



UNIVERSITÀ
DI SIENA
1240

STUDENT SERVICES OFFICE

PRESENTATION OF GRADUATION APPLICATION

GRADUATION SESSION A. A. 2022/2023

Bachelor's degree course in Political Sciences (L-36)

Master's degree course in International Sciences (LM-52)

Master's Degree course in Administration Sciences (LM-63)

Master's Degree course in Social Sustainability and Welfare Management (LM-87)

14 - 15 - 16 April 2024

Graduation session **will take place ONLY in presence**: the choice of **method of defense of the thesis** must in any case be included within the online procedure to obtain the degree as specified below.

The degree application may be submitted **as of 14 February 2024**.

On the personal page of the online secretariat are published the instructions for the presentation of the "Graduation application", **to be followed to the letter in the order described**.

The deadlines are mandatory: at 12:00 a.m. on the indicated day the procedure will be automatically closed by the career management program.

Only those who have completed their examinations by 02 April 2024 will be able to apply for graduation

IMPORTANT: WE REMIND YOU THAT FOR THE COURSES RELATED TO THE DISPI THE ANTI-PLAGIARISM THESIS PROCEDURE ON THE TURNITIN PLATFORM IS ACTIVE:

In the days following the deadline for the submission of the degree application, an email will be sent to the undergraduates, by the University Library System, to communicate the opening of the anti-plagiarism platform with instructions to access and insert the papers for the anti-plagiarism verification.

The type of control chosen by the Department is the "Expert Mode": it allows you to conduct checks and correction actions by inserting parts of the paper from time to time (e.g., chapter by chapter) or by inserting the complete work. Agree with the Rapporteur how to upload your paper.

Once the paper has been entered, the system, sends a response, in about 15 minutes, indicating the information sources from which plagiarism could result and the percentage of similarities between the texts in the database and the paper subjected to verification.

The thesis must, **as a mandatory requirement**, to be uploaded on the Turnitin platform: the Rapporteur will have to control that the percentage of parts liable to plagiarism do not exceed 20% of the entire document.

The Rapporteur will enter the identification code assigned to the paper and the percentage of plagiarism detected by the Turnitin platform in the "Application to be awarded the degree" before approving the thesis and entering the approval.

By 13 March 2024 – at 12:00 a.m.:

- 1) In the online procedure "Application to be awarded the degree" fill in the Thesis Assignment Request by entering the provisional title of the thesis and the name of the Rapporteur - **For those enrolled in Master's degree courses**, it is **MANDATORY to ALSO** enter the name of your Co-Rapporteur - the final title will have to be changed or confirmed during the entry of the thesis;



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- 2) **Wait for** the approval of the title of the thesis by the Rapporteur.
WARNING: until the title of the thesis has not been approved the button "Degree Application" it will **not be** active;
- 3) Proceed with the compilation of the AlmaLaurea questionnaire, present in the Degree award Bulletin Board, following the instructions on: https://www.unisi.it/sites/default/files/AlmaLaurea_istruzioni **DO NOT send the receipt** which is generated to any office;
- 4) **Upon reception of** the approval of the thesis title, the "Degree application" button will be activated: when compiling the thesis information, in the field relating to "**type of thesis authenticity verification**", enter "**Expert mode**" for the Turnitin anti-plagiarism system, pay attention to **save/confirm** the several masks that the procedure proposes;
- 5) **IMPORTANT: INDICATE COMPILATION THESIS**, identification type for the thesis dissertation in person;
- 6) The system generates a payment slip of € 32 (€ 16 virtual stamp for the degree application and € 16 virtual stamp for the release of the diploma) payable directly from the pages of the online secretariat or in the manner shown on the issue page of the payment slip itself – **THE PAYMENT MUST BE EFFECTED BY 13 March 2024**;
- 7) **Check**, with the online secretariat, that your personal private email address is correctly entered in the student registry card;
- 8) The assessment of possible pending issues with the university library system will be verified of office. If there exist any pending issues, the graduate will be contacted by the corresponding library.

From 18 March until 02 April 2024 – at 12.00 a. m.:

- 9) **The Turnitin platform will be accessible** from the pages of the USiena Integra University portal on page <https://elearning.unisi.it/> to upload the thesis paper for the verification of the anti-plagiarism percentage;

No later than 02 April 2024 at 12.00 a. m.:

- 1) Upon verification of the respect for the parameters of any plagiarism: upload the paper submitted for verification in "Application to be awarded the degree". The paper must be uploaded in **digital PDF/A format, the maximum file size cannot exceed 20 MB**, as per the instructions on the online secretariat: the thesis **must be uploaded in a single file**, the program **DOES NOT allow for the uploading of multiple files** or of **documents in formats or extensions other than the one indicated above**. The final title of the thesis must also be entered or confirmed at this stage;
- 2) At the same time the final document is uploaded: going back to the Bulletin Board, the graduand click on "**Approval Request**" and fill in the required fields;
- 3) The thesis will be viewed by the Rapporteur who, having verified the conformity of the paper included in the "Application to be awarded the degree" procedure and on the Turnitin platform, **will have to give its acceptance to the request for approval** the graduand will receive a confirmation email;
- 4) **No hardback copy** of the thesis will have to be delivered: the document uploaded during the online procedure is the official thesis that will be registered with the secretariat office. The members of the graduation commission, having accessed the online secretariat with their credentials, will be able to view the paper.



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WARNING:

- The students who, having submitted their graduation application, would like to renounce the session will have to timely communicate it to the Student services Office to the address studenti.mattioli@unisi.it from just the institutional address nome@student.unisi.it enclosing the copy of an identity document.
- To be able to graduate in the next session the 'Application to be awarded the degree" procedure must be started from scratch.

The starting mark is calculated on the weighted average of the examinations (deliberation DISPI of the 20.05.2009)

The Commissions, will be published, as soon as they are available, to the address:
<https://scienze-politiche.unisi.it/it/studiare/come-laurearsi>.

IMPORTANT NOTICE:

- The institutional email address remains active for approximately two years after the graduation session, we urge users not to use the institutional email address for purposes other than those foreseen and permitted by the University regulations;
- The credentials to access the services offered by the University also remain active;
- The Department will continue to send communications of events: seminars, conventions, post-graduate activities, scholarships, competitions, etc., both to the institutional email and to the private personal one.