



UNIVERSITÀ DI SIENA 1240

DEPARTMENT OF SOCIAL, POLITICAL AND COGNITIVE SCIENCES (DISPOC)
STUDENTS AND COURSE ADMINISTRATION OFFICE

MEMO FOR GRADUANDS

DOCUMENT DELIVERY:

1. TO THE STUDENTS AND COURSE ADMINISTRATION OFFICE

In accordance with the deadlines (<https://www.dispoc.unisi.it/it/didattica/esami-di-laurea>), the graduand must submit the following documents to the Students and Course Administration Office. These documents can be found among the forms published online at <http://www.unisi.it/didattica/uffici-studenti-e-didattica/sportello-ufficio-studenti-e-didattica-scienze-sociali>;

- **Thesis acceptance declaration**, signed by the Professor, is required for starting the plagiarism checks; you are advised to submit this form at least one month prior to applying for graduation, so as to allow time to complete the procedure.
- **Application for graduation**, duly completed in all its parts, signed by the Supervisor and reporting the definitive title of the degree thesis; in exceptional cases in which the supervisor decides to modify the thesis title after the application for graduation has been filed, he/she must notify the Students and Course Administration Office by e-mail (didattica.dispoc@unisi.it).
- **University exams booklet** (for students who matriculated prior to AY 14/15);
- **Certificate of no outstanding business with the Library;**
- **At least 2 copies of the thesis signed in the original by the Supervisor** (at least 15 days prior to the degree exam). One copy, which must be double-sided with 1.5 line spacing and thermal bound (not spiral bound), must be filed at the DISPOC Students and Course Administration Office. The other copy (leather bound or in any case thermal - not spiral - bound) will be returned to the student once it has been stamped and must be delivered by the student directly to the Supervisor.
- Declaration of degree thesis compliance form.

2. TO THE ALMA LAUREA OFFICE

After submitting the application for graduation, the student must complete the online ALMA LAUREA questionnaire available on the following University webpage:

<https://www.unisi.it/didattica/placement-office-career-service/studenti-e-laureati/offerte-di-tirocinio-e-lavoro> .

3. TO THE LIBRARY (compulsory for second cycle degrees only)

One digital copy (CD) of the thesis must be submitted 15 days prior to the graduation session. For further information contact the Library directly.

Delivery is not obligatory for first cycle degrees, unless the supervisor requests it expressly.

Students enrolled in the first cycle degree course in Social Work, in the second cycle degree course in Programming and Management of Social Services and Policies and in the Second cycle degree course in European Studies are not required to deliver a copy to the Library.

4. TO THE FINAL EXAM COMMITTEE

- For second cycle degree courses (*laurea specialistica/magistrale*): at least one week prior to the graduation session, email the thesis *abstract* to the committee as a PDF file (save the document with your name, surname and matriculation number).
- For first cycle degree courses: at least one week prior to the final exam, email the **abstract and the final paper** to the committee as a PDF file (save the document with your name, surname and matriculation number).

WARNING

Incomplete documentation that does not containing the following information will not be accepted:

- supervisor's signature (on both the application for graduation and the thesis)
- indication of the subject of the degree, and the respective code, on the application for graduation
- **definitive** title of the thesis, on both the application for graduation and the thesis.

At the time of submitting the application for graduation, the educational activities requiring completion cannot be greater than four. Once completed, they must be placed on record at least 15 days prior to the final exam session.

Graduands who decide to forfeit the final exam session must promptly notify the Students and Course Administration Office by email (didattica.dispoc@unisi.it) or fax (0577/23 4283), attaching a front/back copy of their Identity document.

If submitting an application for graduation for a subsequent session, the graduand must again submit an application for graduation with a revenue stamp and complete/update the ALMALAUREA questionnaire.