

## **REQUEST TO GRADUATE – INSTRUCTIONS AND DEADLINES**

### **• WHEN**

The dates of the graduation sessions are established by the Faculty Council and published on the [Graduation session menu](#) on the UNISG portal.

In order to obtain the Bachelor, two-year graduate program, or First Level Master diplomas, you must complete the request to graduate process online two months before the intended graduation date, having first passed all necessary exams at least 15 days before and having also passed the final exam.

### **• REQUIREMENTS FOR REQUESTING TO GRADUATE**

1. The candidate must be enrolled in the last year of the legal duration of the study program, or a year subsequent to the aforementioned legal duration.
2. Be up to date with all university fee payments. Any outstanding payments must be settled before the graduation request can be made.
3. Note: only for three-year undergraduate students and two-year graduate students: Be registered on the AlmaLaurea website, by clicking "Degree" on the left-hand side of the main menu, and must have completed the AlmaLaurea questionnaire.
4. Note: only for three-year undergraduate students: be in possession of at least 135 university credits correctly registered in the student's electronic student booklet at the moment the student formally requests to graduate through his personal portal. This requirement is 150 university credits for the cohorts preceding the cohort 2019/2020.

### **• HOW TO APPLY**

#### **STEP 1 – TO BE COMPLETED BY THE STUDENT - two months prior to the intended graduation date**

The request to graduate must be completed exclusively online, by clicking on "Request to Graduate" on the left-hand menu of the UNISG portal.

After having chosen the graduation session to which you wish to register, it is necessary to indicate:

- The exams passed but not yet registered on the student's electronic booklet, along with exams still to be finalized;
- The title of the thesis/report<sup>1</sup> (which can be changed up to 15 days prior to the graduation session);

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<sup>1</sup> Report: only for master's and undergraduate's degree students

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- Educational activities upon which the report/thesis is based on;
- A brief abstract (which can be changed up to 15 days prior to the graduation session);
- The thesis/report advisor and potential supporting thesis advisor.

Subsequently it is necessary to verify the data entered; if all data are correct, continue by clicking on "complete request to graduate".

In case the information entered were incorrect, click on “Modify request”.

Once all the information has been entered correctly, it is necessary to “confirm” again.

The student, who has applied to graduate for a specific graduation session and subsequently decides to renounce his /her application, must first cancel his/her previous graduation request by clicking “cancel request”.

## STEP 2 – TO BE COMPLETED BY THE THESIS/REPORT ADVISOR

## Thesis/Report Request Approval

After the student presents his/her online request to graduate, the thesis/report advisor, through his reserved area in the online portal, approves the graduation request and the student will receive a notification at his university e-mail address.

### **STEP 3 – TO BE COMPLETED BY THE STUDENT**

### **Submit Thesis/Report attachments**

- 1) Uploading drafts
  - Click on “Thesis/Report attachments” to upload your draft;
  - Click on “Add new attachment” (you can attach up to 15 drafts that your advisor can correct) and confirm the attachment uploaded.
- 2) Uploading of the final version of thesis/report on **Esse3 – 15 days prior** to the date of graduation.
  - Click on “Complete thesis/report process” and confirm data entered;
  - Insert the file name (example: Rossi\_Mario\_thesis or Rossi\_Mario\_report) and select the file to be uploaded;
  - If the file contains the final version of the document (approved by the thesis advisor) put a check next to "confirm final attachment" and continue;
- 3) Click on “complete thesis/report”;

4) Uploading of the final version on **Turnitin** (anti-plagiarism platform) – 15 days prior to the date of graduation. Following are the instructions:

a) Register and create user profile;

- go to the webpage [www.turnitin.com](http://www.turnitin.com)
- select your language from the drop-down menu;
- Click on the link "Create account" in the homepage and you will be directed to the page "Create a user profile";
- Click on the link "Student";
- Insert the information requested in the module of new Student profile;
- To create a new profile, you must have "Class ID" and "Enrollment password or key", which will be provided by the Registrar Office;
- Once your profile is created, click on the "Agree" button to be able to access Turnitin;
- the class will be displayed on your personal home page "student". Click on the name of the class to open the class folder.

b) Attach the final version

- Click on the "send" button next to your assignment. This will open a page to submit the file and you can then enter a title for your document;
- To select an attachment to submit, click on the button "Browse";
- Select the document on your computer. We accept documents in the following formats: Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (uploaded to Google Drive, with the forwarding option), plain text format;
- After entering the title of the document and selecting the file, click on "Upload" to upload the selected file.

c) confirm the delivery of the attachment:

- you will see a preview of the version of the document you have chosen to submit;

- verify that all the information is correct;
- to definitively submit your attachment, click the "Send" button;
- after you have confirmed the submission of your document, the screen will display a digital confirmation;
- you will also receive a copy of the receipt on your email;
- to return to your folder and view the attachment, click on the button "Go to Portfolio".

**Note: The final version of the document must be uploaded 15 days prior to the date of graduation, after which you can no longer make additions or modifications.**

#### **STEP 4 – TO BE COMPLETED BY THE ADVISOR**

The advisor can view the draft of the thesis/report (up to 15 draft versions can be uploaded) and can then confirm it or reject it with a comment. When the student uploads the final version of the thesis/report, the advisor approves or rejects it.

#### **STEP 5 - TO BE COMPLETED BY THE STUDENT**

Return all the books borrowed from the library - 15 days prior to the graduation date

#### **Note: only for three-year undergraduate and two-year graduate students:**

- fill in the online “University Evaluation Questionnaire on university experience from the part of the students which includes the study course”, received via email – 15 days prior to the date of graduation;
- submit 1 hard copy of the final version of the thesis in hardcover paperback format to the Registrar Office at least 7 days prior to the date of the graduation. The hard copy of the report is not requested.

*Updated in October 2025*