



UNIVERSITÀ  
POLITECNICA  
DELLE MARCHE

**INTERNATIONAL MASTER DEGREE**  
**Food and Beverage Innovation and Management**  
**Academic Year 2022/23**  
**Graduation Exam - 14<sup>th</sup> February 2024**  
**Applications from 1.12.2023 to 20.12.2023**

**Before submitting the online degree application (\*):**

- You are strongly recommended to 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 and e-mail addresses and to update them through your private area (by opening the menu item "Personal Data" in Italian: "Dati anagrafici").
- If your thesis have a co-supervisor (max 2) make sure that he/she is one of the figures authorized. The list of the figures admitted to carry out this role can be consulted on the University website at the page [http://www.univpm.it/Entra/Servizi\\_agli\\_studenti/Segreterie\\_Studenti/Agraria/Esame\\_di\\_laurea\\_Agraria](http://www.univpm.it/Entra/Servizi_agli_studenti/Segreterie_Studenti/Agraria/Esame_di_laurea_Agraria). Ask the co-supervisor (unless he/she is a Univpm professor/researcher) to fill in and sign the specific form "**Dichiarazione per correlatore**" (downloadable from the University website at the page: [https://www.univpm.it/Entra/Servizi\\_agli\\_studenti/Segreterie\\_Studenti/Agraria/Agraria\\_Studenti\\_Modulistica](https://www.univpm.it/Entra/Servizi_agli_studenti/Segreterie_Studenti/Agraria/Agraria_Studenti_Modulistica) and to attach a copy of his/her personal identity document. The aforementioned form must also be signed by the thesis supervisor. Prepare the scanned copies in PDF/Jpeg format of the form "Dichiarazione per correlatore" appropriately signed and of the co-supervisor identity document. If your co-supervisor is not one of the authorized figures, your supervisor may propose him/her to the Department board (Consiglio di Dipartimento) and ask for approval.
- Fill in the Almalaura questionnaire accessible from your private area following the path: Domanda laurea-Almalaura (useful information and contacts on the page): <http://www.univpm.it/Entra/Engine/RAServePG.php/P/540410010400/M/951410010400/T/Almalaura>. 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.

- 1) Apply to the degree exam **from 1<sup>st</sup> to 20<sup>th</sup> December 2023**<sup>i</sup> entering your private Esse3web area following the path: Domanda laurea - Conseguimento titolo. Select the date for which the degree application is submitted. **We underline that 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 website of the D3A** <https://www.d3a.univpm.it/>

The application form includes a section where the student must report exams already taken and not yet recorded. The following fields must also be filled in the application: 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-supervisor, if any. In the specific section of the application attach the files of the "Dichiarazione per correlatore" and of the identity document of the co-supervisor (see preliminary instructions if they are due). The application must be printed and kept **only** as a receipt of the presentation. You needn't fill in or deliver/send any document to the Student Office. A € 32<sup>ii</sup> bulletin is automatically generated. You must pay it with PagoPA system as soon as you close your application, but it is not necessary to bring the receipt of the payment to the student office (the receipt must be kept and displayed only if requested by the Student office).

- 2) **24<sup>th</sup> January 2024** represents the deadline to take examinations (including the internship exam). **From 14<sup>th</sup> to 24<sup>th</sup> January the student who have finished the examinations must confirm his/her application entering again the esse3 web procedure Conseguimento titolo and approving "Conferma esplicita alla domanda". The student can confirm his/her application even if all the passed examinations are not registered in the private Esse3 web area vet.**

You don't need to deliver/send your examination paper booklet if you have it. If you have got the personal badge you must bring it back within 24<sup>th</sup> January to the Student office upon reservation or sending it by mail to the following address: **Ufficio Segreteria Studenti Area Culturale di Agraria e Scienze - Via Brece Bianche - 60131 Ancona.**



**PLEASE NOTE:** The student who submitted the application for the degree, but doesn't manage to graduate must send a communication via e-mail to the address of the student office: [segreteria.agraria-scienze@univpm.it](mailto:segreteria.agraria-scienze@univpm.it) with the subject: Surname, name, identification number and course name - NO LAUREA with attached copy of an identity document by the date of **24<sup>th</sup> January 2024**.

Please don't use **"Annulla domanda"** in Esse3web.

If the student doesn't inform the Student Office that he/she can't graduate, the diploma will be prepared, and the student must pay a new diploma for the next degree session.<sup>iii</sup>

The student who has asked to cancel his/her application and wants to graduate in another future session must submit a new application.

**3) From 25<sup>th</sup> January to 4<sup>th</sup> February 2024** enter your esse3web private area (Domanda di laurea - Conseguimento titolo - Completamento tesi) in order to:

- Select one of the four proposed choices about thesis consultation (Embargo thesis) **in agreement to thesis supervisor**;
- modify the title in esse3 web that should be the same of the title page;
- upload the following documents:
  1. a file in PDF/A format of your final thesis with also the title page **NOT SIGNED**;
  2. the PDF/A file of the title page of your thesis **SIGNED** by the supervisor, by the co-supervisor (if you have one) and by yourself.

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

**Within the above deadline please check you have uploaded the two definitive files.**

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

**4) From 25<sup>th</sup> January to 4<sup>th</sup> February 2024** enter also your esse3web private area (Carriera - Allegati carriera - Allegato generico) and upload the following documents:

1. signed declaration about authenticity of your thesis
2. signed declaration about the behaviour to keep during the degree session (you can download the form called "Assunzione di responsabilità del laureando")

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

[https://www.univpm.it/Entra/Servizi\\_agli\\_studenti/Segreterie\\_Studenti/Agraria/Esame\\_di\\_laurea\\_Agraria](https://www.univpm.it/Entra/Servizi_agli_studenti/Segreterie_Studenti/Agraria/Esame_di_laurea_Agraria)

**5) From 5<sup>th</sup> to 7<sup>th</sup> February 2024** your supervisor entering his esse3web private area in the section "Laureandi assegnati" must check you have duly uploaded your thesis and must validate it. He/She can modify the title in esse3 web that should be the same of the title page you have uploaded.

Ancona, 30/11/2023

Student Office

## Note

<sup>i</sup> After this date and **within the 17<sup>th</sup> January 2024** you should pay a financial penalty of Euro 50.00. You can find and pay it by PagoPA from your private area after that date and within **24<sup>th</sup> January 2024**.

<sup>ii</sup> If you have applied in a previous session, have regularly paid 32 euros but have not obtained the title, when you apply for a new session the system automatically generates a debt of 16 euros you can pay by PagoPA.

If you have submitted an application in a previous session, have not made the payment of 32 euros and have not obtained the title, 32 euros remain charged and the system automatically generates a debt of 16 euros when you apply for a new session payable by PagoPA.

<sup>iii</sup> If you communicate that you cannot graduate after the diploma has been prepared, in the next graduation session you will have to pay 32 euros and an additional 50 euros corresponding to the cost of preparing the new Original Degree Diploma.



SUMMARY TABLE		
PHASE	TO DO LIST	DEADLINES
DEGREE APPLICATION SET UP	See preliminary instructions (*)	<b>BEFORE</b> online degree application
<b>ONLINE APPLICATION</b>	See indications at point 1	<b>From 1<sup>st</sup> to 20<sup>th</sup> December 2023</b>
ON-LINE APPLICATION CONFIRMATION	See indications at point 2	<b>From 14<sup>th</sup> to 24<sup>th</sup> January 2024</b>
DEGREE THESIS UPLOADING	See indications at point 3 and 4	<b>From 25<sup>th</sup> January to 4<sup>th</sup> February 2024</b>
DEGREE THESIS APPROVAL	See indications at point 5	<b>From 5<sup>th</sup> to 7<sup>th</sup> February 2024</b>