

INSTRUCTIONS FOR THE ONLINE GRADUATION APPLICATION PROCEDURE

The application for graduation must be submitted online through the dedicated procedure.

The procedure is described in detail in the guides published on the homepage of the student area of *segreteria online* (the online administrative office)

To start the procedure, use your UnisiPass credentials to access the student area, and follow the path:

MENU > Graduation > Graduation noticeboard

Below is a summary of the various steps in the process for requesting admission to the graduation session:

1) THESIS REQUEST

The student starts the graduation procedure by completing the online thesis request procedure: click on “RICHIESTA TESI”; and enter the data requested.

2) THESIS ASSIGNMENT

Click on “ASSEGNAZIONE TESI” and enter the data requested. Thesis assignment must be completed in order to submit an application for graduation.

Once approved by the supervisor, the student will be notified by *e-mail*.

3) ALMA LAUREA QUESTIONNAIRE

Students must complete the questionnaire, which may be accessed from “Assegnazione tesi” (read the annexed instructions)

4) APPLYING FOR GRADUATION

Click on “DOMANDA DI LAUREA” and enter the data requested.

N.B. To access this section you must have completed all the previous steps.

Once you have submitted the application for graduation, the system shall generate the virtual revenue stamps (€32 Euros: €16 for the application for graduation and €16 for the degree parchment) to be paid online before proceeding to the next step.

5) COMPLETING THE THESIS

Click on “COMPLETAMENTO TESI E UPLOAD SU FILE DEFINITIVO” (“THESIS COMPLETION AND UPLOAD OF FINAL FILE”), enter the required information and upload the final work.

The supervisor shall check the thesis file and approve/reject it.

6) REQUEST FOR APPROVAL

Click on “RICHIESTA DEL BENESTARE” (“REQUEST FOR APPROVAL”) and complete the procedure.

The supervisor will register the approval and the *Ufficio Studenti e Didattica* (Students and Course Administration Office) will complete the necessary checks to accept the application for graduation.

The student will receive an email notification of admission to the selected graduation session.

PLEASE NOTE THAT THE DEADLINES INDICATED ON THE CALENDAR OF GRADUATION SESSIONS MUST BE ADHERED TO AND THAT THE ADMINISTRATIVE OFFICE WILL NOT BE ABLE TO CHANGE ANY DATES.

STUDENTS WHO WISH TO WITHDRAW FROM THE GRADUATION SESSION MUST COMPLETE THE PROCEDURE CALLED “RICHIESTA ANNULLAMENTO DOMANDA” (“REQUEST CANCELLATION OF APPLICATION”). To graduate in the next session, the student must restart the graduation application procedure (from step 4) and again pay the €16 fee for submitting the new application.

All students enrolled up to and including academic year 2013/14 are required to hand in their University booklet (paper) to the Students and Course Administration Office (*Ufficio Studenti e Didattica*).

Students must check that they have no outstanding debts with the Library (borrowed books, unpaid fees for books on interlibrary loan or for journal articles, etc.). Full details are available at <http://www.sba.unisi.it/bast>

Those who have outstanding business to attend to with the Library will not be admitted to the graduation session.

Templates are available on <https://www.diism.unisi.it/it/node/1070> for the purpose of writing the thesis.

To sit the final exam, the student must acquire all the credits (including the traineeship) set out in the regulations of the respective Degree Programme at least fifteen days prior to the exam.

For graduands of Master degree programmes

Send the SUMMARY OF THE THESIS by e-mail to the Chair of the Teaching Committee of your degree programme and, for information, to the Students and Course Administration Office (the following must be indicated in the top left-hand corner: student number, surname and first name of the candidate, Supervisor and any co-supervisor, academic year, thesis title).

For degree programmes in Engineering, in the case of Theoretical/Experimental Theses, the DRAFT OF THE THESES must be sent to the Co-examiner at least *TWENTY DAYS PRIOR TO THE DATE OF THE DEGREE FINAL EXAM*.

For the Master degree in Applied Mathematics, in the case of both Compilation Theses and Theoretical/Experimental Theses, the DRAFT OF THE THESIS must be sent to the Co-examiner at least *TWENTY DAYS PRIOR TO THE DATE OF THE DEGREE FINAL EXAM*.