

To the Director of the Department of Engineering

To the Coordinator of the Master's Degree
Course in _____

Subject: Request for Thesis for the achievement of Master's Degree

(pursuant to the Educational Regulations of Master's Degree Courses issued with Rectoral Decrees of June 13, 2019)

I, the undersigned _____, matriculation No _____,
born in _____, on ____/____/_____, residing in _____,
at (address) _____,
telephone contact: _____, e-mail: _____,
enrolled for the A. Y. _____/_____ at year _____ for the
achievement of the Master's Degree in _____,

REQUESTS

the assignment of the thesis on the following **topic**:

and with the following provisional **title***:

Supervisor **: _____

Co-Supervisor***: _____

With observance,

Messina, on _____

(Student's signature)

Supervisor's signature: _____

Co-Supervisor signature: _____

Seen and
approved by
the Director

*The final title will be communicated by the student to the Science and Technology Operational Unit at the time of the graduation application.

**Article 13, paragraph 4 of the Educational Regulations of Master's Degree Courses: "At the time of submitting the application, the student indicates the Supervisor, chosen from the professors of the University of Messina, and the topic of the thesis. Substitute teachers and teachers assigned a teaching contract in the academic year of the application can also act as Supervisors."

***Article 13, paragraph 6 of the Educational Regulations of Master's Degree Courses: "The student and the Supervisor may collaborate with a Co-Supervisor in preparing the thesis. The Co-Supervisor can be a professor from another university, even abroad, or a professional figure, also of another nationality, external to the University. In the latter case, when submitting the thesis application, an attestation signed by the Supervisor must be provided regarding the scientific and/or professional qualification of the Co-Supervisor in relation to the dissertation under examination. The specific task of the Supervisor and any Co-Supervisor is to coordinate the student's activities in preparing the thesis in relation to the number of training credits provided for this activity."

INSTRUCTIONS FOR SUBMITTING THE REQUEST

"To obtain the Master's Degree, the student must submit an application for the thesis to the Student Secretariat, countersigned by the Supervisor, through the Director. The application must be submitted to the administrative staff of the Didactic Secretariat of the Degree Course: (A. Salvatore salvatorea@unime.it – 0906765501), at least 6 months before the start date of the first available Degree session. The entry date of the protocol will be binding for this purpose. For international students, this requirement will be certified by their Referent Professor." (Article 13, paragraph 3 of the Educational Regulations of Master's Degree Courses)

Furthermore, it is noted that: "The thesis, which may be partially or entirely written in English, accompanied by the signature of the Supervisor, must be submitted by the candidate to the competent administrative offices at least 7 days before the final exam. Simultaneously, the student must submit a one-page summary of the thesis, in paper and electronic format (MS Word or PDF), to the Didactic Secretariat of the Department, which, in turn, will forward it to the individual Exam Commissioners as an attachment to the invitation for the final exam session." (Article 13, paragraph 7 of Educational Regulations of Master's Degree Courses)

ONLINE PROCEDURE FOR DEGREE ACHIEVEMENT

The Online Application for Degree Achievement is a streamlined process involving the student, the supervisor professor, and the student secretariat.

The procedure is activated online **40 days before the graduation date**. According to the resolution of the Academic Senate on **13 June 2024**, there must be a minimum interval of **7 working days** between the last exam and the degree exam.

Students typically have **nearly a month** to complete the application for obtaining their degree through the Esse3 platform. The required documents to be uploaded as PDF files in the Esse3 procedure are:

1. A valid identity document.
2. The signed thesis title page.
3. The final content of the thesis.
4. The anti-plagiarism report. ([Watch the guide](#)).

During the same timeframe, the supervisor professor can review and either approve or reject the thesis paper. In the event of rejection, the student must revise the thesis based on the supervisor's feedback and resubmit it within the established deadlines.

The deadline to complete the entire process is **7 working days before the start of the graduation date**. Administrative checks will be carried out by the student secretariat, while the student is responsible for the **online approval of the degree certificate**.

Guide to the procedure for applying for the online degree.

<https://ingegneria.unime.it/sites/dip05/files/2024-01/GUIDELINE%20-%20Online%20procedure%20for%20the%20graduation%20application%20and%20acceptance%20of%20the%20exam%20statement.pdf>