

HOW TO FILL IN THE ALMA LAUREA QUESTIONNAIRE (MANDATORY PRIOR TO DELIVERY OF YOUR THESIS)

IMPORTANT: The AlmaLaurea questionnaire can only be filled in after you have applied to graduate at your Student and course administration office.

If you have never registered with AlmaLaurea	If you already have AlmaLaurea credentials from a previous degree
<p>1. Open www.unisi.it/percorsi/studente and go to AlmaLaurea/Accesso al servizio/Compila il questionario</p> <p>You will be connected to the online Secretariat; log in with the username and password obtained when you enrolled.</p> <p>2. If you forget your username e password contact the Public relations office [URP] - tel. 800 22 16 44 (Mon-Fri: 9.30–13.00, Tues and Thurs 9.30–13.00 and 15.00–17. 00)</p> <p>3. In the menu on the left go to Laurea (Degree) (N.B. this section is only accessible if you have already applied to graduate)</p> <p>4. Go to <i>Registrazione su AlmaLaurea/Registrati su Alma Laurea</i></p> <p>5. You will be asked to consent to the processing of your personal data (necessary to complete your registration) and to the creation and publication of your CV (optional) – in Italian <i>consenso al trattamento dati/ alla creazione/alla pubblicazione del tuo curriculum vitae</i></p> <p>6. Access your Alma Laurea profile with the credentials obtained during registration. Remember to keep your username and password for future access to your CV</p> <p>7. In the section “I MIEI TITOLI” go to “Compila il Questionario”</p> <p>8. When you have filled it in, print, sign and send the scanned receipt to: almalaurea@unisi.it</p>	<p>1. Enter www.unisi.it/percorsi/studente and go to AlmaLaurea/Accesso al servizio/Compila il Questionario</p> <p>You will be connected to the online Secretariat; log in with the username and password obtained when you enrolled.</p> <p>2. If you forget your username e password contact the Public relations office [URP] - tel. 800 22 16 44 (Mon-Fri: 9.30–13.00, Tues and Thurs 9.30–13.00 and 15.00–17. 00)</p> <p>3. In the menu on the left go to Laurea (Degree) (Degree) (N.B. this section is only accessible if you have already applied to graduate)</p> <p>4. Go to <i>Registrazione su AlmaLaurea/Registrati su Alma Laurea</i></p> <p>5. You will be connected to your AlmaLaurea profile</p> <p>6. Login with your credentials (username and password). If you have lost them go to recupero password and they will be sent to you by email</p> <p>7. In the section “I MIEI TITOLI” (my qualifications) go to “Aggiungi un titolo di studio” and “Inserisci titolo o esperienza di studio. non certificata” to add qualifications and experience</p> <p>8. In the section “I MIEI TITOLI” go to “Compila il Questionario”</p> <p>9. When you have filled it in, print, sign and send the scanned receipt to: almalaurea@unisi.it</p>

YOU CANNOT COMPLETE THE APPLICATION PROCEDURE FOR GRADUATION [DOMANDA DI LAUREA] WITHOUT PRESENTING THE QUESTIONNAIRE RECEIPT

Even if you do not intend to publish your CV in the database, it is still necessary to access the AlmaLaurea service and send the receipt to the Placement Office – Career Service (as described above).

If you do not graduate in the expected session, you must send the questionnaire receipt to the Placement Office – Career Service again (even if you already did so for previous session/s).