

SUMMARY SCHEME OF PROCEDURES FOR THE DEGREE SESSION

Procedure #1 - STU THESIS REQUEST

STU The student starts the process of attaining the degree with the online request of the thesis, when, having identified the subject of interest study, he must request to the professor of the chosen disciplinary field, to be the supervisor of the thesis. By applying the request for a thesis, the status of the thesis is presented.

@The student request is notified via e-mail to the rapporteur and the Student's and Teaching Office via system message.

RAP The rapporteur displays the request in the reserved area and proceeds to contact the student to agree on the thesis work to be carried out.

Procedure #2 - STU THESIS ASSIGNMENT

STU After the meeting with the speaker, the student deposits the thesis information online.

@The assignment request of the student is notified via e-mail to the rapporteur and to the office students and didactics through system message .

RAP The rapporteur verifies the correspondence of the information deposited by the student with those agreed and proceeds to the online assignment. The assignment replaces the autograph signature of the paper document.

@When the thesis gets assigned online by the lecturer, the student receives via e-mail the system message notification.

The status of the thesis passes from Presented to Assigned and the graduate can begin to carry out the thesis work. The award is necessary for the submission of the degree application.

Procedure #3 - DEGREE APPLICATION

STU When the graduating student is close to completing his thesis, he can submit his degree application for a specific session within the dates established and published by the Student's and Teaching Office on the website of the Degree Programme under the heading "Study" "how to graduate". To be able to apply, you must first complete the ALMALAUREA QUESTIONNAIRE procedure.

@ The submission of the student's degree application is notified via e-mail to the student and teaching office and to the lecture.

Procedure #4 - THESIS COMPLETION (FINAL ANNEX UPLOAD)

STU The graduating student who submitted the application can proceed, within the established terms by the Student's and Teaching Office on the website of the Degree Programme under the heading "study" "how to graduate", to deposit the final electronic thesis (uploading the final thesis file).

@The filing of the final thesis file is notified via e-mail to the lecturer and the Student's and Teaching office.

RAP The rapporteur verifies the thesis file and approves/rejects it

Procedure #5 - APPROVAL REQUEST

After the approval of the final file, the graduating student must request the approval which is the final approval of the filed thesis (final title and thesis) that seals the thesis.

Ⓐ The approval request is notified via e-mail to the rapporteur. The approval can be requested right after the final file is uploaded.

Procedure #6 - ADMISSION TO THE DEGREE EXAM

The Student's and Teaching office carries out the administrative and contribution checks and proceeds to the confirmation of the degree application.

Ⓐ The confirmation of the degree application is notified via e-mail to the student.

STU The graduating student is admitted to the graduation exam.

Ⓐ The call for the graduation session is notified via e-mail to the student.