

GRADUATION PROCEDURE FOR BACHELOR'S DEGREE - SPeRI

- Students must independently contact their thesis supervisor (an internal Unipv professor, including contract or visiting professors).
 - By the first 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.

- **By the 2nd 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
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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.

- 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.

There is no longer any need to submit a printed copy of the thesis to the Student's Affair Office. However, students are advised to consult their supervisor in case a printed copy is requested.

Further information is available [here](#).