GRADUATION SESSION DEADLINES

(As per the 23/2024 Academic Calendar)

GRADUATION SESSION FROM DECEMBER 12 TO DECEMBER 15, 2023

Students must have completed all exams, including the registration of the Internship, by 2/12/2023 and must have paid the first installment (the two fractions), the second installment (28/02/23) and the third installment (deadline 06.15.2023).

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 and the admission application has been downloaded, it must be signed by the student (under SIGNATURE) and then sent to thesis supervisor(s) for the digital signature (if the thesis supervisor cannot sign, then the thesis supervisor will have to send an email 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 have to be sent by 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 be uploaded to ESSE3;

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

3. Certification of verification of pending charges at the Technical-Scientific Library, to also be uploaded from 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 the 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 student card.

Deadline of the application (request) Sunday 3 December 2023 (before midnight).

Deadline for sending the signed application by email with all the attachments to the Department's Student Secretariat Monday 4 December 2023 (by 12:00).

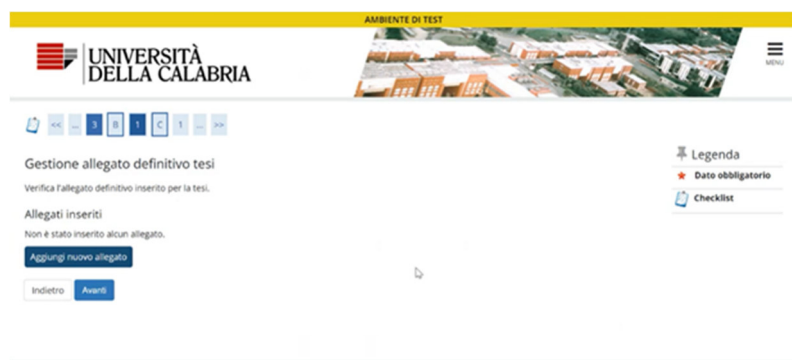<div align="center">**NEW PROCEDURES FOR SUBMITTING YOUR THESIS**</div>

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 degree application starting from **Tuesday 5 December 2023**

and confirmed by both the student and the supervisor by **Thursday 7 December 2023** (after this operation it is no longer possible to make subsequent changes).

Below is a short guide:

During the process of submitting the application for graduation (or modification), the student accesses the part of the insertion of the thesis attachment:

1.   After clicking on next, the page to insert the thesis attachment appears.

2.   Enter the title (mandatory field), possibly the description (optional) and go to select file to insert the thesis attachment. It can only insert PDF in PDF/A format.;

3.   To upload the definitive thesis, "confirm that this is the definitive thesis" this must be ticked and click on next;

4. At this point the thesis attachment is definitive and can no longer be modified.