

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
- **submit ACADEMIC RECORD BOOKLET** (if issued by the Student and Teaching Office)

- **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
Failure to send the receipt will result in exclusion from the Degree exam

SEVEN DAYS BEFORE THE DATE OF THE DEGREE EXAM:

- **Submit the TEXT OF THE DEGREE THESIS** (signed by the Tutor)
 - **1 hard copy to the Student and Teaching Office**
 - **1 hard copy to the Tutor** (stamped by the Student and Teaching Office)

In the event that the graduand intends to request the Original Degree Diploma (Parchment), submit:

- **application** (<http://www.unisi.it/ufficio-studenti-diism>) + **2 revenue stamps for the applicable amount**
- **receipt of payment of the sum due (payment slip to be collected from the Student and Teaching Office)**

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 and the Student and Teaching Office is identical

By order of the Rector, the graduand must settle his/her situation with the Faculty 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.**