

A REMINDER FOR STUDENTS GRADUATING IN THE 29-30-31 MARCH 2023 SESSION

The degree awarding process has moved fully online since the July session (AY 2019/2020). The procedure is described in detail in the guides published on the homepage of the student area of *segreteria online*. To start the procedure, log into said area using your unisiPass credentials and follow the path:

≡ MENU → **Conseguimento titolo** → **Bacheca conseguimento titolo** (≡ MENU → Degree → Diploma Attainment)

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

THESIS REQUEST – by 24/02/2023

The student starts the graduation process by completing the online thesis request procedure: **click on "RICHIESTA TESI" and enter the data requested.**

The supervisor views the request in the reserved area and contacts the student to agree on the thesis work to be carried out.

THESIS ASSIGNMENT – by 24/02/2023

After meeting with the supervisor, the student enters the thesis information online (provisional title, type of thesis authenticity check, methods of consultation and reproducibility, any outside examiners – CONTRORELATORE compulsory for master's degrees, etc.) in order to formalise thesis assignment and activate the online and back-office procedures essential for admission to the degree final exam (e.g. create space on the anti-plagiarism system, application for graduation, etc.).

Important: The inclusion of a teacher as "CONTRORELATORE" is compulsory for master's degree courses, in addition to the thesis supervisor.

The figure of the "correlatore" is optional for both the three-year and master's degree courses.

Click on the "ASSEGNAZIONE TESI" ("ASSIGNMENT OF THESIS") button and enter the data requested.

Thesis assignment must be completed in order to submit the application for graduation.

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

Once the thesis has been assigned, the student and the supervisor will receive an email from the University library system informing them of the start of the anti-plagiarism procedure; the student will have to upload the final thesis on the Turnitin platform following the instructions provided in the email, and the supervisor will have to check it and note down the results of the check (job number and percentage detected), which will be included in the note when the final thesis is submitted for approval.

In this regard, when entering the thesis information, in the field "type of thesis authenticity check" the "expert" mode must be indicated for the Turnitin antiplagiarism system.

ALMA LAUREA QUESTIONNAIRE – by 24/02/2023 - Students must complete the questionnaire, which may be accessed from "Assegnazione tesi" ("Thesis assignment").

Students are no longer required to send a receipt to the Alma Laurea Office: it is enough to complete the online procedure.

APPLYING FOR GRADUATION – by 28/02/2023

When the undergraduate student is close to completing his or her thesis, he or she may apply for graduation. During the procedure, the system carries out administrative and contribution checks on the student's record and verifies that a thesis has been deposited and assigned.

Click on "DOMANDA DI LAUREA" ("APPLY FOR GRADUATION") and enter the information 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) to be paid online before proceeding to the next step.

LIBRARY BUSINESS – by 15/03/2023

1. Return of borrowed books

The graduand must return all borrowed library books **at least 15 days** before the degree final exam. Checks for irregularities will be carried out automatically. If there are any outstanding amounts, the student will be contacted directly by the library concerned.

2. Thesis submission to the library

The following graduands must submit a digital copy of their thesis to the library:

- bachelor's degree students, only if provided for by the supervisor,
- master's students and single cycle master's degree students (under the former university regulations).

Delivery must take place **at least 15 days before** the degree final exam.

Full details are available at www.sba.unisi.it/baums/tesi

The email address for any communication/request for clarification is: prestitobaums@unisi.it

Graduands who have outstanding business to attend to with the Libraries will not be admitted to the graduation session.

COMPLETING THE THESIS – by 15/03/2023

Graduands who have submitted their application for graduation may deposit their final electronic copy of the thesis, respecting the deadline set by the *Ufficio studenti e didattica* (Students and Course Administration Office). All the exams and activities included in the study plan must be completed by this deadline.

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

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

After the approval, it will not be possible to make changes, neither in the thesis nor in the title; moreover, the uploaded and approved file cannot be replaced.

REQUEST FOR APPROVAL (BENESTARE) – by 15/03/2023

After approval of the final file, the graduand must request approval, i.e. final approval of the deposited thesis (final title and thesis), which seals the thesis. Without registered approval, the student cannot be admitted to the degree final exam.

Click on “RICHIESTA DEL BENESTARE” ("REQUEST FOR APPROVAL") and complete the procedure. In the following days the teacher will register the approval and the *Ufficio Studenti e Didattica* (Students and Course Administration Office) will complete the necessary checks.

The student will receive an email notification of admission to the degree final exam.

WAIVER / POSTPONEMENT OF THESIS DISCUSSION - Students who intend to withdraw from the graduation session must follow the REQUEST TO WITHDRAW THE GRADUATION APPLICATION procedure (the Student and Teaching Office will receive an email of notification from the system). To graduate in one of the following sessions it will be necessary to carry out the entire course again procedure for submitting the degree application and paying the amount of € 16.00 for the submission of the application for another graduation session.

Once the Final Exam Committee is announced on the department's website, the student must send the members of his or her Committee an **Abstract** of the thesis (one page) with the title of the thesis and his/her surname, first name, student number and the supervisor's name.

The degree committees will be announced on the department's website:

<https://www.dispoc.unisi.it/it/didattica/esami-di-laurea> Section: *commissioni di laurea* (degree committees).