



FACULTY OF ENGINEERING
Degree Exam A.Y. 2023/2024 - Summer Session
Master degree
Ancona headquarters

GRADUATION DATE (A)	DEGREE COURSE (B)	LAST TERM (C)	SELF ARCHIVING THESIS (D)	THESIS APPROVAL (E)
16 July 2024	Ing. DSPT (Quinq.) Ing. Civile - Edile (Quinq.) Ing. Ambiente e Territorio (Quinq. - LS - LM) Ing. Civile (Quinq. - LS - LM) Environmental Engineering (LM)	25 June 2024	From the 26 June 2024 to the 06 July 2024	From the 07 July 2024 to the 09 July 2024
15 July 2024	Biomedical Engineering (LM) Ing. Biomedica (LS - LM)	24 June 2024	From the 25 June 2024 to the 05 July 2024	From the 06 July 2024 to the 08 July 2024

1) Before submitting the graduation application, the student:

- **must register** in the AlmaLaurea database and then fill in the AlmaLaurea questionnaire, from their Esse3web reserved area following the path: Laurea – AlmaLaurea.

Useful information on the page:

<http://www.univpm.it/Entra/Engine/RAServePG.php/P/540410010400/M/951410010400/T/Almalaurea>.

Successful completion of the questionnaire is indicated with a green light on the page of the preliminary checks for the application for graduation;

- **must insert** the scan of the **identity document or passport** in Career/Career Attachments/Generic Attachments;

- **must insert** the scan of the **residence permit**;

- **must verify** in the reserved area (by opening the menu item "Personal data") their personal data which will be used for the preparation of the degree diploma and **promptly communicate** any discrepancies to the Secretariat Students. Also check the residence/domicile data, telephone and e-mail numbers and make any changes made through your own reserved area;

- **must prepare**, before completing the on-line application, any file of the scan of the "Declaration of the co-supervisor/Dichiarazione del correlatore" and the identity document of any co-supervisor. The aforementioned declaration must be signed by the Co-Advisor and the Supervisor (pdf or Jpeg attachment, max 2 Mb, to the degree application submitted on-line).

It is specified that it is the student's responsibility **to verify** the qualification of any co-supervisor (max 2 co-supervisors), that is, the student must ensure that he or she belongs to the figures indicated by the Academic Senate (see the web page of the Degree Exam of the Engineering Students Secretariat, under " Who can be a Co-Advisor "). If the co-supervisor is not an official professor or researcher of the University, the student must make sure that he compiles the appropriate form "Declaration of the co-supervisor/Dichiarazione del correlatore", which can be downloaded from the "Forms, Degree/Qualification" section of the web page of the "Secretariat Engineering students ".

If you intend to insert a Ph.D. student as co-supervisor, the Ph.D. student must be enrolled in the 3rd year in the same academic year in which the student submits the degree application (**a.y. 2023/2024**).

If the co-supervisor is a professor from a foreign university, **you do not have** to fill in the aforementioned declaration, but **it must be** present in the documents relating to the period of study or internship carried out abroad.

If the Co-Advisor is not an official professor or researcher of the University and does not fall within the cases for which the "Declaration of the co-supervisor" is required, the Co-Advisor must be approved by the Faculty Council at the request of the supervisor.

2) Presentation of the

**"APPLICATION FOR ADMISSION TO THE DEGREE EXAM"
from 1 May 2024 to 20 May 2024**

in **on-line mode** from your own Esse3web reserved area following the path: Degree - Graduation.

In the application form, the student must:

- select the session (graduation date) corresponding to your degree course;
- report, in the section dedicated to **missing** exams:
 - o exams taken but not displayed in the online booklet;the student **will not have to indicate the exams that she will have to take** after submitting the on-line application;
- select the type of thesis;
- indicate the title of the thesis, in the "Title in Italian" field enter the title in English, in the "Title in language" field enter the title in English (in the event of an error or variation, the titles may be changed during the self-archiving of the thesis), the surname and name of the Supervisor, the surname and name of any co-supervisor (maximum 2);
- insert any file of the scan of the "Declaration of the co-supervisor/Dichiarazione del correlatore" and the identity document of the co-supervisor;
- the university booklet scan file is not required.

At the end of the compilation of the application on-line, the student must **immediately** make the payment of € 32.00, **through the PA payment**, corresponding to € 16.00 - amount of the revenue stamp paid virtually due for the degree application and € 16.00 - amount of the revenue stamp paid virtually due for the original degree.

If the student has submitted an application in the previous session and has made the payment of € 32.00, but has not having obtained the degree, you will have to pay only € 16.00, through the PA pay, corresponding to the amount of the revenue stamp paid virtually due for the graduation application.

N.B. After the deadline of **May 20, 2024 and by June 17, 2024**, it will be possible to submit a late graduation application subject to the late payment of € 50,00. The aforementioned late payment will be generated in the weeks following the late submission of the on-line degree application, in your private area and can be paid via pago PA.

Graduation applications submitted for previous sessions are not valid.

3) The date, indicated in column (C) of the table above, for each degree course, represents the deadline, both for the possible acquisition of credits (seminars, languages, etc.), and for taking the exams, including any internship exam (to be taken even in the case of recognition of the work activity) and excluding the final test.

It should be noted that the student will be able to take **the internship exam** only after completing the internship and having come into possession of the **online training and orientation internship evaluation form**, issued by the company tutor.

The on-line degree application must not be updated with the exams taken after its presentation on esse3web.

N.B. The Academic Senate in the session of 29.04.2019 resolved that the deadline for taking the exams in order to obtain the degree must fall 15 working days before the start of the graduation session.

4) By the date indicated in column (C), the student who passed all the exams (even if not present in the online booklet) and who intends to confirm his graduation application:

- it must be part of the esse3web Graduation procedure and must confirm it using the **"Explicit application confirmation"** button;
- must access his Esse3web reserved area, following the path "Career - Career attachments - Generic attachments" and must upload the **"on-line training and orientation internship evaluation form"** signed and stamped by the internship company tutor, wherever carried out, both in the company and in the department (the form is not required in case of recognition of the work activity). **The on-line training and orientation internship evaluation form certifies the**

assessment of the internship company tutor, it does not certify the subsequent taking of the internship exam with the academic tutor.

If the student fails to graduate, he must, **within the deadline indicated in column (C) of the aforementioned table**, notify this by sending an e-mail to segreteria.ingegneria@univpm.it with the scan of his identity document attached,

in the text of which the following must be indicated: Serial Number (Matricola), Surname and Name and in the subject it must be indicated: Cancellation of the degree application.

N.B. The "Cancel application" button, present in esse3web, is not enabled.

5) In the period indicated in column (D):

A) the student, who intends to take the final exam, is required to submit the final thesis in digital format through self-archiving, for the purposes of admission to the graduation session.

By accessing the Esse3web reserved area, following the path "Graduation application - Achievement of degree - Completion of thesis", the student must:

- confirm the requested data;
- **select** one of the four possible options relating to the consultation of the thesis (thesis embargo);
- to load:
 - the **PDF/A** file of your thesis **including the unsigned title page** bearing the **DEFINITIVE** title in **English** (the abstract must not be written by undergraduates of master's degree courses in English);
 - the title page file bearing the **DEFINITIVE** title in **English** **duly signed*** by the supervisor, any co-supervisor and the graduate student.

N.B. The title page of the signed thesis, attached individually, and the unsigned title page, an integral part of the thesis attachment, must be identical.

The title in English shown on the title page and the title in English inserted in esse3web must coincide as they will be reported in the certifications issued to the student (degree certificates, diploma supplement), for this purpose. the student can modify the titles in esse3web.

For courses in Biomedical Engineering and Environmental Engineering, the title shown on the title page is only in English and must coincide with the English title shown in esse3web.

The degree thesis for the Course in Biomedical Engineering and for the Course in Environmental Engineering must be written and sustained in English.

It is recommended that, upon expiry of the period indicated in column (D), there are two attachments.

Receipts relating to the graduation application and all other documents (such as the dissertation form), generated at the end of the on-line graduation application, **must not be delivered or sent by e-mail or sent** to the Student Secretariat (the receipts must be kept and, only in case of request, shown to the Student Secretariat).

B) By accessing his reserved area Esse3web, following the path "Career - Career attachments - Generic attachments", the student must upload:

- the Declaration of integrity, authenticity and conformity/Dichiarazione di integrità, autenticità e conformità of the thesis **duly signed** (the declaration form can be downloaded from the University website on the page Student Services - Engineering Student Secretariat - Graduation Exam);
- the Declaration of assumption of responsibility **duly signed** (the declaration form can be downloaded from the University website at the Student Services - Engineering Student Secretariat - Graduation Exam page).

N.B. The generic attachments, after being viewed and validated by the student secretariat, are no longer visible to the student in his reserved area and become an integral part of the "student file" in esse3web.

6) In the period indicated in column (E), the Thesis Supervisor, through the "Undergraduate students assigned" section of his reserved area, must approve the thesis submitted by the student, having deemed it suitable for submission for the graduation exam and having ascertained that the graduate student has uploaded the file in the on-line.

The approval of the thesis by the supervisor is a necessary condition for the final admission of the candidate to the graduation session.

The graduate student, as the deadline approaches, in "View thesis detail", must verify the approval of the thesis item as a whole (to be submitted in approved) and the approval of the individual attachments, title page and thesis (to be included in approved).

7) The graduate student will be invited to sign the register for the collection of the degree parchment, upon presentation of an identity document. Failure to show the document will not allow you to sign and, consequently, to withdraw the degree parchment.

The date of signature of the register will be communicated with a notice on the web page of the "Latest news" of the graduation exam of the Engineering Students Secretariat and/or by e-mail to your institutional mailing address.

N.B.

1) The paper university booklet must not be updated with the exams taken remotely and must not be delivered or sent or sent scanned by e-mail to the student secretariat, i.e. it will be kept by the student.

2) It is not required:

- delivery of the paper thesis to the Engineering Student Secretariat and to the Graduation Commission;
- delivery of the thesis CD-ROM to the library.

3) Undergraduates will not receive e-mails from the engineering students secretariat, with which the student secretariat confirms the correct and complete execution of the "application for qualification" procedure (from the phase of submitting the online application to that of the self-filing of the thesis and title page): in the event of irregularities in the aforementioned procedure, the graduate student will be contacted by the student secretariat.

4) The presentation of the Power Point for the discussion of the thesis is not the responsibility of the Engineering Students Secretariat: follow the Instructions for inserting the thesis at the link "Power Point presentation for thesis discussion" available on the web page of the Degree Exam of the Student Secretariat of Engineering (it should be noted that if the graduation session is scheduled for Monday, the presentation must be entered on the first working day before the session, usually on Friday).

Students are invited to follow:

- the web pages "Latest news" and the Graduation Exam of the Engineering Students Secretariat for any changes and / or additions to the schedule, under the responsibility of the Engineering Students Secretariat;

- the web pages of the News and Didactics / Degree Exams of the Faculty of Engineering for notices relating to graduation sessions (composition of degree commissions, timetables, mode of execution, eventual link of the session, the same for undergraduates and external, no personal links are provided, any number of accompanying persons admitted, etc.) under the responsibility of the Presidency of the Faculty of Engineering (contact: presidenza.ingegneria@univpm.it).

*SIGNED: original signature with pen on the various documents, including thesis title page.