



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

GRADUATION APPLICATION

In order to obtain a Bachelor's Degree, Master's Degree and Single-cycle Master's Degree, a **final examination must be passed**. The procedures are laid down in the individual Teaching regulations; the information below is a general reference and **undergraduates should consult the indications provided by the relevant departments** on their own web pages.

NB: for students of the “Enzo Ferrari” Department of Engineering, the fulfilments are published on page <https://ingmo.unimore.it/it/didattica/organizzazione-didattica/appelli-di-laurea>

WHEN

The **graduation dates are set by the Degree Programme Board/Department Council** within the three graduation sessions, i.e. the summer session, the autumn session and the extraordinary session.

In order to obtain the title, students **must**:

1. having taken all **profit examinations within 21 days prior to** the date of the final examination
2. be up-to-date with **the payment of fees** for the academic year of their graduation session.

For further support see the [GUIDE to filling in the DEGREE TITLE APPLICATION FORM](#)

BACHELOR'S DEGREES	MASTER'S DEGREES AND SINGLE-CYCLE MASTER'S DEGREES
<p>Stage 1 - Within 30 days from the date of commencement of the graduation session</p> <p>In your private area at www.esse3.unimore.it select “Domanda Conseguimento Titolo” (Degree Title Application). In the case of activities undertaken but not yet recorded in the booklet, fill in the “Dichiarazione esami sostenuti” (Declaration of examinations taken). Complete the graduation application by entering:</p> <ul style="list-style-type: none"> - type of thesis (research thesis or literature review thesis); - Thesis title; - 5 keywords separated from each other only by a space; - the teaching activity on which the thesis is based; 	<p>Step 1 - Within 30 days from the date of commencement of the graduation session</p> <p>In your private area at www.esse3.unimore.it select “Domanda Conseguimento Titolo” (Degree Title Application). In the case of activities undertaken but not yet recorded in the booklet, fill in the “Dichiarazione esami sostenuti” (Declaration of examinations taken). Complete the graduation application by entering:</p> <ul style="list-style-type: none"> - type of thesis (research thesis or literature review thesis); - Thesis title; - 5 keywords separated from each other only by a space; - the teaching activity on which the thesis is based; - an abstract (max. 3500 characters)

<p>Stage 2 - Within 21 days from the date of commencement of the graduation session:</p> <ul style="list-style-type: none"> - Any changes can be made to the title, keywords, etc. - Proceed with the payment of 2 stamp duties of €16 each invoiced on Esse3 under “Tasse” (Fees): one stamp for the degree title application (the tax paid remains valid even if the degree title application is cancelled, but only within the academic year) and one stamp for the degree parchment (the tax paid remains valid even if the degree application is cancelled) 	<p>Step 2 - Within 21 days from the date of commencement of the graduation session:</p> <ul style="list-style-type: none"> - Any changes can be made to the title, keywords, abstract, etc. - Proceed with the payment of 2 stamp duties of €16 each invoiced on Esse3 under “Tasse” (Fees): one stamp for the degree title application (the tax paid remains valid even if the degree title application is cancelled, but only within the academic year) and one stamp for the degree parchment (the tax paid remains valid even if the degree application is cancelled)
<p>Step 3 - According to the deadlines set by your Department</p> <ul style="list-style-type: none"> - run the “Completamento tesi” (Completion of thesis) procedure in the “Bacheca conseguimento titolo” (Title attainment board), enter the final pdf file of the thesis, agreed with the supervisor; - the supervisor must either approve the file or reject it. Only those whose theses are approved will be admitted to the graduation session. - <p>Note: THERE IS NO NEED TO SEND ANY DOCUMENTATION TO YOUR REGISTRAR’S OFFICE</p>	<p>Step 3 - MORETHESIS PROCEDURE Within 21 days from the date of commencement of the graduation session</p> <p>Go to https://morethesis.unimore.it/</p> <ul style="list-style-type: none"> - Log in with your Esse3 credentials to CREATE the “Morethesis cover page”. Only the signature of the graduating student must be affixed to the document; - Fill in and sign the DECLARATION ON THE FILING OF THE THESIS; - Fill in and sign the THESIS EMBARGO FORM (if this publication option is chosen), if applicable - SEND THE ABOVE DOCUMENTS to your respective REGISTRAR'S OFFICE. <p>For more information on Morethesis https://www.sba.unimore.it/site/home/ricerca-e-didactics/archive-morethesis.html</p>
	<p>Step 4 - ATTACH THE FINAL VERSION of the TESI on Morethesis</p> <p>In agreement with your supervisor, upload your thesis file at https://morethesis.unimore.it/ respecting any deadlines indicated by your department and in any case no later than 3 days before the degree exam date.</p>