

FABIAM: FOCUS ON THE COMPULSORY STEPS TO OBTAIN YOUR DEGREE

STEP 1- GENERAL INFORMATIONS

The thesis has a supervisor and may have one or two co-advisors.

MAKE SURE that the co-advisor/s is one of the authorized figures. The list of the figures admitted is available at the page, art. 30, comma 5:

https://www.univpm.it/Entra/Ateneo/Statuto_regolamenti_normativa/Regolamenti/Regolamento_Studenti_1

ASK the co-advisor (unless he/she is a Univpm professor/researcher) to fill in and sign the specific form "Dichiarazione per correlatore" and ask a copy of his/her personal identity document.

The form is available at the page:

https://www.univpm.it/Entra/Servizi_agli_studenti/Segreterie_Studenti/Agraria/Agraria_Studenti_Modulistica

If your co-advisor is not one of the authorized figures, your supervisor may propose him/her to the Department board (Consiglio di Dipartimento) and ask for approval.

CHECK your personal data (Surname, name, place and date of birth) on the reserved area.

They will be used for the preparation of the diploma, so inform the student office about any discrepancies as soon as possible. You are also recommended to check the data of residence / domicile, telephone, mail addresses, IBAN and to update them through your private area (by opening the menu item "Dati anagrafici").

STEP 2 - ALMALAUREA QUESTIONNAIRE

FILL IN the Almalaurea questionnaire accessible from your private area following the path:

Domanda conseguimento titolo - Almalaurea.

Useful information and contacts are available at the page:

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

The correct compilation of the questionnaire is signaled with the green light on the page of the controls required to submit your application. If you have problems with the compilation you can use the contacts you find at the above mentioned link.

STEP 3 – DEGREE APPLICATION IN ESSE3 WEB

ENTER Domanda Conseguimento titolo in Esse3 web area.

SELECT the date for which the degree application is submitted.

NOTE: the date coincides with the first day of the graduation session and does not necessarily indicate the day on which the degree course session will actually take place. The convocation of the graduating students will be published a few days before the degree session on the D3A website <https://www.d3a.univpm.it/>

FILL IN the specific section if you have already taken some exams and they are not recorded yet.

FILL IN the following fields:

- type of thesis (compilative or experimental)
- thesis english title (to be written twice both in the Italian section and in the English one) preferably in uppercase
- the name of the supervisor and of the co-advisor, if any.

UPLOAD in the specific section two separated PDF/jpeg files of the "Dichiarazione per correlatore" and of the identity document of the co-advisor (unless he/she is a Univpm professor/researcher).

PRINT and KEEP the application **only** as a receipt. You needn't fill in or deliver/send any document to the Student Office.

COMPLETE THE APPLICATION paying the € 32 bulletin which is automatically generated. You must pay it with PagoPA system as soon as you close your application (the receipt must be kept and displayed only if requested by the Student office).

STEP 4 e 5 - CONFIRM OR CANCEL YOUR APPLICATION

If you want to confirm your application and you have finished the examinations within the expected deadline set in "scadenzario":

ENTER AGAIN during the suggested period in the esse3 web procedure Conseguimento titolo and flag "Conferma esplicita della domanda".

You can confirm your application even if all the passed examinations are not registered in the private Esse3 web area yet.

If you want to cancel you application:

SEND a mail to segreteria.agraria-scienze@univpm.it with the subject: Surname, name, identification number and course name - NO LAUREA with attached copy of an identity document. Please don't use "Annulla domanda" in Esse3web.

If you have cancelled your application and you want to graduate in another future session you must submit a new application and you must pay Euro 16.00 automatically generated.

REMEMBER: If you don't inform the Student Office that you can't graduate, the diploma will be prepared, and you must pay a new diploma for the next degree session (Euro 50,00 + Euro 16,00).

STEP 6 - UPLOAD THESIS AND TITLE PAGE

ENTER Conseguimento titolo - Completamento tesi

SELECT one of the options about thesis consultation (Embargo thesis) in agreement with your supervisor:

- authorizes the consultation (at once)
- not authorizes the consultation (never)
- Embargo thesis after 18 months
- authorizes the consultation after the years of duration of your degree course

MAKE changes (if necessary) to the title of the thesis in Italian and English to make it uniform with that of the definitive title page.

UPLOAD the following documents:

- the PDF/A file of your final thesis with also the title page **NOT SIGNED**;
- the PDF/A file of the title page of your thesis **SIGNED** by the supervisor, by the co-advisor/s (if you have) and by yourself.

Please find more details about thesis and title page in the web site <https://www.d3a.univpm.it/it/node/1074>

Please note that the title in Esse3 web will be used in your transcript of record.

STEP 7 - UPLOAD OTHER REQUIRED ATTACHMENTS

READ "Regolamento sulle norme comportamentali in occasione della partecipazione alle sedute di laurea" which regulates access to the University locals during graduation sessions and on the occasion of the celebrations following graduation.

SUBSCRIBE and UPLOAD in Carriera - Allegati carriera - Allegato generico the following documents:

- signed declaration about the behaviour to keep during the degree session (you can download the form called "Assunzione di responsabilità sulle norme comportamentali del laureando da adottare in occasione della seduta di laurea"
- signed declaration about authenticity of your thesis called "Dichiarazione di integrità, autenticità e conformità della tesi"

You can download both the forms on the Ateneo website at the page:

https://www.univpm.it/Entra/Servizi_agli_studenti/Segreterie_Studenti/Agraria/Agraria_Studenti_Modulistica

STEP 8 – SUPERVISOR APPROVAL

VERIFY that your supervisor approves in Esse3 web the title and attachments (title page and thesis) within the established deadlines.

The supervisor can make, if necessary, changes to the title of the thesis in Italian and English to make it uniform with that of the final title page and give final approval.

Approval by the supervisor gives you admission to the final degree exam.

STEP 9 – SIGNATURE ON THE DEGREE REGISTER AND UNIVPM BADGE RESTITUTION

SIGN the degree register coming to the Student office with an identity document on the day and time indicated on the "scadenzario".

The signature in the register is needed to pick up the degree certificate on the day of the graduation session.

GIVE BACK your Univpm badge (if you have) when you sign the register. You don't have to return your examination paper booklet.