DISEA LAUREAWEB

Thesis Assignment Application and Degree Application

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Useful information

Before you start filling out the *Domanda di Laurea* (graduation application), please note:

- LAUREAWEB is a unified process that involves the student, the professor, the *segreteria studenti*, the *segreteria didattica* during the graduation procedure. This process is entirely online, accessible through the Self-Studenti portal, and includes:
    - Filling out the *AlmaLaurea* questionnaire
    - Graduation application
    - Thesis assignment request
    - Library clearance request
    - Acknowledgment and acceptance of the Code of Conduct
    - Consent for thesis consultation
    - Consent for thesis reproducibility
    - Uploading the final thesis
    - Requesting confirmation of the final thesis by the Advisor
- During the online graduation application, you will be asked to provide, among other things, the name of your Relatore (thesis advisor) and the title of your thesis in both Italian and English: **make sure to start the application only after having informally agreed on these details with your Relatore**!
- The Graduation Fee is €60.00, which includes the virtual stamp. Once the graduation application has been completed, you will be able to view the payment slips for the applicable fees, which must be paid within 15 days prior to the graduation date. Payments can be made using the electronic payment systems provided by the **PagoPA** initiative at participating institutions; for more information, visit the link: https://www.uniss.it/en/university/administration/staff-services/pagopa-payments
- **It is not necessary to submit a printed graduation application to the Segreteria studenti (Student Office): it is recommended to save a copy on your computer.**
- Since it is no longer required to submit a copy of the Final Paper and/or the Thesis to the *Segreteria Studenti*, it is essential to bring a copy with you to show to the *Commissione* during the Laurea session.

Steps to follow

The process is divided into **3 steps**:

1. **STEP 1: DEGREE APPLICATION AND THESIS ASSIGNMENT REQUEST, WITH COMPLETION OF THE *ALMALAUREA* QUESTIONNAIRE AND ACCEPTANCE OF THE CODE OF CONDUCT**
    a. **What is it about?**
    During the degree application process, it will be possible to access the AlmaLaurea website for registration and completion of the questionnaire.
    You will also need to review the code of conduct to be followed during the celebrations that take place after the graduation sessions.
    Once these preliminary steps have been completed, you can proceed with the online procedure to formally request the thesis from your Professor and submit your degree application to the Segreteria Studenti.
2. **STEP 2: AUTOMATIC CHECK OF THE LIBRARY CLEARANCE**
    a. **What is it about?**
    After completing the degree application, you will need to go to your reference library to request the clearance, which will be recorded directly by the library staff. Alternatively, you can send an email from your institutional account to the email address of your library, available on its homepage.
    Your reference library is the Biblioteca Pigliaru.
3. **STEP 3: COMPLETION OF THE DEGREE THESIS WITH THE UPLOAD OF ATTACHMENTS**
    a. **What is it about?**
    *At least 15 days before the scheduled graduation date you need to access the online Degree Thesis procedure and upload the final version of the Thesis. (**the PDF files must comply with the PDF/A specification**)*

FIRST PHASE: DEGREE APPLICATION and THESIS ASSIGNMENT REQUEST, with completion of the *AlmaLaurea* Questionnaire and acceptance of the Code of Conduct

Content:

In this phase, you need to access your Reserved Area "Self Studenti Uniss," proceed with the registration, and complete the AlmaLaurea questionnaire.

After that, you will be able to view the open graduation sessions for which you can submit your application.

Finally, make sure to review the code of conduct to be followed during the celebrations after the graduation sessions.

The system will carry out an initial set of automatic checks (regular enrollment, active academic record, payment of fees, confirmation of required qualifications) and will allow you to proceed. If you encounter any issues during the checks, please email csszirulia@uniss.it attaching a screenshot of the issue.

Afterward, you will be able to formally submit your thesis request to the professor Relatore (with whom you must have already agreed in person on the thesis content). You will need to select the professor from those currently employed at the University, propose the thesis title in both Italian and English, and specify the type of thesis (experimental or theoretical).

If you cannot find the name of the professor you wish to request the thesis from, contact the *Referente della Didattica* of the Department (bpes@uniss.it – didatticadisea@uniss.it).

The chosen Thesis Professor will receive an automatic email notifying them of your request and will be able to assign the thesis through their reserved area.

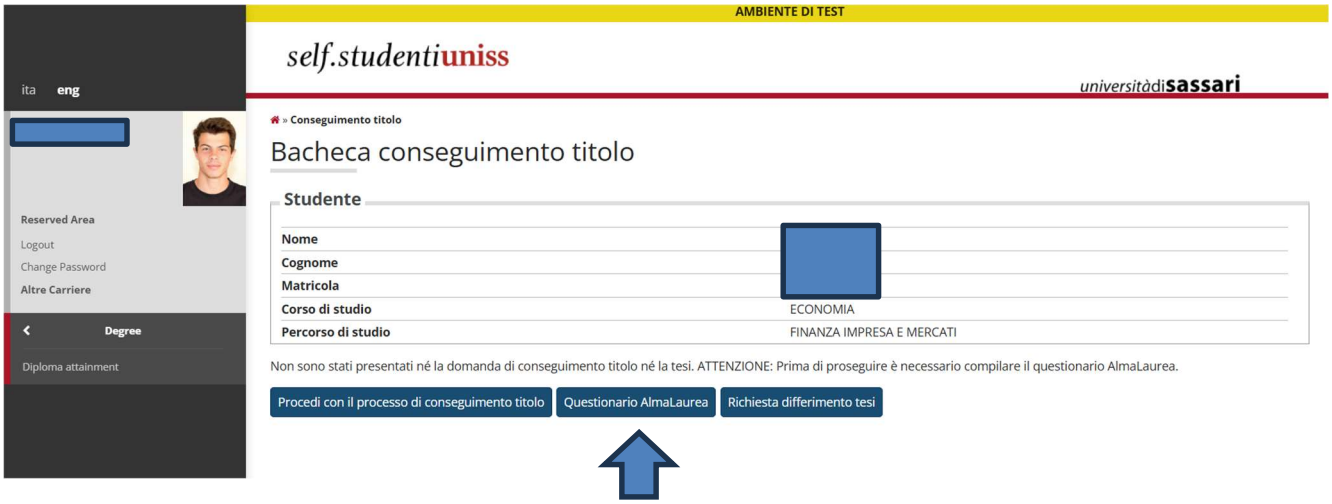
When:

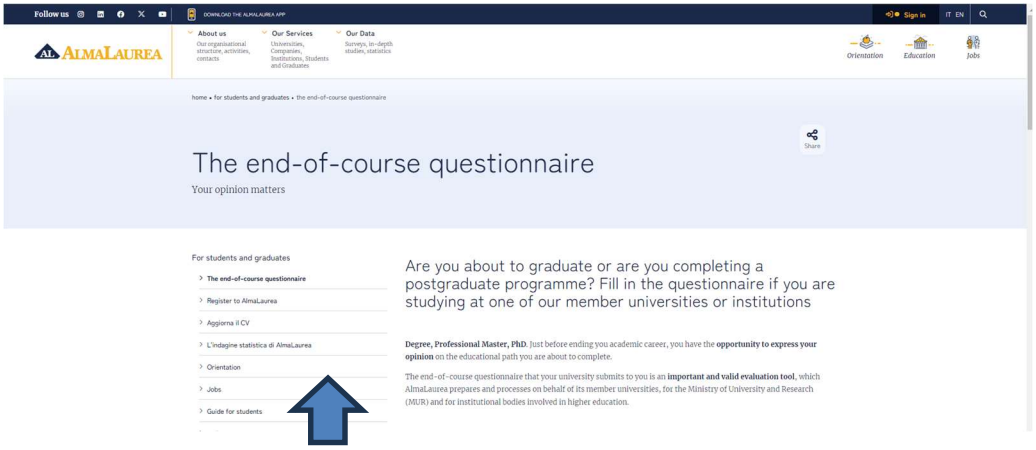
Within the application windows for submitting the degree application, as outlined in the student career regulations available at the following link: https://www.uniss.it/documentazione/regolamento-carriere-studenti . To see the graduation dates visit "Sessioni di Laurea" at: https://disea.uniss.it/it/node/2166 .

Procedure Step by Step:

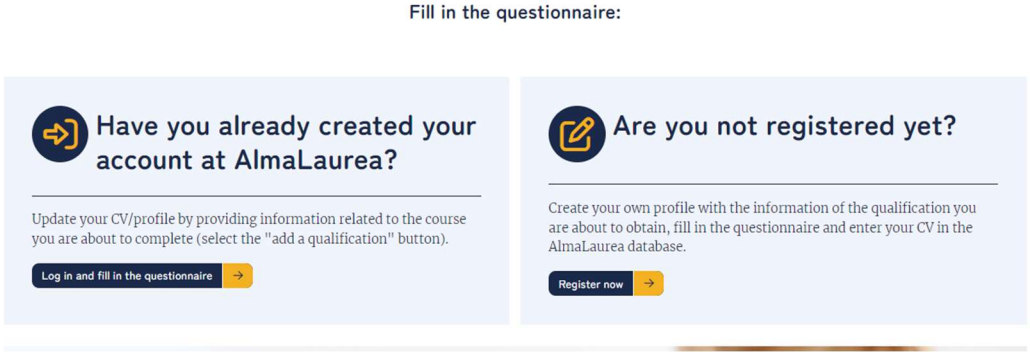
1) **Access to the *Conseguimento Titolo* (Degree Attainment) in the Self Studenti Uniss platform**

Once you have logged into Self Studenti, from the "Degree" section and then "Degree Attainment if you have never completed the *AlmaLaurea* questionnaire, first click on "*Questionario AlmaLaurea*" and proceed with the registration and completion of the questionnaire.





Scroll down and either create an account or log in in case you already have it:

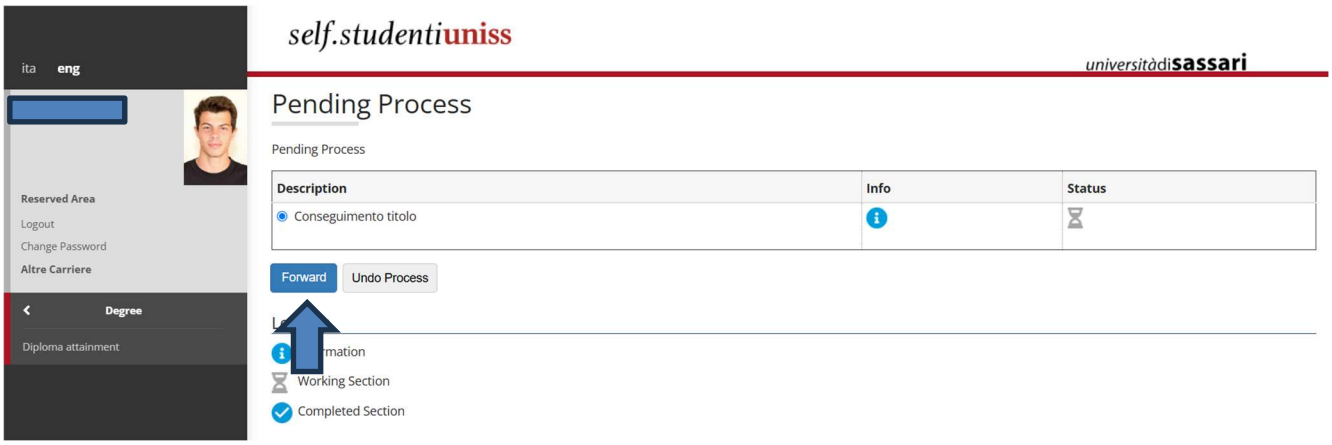


Once you log in, follow the steps to fill in your information and proceed with the multiple-choice questionnaire.

At the end of the questionnaire on *AlmaLaurea*, you will find a button to return to the **University website**.

Remember to save the receipt of completion of the *AlmaLaurea* questionnaire (as a PDF) on your computer (you will not need to submit it to the *Segreteria Studenti*).
Next, you will need to click the button ***"Procedi con il processo di conseguimento titolo"***.

2) **Proceed with the online Degree Completion procedure by clicking the blue arrow.**



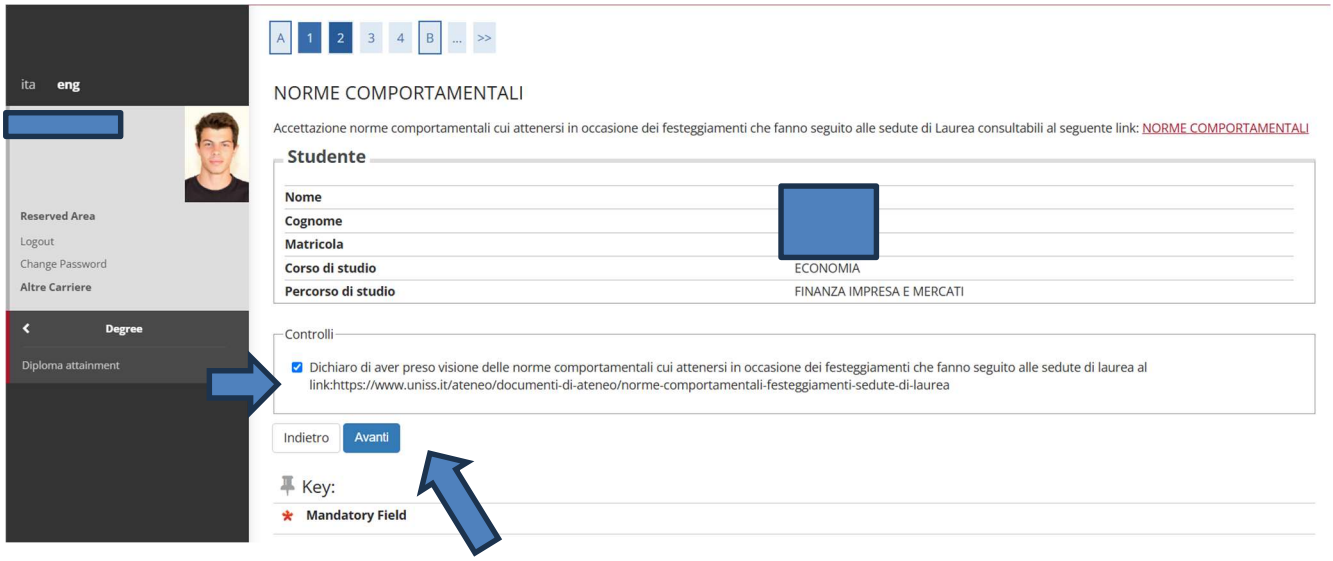
3) **Selection of the graduation session and exam date.**

In this section, you can choose the graduation session and exam date you wish to register for. (Attention! The dates shown in the image are for illustrative purposes only.)

4) **CODE OF CONDUCT**

In this section, you **must** review the code of conduct to be followed during the celebrations following the graduation sessions.

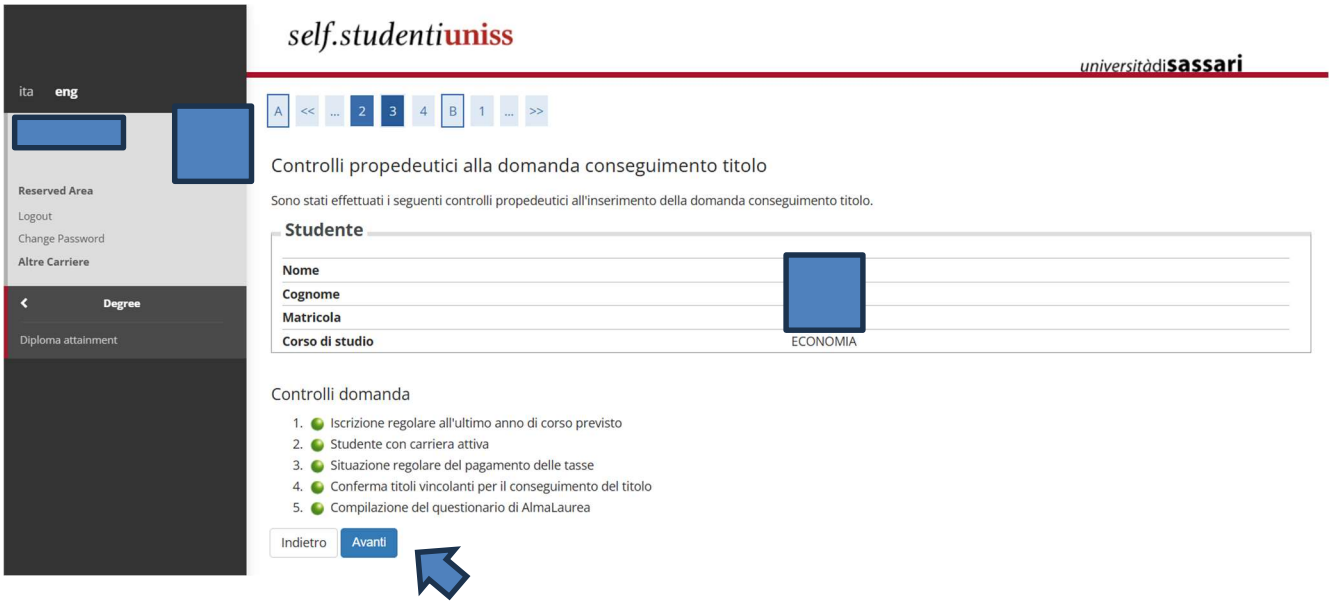
You can view the rules by clicking on the link *NORME COMPORTAMENTALI* (to confirm acceptance, you must check the appropriate box).



It is necessary to confirm that you have read the rules

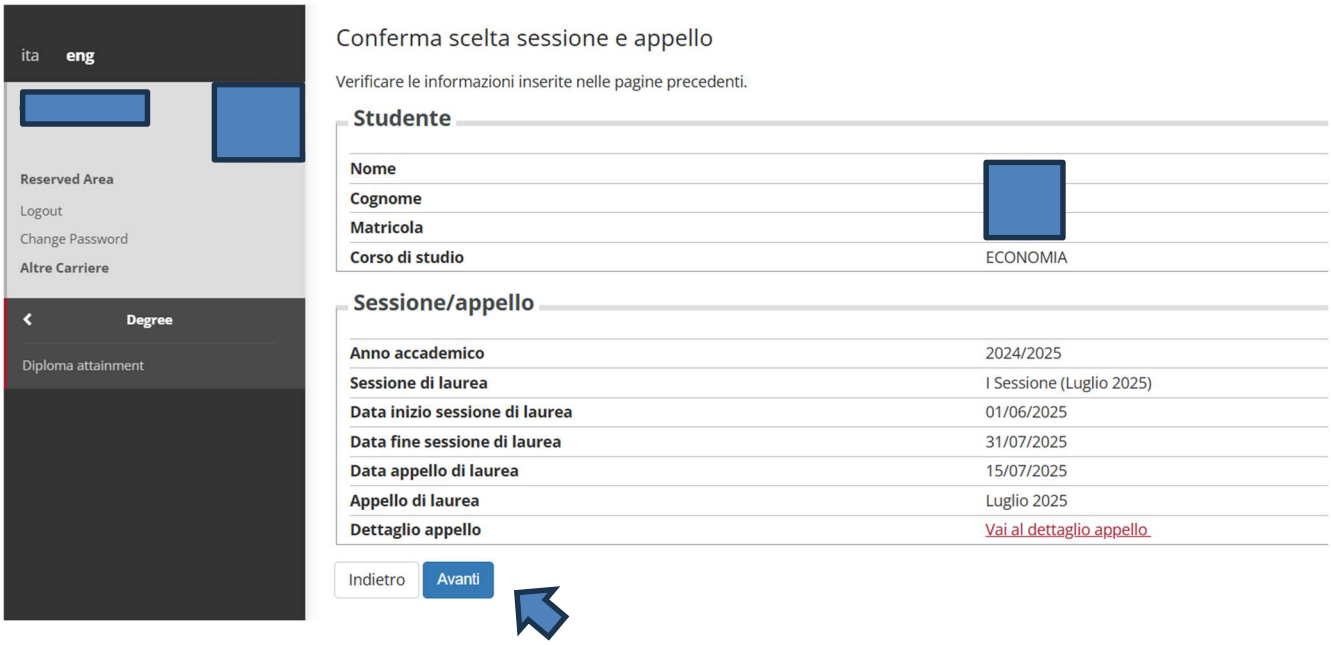
5) Preliminary checks for the degree application.

The system performs an initial series of automatic checks on the degree application; if you see any "red lights" in your degree application, please email csszirulia@uniss.it attaching a screenshot of the issue.



6) Confirmation of the selected graduation session and exam date.

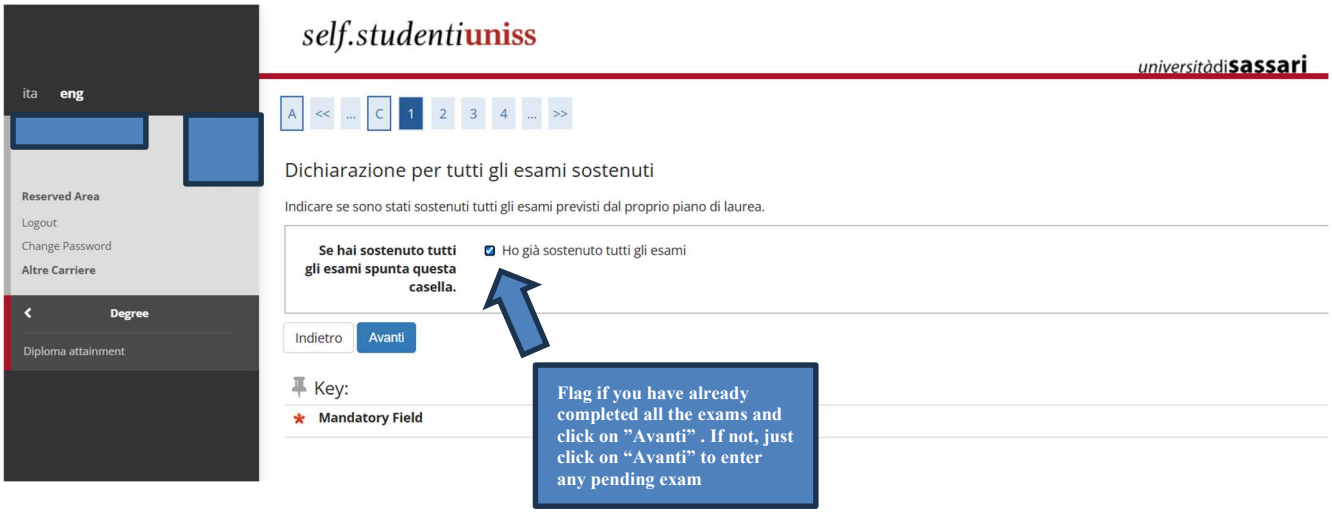
The system provides a summary of the selections made.



7) **Declaration of all completed exams.**

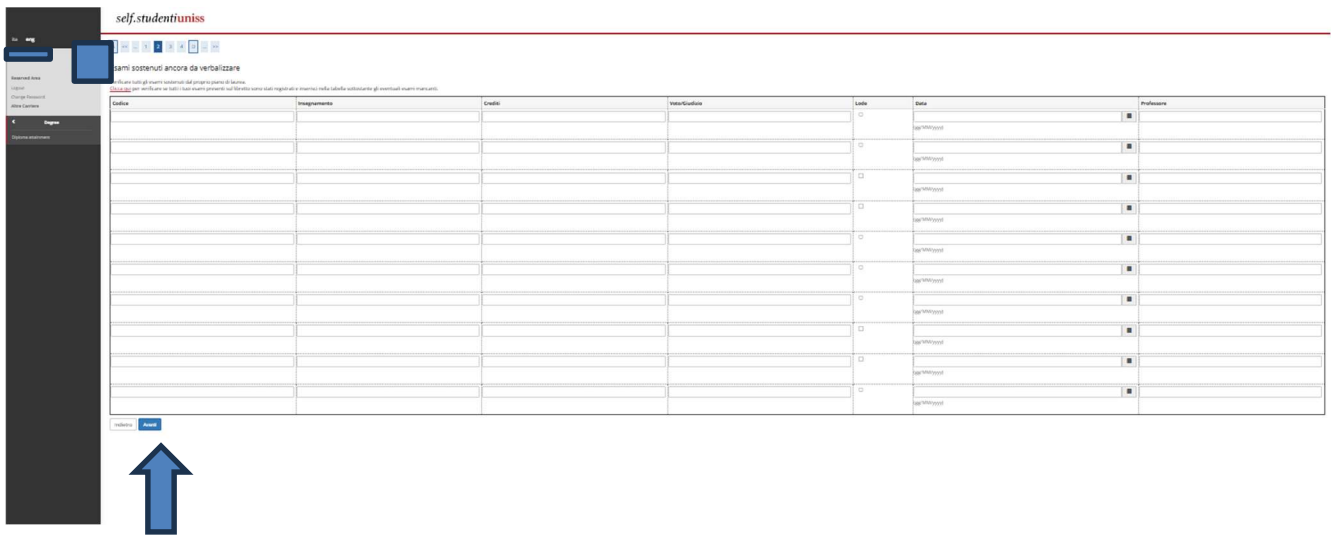
In the next screen, you will need to declare whether you have already completed all your exams; alternatively, if you do not place the "flag" declaring that you have already completed all the exams, the system will display a page where you will need to list the exams you still need to take.

Important: you must enter the entire exam to be taken, not the modules! Therefore, if an exam has still modules to be taken, the entire exam must be entered.



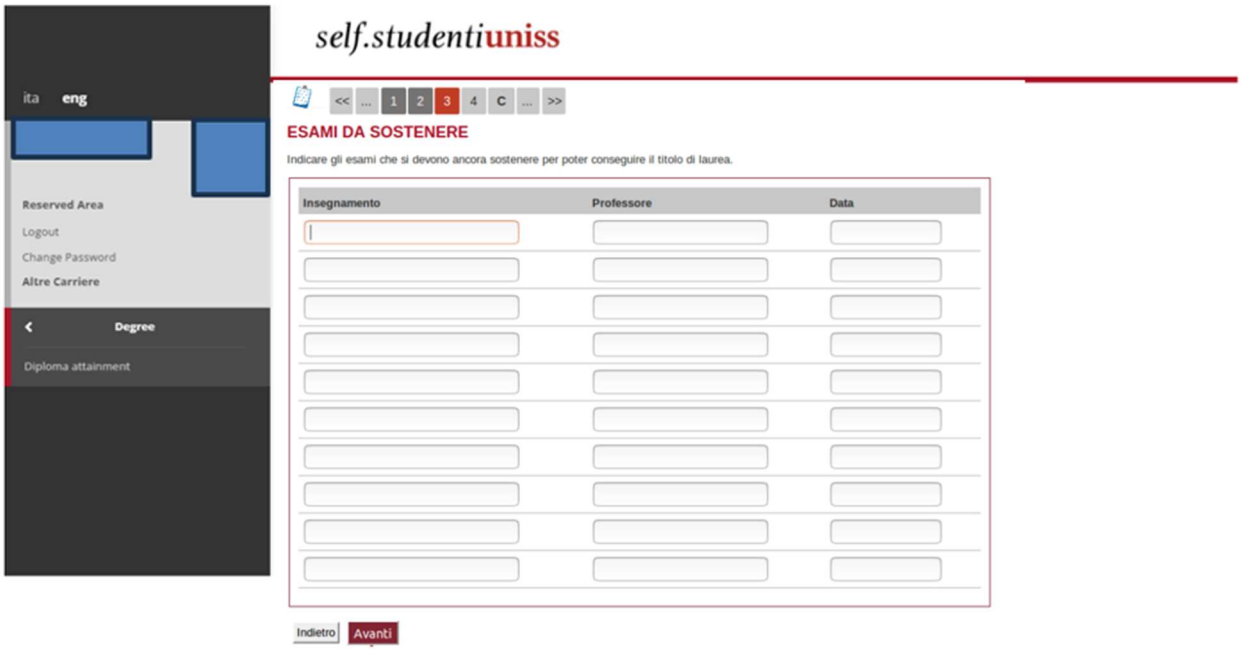
8) **Entering any pending exams.**

In the next table, you will be able to enter the exams that have already been taken but have not yet been officially recorded by the professor.



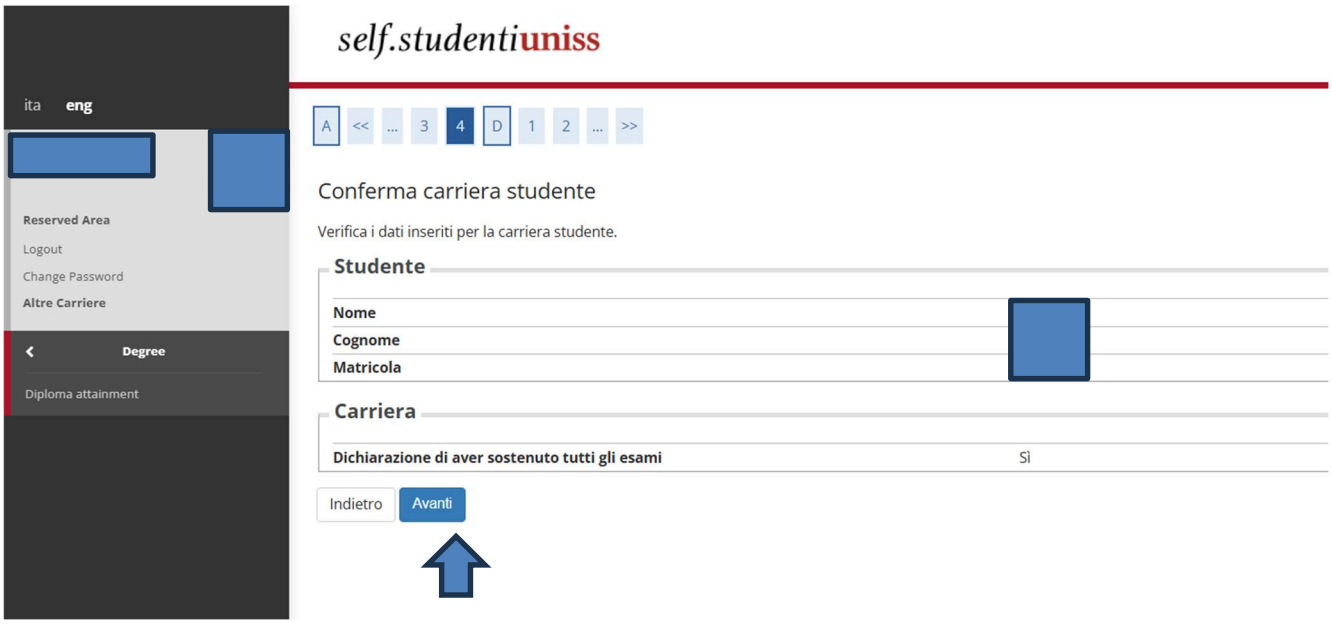
9) Exams to be taken

In the next table, you will be able to enter the exams that have not yet been taken.



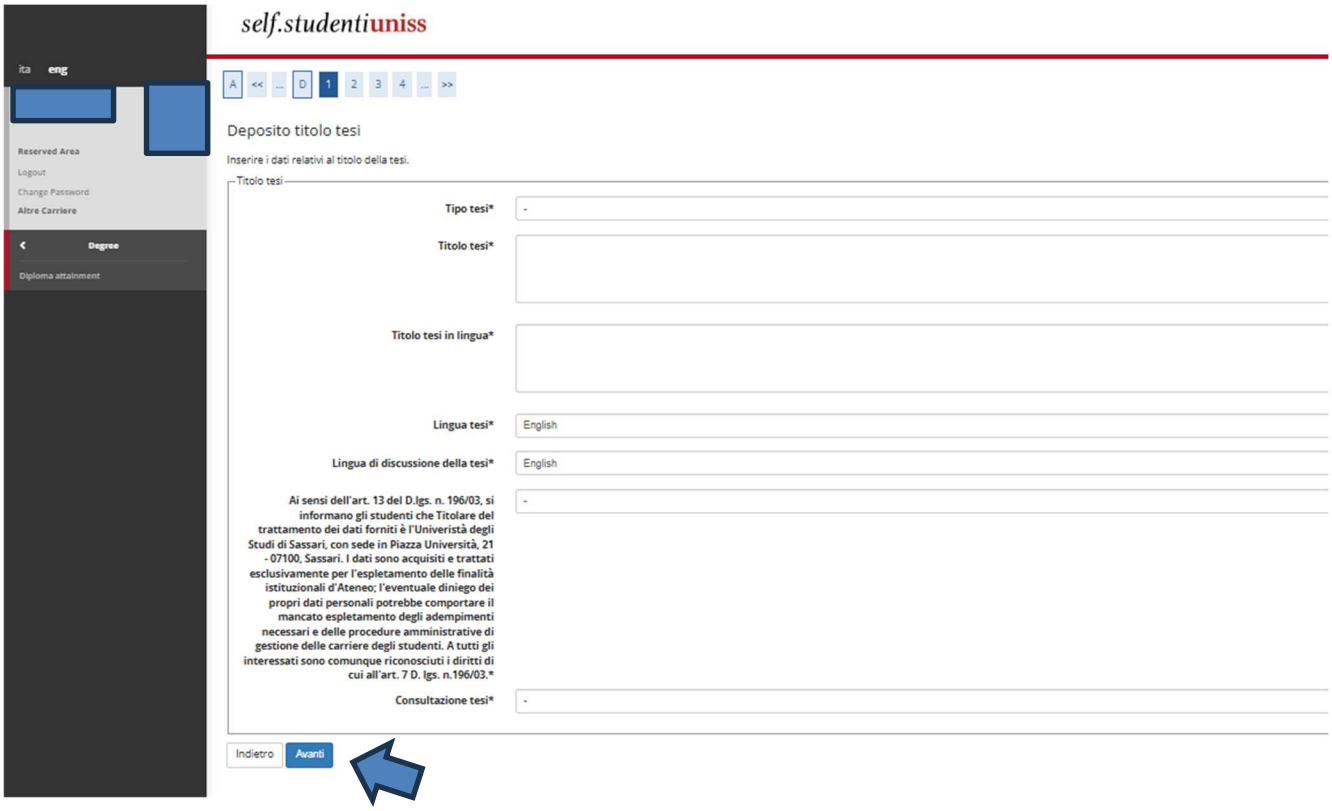
10) Student academic record confirmation.

In the next screen, the entered data will be reviewed.



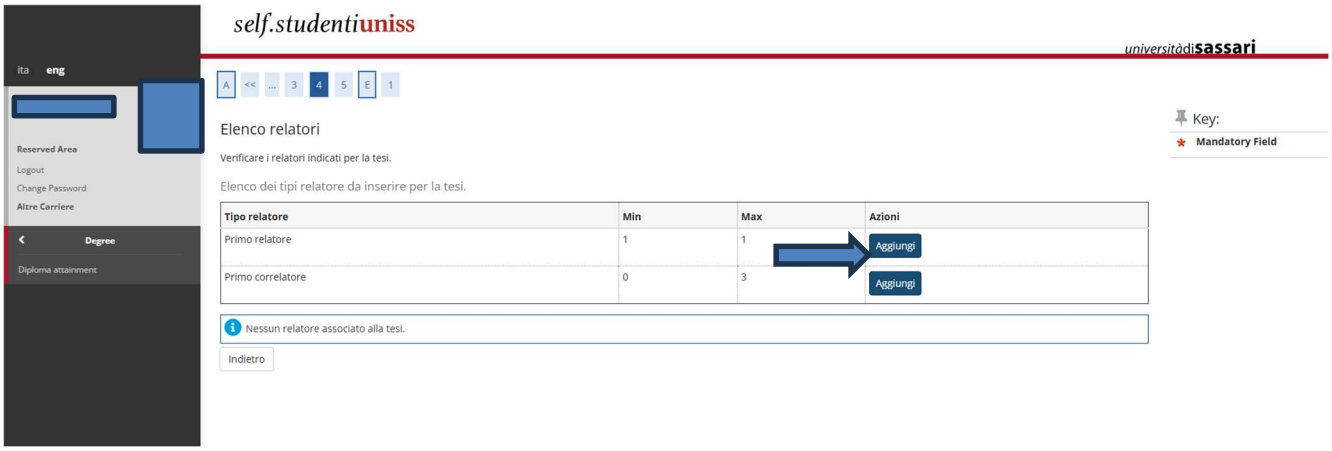
11) **Entering the thesis title and information.**

In the next screen, you will be able to enter the type of thesis, the title in Italian and English, the language of the thesis, and the language of the thesis discussion. You will also have the option to authorize or not authorize the University for the consultation and reproduction of the thesis.



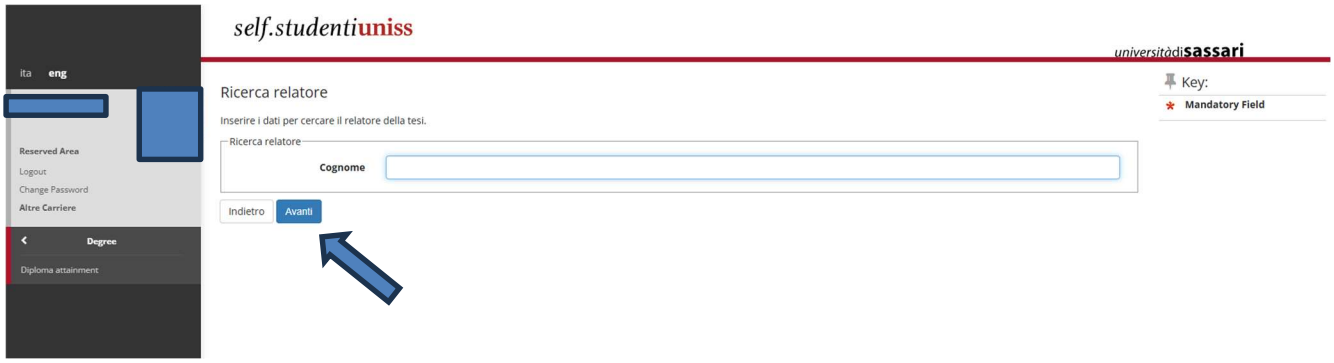
12) Request of the Relatore (Thesis Advisor)

In the next screen, you will be able to start the selection of the Relatore (**Thesis Advisor)**



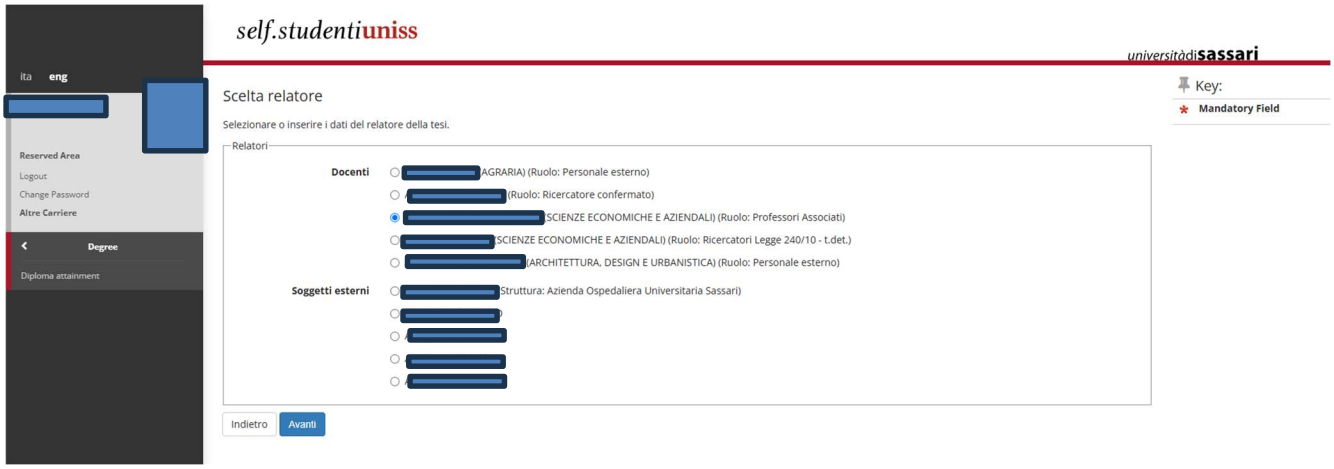
13) Thesis advisor search

In the next screen, you will enter the Relatore's (Thesis advisor) last name – Surname ("Cognome").



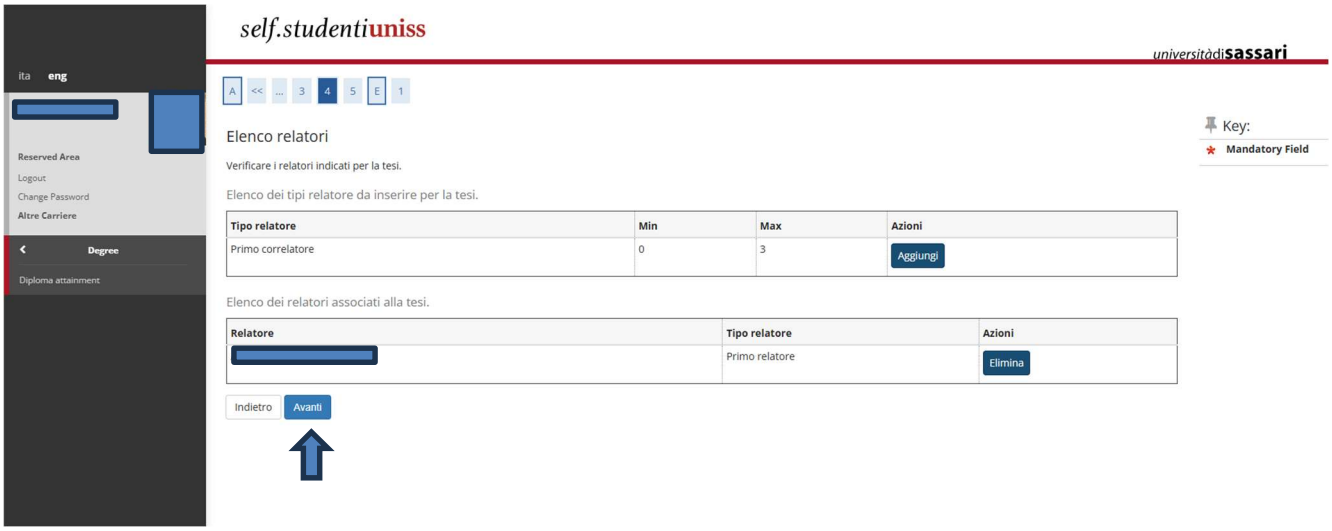
14) Choice of the *Relatore (Thesis Advisor)*

In the next screen, you will need to select the chosen professor by clicking the dot next to the name (**if the same name appears multiple times, always select the professor for whom the Department name and role are specified**).



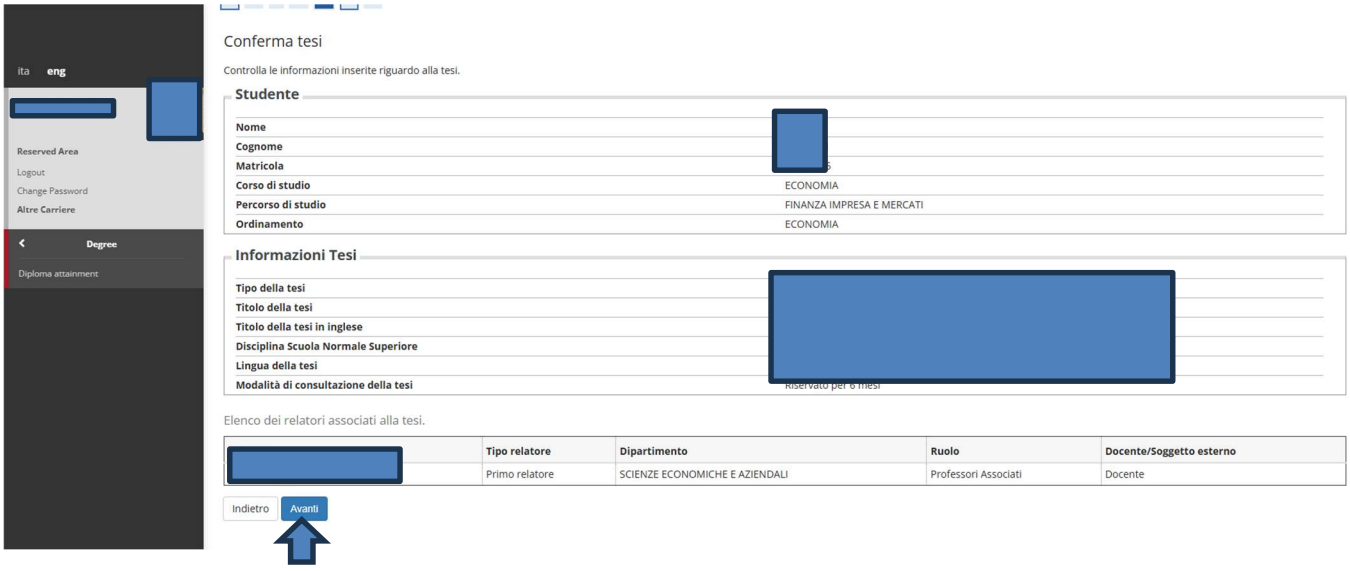
15) Confirmation of the *Relatore (Thesis Advisor)*

In the next screen, you will be able to confirm the *Relatore* *(Thesis Advisor)* request**.** After finishing the *Domanda di Laurea* (Degree Application), the chosen Professor will receive a notification email informing about your request. **It is important that this agreement has been previously agreed upon with the professor!**



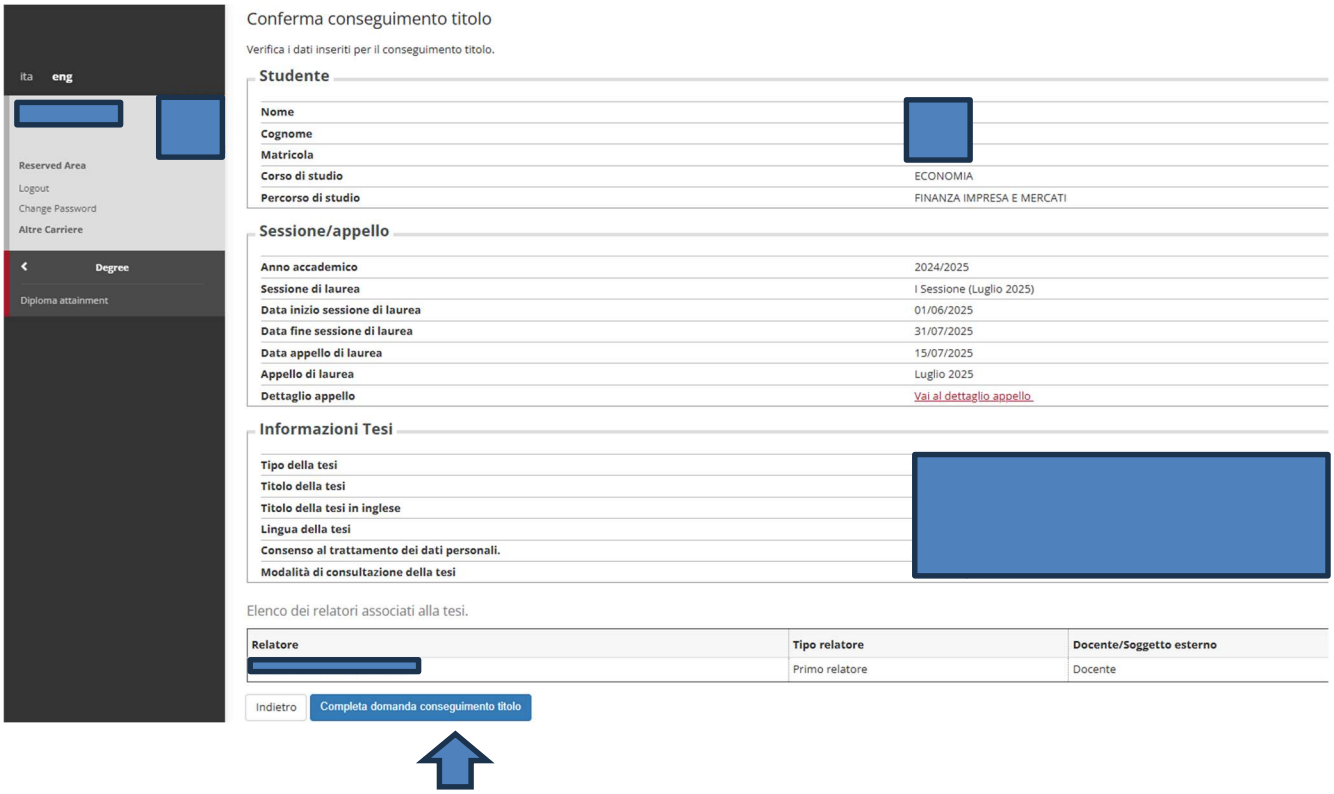
16) *Conferma Tesi* (Thesis Confirmation)

In the next screen, the system will display a summary of the data entered.



17) *Conferma domanda conseguimento titolo* **(Degree Application Confirmation)**

The screen will display a summary of the information entered so far: you must click on "***Completa domanda conseguimento titolo***" to confirm the Degree Application.



18) *Conferma deposito Dissertazione Tesi* **(Thesis Dissertation Confirmation)**

The student will receive a confirmation email once the *Relatore (Thesis Advisor)* approves the Thesis Assignment request. If the email does not arrive within few days, the student should contact the professor**.** Upon receiving the Thesis Assignment confirmation email, the DEPOSIT process is complete.

Thesis dissertation title, which is then delivered virtually to the *Segreteria Studenti*, and there's no need to submit any paper documents.

19) Degree Application Summary

In the next screen, you will see a summary of the degree application. You can now return to the dashboard (*Torna alla bacheca*)**.**

Second step: Automatic check of the library clearance.

Content:

After completing the degree application, you will need to go to your reference library to request the "clearance," ("*liberatoria*") which will be recorded directly by the library staff. The clearance is particularly important because it ensures that no student graduates (and thus concludes their academic journey at the University) while still possessing library materials or documents, which are part of the shared resources for all students and the entire community.

Once all borrowed materials have been returned to the library, students can obtain the clearance by:

- Send an email from your institutional email address to biap@uniss.it, stating that you are going to take the Laurea course in [insert subject], and signing the email. You must also indicate your matriculation number.

If the requesting student does not have any library materials, their reference library will issue the clearance and directly inform the *Segreteria Studenti* that the check has been passed.

When:
It is strongly recommended to submit your thesis at least 20 days before the graduation date, and no later than 7 days before.

Please note:
No paper document will be issued by the libraries, and no graduating student will be admitted to the graduation session without having passed the clearance check.

Third step: Completion of the Degree Thesis with the upload of attachments.

Content:

Access your Reserved Area "Self Studenti Uniss" and the "*Diploma attainment*" board: from the "*Riepilogo tesi*" section, you will need to upload the attachments for your thesis.

There is only one mandatory attachment, which is the final version of the Degree Thesis, including any attachments (tables, graphs, etc.). Once the upload is completed, your *Relatore* (Thesis advisor) will receive an automatic email informing of your request for approval, He/She will be able to approve the final thesis from their reserved area.

The final Degree Thesis will automatically be transferred to your electronic file and will be permanently archived.

When:
It is strongly recommended to submit your thesis at least 20 days before the graduation date, and no later than 7 days before.

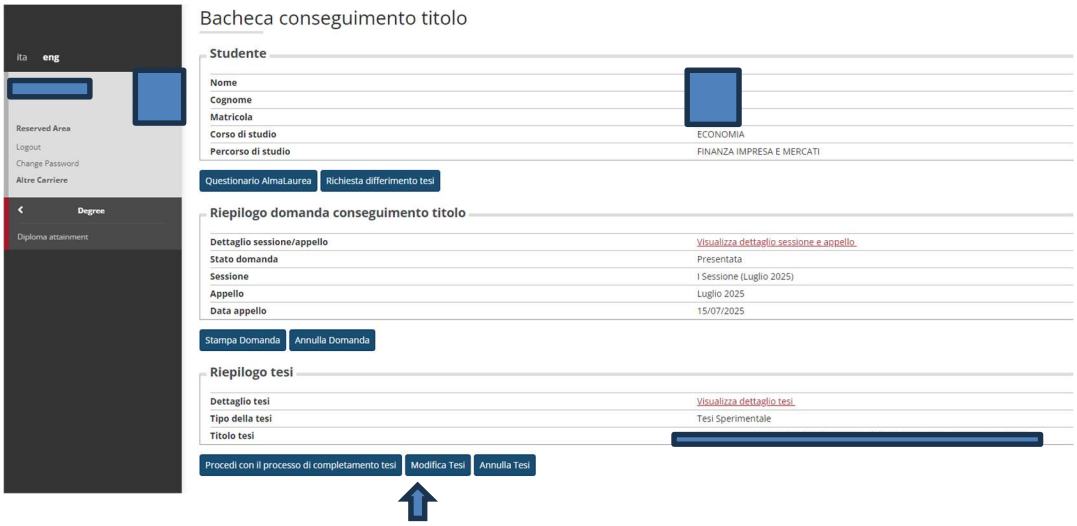
Please note:

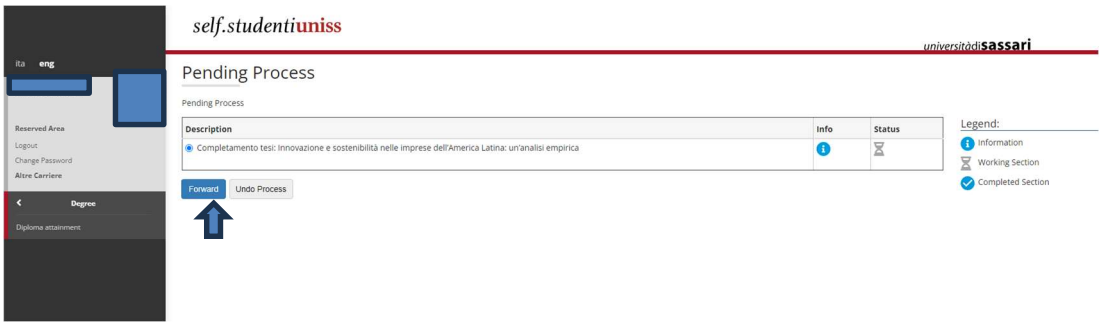
Graduating students from degree programs that do not require the submission of a written thesis may skip this section. The *Segreteria Studenti* will directly admit students from these programs to the graduation session, even without a thesis uploaded in the system.

Procedure Step by Step:

1) Access to ***Diploma Attainment*** in the Self Studenti Uniss platform

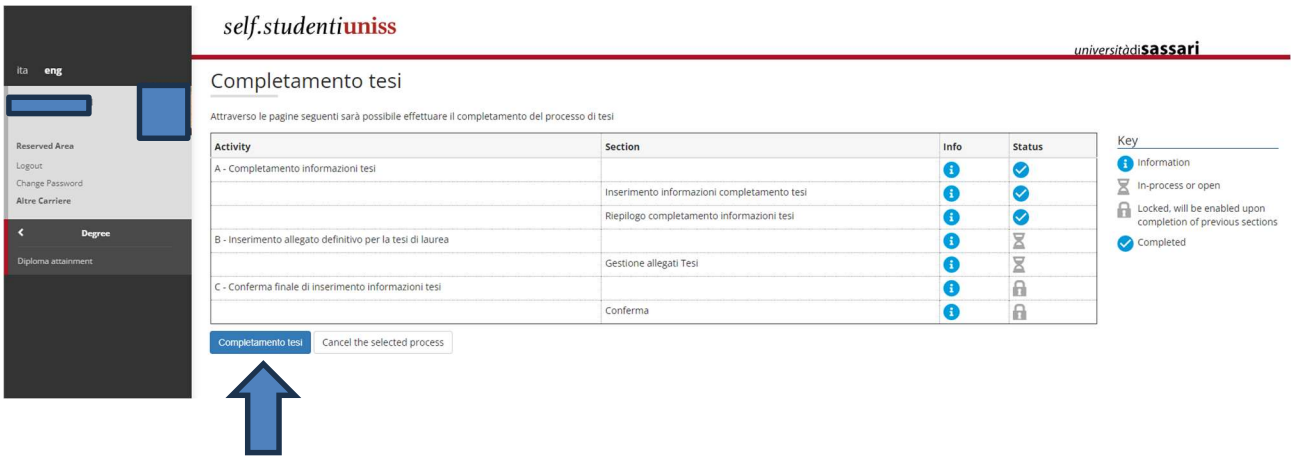
Once you have logged into self Studenti, from the "*Degree*" section and " *Diploma attainment*", you will need to click the "*Procedi con il processo di completamento tesi*" ("Proceed with the thesis completion process") button in the "Riepilogo tesi" ("Thesis Summary" section).





2) Proceed with the online Thesis Completion procedure.

The screen will display a summary of the information that will be requested from you.



3) **Upload the final thesis attachement (Gestione allegato definitivo tesi)**

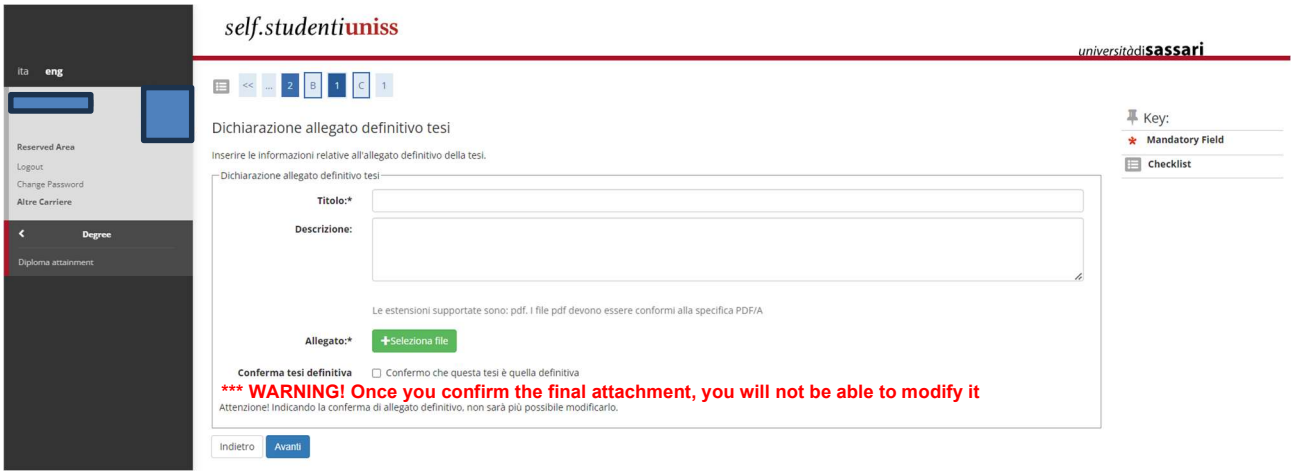
By clicking on "***Aggiungi nuovo allegato***", (Add new attachment) you will be able to upload the final version of your Degree Thesis.

*** ATTENTION!!: PDF files must comply with the PDF/A specification. ***

Example of how to create a PDF/A file from Word:

a. From the creation application (e.g., Word), choose File > Save As, then select the destination and file name;
b. Under "Save as type," select the PDF format;
c. Click on "Options" and in the "PDF Options" group, enable the "Conform to PDF/A" option;
d. Save the document.

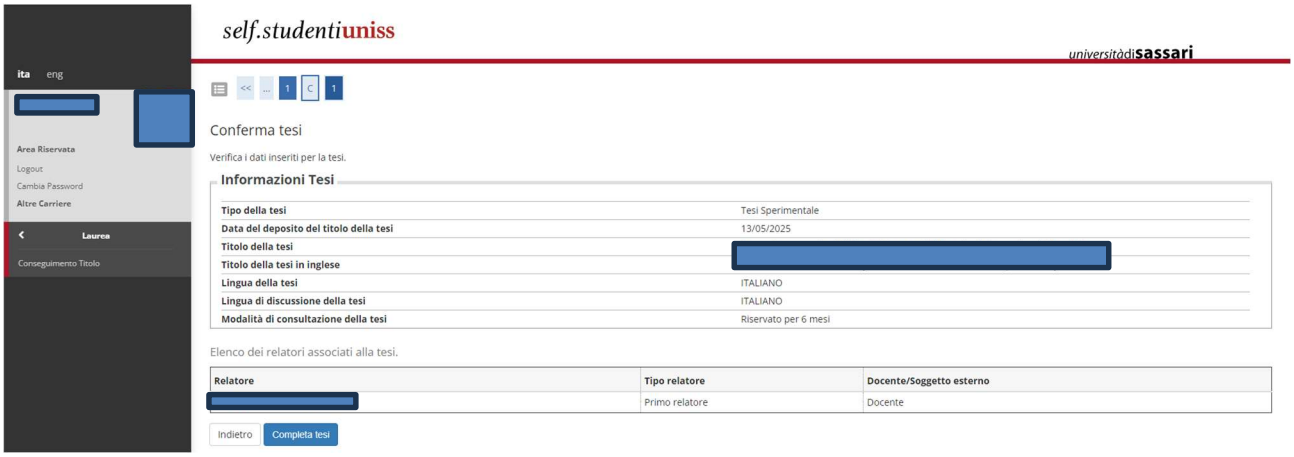
4) **Declaration of the final thesis attachment (Dichiarazione allegato definitivo tesi)**
You will need to enter a title for the document being attached (e.g., "*Tesi definitiva*") and a description (e.g., *Tesi definitiva*: "including the title of the final thesis"). Then, select the thesis file ("*seleziona file*" button) from your computer (**PDF files must comply with the PDF/A specification**) and upload it. Finally, check the box on the statement "***Confermo che questa tesi è quella definitiva***" (I confirm this is the final thesis) and click "***Avanti***" (Next).



5) **Thesis Attachments Management**
The screen will display a list of the uploaded attachments, which can be viewed (under *Azioni*).

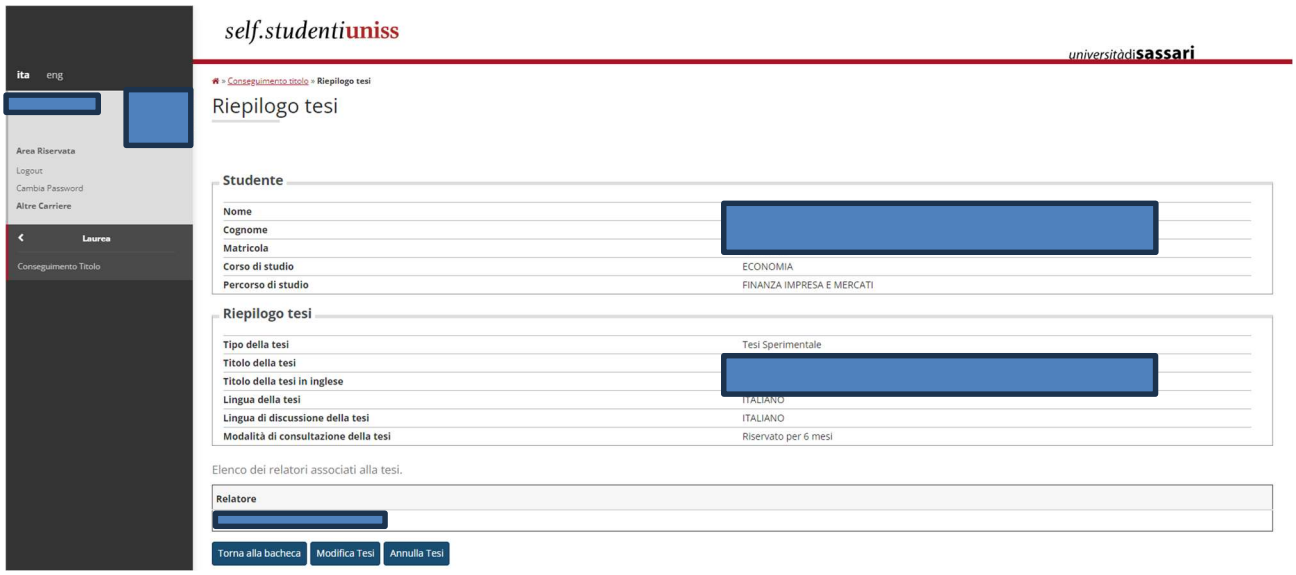
6) **Final confirmation of thesis information.**

The screen will display the information entered so far, and the procedure must be completed by clicking on **"*Completa tesi*" ("complete thesis")** (if the thesis is not completed by clicking the appropriate button, the procedure will not be concluded!).



7) **Degree Thesis Summary (*Riepilogo Tesi*)**

The screen will display a summary of the information entered so far.
Go back to dashboard
The three buttons at the bottom of the page mean : Go back to dashboard (*Torna alla bacheca*); Modify Thesis (*Modifica Tesi*) and Cancel Tesis (*Annulla Tesi*)



Please note:

Since it is no longer required to submit a copy of the Final Paper and/or Degree Thesis to the Segreteria studenti (Student Administration Office), it is essential to bring a copy with you to show to the *Commissione* during the *sessione di Laurea* (graduation session).