

How to submit the application for graduation

1. Fill out and submit the "Deposito titolo tesi" to the Segreteria Didattica (Ms. Laura Giudici)
 2. Fill out the online form "Domanda di conseguimento titolo" (your Reserved Area)
 3. Upload the required documents in your Reserved Area
 4. Graduate!
- General online procedure <https://web.unipv.it/come-procedere-con-la-domanda-di-laurea/>
 - Graduation session <http://www-5.unipv.it/wpir/wp-content/uploads/2020/11/Grad-session-SP-21-22-pdf.pdf>
 - Academic calendar <http://www-5.unipv.it/wpir/wp-content/uploads/2022/07/Academic-calendar-20222023pdf.pdf>



GRADUATION SESSIONS

Deadline to hand over the <i>deposito titolo tesi</i> * form to the Segreteria Didattica (Ms. Laura Giudici laura.giudici@unipv.it)	Deadline to complete online the <i>Domanda di</i> <i>conseguimento di titolo</i> (from your Area Riservata)	Deadline to upload all the documents in your Area Riservata Read here the new procedure: https://web.unipv.it/come-procedere-con-la-domanda-di-laurea/	Graduation sessions start: (the graduation session may last for several days: the mentioned date is to be understood as the first useful day)
19 April 2022	23 May 2022	6 June 2022	20 June 2022
23 May 2022	20 June 2022	4 July 2022	18 July 2022
25 July 2022	12 September 2022	26 September 2022	17 October 2022
10 October 2022	14 November 2022	28 November 2022	19 December 2022
19 December 2022	16 January 2023	30 January 2023	20 February 2023
28 February 2023	27 March 2023	12 April 2023	26 April 2023

*N.B. The document called *deposito tesi* must be signed by your *Relatore* (supervisor) and then sent to the following address: didattica.dsp@unipv.it by the first deadline of the calendar, for the signature of the Director of the Department and for the appointment of the Co-Supervisor.

1 Fill out and submit the "Deposito titolo tesi" to the Segreteria Didattica

https://scienzepolitiche.unipv.it/wp-content/uploads/2020/10/deposito-titolo-tesi_lauree_magistrali.pdf

According to guidelines at this page <https://web.unipv.it/come-procedere-con-la-domanda-di-laurea/>, this document can be sent through Filo Diretto



UNIVERSITÀ DEGLI STUDI DI PAVIA
DIPARTIMENTO DI SCIENZE POLITICHE E SOCIALI
DEPOSITO TITOLO TESI
(per lauree magistrali o specialistiche o vecchio ordinamento)

Matricola n. _____ Anno accademico 20__ / 20__

Studente:
cognome _____ nome _____
nato a _____ prov. _____ il _____
residente a _____ prov. _____
Via/P.zza _____ n. _____
recapito telefonico _____
indirizzo mail (in uso) _____

TITOLO DELLA TESI

Relatore Prof. _____ Firma del Relatore _____

Corso di laurea _____
n. esami ancora da sostenere _____
sessione presunta di laurea _____

Lo studente è tenuto a consegnare il presente modulo in Segreteria didattica improrogabilmente due mesi prima della seduta di laurea, per la firma del Direttore: il modulo va poi depositato dallo studente stesso in segreteria studenti assieme alla documentazione per la domanda di laurea.

Io sottoscritto esprimo il mio consenso (barrare la casella desiderata):

SI NO alla consultazione delle tesi;
 SI NO all' eventuale diffusione sul sito del Dipartimento delle immagini concernenti il mio esame di laurea.

Data _____ Firma dello studente _____

RISERVATO AL DIPARTIMENTO

Correlatore Prof. _____ Visto il DIRETTORE:
Firma correlatore _____

2 Fill the online form “Domanda di conseguimento titolo”

General online procedure <https://web.unipv.it/come-procedere-con-la-domanda-di-laurea/>

Read this page carefully

After completing the [Questionario Laureandi](#) and accessing to your [Reserved Area](#) , it is possible to fill out the Graduation Request within the deadline decided by your Department/Faculty.

Submission of the Graduation Request:

1. Select the voice “Conseguimento titolo” in your Reserved Area;
2. Fill out all the pages that you see. At the end of the procedure, print and sign the graduation’s request paper.
3. Go back to the Home page and upload the scan of the Request. You can do it through the ‘Allega domanda conseguimento titolo’ button.
4. Complete the payments for the Graduation’s Admission in the “payments” section of your Reserved Area.
 - 116,00 Euro (for the print of your Diploma, Graduation fees and the 16 euro for the virtual duty stamp);
 - 215,00 Euros only for graduating students of the Medical Area (it includes 115 euros for the State Exam’s contribution).

ATTENTION: without these payments it will not be possible to validate your Graduation Request.

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- Graduating students of all Political Sciences Master’s Degrees must send through our FILO DIRETTO the *thesis title deposit paper* (http://www-3.unipv.it/wwwscpol/files/deposito%20titolo%20tesi_lauree%20magistrali.pdf ) , signed by the Supervisor and the Co-Supervisor.

3 Upload the required documents in your Reserved Area

General online procedure <https://web.unipv.it/come-procedere-con-la-domanda-di-laurea/>

Submission of the thesis:

1. Indicate the final title of your thesis and its English translation
2. Indicate the name of your Supervisor and Co-Supervisors (if needed)
3. Fill out a brief abstract of the contents of your thesis, both in Italian and English
4. Upload the abstract file and the thesis file in pdf/A format ([instructions about conversion](#)). When the thesis is uploaded, the Supervisor will receive a notification, in order to proceed with the validation.

ATTENTION: within your Department/Faculty's deadlines the final version of your thesis must be uploaded only in the pdf/A format. Your Supervisor must validate it within 3 days.

Those who are still in possession of the paper-based exams' transcript, released during the immatriculation process, must submit or send it to the Students' Affairs Office within the thesis submission's deadline.

What to do if the Graduation's Exams is delayed by the student

In case of a delay/postponement of the Graduation's Exam, it is necessary to delete the Graduation's Admission Request, within your Department/Faculty's deadlines, accessing in your Reserved Area and using the specific function. Students are requested to send another Request for the Exam's Session in which they want to Graduate. In this case, further payments will not be requested, except the 16 euros duty stamp's virtual payment for the new Request.