FINAL THESIS SUBMISSION

ESSE3

This guide was created to facilitate the online application for qualification attainment via the University online services.

Please note, the examples reported below were done in a simulation context therefore there may be differences related to later updates of the pages or procedures.

The data entered are purely random and are for illustrative purposes and do not refer to any existing person.

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1. Instructions

After submitting the online graduation application (DCT), the student must upload the final thesis, in PDF/A format, in the same section of their own reserved area.
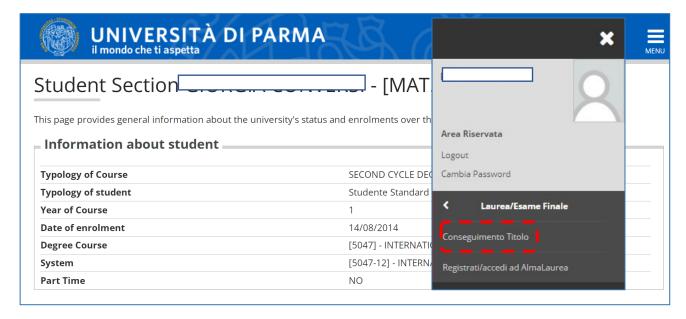A summary page of the application submitted should appear and by clicking *procedi con il processo di completamento tesi* [proceed with the thesis] the student will be able to proceed with the upload of the thesis and any other attachments required by their course.
At the end of the process, an email will automatically be sent to the Supervisor to inform them of the upload of the final paper.

When the Professor has viewed and approved/rejected the paper, the system will automatically send a notification email to the student.

In the same section of the reserved area, the student will be able to view the approval and, in case of rejection, the reason.
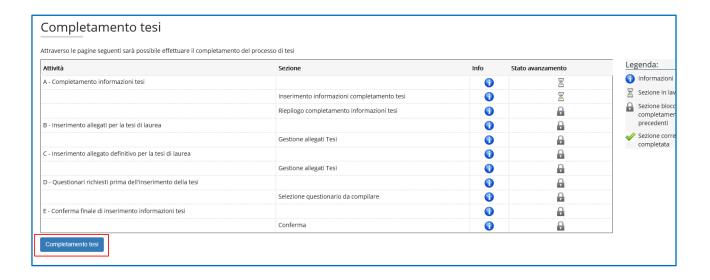
After logging in with your credentials, on the drop-down menu on the top right, click on **Laurea/Esame Finale** first and then *Conseguimento titolo* [qualification attainment] to start the procedure for the submission of the final thesis.

On the page that opens, click *Procedi con il processo di completamento tesi* to proceed.

Completamento tesi

Attraverso le pagine seguenti sarà possibile effettuare il completamento del processo di tesi

Attività	Sezione	Info	Stato avanzamento
A - Completamento informazioni tesi		ℹ️	⧗
	Inserimento informazioni completamento tesi	ℹ️	⧗
	Riepilogo completamento informazioni tesi	ℹ️	🔒
B - Inserimento allegati per la tesi di laurea		ℹ️	🔒
	Gestione allegati Tesi	ℹ️	🔒
C - Inserimento allegato definitivo per la tesi di laurea		ℹ️	🔒
	Gestione allegati Tesi	ℹ️	🔒
D - Questionari richiesti prima dell'inserimento della tesi		ℹ️	🔒
	Selezione questionario da compilare	ℹ️	🔒
E - Conferma finale di inserimento informazioni tesi		ℹ️	🔒
	Conferma	ℹ️	🔒

Legenda:
- ℹ️ Informazioni
- ⧗ Sezione in lav
- 🔒 Sezione blocc completamer precedenti
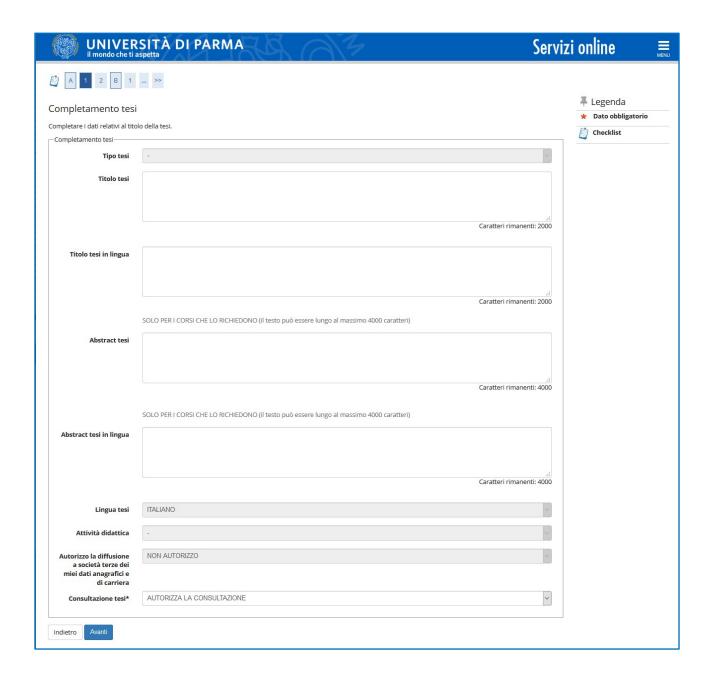- ✅ Sezione corre completata

Completamento tesi

On the *COMPLETAMENTO TESI* page, you can insert (if required by your Course of Study) the thesis abstract in Italian and in one foreign language. In the mandatory field **Consultazione tesi** [thesis consultation], you must select **Autorizzo** [authorize] or **Non autorizza la consultazione** [Do not authorize consultation].

PLEASE NOTE! On this page you may also change the thesis title (ita or eng language) and/or abstract (ita or eng language) until you upload the final paper. **Once you have submitted the final thesis, you will no longer be able to make any changes.**

On the page *GESTIONE ALLEGATI TESI* [thesis attachment management], click **Aggiungi nuovo allegato** [Add new attachment] to insert any other documents required by your course, up to a maximum of 15 attachments (the supported format is PDF).

PLEASE NOTE!
In this first phase, you MUST NOT upload the final thesis.

After entering any attachments required by your Course of Study, click **Next**.

On the next page: if you have the final thesis, continue with the process by adding it as an attachment; if, however, you want to insert the thesis at later time, click on **Next** and reach the end of the procedure, in order to confirm the insertion of the previous attachments.

On the GESTIONE ALLEGATO DEFINITIVO ELABORATO [final thesis attachment management] page, click **Aggiungi nuovo allegato** [add new attachment] to insert the final thesis in PDF/A format (the only supported format).

After entering the name of the attachment (in this specific case, "*Elaborato definitivo tesi*" [final thesis]) and uploading the attachment, you must raise the "*Conferma tesi definitiva*" [confirm final thesis] flag to complete the procedure.
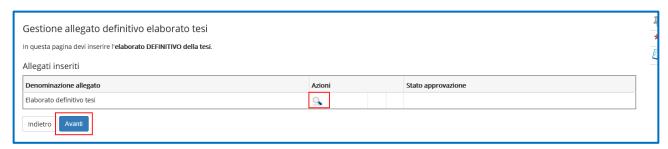
PLEASE NOTE!
By raising the flag "*Conferma tesi definitiva*" [confirm final thesis] and clicking the **Next** button you will **NO** longer be able to modify the attachment.
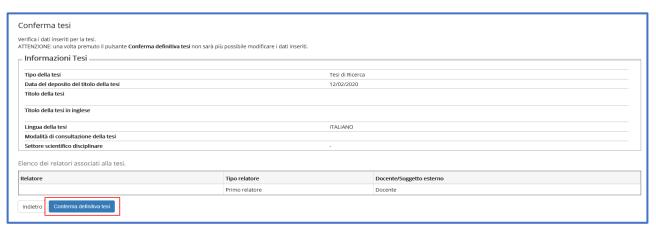
On the next page you can verify the correct insertion by clicking in the "Azioni" field.
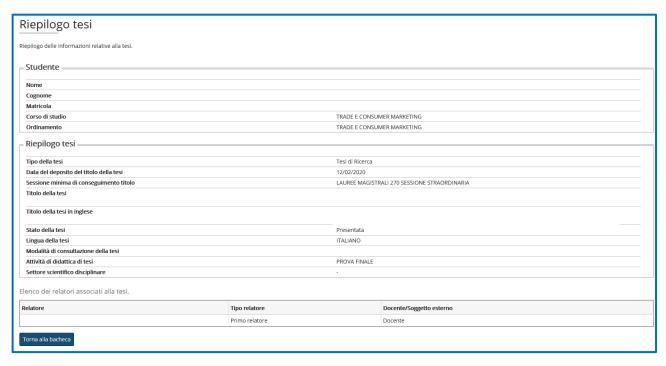

On the final CONFERMA TESI [thesis confirmation] page, click **Conferma definitiva tesi** [thesis final confirmation] to complete the procedure.

On the final page of the procedure, you will be shown a summary of the information entered.
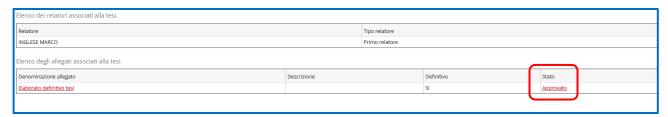

2. Approval\Rejection of final thesis

Once the upload procedure has been completed, the Supervisor will receive a notification so that they may proceed with approval or rejection.

In case of approval:

- by accessing the BACHECA CONSEGUIMENTO TITOLO [qualification attainment board] web page, you will see the change in status of your attachment which goes from inserted to approved, by clicking on "*Approvato*" you will see any reasons entered by the Supervisor;
- you will receive a notification email in your institutional inbox.

In case of rejection:

- by accessing the BACHECA CONSEGUIMENTO TITOLO [qualification attainment board] web page, you will see the change in status of your attachment which goes from inserted to rejected. By clicking on "*Rifiutato*" you will see the reasons entered by the Supervisor;
- you will receive a notification email in your institutional inbox.

Elenco dei relatori associati alla tesi.

Relatore	Tipo relatore
	Primo relatore

Elenco degli allegati associati alla tesi.

Denominazione allegato	Descrizione	Definitivo	Stato
RICEVUTA QUESTIONARIO ALMA LAUREA		No	Inserito
Elaborato definitivo tesi		Sì	Rifiutato

Stato avanzamento approvazione allegato tesi

Stato di avanzamento dell'approvazione dell'allegato della tesi.

Allegato

Titolo	elaborato definitivo tesi
Descrizione	tesi definitiva

Stato approvazione allegato

Cognome	Nome	Tipo relatore	Stato approvazione allegato	Motivazione
		Primo relatore	Rifiutato	elaborato da rivedere

Indietro