



AREA DI CAMPUS DI RAVENNA

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

GRADUATION NOTICE A.Y. 2023/24

DEPARTMENT OF BIOLOGICAL, GEOLOGICAL, AND ENVIRONMENTAL SCIENCES
ANALISI E GESTIONE DELL'AMBIENTE (LM) - CURR. WATER AND COASTAL MANAGEMENT

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 [WACOMA Final examination webpage](#) - Italian only).

Thesis title assignment

You must have your thesis title approved by the Course Council by applying **6 months** before you take the final exam for your master's degree.

The thesis title approval request form can be printed from the [website](#) and should be emailed to the Education Office at campusravenna.ambientemare@unibo.it.

Graduation call date	Request for graduation admission (1)	Late submission graduation request with arrears of € 100,00	Expiring of requirements (2)	Expiring date dissertation upload (3)	Deadline dissertation approval of the Supervisor
DEADLINES OF THE UNIQUE GRADUATION SESSION for the A.Y. 2023/2024					
21.06.2024	From 12.04.2024 to 15.05.2024	NA	31.05.2024	7.06.2024	14.06.2024
19.07.2024		From 16.05.2024 to 14.06.2024	28.06.2024	5.07.2024	12.07.2024
20.09.2024	From 8.07.2024 to 14.08.2024	NA	30.08.2024	6.09.2024	13.09.2024
18.10.2024	From 12.08.2024 to 16.09.2024	NA	27.09.2024	4.10.2024	11.10.2024
11-12.12.2024		From 17.09.2024 to 31.10.2024	20.11.2024	27.11.2024	4.12.2024
21.02.2025	From 13.12.2024 to 15.01.2025	NA	31.01.2025	7.02.2025	14.02.2025
19-20-21.03.2025		From 16.01.2025 to 13.02.2025	26.02.2025	5.03.2025	12.03.2025

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.

3) Thesis upload expiring date:

The deadline by which the thesis must be uploaded in pdf format is indicated (the upload can be repeated by the deadline; the last one made remains valid).

On the degree website, under "Study > Final examination - modalities" you will find the facsimile of the title page.

The thesis title entered in the degree application must be the same as the title of the thesis entered online.

By this deadline for the master's degree only, you must also choose the thesis consultation level.

It is necessary to send to the Education Office at campusravenna.ambientemare@unibo.it the **abstract** of the thesis in PDF format for the Graduate Committee no later than 14 days prior to the graduation session for the master's degree.

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 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 > 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](#).