



**UNIVERSITÀ
DI SIENA
1240**

METHOD OF DELIVERY OF DOCUMENTS

SECOND CYCLE DEGREE COURSE IN BIODIVERSITY, CONSERVATION AND ENVIRONMENTAL QUALITY

(LM-6)

• Connect to the Online secretary <https://secretariaonline.unisi.it/Home.do> and from the **Bulletin Board Obtaining Title** carry out the procedure of **THESIS REQUEST**. The student independently contacts the professor and agrees with him the thesis work to be carried out

• The student carries out the procedure of **THESIS ASSIGNMENT**, the request is notified to the professor by email, which proceeds to the online assignment. The thesis goes from SUBMITTED to ASSIGNED

1 MONTH IN ADVANCE (FOR THE EXPIRY DAY PLEASE CHECK THE LINK BELOW)

<https://bceq.unisi.it/en/study/how-graduate>

• Submit your degree application in the main menu section **Qualification Achievement - Degree Achievement Bulletin Board**

IMPORTANT: To be able to upload the application for Degree is essential:

1) have completed the Alma Laurea questionnaire, following the instructions given at the link: https://bceq.unisi.it/sites/cl82/files/mediaroot/alma_laurea_istruzioni_inglese2022.pdf

2) that the thesis has been assigned by the teacher (State of the thesis "assigned")

3) To complete the application by making the payment of the stamps, automatically generated by the system within the deadline for submission of the application published by the Student and Teaching Office.

In the event of a postponement to a graduation session subsequent to the one for which the application was submitted, it is necessary to perform the procedure of [Request for annulment of the application] to formalize a new graduation application and to comply with the stamp duty.

15 DAYS BEFORE

• Complete all credits required by the study plan



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7 DAYS BEFORE

- Upload the final thesis file by clicking on the button COMPLETE THESIS AND UPLOAD FINAL FILE and follow the instructions in the manual. The supervisor verifies the thesis file and approves or refuses it
- Sending of the receipt Antiplagio signed by the lecturer to the educational email address **studenti.sanminiato@unisi.it** (Originality Report) in the manner available at the following link

https://www.dbcf.unisi.it/sites/st13/files/allegatiparagrafo/09-11-2022/eng_documentazioneantiplagio_di_ateneo_1.pdf

(only in the event that the student has been subjected by the supervisor teacher to the anti-complaint procedure)

- After the approval of the final file, the graduate must apply for the APPROVAL, or final approval that seals the thesis filed (final title and thesis). Without the approval registration the student cannot be admitted to the Degree Exam.

In case of addition of co-supervisor, communication must be sent by the lecturer to the Student and Teaching Office (studenti.sanminiato@unisi.it)