



Procedure for title achievement				Sessions deadlines			
Steps		In Administrative Area: Student	In Administrative Area: Supervisor	Deadlines	April 2024 15, 16, 17, 18, 19, 22	July 2024 15, 16, 17, 18, 19, 22	December 2024 13, 16, 17, 18, 19, 20
1	Agree with the professor on the topic and title of the thesis	The student chooses a course/professor in/with which he/she intends to develop the thesis. The student agrees on the topic and title for the thesis with the professor in charge of the course.					
	Formal request of thesis assignment	Following the positive feedback from the professor (supervisor), the student must advance the formal request for thesis assignment in the administrative area.	In the section "Application for graduation" (Domanda conseguimento titolo), click on " Request for thesis assignment " (Richiesta di assegnazione tesi) and enter all the required information.	At least 8 months before the graduation session			
	Supervisor's approval of the thesis assignment request	The supervisor receives an automatic notification of the request to his/her institutional mailbox @unitelmasapienza.it. The supervisor approves the request. The student is notified by email to his/her institutional mailbox.		Approval of the student's request for thesis assignment			
2	Reservation of the graduation session	In agreement with the supervisor, the student chooses a graduation session in which he/she is confident of being able to discuss the thesis. The student must book the graduation session in the Administrative Area.	Book the graduation session by clicking on " Proceed with the degree achievement " (Procedi con il conseguimento del titolo) in the section "Application for graduation" (Domanda conseguimento titolo).	Within 30 days before the opening date of the graduation session	From 16 January to 16 March 2024	From 15 April to 15 June 2024	From 13 September to 13 November 2024

	<p>Supervisor's approval of the thesis and graduation session</p> <p><i>N.B.: it is not mandatory to upload the thesis into the system at this point</i></p>	<p>To be admitted to the dissertation in the reserved session, the student must obtain the supervisor's formal approval of the thesis work in the Administrative Area.</p> <p>Note: The student must send the thesis to the supervisor before the deadline so that the supervisor can evaluate whether or not to approve the student's graduation in the reserved session.</p>		<p>Formal approval of the reserved session</p>	<p>Within 30 days before the opening date of the graduation session</p>	<p>By 16 March 2024</p>	<p>By 15 June 2024</p>	<p>By 13 November 2024</p>
3	<p>Upload the final version of the thesis (pdf)</p>	<p>Following the supervisor's approval, the student must upload the pdf file containing the final version of the thesis (definitive attachment) in the Administrative Area. The file upload is automatically notified to the supervisor by the system via email.</p>	<p>Upload the final version of the thesis (definitive pdf file) by clicking on "Insert the definitive attachment" (Inserisci l'allegato definitivo) in the section "Application for graduation" (Domanda conseguimento titolo).</p>			<p>The file must be uploaded well in advance of the approval deadline (see below), to give the supervisor time to review it</p>	<p>The file must be uploaded well in advance of the approval deadline (see below), to give the supervisor time to review it</p>	<p>The file must be uploaded well in advance of the approval deadline (see below), to give the supervisor time to review it</p>
	<p>Supervisor's approval of the final version of the thesis</p>	<p>The supervisor must approve the final version of the thesis in the Administrative area. The supervisor's approval of the final attachment is notified to the student by the system via email.</p>		<p>Approval of the final attachment</p>	<p>within 15 days before the graduation date</p>	<p>By 31 March 2024</p>	<p>By 30 June 2024</p>	<p>By 28 November 2024</p>
4	<p>Graduation</p>	<p>Once the supervisor approves the final attachment, the student is allowed to graduate in the reserved session.</p>						

Please note:

- During the intermediate stages of thesis development, the contact between supervisor and student will take place via institutional email (Unitelma email address)
- Since the thesis must be an original work, the manuscript sent by the student to the supervisor is checked through a plagiarism check system. Still, the graduating student assumes responsibility for the originality of the thesis uploaded in the Administrative Area.

The student who satisfies all the following three conditions can graduate without paying the annual fees for the renewal of the inscription to a further year:

- has taken all the exams of the study plan (including electives) within his/her inscription deadline
- is graduating in the first useful graduation session after his/her inscription deadline (for example the registration expires on 15 march. The first graduation session is in April)
- is enrolled in the last year (or additional years) of the study course.