



Procedure for title achievement					Sessions deadlines			
Steps		In Administrative Area: Student	In Administrative Area: Supervisor	Deadlines	February 2025 5, 6, 7, 10, 11, 12, 13 e 14	April 2025 28, 29, 30 May 2025 5, 6, 7, 8	July 2025 14, 15, 16, 17, 18, 21, 22, 23, 24	October 2025 23, 24, 27, 28, 29, 30, 31
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	<p>In agreement with the supervisor, the student chooses a graduation session in which he/she is confident of being able to discuss the thesis.</p> <p>The student must book the graduation session in the Administrative Area.</p>	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).			From 5 November 2024 to 6 January 2025 (by h. 23:59)	From 28 January to 29 March (by h. 23:59)	From 17 April to 7 June (by h. 23:59)	From 23 July to 23 September (by h. 23:59)
	Supervisor's approval of the thesis and graduation session <i>N.B.: it is not mandatory to upload the thesis into the system at this point</i>	<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>	Formal approval of the reserved session			By 6 January 2025 (h. 23:59)	By 29 March (h. 23:59)	By 7 June (h. 23:59)	By 23 September (h. 23:59)
3	Upload the final version of the thesis (pdf)	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.	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).			The file must be uploaded well in advance of the approval deadline (see below), to give the supervisor time to review it		The file must be uploaded well in advance of the approval deadline (see below), to give the supervisor time to review it	The file must be uploaded well in advance of the approval deadline (see below), to give the supervisor time to review it
	Supervisor's approval of the final version of the thesis	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.	Approval of the final attachment		within 15 days before the graduation date	By 21 January (h. 23:59)	By 13 April (h. 23:59)	By 2 July (h. 23:59)	By 8 October (h. 23:59)

4	Graduation	Once the supervisor approves the final attachment, the student is allowed to graduate in the reserved session.							
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Please note:

- Both during the assignment stage and while preparing the dissertation, email contact between the student and the supervisor must be maintained exclusively through the University's institutional email service.
- As it is essential that the dissertation is an original work, even if it is a compilation, the manuscripts sent by students to the supervisor are screened through the plagiarism check system made available by the University. By uploading the final attachment to the Admin Area, the dissertation candidate assumes responsibility for the originality of the essay.

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 within the second useful graduation session after his/her inscription deadline (for example the registration expires on 15 march. The first graduation session is in April. the second in July)
- is enrolled in the last year (or additional years) of the study course.