



## HUMAN AND SOCIAL SCIENCES DEPARTMENT

### FINAL EXAMINATIONS

#### AUTUMN SESSION 2024

4-8 NOVEMBER 2024

a.y. 2023-2024

The application must be completed exclusively online; you must **not** bring the paper version of the application to Student service.

The guideline to the application process is published on the University website <https://www.unibg.it/studiare/ti-aiutiamo/contatta-segreteria> (Guide alle procedure online>Inserimento domanda di laurea).

The application process consists of **3 steps**:

- 1) The student inserts in their Sportello internet the FINAL title of the thesis (Step 1);
- 2) The professor (supervisor) approves online the title of the thesis (Step 2);
- 3) The student presents online the final application for admission to the thesis online (Step 3).

#### DEADLINES SUMMARY

- **Step 1** (Student – Insert thesis title): **no later than 20/09/2024** on pain of exclusion
- **Step 2** (Professor– Thesis approval): **no later than 24/09/2024**
- **Step 3** (Student – Inserting online thesis application and payment of 32 euros with PagoPA mode). After the approval of the thesis by the supervisor, **no later than 27/09/2024, under pain of exclusion.**

The invoice is created automatically after inserting online the thesis application (Step 3).

#### 20/09/2024

Deadline to pass all the exams.

#### 11/10/2024

Deadline for the submission of two copies of the thesis to the supervisor and the co-supervisor (if present).

Deadline for the submission of the final examination report to the supervisor.

Deadline for inserting the thesis/final examination report as a PDF file in the section “Laurea” of the Sportello internet.

Deadline for the submission of the e-portfolio (with the final report of the traineeship) **only for students of the degree in Scienze della formazione primaria.**

For the submission of **any paper copies**, students must follow the indications of their supervisors.



**Please note for students of the Bachelor's degree:** the graduation date shown in the Sportello internet is the date of the evaluation of the reports (which corresponds to the date of the achievement of the degree title), which must not be attended by the students. From this date, it will be possible to download the self-declaration of the degree or request the certificate of the degree.

**PLEASE NOTE:** The final examination report/thesis, a PDF file, **must be uploaded in the section "Laurea"** of Sportello internet **after the confirmation of the thesis application** by the Student Service.

**Scienze della formazione primaria** students must also upload the e-portfolio, along with the traineeship report.

Graduate students from **Scienze della formazione primaria** will submit the paper copy of the thesis and the traineeship report to the tutor supervisor during the thesis discussion.

**PLEASE NOTE:**

It is possible to open and/or download the thesis pdf after you upload it on Sportello internet. We remind you that the section TESI is active until the deadline indicated in Calendario didattico, even if the file is already uploaded, to allow the student to make some changes if necessary. Students can only attach other files, not delete those already uploaded (if they need to delete a file, they must ask for it by ticket to the Student service).

OTHER REQUIREMENTS

Please note that the student, **before the start of the final session of the theses discussion**, is required to return all borrowed material to the Library Services.

**PLEASE NOTE:**

Students that, after having submitted the admission application to the thesis, **RENOUNCE** the presentation of the thesis, must promptly give written notice of the **renouncement** to the Student Service, via [Ticket](#).

Bergamo, 27/09/2024

STUDENT SERVICES OFFICE