



To the Director of the Department of  
Engineering

To the Coordinator of the Bachelor's  
Degree Program in  
\_\_\_\_\_

**Subject: Request for thesis for the Achievement of the bachelor's degree**

**(according to the *Didactic Regulations* of the Bachelor's Degree Programs issued with Rectoral Decrees on June 13, 2019)**

The undersigned \_\_\_\_\_, matriculation N° \_\_\_\_\_,  
born in \_\_\_\_\_, on \_\_\_\_/\_\_\_\_/\_\_\_\_\_, residing at \_\_\_\_\_,  
at (address) \_\_\_\_\_, tel.\_\_\_\_,  
e-mail \_\_\_\_\_, enrolled for the A.Y. \_\_\_\_\_/  
year\_\_ for the achievement of the Bachelor's degree in \_\_\_\_\_  
\_\_\_\_\_.

**REQUESTS**

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

\_\_\_\_\_

And with the following provisional **title**\*:

\_\_\_\_\_

Supervising Professor \*\*: \_\_\_\_\_

Messina, (date) \_\_\_\_\_

\_\_\_\_\_  
(student's signature)

Supervisor's signature: \_\_\_\_\_

Seen and  
approved  
By the Director

\*The student will communicate the final title to the Science and Technology Operational Unit at the time of the graduation application.  
\*\*Art.13, paragraph 4 of the *Didactic Regulations* of the Bachelor's Degree Programs:" At the time of applying, the student indicates the Supervisor, chosen from the Professors of the University of Messina, who assists them in preparing the final paper and the assigned topic. Substitutes or Professors with a teaching contract for the academic year of the application can also act as supervisors.

## INSTRUCTIONS FOR SUBMITTING THE APPLICATION

"To obtain the degree, the student submits, through the Director, a request for the assignment of the final paper to the student office. The request must be submitted to the competent Didactic Secretariat for the Degree Program [A. Salvatore [salvatorea@unime.it](mailto:salvatorea@unime.it) – 0906765501], co-signed by the Supervisor, at least 90 days before the first available graduation session starts. The date of the entry protocol shall be decisive for this purpose." (Art.13, paragraph 3 of the *Didactic Regulations* of the Bachelor's Degree Programs).

It is also noted that:" The final paper, with the approval of the Supervising Professor, must be submitted electronically by the candidate to the relevant administrative offices at least 7 days before the final exam. The paper is made available for viewing by the members of the graduation committee appointed by the Director for that graduation session." (Art. 13, paragraph 6 of the *Didactic Regulations* of the Bachelor's Degree Programs).

## 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>