

University of Messina

Online thesis submission



GUIDELINE

Online procedure for the graduation application and acceptance of the "Statino di Laurea" (exam statement)



D. A. Servizi Didattici e Alta Formazione Unità Organizzativa Segreterie Amministrative Corsi di Laurea

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Useful information



Before starting to fill out the graduation application, we remind you that:

The online procedure for applying for your final exam is a process involving the student, the Supervising Professor and the Student affairs Office:

- The process is exclusively online, through "Self Studenti ESSE3", and you will be able to:
 - o Complete the AlmaLaurea questionnaire;
 - o Submit the graduation application;
 - o Upload the final thesis;
 - o View and accept the Degree Certificate.
- In the online procedure for filling out the graduation application, you will be also asked for the name of the Supervising Professor and the title of the thesis in both Italian and English.
- During the procedure, you are required to upload the following files in PDF format:
 - 1) Valid ID card;
 - 2) Signed thesis cover page;
 - 3) Final content of the thesis;
 - 4)Report generated by the plagiarism detection software check (https://unimebox.unime.it/index.php/s/NSS85P4RTJNsbmA/download).

It is no necessary to submit a hard copy of the graduation application to the Student Affairs Office. Only those with a paper record book should return it to their Student Affairs Office. Please note that if you encounter any discrepancies or issued, please immediately send an email (inlcuding personal information, ID number, Degree course, and detail of the problem) to the following address: laureaonline@unime.it and visit your Student Affairs Office (located at Palazzo Mariani, Piazza Antonello, Messina).



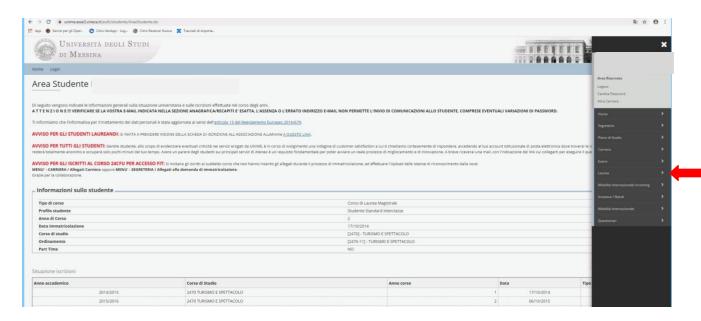
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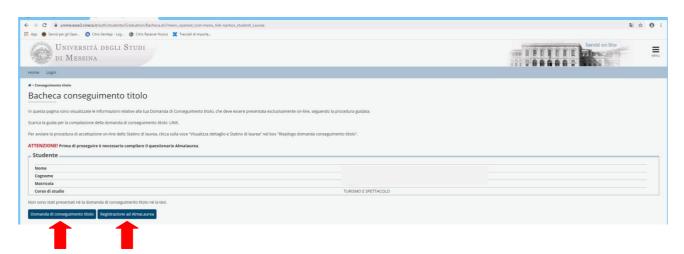
Step n°1: Online procedure for the graduation application

1) Access to the "Bacheca Conseguimento Titolo" on Esse3 (Student Area).

After logging in to "Self Studenti", go to the "Laurea" (Degree) section, then "Conseguimento titolo" (Degree Achievement). If you have not filled out the AlmaLaurea questionnaire before, click on "Questionario AlmaLaurea" first and proceed with registration and completion of the questionnaire. Once you finish the questionnaire, on the AlmaLaurea website, there will be a button to return to the University website. Remember to save the receipt of successful completion of the AlmaLaurea questionnaire in PDF format on your computer (you do not need to submit it to the student affairs office).

Afterwards, you need to select the "Domanda di conseguimento titolo" (Degree Achievement Application) button.



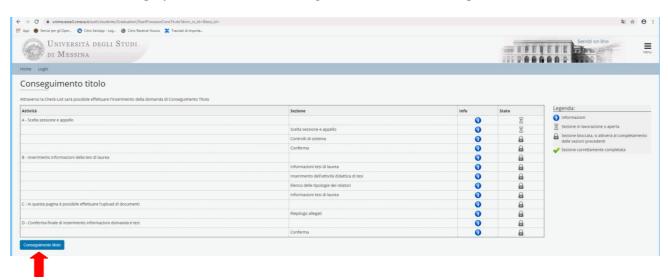




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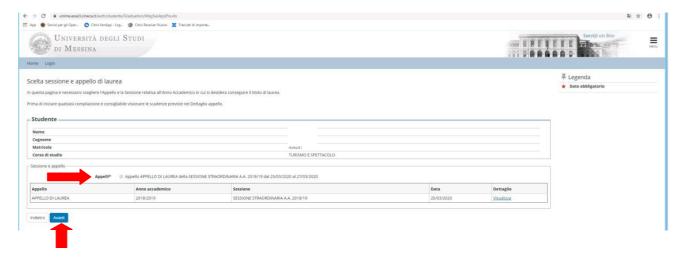
2) Continue with the online Degree Achievement procedure

The screen will display a checklist summarizing the activities to be completed.



3) Selection of the graduation session and exam call

In this section, you can choose the graduation session and exam call to enroll in (Attention! The dates in the image are for illustrative purposes only).

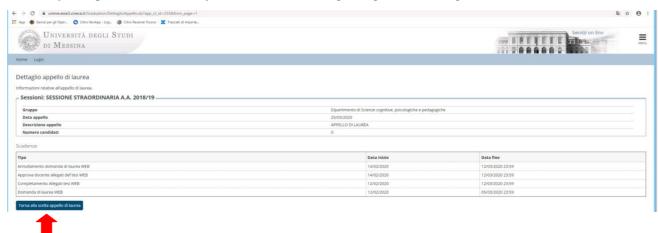




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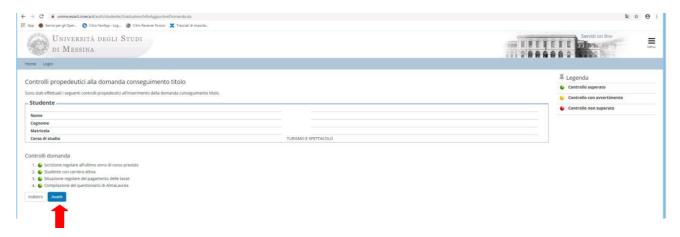
4) Details of the graduation session and exam call

The system provides a summary of the information regarding the selected graduation exam call.



5) Prerequisites check for the graduation application

The system performs an initial set of automatic checks on the graduation application; if it detects any 'red flags' in your graduation application, it sends an email to the address: laureaonline@unime.it.



6) Confirm the selected graduation session and exam call

The system provides a summary of the choices made.

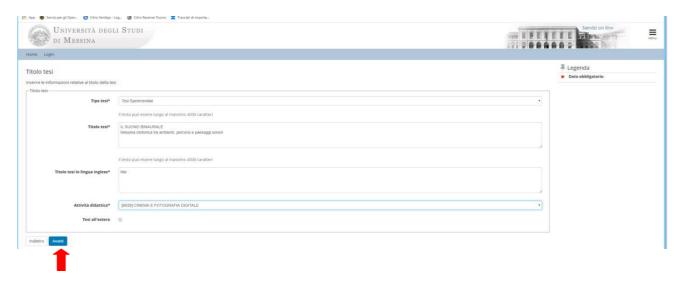




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7) Entering thesis title and information

In the next screen, you can enter the type of thesis, the title in Italian and English, the language in which the thesis is written, and the course on which the thesis work is based.



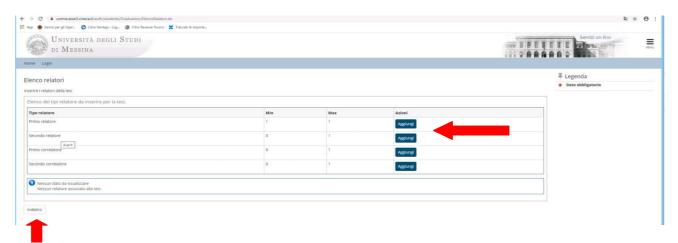
8) Thesis Teaching Activity

Enter the disciplinary sector of the teaching activity chosen for the thesis.



9) List of the Supervising Professors for the thesis

In the next screen, you will be able to specify the Thesis Supervisor.





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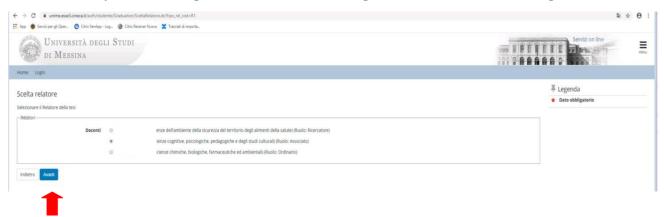
10) Search for Thesis Supervisor

In the next screen, enter the last name of the Thesis Supervisor.



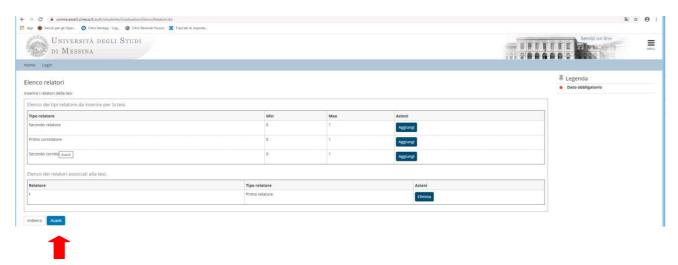
11)Select the Thesis Supervisor

In the next screen, you should checkmark the selected Professor (if the same name appears multiple times, always choose the professor for whom the department name and role are specified).



12) Confirm the Thesis Supervisor

Repeat the previous operation if it is necessary to include additional Supervising Professors.







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13) Thesis confirmation

In the next screen, the system provides a summary of the entered data.



14) Uploading mandatory documents

Upload the required documents.



15) Uploading identification document and thesis cover page

Upload the required documents.



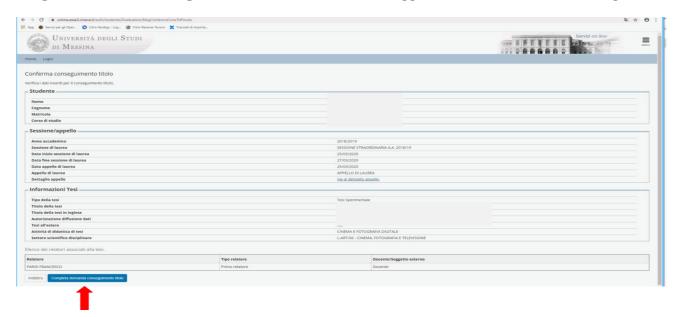
Attention! Double-check the attached files before proceeding.



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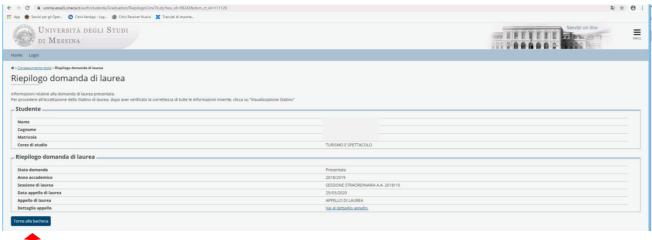
16) Confirm the "Domanda conseguimento titolo"

The screen will display a summary of the information entered so far: verify the entered data and click on "Completa domanda conseguimento titolo" to confirm the application and conclude the first part.



17) Application summary

Review the entered information and confirm.







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Step 2: Procedure for the Completion of the online thesis submission with attachment uploads

Content:

Access your reserved Area in the Unime Esse3 Web Services and go to the "Bacheca Conseguimento Titolo" ("Degree completion noticeboard"). In this phase, you can:

- Pay the virtual stamp duty by clicking on "Tasse" ("Taxes"): the page with the list of taxes will open, and among the invoiced charges, you will find the virtual stamp duty of €16.00 to be paid though PagoPA;
- Upload the final version of the thesis and the report generated by the plagiarism detection software by clicking on "Inserimento Allegati Tesi" ("Thesis attachment upload") below the "Riepilogo Tesi" ("Thesis summary") box;
- (If necessary) Cancel the submitted request by clicking on "Cancel Request" ("Annulla domanda").

Attention! It is mandatory to attach the final file of the thesis, including all possible attachments (tables, graphs, etc.). Once you have completed this phase 2, your Supervising Professor, from their reserved area, can approve the final thesis.

The procedure to generate the plagiarism detection report is available at the link: https://unimebox.unime.it/index.php/s/NSS85P4RTJNsbmA/download

When:

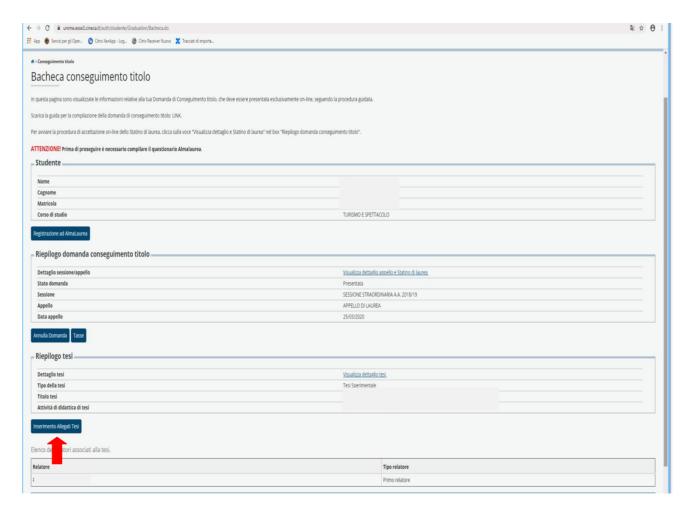
It is strongly recommended to complete this phase at least 20 days in advance!



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1) Accessing the "Bacheca Conseguimento titolo" ("Degree Completion Noticeboard") in the Esse3 Student Area

Once you have logged into the Reserved Area of the Unime Esse3 Web Services, navigate to the "Laurea" ("Degree") section and then "Conseguimento Titolo" ("Degree Completion"). From there, you will access the Bacheca Conseguimneto Titolo (Degree Completion Noticeboard) where you can pay the virtual stamp duty by clicking on "Tasse" ("Taxes") and proceed with uploading the final content of the thesis by clicking on "Inserimento allegati tesi" ("Thesis attachment upload").



2) Proceed with the procedure

The screen will display a checklist summarizing the activities to be completed in this second phase.

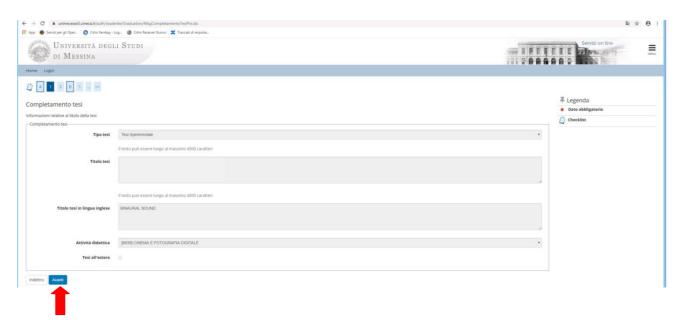




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3) Thesis Completion

In this section, you can review the information about your thesis.



4) Confirm data

The screen will display a summary of the information entered so far, and confirmation will be requested to proceed.





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5) Thesis attachments: plagiarism check and verification report

Through the link provided in the procedure, you can perform a plagiarism check on the final version of the thesis. By clicking on "**Aggiungi nuovo allegato**" ("Add new attachment"), you can upload the generated PDF report containing information about the plagiarism check.



6) Uploading plagiarism report

Click on "Sfoglia" ("Browse") to upload the PDF report containing information about the plagiarism check.



7) Management of thesis attachments

The screen will display a list of the uploaded attachments, which can be viewed by clicking on the magnifying glass icon.



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8) Uploading the final attachment of the thesis

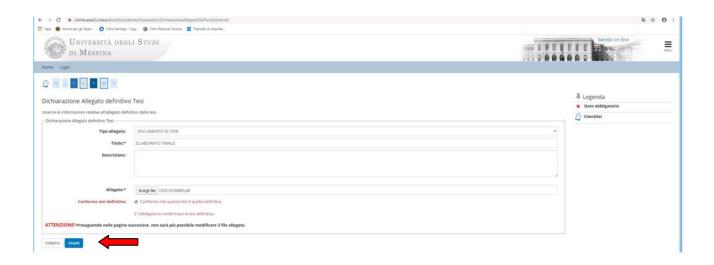
By clicking on "Aggiungi nuovo allegato" ("Add new attachmnet"), a screen will appear for uploading the final attachmnet of the thesis.

Attention! It is advisable to verify the PDF file to be attached beforehand. After the upload, it will no longer be possible to modify the content.



9) Final thesis attachment

You will need to provide a title for the document being attached (e.g. "Tesi definitiva", "Final thesis") and a description (e.g., "Tesi definitiva:"riportando il titolo della tesi definitiva", "Final thesis: stating the title of the final thesis"). Subsequently, you should select the thesis file (PDF format) from your pc and upload it. Finally, you need to check the box for "Confermo che questa tesi è quella definitiva" ("I confirm that this is the thesis final version") and click on "Avanti" ("Next"). The Supervising Professor can approve the document only when the confirmation flag for the final thesis is selected.





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10) Verification of the final thesis attachment

If the confirmation flag for the final thesis has been selected, it will only be possible to view the uploaded attachment through the magnifying glass icon.

Gestione allegato definitivo tesi					
Verifica l'allegato definitivo inserito per la tesi.		Per visualizzare l'allegato			
Allegati inseriti Titolo	Stato	Arioni		Confermato	
Allegato definitivo	Inserito	Azioni		Si	
Indietro					

11) Final confirmation

The screen will display the information entered so far, and the procedure must be completed by clicking on "Completa Tesi" ("Complete Thesis").

If the thesis is not completed by clicking on the appropriate button, the procedure is not concluded!

12) Conclusion of the procedure

The final screen summarizes all the information related to the submitted thesis. By clicking on "Torna alla bacheca" ("Return to the noticeboard"), the second phase is concluded.

Important information:

After completing Phases 1 and 2, your Supervising Professor will review and approve (or reject) the thesis. You will receive an automatic email from Esse3 informing you of the Supervisor's assessment of the thesis (approved or rejected).

When the Supervisor approves the thesis, the Student Affairs Office will conduct the necessary administrative checks and make the degree statement visible (Phase 3).

The opportunity to view your degree statement will be communicated to you via an automatic email from Esse3.

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Step 3: Procedure for the online viewing and acceptance of the "Statino di Laurea" ("Exam Statement")

Content:

After receiving the informative email, the graduating student can view their Statino di Laures ("Exam Statement") and accept the information therein through their private Esse3 Reserved Area. The graduate has 48 hours to provide their consent, failing which they will not be included in the Graduation Session.

1) Access to Student Web Services

Access your Reserved Area on the Unime Esse3 Web Services:

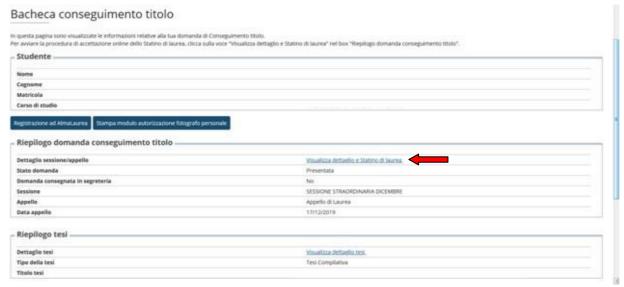
Link: https://unime.esse3.cineca.it/Home.do , from the "Menù" ("Menu") click on LOGIN and enter your USERNAME and PASSWORD, then select your Course of Study.



2) Access to the Bacheca Conseguimento Titolo (Degree Achievement Noticeboard)

From the main menu, select "Laurea" ("degree") and click on "Conseguimento Titolo" (Degree Achievement).

In the first screen, "Bacheca conseguimento titolo" (Degree Achievement Noticeboard), click on "Visualizza dettaglio e Statino di laurea" ("View details and Exam statement") in the "Riepilogo domanda conseguimento titolo" ("Summary f the Request").

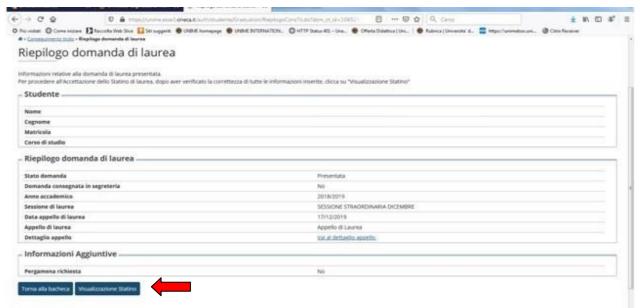




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3) Viewing the Statino di Laurea ("Exam statement")

On the "Riepilogo domanda di laurea" ("Summary of graduation request"), after verifying that all information has been enteres correctly, click on the option at the bottom "Visualizzazione statino" ("View the exam statement").



4) Acceptance of Exam statement (Statino di Laurea)

On the last screen, "ACCETTAZIONE Statino di laurea" ("Acceptance of Exam statement), click on the magnifying glass symbol to view the PDF of your Exam statement.

Verify that all data related to your academic career is correct and check the box ($\sqrt{}$) for "ACCETTAZIONE statino di laurea" ("Acceptance of Exam statement").

Simultaneously with the acceptance, the Student Office will proceed to "CONFERMARE la tua domanda di Laurea" ("Confirm your graduation request"), and this procedure will be concluded. After confirmation, i twill no longer be possible to modify and/or supplement the data related to your exam statement.

NOTE: To find out the "voto di Laurea di partenza" ("starting graduation grade"), check the entry "Media pesata base 110" ("Weighted average based on 110").



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5) Conclusion of the procedure

To successfully conclude the procedure, it is necessary to click on the "Salva ed esci" ("Save and exit") button and log out.

Appendix	useful information

Reserved Area Web Services Unime Esse3	https://unime.esse3.cineca.it/Home.do
Support via email	<u>laureaonline@unime.it</u>
Contacts Student Offices	https://www.unime.it/it/studenti/segreterie-studenti
Contacts InfoPoint	https://www.unime.it/it/servizi-agli- studenti/info- point