



Student Regulation (promulgated with Rector's decree no. 10813/20 of 22/04/2020)

## Appendix 5- Protocol for issuing degree certifications and duplicates

### Original degree certificate

Once the student has passed their final exam, the University of Milan will issue a diploma signed by the Rector in office during the year the degree was earned. The diploma does not make mention of any marks earned on individual exams, nor during the final exam. Instead, it notes the class into which the study programme falls, and whether the student graduated with honours.

For any double or joint degree programme in which the University of Milan is a participating member, the characteristics and content for the diploma will be established through the programme agreement.

### Diploma supplement

Once the student has passed their final exam, the University of Milan issues, to those graduates in study programmes governed by Ministerial Decree no. 509/99 and 270/04 (as subsequently amended), a bilingual (Italian / English) report known as a "Diploma supplement". That document, using the standard template used by all participating European countries, sets forth the specific curriculum followed by the student to earn their degree.

### Procedure for requesting a duplicate of one's diploma

Should a student's original diploma be stolen, lost, or deteriorated, a duplicate may be requested. To that end, the graduate must submit a specific request, bearing a tax-revenue stamp, to the designated office. The request must include an affidavit of theft or loss of the original, or attach the deteriorated original, which the offices will then cancel. The receipt for the processing fee must be included as well.

Once they have updated their personal data, the graduate may request a new exemplar of their diploma (which will be duly updated) by paying the appropriate processing fee. In such cases, the original exemplar must be delivered upon submitting the application for a new diploma. The original will then be cancelled by the office.

The offices will then issue a duplicate bearing the information on the back of the diploma. The duplicate will bear the signature of the Rector in office at the time the duplicate is issued, who will execute the document in lieu of the Rector in office at the time the degree was awarded.