DEPARTMENT OF PHARMACY, HEALTH AND NUTRITIONAL SCIENCES

GRADUATION SESSION DEADLINES

ORDINARY A.Y. 2022-2023 AND A.Y. 2023-2024

GRADUATION SESSION FROM 22 APRIL TO 26 APRIL 2024 (excluding 25 April 2024 which is a public holiday)

Students who graduate in this session with a.y. 2022/23 must have completed all exams, including the registration of the Internship, by December 2, 2023 and must not have paid any fees relating to the academic year. 2023-2024.

Students who have requested the additional semester and graduate in this session with the academic year 2022-2023 (as expected from the Art. 5 call for fees for the academic year 2023/24) must not have paid any taxes relating to the academic year. 2023-2024 and must have completed all exams, including internship registration by 04/13/2024.

Students who graduate in this session with a.y. 2023/24 must have completed all exams, including the registration of the Internship, by 04/13/2024 and must have paid the first installment (the two fractions) and the second installment (28/02/24), are exempt from paying the 3rd installment (expires 31.05.2024).

In order to participate in the graduation session, the student must complete the application on ESSE3, in the "Graduation" section upon obtaining the qualification, all supervisors and co-supervisors must be indicated in the application. After compilation the admission application has been downloaded, which must be signed by the student (under SIGNATURE) and then sent to speaker(s) for the digital signature (if the teacher cannot sign, then the speaker will have to send an email for confirmation to the Student Secretariat); the student will have to pay the 50.00 Euro fee for issuing the document degree parchment (with credit card on ESSE3 or with PagoPA);

The application signed by both the student and the supervisor(s) will be sent via email to: anna_maria.picardi@unical.it and dino.selvaggi@unical.it. together with the following attachments:

1. Self-certification certifying the non-existence of pending charges at the Residential Center (form in

attached), to also be uploaded to ESSE3;

2. Receipt of the completed AlmaLaurea questionnaire (www.almalaurea.it), to also be uploaded to ESSE3;

3. Certification of verification of pending charges at the Technical-Scientific Area Library, to also be uploaded to ESSE3: apply online via Uniticket Form on the University Library System website - Online Services - Uniticket forms for requesting user services, "Request for pending charges for career conclusion";

4. Tax situation (pdf printout of the page from ESSE3);

5. Booklet reminder (pdf printout of the page from ESSE3);

6. Photo/scan of the original card/booklet.

Deadline for sending in the application request Sunday 14 April 2024 (before midnight)

Deadline for sending the signed application by email attached to the Department's Student Secretariat

Monday 15 April 2024 (by 12.00)

<u>NEW PROCEDURES FOR SUBMITTING THESIS</u>

The THESIS must be drawn up in a single PDF file (PDF/A format suitable for archiving on the ESSE3 system) and signed by the student and the supervisor(s) and co-supervisor(s).

The student must sign first on the title page under his name and his signature may be handwritten or

digital; then you will have to send the PDF to the speaker(s), whose signatures must be exclusively digital.

The pdf must then be uploaded to ESSE3 in the application for graduation starting from Tuesday 16 April 2024 and confirmed by both the student and the supervisor by Thursday 18 April 2024 until midnight (after this operation it is no longer possible to make subsequent changes).