

**FOR THE ATTENTION OF THE RECTOR  
UNIVERSITY OF  
SIENA**

**REGISTRATION NO.** \_\_\_\_\_

The undersigned \_\_\_\_\_  
born in \_\_\_\_\_ ( \_\_\_\_\_ )\_ on \_\_\_\_\_  
enrolled for academic year \_\_\_\_\_ / \_\_\_\_\_ in the \_\_\_\_\_ course year/supplementary  
year of the Degree Course in \_\_\_\_\_  
of the **Department of Information Engineering and Mathematical Sciences, applies to sit the  
Degree exam** on (date) \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of co-Supervisor(s) (\*) 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(\*) If the co-Supervisor(s) does/do not belong the Department, specify the e-mail address

\_\_\_\_\_  
\_\_\_\_\_

Student's address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Residence (if different from the address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**STATEMENT OF ASSIGNMENT** (to be compiled by the Supervisor)

The student \_\_\_\_\_ intends to prepare for the Degree exam (Old Order) the following text entitled: (Block letters)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Siena, \_\_\_\_\_ Signature of Supervisor \_\_\_\_\_

**DOCUMENTATION CHECK** (by the Student and Teaching Office)

- TAXES AND REGISTRATION/RECOGNITION APPLICATIONS
- BOOKLET
- APPLICATION FOR RETURN OF ORIGINAL DIPLOMA OR CERTIFIED COPY .

CHECK CARRIED OUT ON \_\_\_\_\_ BY \_\_\_\_\_

Finally, I commit myself to paying the tax stamp for the issue of the original graduation diploma.

Pick up/Delivery of the original graduation diploma:

- Graduation Day
- Collection within 90 days of graduation
- Delivery to the address provided with postage & packaging charges

Residence/Address where the diploma must be delivered:

Address \_\_\_\_\_ no. \_\_\_\_\_

ZIP code \_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Siena, \_\_\_\_\_

\_\_\_\_\_  
Legible signature

## DOCUMENTS TO BE SUBMITTED

**RESPECTING THE DATES INDICATED ON THE CALENDAR OF DEGREE EXAMS WHICH CAN BE CONSULTED ON THE DEPARTMENT WEBSITE AND IS AFFIXED ON THE BULLETIN BOARD OF THE STUDENT AND TEACHING OFFICE, THE GRADUAND MUST SUBMIT:**

- **DEGREE APPLICATION** (<http://www.unisi.it/ufficio-studenti-diism>) completed correctly in all its parts, signed by the Supervisor and accompanied by a revenue stamp for the applicable amount, and
- **academic booklet;**
- **application for return of original** Secondary School Diploma or certified copy (if submitted to the Student and Teaching Office);

**THE GRADUAND MUST ALSO:**

- **Send the THESIS ABSTRACT by e-mail to the President of the Teaching Committee with copy to the Student and Teaching Office** (highlighted top left, the following should be indicated: registration number, candidate's first name and surname, name of Supervisor and of any co-Supervisors, academic year, thesis title).
- **Complete the ALMA LAUREA QUESTIONNAIRE** immediately after submission of Degree application <http://www.unisi.it/didattica/placement-office-career-service/almalaurea-bacheca-offerte-stage-e-lavoro>  
**The receipt of the questionnaire must be signed, scanned and sent via e-mail to [almalaurea@unisi.it](mailto:almalaurea@unisi.it)**  
**Failure to send the receipt will result in exclusion from the Degree exam**

**TEN DAYS BEFORE THE DATE OF THE DEGREE EXAM:**

**Submit the TEXT OF THE DEGREE THESIS:**

- **1 hard copy for the Student and Teaching Office** (plus additional copies for any co-Supervisors and Examiners) with the title page signed by the Supervisor and stamped by the Student and Teaching Office
- **1 CD copy to be submitted to the Library** in one PDF file including the title page, accompanied by the **consultation release form** (<http://www.sba.unisi.it/bast/modulistica>).

The Library will accept only consultable CDs

Check that you have no outstanding matters with the Library (books on loan, unpaid costs for inter-library loan books and magazine articles, etc.)

By order of the Rector, the graduand must settle his/her situation with the Library thirty days before the date of the degree exam. **The existence of outstanding matters with the Library incurs automatic disqualification from the degree exam.**

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## WARNINGS

The Degree Thesis must meet the **following compulsory requirements:**

- a) the binding must be done with hot glue;
- b) the copy for the Student and Teaching Office **must necessarily** be printed **front/back**;
- c) **Templates** for writing the thesis are available from the website of the Department (Teaching/Theses and Internships sections)

Under his/her own responsibility, the graduand declares that the content of the copies of the thesis submitted to the Supervisor, any co-Supervisors, the Library and the Student and Teaching Office is identical