remind you to check that the grades of all the exams required by the study plan have been recorded.*

- have completed the AlmaLaurea questionnaire online

*You will find the link to AlmaLaurea directly when completing the online degree application.*

*Attention: the compilation will be registered by the system only a couple of hours after you have completed the questionnaire.*

- have **uploaded the degree dissertation in pdf format** (the upload can be repeated within the midnight of the expiring day; it remains valid the last attempt).

In the attachment section of the [IContact Final examination webpage](#), you will find the sample of dissertation front page and the information on the standardized drafting of the dissertation. The title of the dissertation inserted in the degree application must be the same as that of the dissertation inserted online.

**PLEASE NOTE:** THE CHECKS CONDUCTED BY THE REGISTRAR'S OFFICE OCCUR FOLLOWING THE EXPIRY OF THE REQUIREMENTS, THEREFORE IT IS NORMAL THAT EVEN AFTER THIS DEADLINE YOUR DEGREE REQUEST WILL BE STILL IN PROGRESS AND THAT SOME OF THE REQUIREMENTS IS NOT YET "GREEN". THE ADMINISTRATIVE OFFICE WILL CONTACT YOU IN CASE OF ANY IRREGULARITY OR LACK IN YOUR POSITION.

## GENERAL INFORMATION

### GRADUATION RENUNCE AND RENEWAL OF THE DEGREE REQUEST

The student who is not able to graduate in the selected session must ask the Registrar's Office [segravenna@unibo.it](mailto:segravenna@unibo.it) to cancel the application and resubmit it online for the next call, within the established deadlines.

The payment of the revenue stamp for the parchment is made only once and remains valid in the case of subsequent renewals, except for the necessary price adjustments in the event of subsequent increases.

The renewal of the application for sessions of the same academic year does not involve any further payment.

You will be required to repay a single € 16.00 stamp duty if you register for the next academic year session.

### FEES

- ◆ If you graduate within the last graduation session (**March**), you are not required to pay the fees of the following academic year.
- ◆ If you have paid the first instalment of the new academic year, you will have to request the reimbursement of the ER-GO regional tax on the website [www.er-go.it](http://www.er-go.it) > Forms> Online form for requesting reimbursement of the regional tax. The stamp duty of € 16.00 is excluded from the refund.
- ◆ If you have also paid the second installment, it will be reimbursed automatically by the Registrar's Office, to which you will have to provide the IBAN code of a current account in your name or joint account or of a rechargeable prepaid card of which you are the owner with an IBAN code.
- ◆ If it was your intention to graduate by the March session but failed, you will have to pay all the installments for the new academic year with all the potential late payments.

### GRADE AVERAGE

The weighted average of degree is calculated by multiplying each grade by the number of credits in the corresponding exam; all the values thus obtained are added together and finally divided by the total number of credits accrued on assets with a vote. For more information, consult the instructions for calculating the average published on the [Guidelines document](#).