

## METHOD OF DELIVERY OF DOCUMENTS

### MASTER DEGREE IN CHEMISTRY (LM-54)

#### MASTER DEGREE IN SUSTAINABLE INDUSTRIAL PHARMACEUTICAL BIOTECHNOLOGY (LM-8)

- Connect to the Online secretary <https://segretariaonline.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/her 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://www.dbcf.unisi.it/sites/st13/files/allegatiparagrafo/18-11-2021/calendario\\_lauree\\_a.a.21-22\\_con\\_scadenze\\_cddip.21.09.2021.pdf](https://www.dbcf.unisi.it/sites/st13/files/allegatiparagrafo/18-11-2021/calendario_lauree_a.a.21-22_con_scadenze_cddip.21.09.2021.pdf)

- 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://www.unisi.it/sites/default/files/allegati/istruzioni\\_almalaurea\\_inglese2022.pdf](https://www.unisi.it/sites/default/files/allegati/istruzioni_almalaurea_inglese2022.pdf)

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

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.

- Delivery of the university book with exams completed (only those who are in possession as enrolled before the academic year 2014/2015. The verbalization on the paper booklet is not mandatory if the exam has been taken online)
- Complete the application by making the payment of virtual value stamps, automatically generated by the system, within the application deadline.

### 10 DAYS BEFORE (FOR THE EXACT DAY OF EXPIRY CHECK THE LINK):

[https://www.dbcf.unisi.it/sites/st13/files/allegatiparagrafo/18-11-2021/calendario\\_lauree\\_a.a.21-22\\_con\\_scadenze\\_cddip.21.09.2021.pdf](https://www.dbcf.unisi.it/sites/st13/files/allegatiparagrafo/18-11-2021/calendario_lauree_a.a.21-22_con_scadenze_cddip.21.09.2021.pdf)

- 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. The format of the thesis file must be MANDATORY PDF/A.

**IMPORTANT:** The Student and Teaching Office and the Library DO NOT require hard copies of the thesis, the online uploaded file is sufficient.

- Sending of the receipt University antiplagiarism signed by the Professor to the institutional email address [didattica.dbcf@unisi.it](mailto:didattica.dbcf@unisi.it) (Originality Report) as described at the following link [https://elearning.unisi.it/pluginfile.php/42757/mod\\_page/content/14/ENG\\_documentazioneantiplagio%20di%20Ateneo%20%281%29.pdf](https://elearning.unisi.it/pluginfile.php/42757/mod_page/content/14/ENG_documentazioneantiplagio%20di%20Ateneo%20%281%29.pdf) (only if the student has been subjected by the supervisor to the University antiplagiarism 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 ([didattica.dbcf@unisi.it](mailto:didattica.dbcf@unisi.it))**