Graduation Session, October-November 2023 (A.A. 2022-'23)

The deadline set for the acquisition and sending of the documentation via e-mail must be respected even if of the date on which the last <u>exam/s</u> <u>is</u> scheduled; therefore, if the deadline is on 11 September, the application must in any case be sent within that date, even if <u>exam/s will be</u> held later. In this case, please remind to report the date, the exam name and the professor in charge of the missing exam - or exams.

Programme	Graduation session:	Procedure opens in Delphi	Sending e-mail * from:	to:	Upload thesis (in Delphi) by:
Triennio in Italian	11-13 October	28 August	4 September	11 September	3 October
Business Administration & Economics	11-13 October	28 August	4 September	11 September	3 October
Global Governance	11-13 October	28 August	4 September	11 September	3 October
Finance and banking	12 October	28 August	5 September	12 September	4 October
European Economy and Business Law	19 October	28 August	12 September	19 September	11 October
Economics	26 October	28 August	19 September	26 September	18 October
Business Administration	26 October	28 August	19 September	26 September	18 October
Biennio in Italian (+ *quadriennio*)	8-10 November	28 August	1 October	8 October	31 October

* Your documents should be *scanned* and sent in PDF (**NO** Cloud Storage) format to the Student Secretariat (to segreteria-studenti@economia.uniroma2.it); smartphone photographs will not be accepted (several apps that create suitable PDFs are available). The subject of the email message should be your **surname** and **name**, **student number** and your **course's code** (M18, M19, M20, M21, L78, T16, H73 ect ect **NO** L18, L33, L16, L56, L77, L90 ect ect) in the body of the message the same *subject* information and the following documents in attachment:

- **Thesis application form** (downloaded from Delphi), signed and scanned in PDF
- **Valid personal ID** in PDF
- **AlmaLaurea receipt** in PDF
- **€16 payment receipt** (already validated) in PDF
- If applicable, **additional declaration** * for obligatory tests and exams not yet accredited on the personal page.

* For extra activities (where required) and for exams not yet accredited in Delphi, please provide any useful reference in a supplementary declaration in PDF (for extra activities, type and period of activity, and if known, date of issue (even approximate) , of final approval; for exams, in addition to the name, include the date and the name of the professor).

Sample e-mail:
from ***yourname@mail.com***
to *segreteria-studenti@economia.uniroma2.it*
Subject*: Last name, first name, matricola 1234567, laurea in M18 (your program)*
Text: *Last name, first name, matricola 1234567, laurea in M18*
Include attachments

Carefully keep the e-mail sent to segreteria-studenti@economia.uniroma2.it as a proof that the application for graduation has been sent (which will be active too in your Delphi personal page).

The Supervisor expresses his/her (obviously binding) decision on the work done by the graduating student, via Delphi. It is therefore not necessary to present the assignment of the thesis, even though this document is still present within the procedure dedicated to all University programmes.

The digital review of the plan is not yet active, therefore indications provided by Delphi on any missing exams are not to be taken into account, except to verify, of course, that all exams taken are those required by your study plan in order to apply for graduation.

When acquiring the degree request on the Delphi platform, remember to indicate the exam chosen for your thesis, with the exact same name with which it already appears in your transcript of records (showed while filling the request).