GRADUATION PROCEDURE FOR MASTER'S DEGREE PROGRAMS: GPP, SERI, SAA, WPIR

- Students must independently contact their thesis supervisor (an internal Unipv professor, including contract or visiting professors).
- The supervisor, by the **1st deadline** set on the graduation calendar, must send an email to the proposed co-supervisor, copying him/her along with the graduating student, the Degree Program coordinator and the staff member of the Segreteria Didattica (claudia.parimbelli@unipv.it). The co-supervisor must confirm or decline their availability (the degree program coordinator will intervene only if necessary).

  In case the graduating student has participated in a **Double Degree program**, the co-supervisor (who must always be agreed upon with the supervisor and with the degree program coordinator informed) must be:
   - DD BELGRANO: A professor from Belgrano University
   - DD FES: A professor from Sidi Mohamed Ben Abdellah University
   - DD TIRANA: A professor from University of Tirana

- By the second deadline set on the graduation calendar, students must:
   - fill out the graduation request on the student portal (a useful video tutorial on how to complete the graduation application is available here.). NOTE: remember to enter the supervisor's surname and click "Next";
   - Complete the payment of the graduation fee (€ 116,00). NOTE: the deadline shown on the payment slip is not the actual deadline but do not worry, the slip is correct.

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If the graduation exam is not taken, the student must cancel their graduation application, within the deadlines specified in the graduation calendar (thesis upload deadline) by accessing the student portal and using the specific function to cancel the application.

The student is then required to submit a new graduation request for the session they wish to graduate. In this case, no additional payments are required except for the €16.00 stamp duty fee for the graduation application.

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- **By the 3rd deadline** set on the graduation calendar the graduating student must:

- upload their thesis (including the title page and table of contents) in PDF/A format on the student portal (instructions for converting the thesis to **PDF/A** format are available here).
- **have completed all the exams** included in the study plan

It is the responsibility of the student to send a copy of their final thesis to the co-supervisor via email.

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The request for a deadline extension for uploading the thesis to the student portal **must be initiated by the supervisor**, and only if they consider there to be **a valid reason and justification**. The extension granted is for 3 working days.

The supervisor must complete the appropriate form, sign it, and send the scanned copy via email to the Teaching Secretariat, copying the graduating student. The Teaching Secretariat will approve the request, specify the new thesis submission deadline and forward the form to the Student's Affairs office.

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- ● The graduation committees, along with the date,time and the classroom of each session, will be published on the Department and Degree programs websites one week before the graduation exam.

Please note that the composition of the committees and the allocation of students are based on the availability provided by supervisors and co-supervisors. Therefore, additional requests from students will not be considered.

For the **possible awarding of honors (*cum laude*)**, in addition to the maximum grade, a unanimous decision by the Committee during the session is required.

There is no longer any need to submit a printed copy of the thesis to the Student's Affair Office. Students are therefore advised to consult their supervisor regarding the possible need for a printed copy for the supervisor and the co-supervisor.

Further information is available [here](#).