



SAPIENZA
UNIVERSITÀ DI ROMA

Degree courses in Medicine and Surgery

A - F (Faculty of Pharmacy and Medicine)

B - C - D (Faculty of Medicine and Dentistry)

PROCEDURE FOR GRADUATING STUDENTS – OCTOBER 2017

SUBMISSION OF THE GRADUATION APPLICATION AT THE DEAN'S OFFICES

According to the memorandum for graduating students: "For the exam period of **October** from 11/09/2017 to 18/09/2017, with the possibility to sit the last 3 exams and submit the final digital version of the thesis to the general secretary of Medicine (Segreteria Studenti, Edificio Servizi Generali – Città Universitaria) until 30/09/2017."

The procedure consists of two mandatory steps that need to be accomplished respecting the following order:

(1) Administrative Secretariat

All the forms for submitting the graduation application by 18/09/2017 are published on the University website at <http://www.uniroma1.it/modulisticastudenti>. The Secretariat will issue a receipt, which the student will have to present at the Dean's Office when submitting the second application.

(2) Dean's Office

After having completed the first step of the procedure, students are required to submit a second application to the Dean's Office respecting the same deadline (18/09/2017) and proving the accomplishment of the first step at the administrative secretariat by showing the "receipt" of step (1).

The mandatory graduation application can be downloaded from the website and needs to be submitted together with the infostud certificate "esami sostenuti e relativa votazione" (simple print without *marca da bollo*).

If applicable, the student needs to attach the certification of involvement in international exchange programmes with detailed information on its duration and of the Progress Test.

Please note: The deadline for the submission of the documents to the responsible staff at the Dean's Office correlated with the final date for the presentation of the application at the Administrative Secretariat, aside from postponements officially communicated by the Dean's Office.

CALENDAR FOR THE SUBMISSION OF THE GRADUATION APPLICATION AT THE DEAN'S OFFICE

DEGREE COURSES A-B-C-D

→ Building CU034 Città Universitaria, Presidenza sez. Lauree Medicina e Chirurgia, groundfloor, responsible Domenico Della Peruta: 12 – 14 – 18 September (from 10.30 a.m. to 12.30 p.m.)

→ Building EX SCREE, Policlinico, Presidenza sez. Lauree Medicina e Chirurgia, groundfloor, responsible Daniela Chiappini: 11 – 13 – 14 – 15 September (from 9.00 a.m. to 11.00 a.m.)

DEGREE COURSE F

→ Building EX SCREE, Policlinico, Segreteria Medicine and Surgery F, groundfloor, responsible Anja Berger: 11 – 12 – 14 – 18 September (from 10:00 a.m. to 12:00 p.m.).