

PhD ONLINE GRADUATION PROCESS ON ESSE3

PhD Students' Guide

Index

1	PROCESS PHASES.....	3
2	PROCESS FUNCTION	4
2.1	AlmaLaurea Questionnaire (student).....	4
2.2	Upload of Degree application Form (student)	4
2.2.1	Screenshots online pages of Degree application form	5
2.2.3	Communications.....	12
2.2.4	Payment of parchment fee and degree application stamp	13
2.2.5	Amendments of Supervisors/ Co-Supervisors or Supervisor not present in the list.....	13
2.2.6	Request to cancel the diploma application form	13
2.3	Professors' Assignment of Thesis.....	13
2.3.7	Communication	13
2.4	Thesis Completion: Title and Attachment of Final Thesis (student).....	14
2.4.1	Specificities of the final thesis format.....	14
2.4.2	Screenshots online web pages	14
2.4.3	Communication	19
2.4.4	Upload of the attachment of the declaration of conformity and identity document....	19
2.6	Approval of Thesis Title (Professor)	20
2.6.1	Communication	20
2.7	Approval of the final Thesis Document (Professor)	20
2.7.1	Communication	20
2.8	Rejection of the final Thesis Document (Professor).....	20
2.8.1	Communication	20
2.9	Verifying admission to the Graduation Term (Secretariat)	20

1 PROCESS PHASES

The online process of the Degree Achievement is available only to students enrolled in the last year of their PhD Programme.

Pursuant to the current legislation for PhD Programmes, students submit the final report to the Board of Professors by the end of the PhD Programme. For those students who started regularly on November 1st the deadline is October 31st. Other dates apply, staggered over time, for those who have had periods of deferment due to maternity / illness / serious family reasons or have started later due to e.g. late issue of entry visas or situations related to their previous university or working status. Last, but not least, the end of the PhD Programme is delayed also for those PhD students who have requested a period of deferment of their final year to their PhD Board of Professors or in case that the same Board of Professors assigns them a period of deferment.

Within 10 days of receiving the PhD Board of Professors positive evaluation, PhD students fill-in the application to the PhD Final Exam (Degree application) on their online Esse3 profile. The PhD Board of Professors positive evaluation (report) allows the student to present the thesis to the independent assessors.

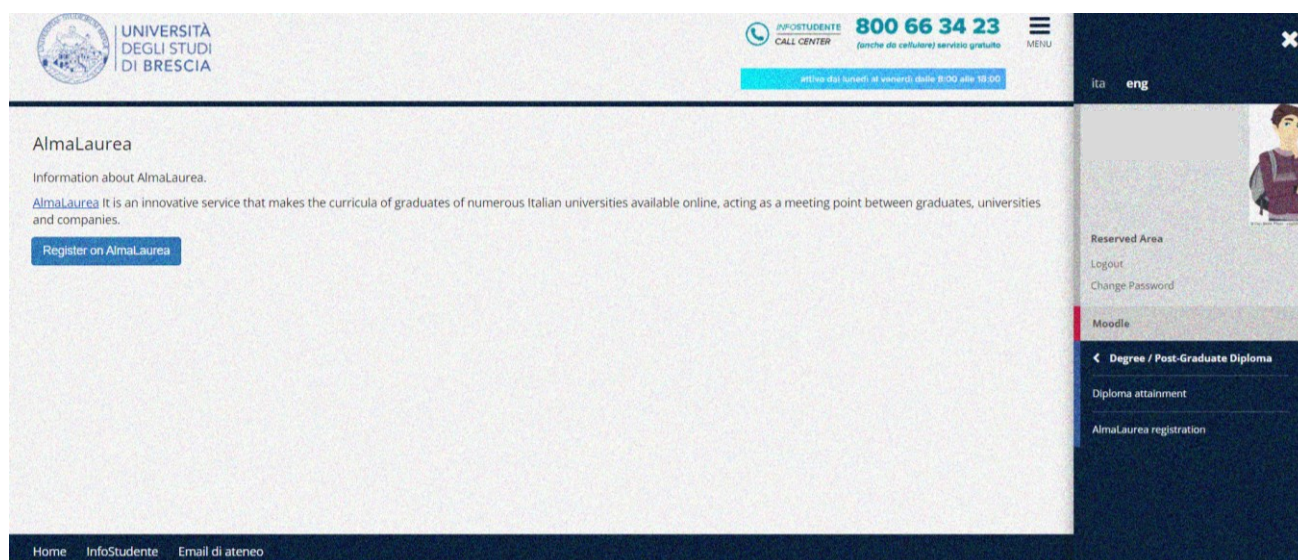
The process to achieve the PhD Degree in Esse3 requires the completion of the following mandatory steps:

- 1. Fill-in the AlmaLaurea Questionnaire;**
- 2. Upload the PhD Final Exam (Degree application) and Upload the PhD Thesis title and its data;**
- 3. First Supervisor's Thesis Assignment;**
- 4. Thesis Completion: uploading of final Thesis title and of final PhD Thesis work;**
- 5. First Supervisor's Thesis Title Approval;**
- 6. First Supervisor's Thesis' document Approval;**
- 7. Verifying admission to the Graduation Term (Secretariat).**

The PhD student who does not complete all the online phases of the graduation process cannot be admitted to the PhD Final Exam through the Esse3 process.

2 PROCESS FUNCTION

2.1 AlmaLaurea Questionnaire (student)



From the link “Degree/Post-Graduate Diploma >Almalaurea” register and fill-in the questionnaire.

2.2 Upload of Degree Application Form (student)

The online process to achieve the PhD Degree is available only to students enrolled in the last year of their PhD Programme **who have received the PhD Board of Professors positive evaluation (report)**.

The PhD Secretariat registers the PhD Board of Professors positive evaluation (report) in Esse3.

The PhD student registers to the exam from his/her Esse3 profile, according to the timeframe set in the PhD Calendar of the final exam diploma terms: under the Menu, using the function “**Degree/Post-Graduate Diploma > Degree Achievement→**”, button “**Upload the Degree application form on Degree/Post-Graduate Diploma Application**”.

At the time of registering, the procedure verifies the correct administrative position of the student and verifies also:

- The regular registration to the correct academic year
- The correctness of the admission qualification
- The completion of AlmaLaurea questionnaire.

The student must check the regularity of his/her University contribution position on the page “**Home →Payments**”.

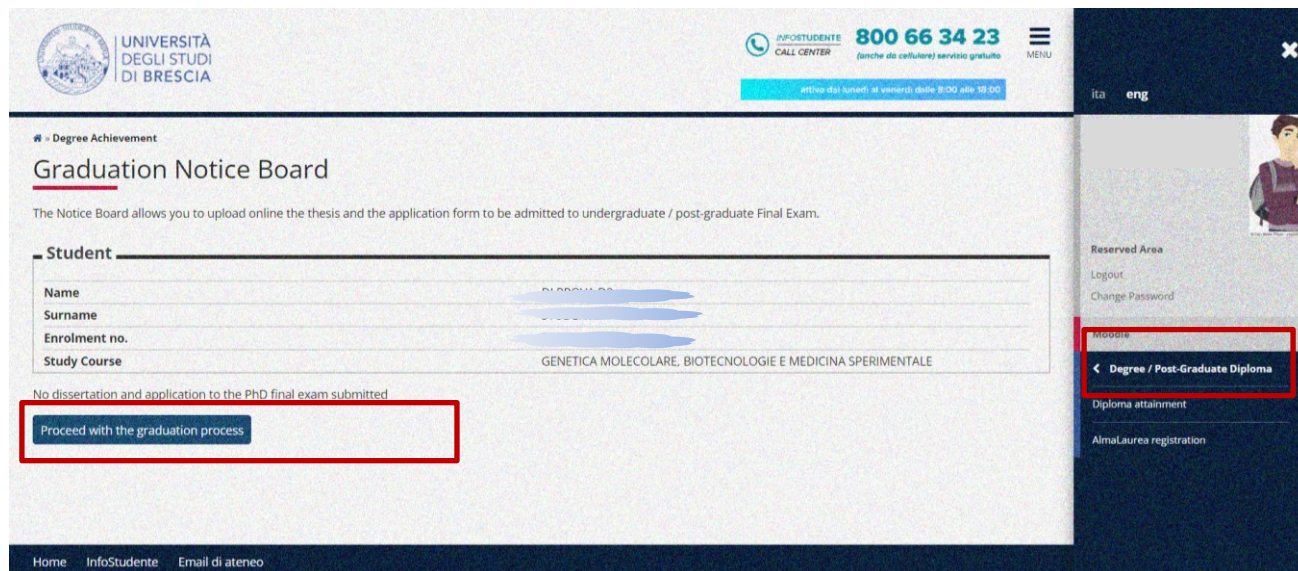
This function involves selecting the degree exam date to which to register, uploading the thesis title and other thesis data (supervisor / co-supervisor / tutor, thesis type, thesis title in the original language drafted, thesis language, etc.).

Once the application form has been filled-in and confirmed, the student will receive a communication to his/her UNIBS institutional e-mail address of the submission of the same application.

At the end of this process, the payment of the final exam application fee (equal to € 16.00) and the Degree parchment fee (equal to € 36.00, of which € 20.00 to produce the Degree parchment fee, and € 16.00 for the revenue tax stamp) will be generated. Both contributions/fees are payable accessing “Secretariat> Payments” in the student’s Esse3 profile.

INFO SECRETARIAT: in case of difficulty or doubts regarding the online payment procedure of the parchment fee and the revenue tax stamp, write to the UOC Dottorati di Ricerca at dottorati@unibs.it

2.2.1 Screenshots of the online pages of Degree application form



HomePage "Degree/Post-Graduate Diploma > Degree Achievement" button "Upload the Degree application form under "Proceed with the graduation process"



Register to the final exam term and date (undergraduate or post-graduate)

A 1 2 B 1 2 ... >>

Preliminary checks to the Degree application form

The following preparatory checks were carried out in order to upload the Degree application form

Student

Name	[REDACTED]
Surname	[REDACTED]
Enrolment no.	[REDACTED]
Study Course	[REDACTED]

Checks to the Degree application form

1. Regular enrolment in the last year of University Course
2. Student having a career active
3. Confirmation of binding criteria to achieve the Degree
4. Fill-in AlmaLaurea Questionnaire

Back Forward

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment

AlmaLaurea registration

Preparatory checks to submit the application form to be admitted to the final exam (Degree application)

A << ... B 1 2 3 4 ... >>

Upload of thesis title

Upload the data about the thesis title

Thesis title

Thesis type* Final PhD Dissertation

Thesis title* "Today is a new day" remaining characters1980

Thesis title in a foreign language* "Today is a new day" remaining characters1980

Thesis Abstract* new day remaining characters3993

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment

AlmaLaurea registration

remaining characters 1980

Thesis Abstract*

remaining characters 3993

Thesis Abstract in a foreign language*

remaining characters 3993

Language of the thesis*

AlmaLaurea Options* I authorize the publication of the curriculum on AlmaLaurea website
 I do not authorize the publication of the curriculum on AlmaLaurea website

Thesis carried out outside Italy

Thesis Consultation*

Type of verification of thesis authenticity*

Back Forward

Home InfoStudente Email di ateneo

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment

AlmaLaurea registration

Upload of Thesis data

UNIVERSITÀ DEGLI STUDI DI BRESCIA

INFOSTUDENTE CALL CENTER 800 66 34 23 (per chi ad callare) servizio gratuito

800 66 34 23

officio info studente di venerdì dalle 9.00 alle 18.00

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment

AlmaLaurea registration

Legend:
* Mandatory Field

Disciplinary sector

Choose the desired disciplinary sector.

Disciplinary sector

Area*

Sector*

Back Forward

Upload the Area and the Scientific and Disciplinary Sector (SSD) to which your PhD thesis belong to, as required by the Ministry of Education, Universities and Research (MIUR), Record 1581 of 26/07/2005. The student's PhD First Supervisor will provide the correct SSD to select.

If more than one disciplinary sector is involved, students should select the one of prime interest of the PhD thesis.

The comprehensive list of the SSD can be found at the following web site:
<http://attiministeriali.miur.it/UserFiles/115.htm>

1 2 3 4 C

List of Supervisors

Check the supervisors provided for the thesis. Select and verify the Supervisors provided for the thesis. The first Supervisor is a field required. He/She is the Supervisor referent for the thesis. It is possible to add additional Supervisors / co-Supervisors if so it is envisaged by the University course

List of types of supervisors to be included for the thesis.

Type of Supervisor	Minimum	Maximum	Actions
First Supervisor	1	1	Add
First Co-Supervisor	0	10	Add
Second Co-Supervisor	0	10	Add
Coordinator	0	1	Add
Tutor	0	5	Add
Co-Tutor	0	5	Add

i No supervisors associated to the thesis

[Back](#)

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment
AlmaLaurea registration

List of type of Supervisors

The name of the First Supervisor can only be entered by selecting the existing names present in the UNIBS Esse3 database. The First Supervisors not registered in the UNIBS Esse3 database (e.g. if they belong to other Italian or non-Italian universities) will be added directly by the UOC Dottorati di Ricerca, from back office, once the PhD student sends to the Secretariat, by writing to dottorati@unibs.it, copy of the "Final exam application form".

1 2 3 4 C

List of Supervisors

Check the supervisors provided for the thesis. Select and verify the Supervisors provided for the thesis. The first Supervisor is a field required. He/She is the Supervisor referent for the thesis. It is possible to add additional Supervisors / co-Supervisors if so it is envisaged by the University course

List of types of supervisors to be included for the thesis.

Type of Supervisor	Minimum	Maximum	Actions
First Supervisor	1	1	Add
First Co-Supervisor	0	10	Add
Second Co-Supervisor	0	10	Add
Coordinator	0	1	Add
Tutor	0	5	Add
Co-Tutor	0	5	Add

i No supervisors associated to the thesis

[Back](#)

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment
AlmaLaurea registration

UNIVERSITÀ DEGLI STUDI DI BRESCIA

INFORMATICA CALL CENTER 800 66 34 23 (anche da cellulare) servizio gratuito

attivo dal lunedì al venerdì dalle 9:00 alle 18:00

ita eng

Search a Supervisor

Upload the information to search a thesis supervisor. Enter at least the first three initial characters of the surname to search for the thesis supervisor / co-supervisor.

Search a Supervisor

Surname

[Back](#) [Forward](#)

DI PROVA D2 STUDENTE

Logout
Change Password

UNIVERSITÀ DEGLI STUDI DI BRESCIA

800 66 34 23
(anche da cellulare) servizio gratuito

OFFICE del lunedì al venerdì dalle 9:00 alle 18:00

ita eng

Choose Supervisor

Select or upload the information about the thesis supervisor

Supervisors

Professors

- FERRARI ADELE (DIPARTIMENTO DI SPECIALITA' MEDICO-CHIR., SCIENZE RAD. E SANITA' PUBBLICA)StatusNon assegnato)
- FERRARI ADELE (DIPARTIMENTO DI MEDICINA MOLECOLARE E TRASLAZIONALE)St...
- FERRARI ALESSANDRA (DIPARTIMENTO DI SPECIALITA' MEDICO-CHIR., SCIENZE RAD. E SANITA' PUBBLICA)StatusDocente a contratto)
- FERRARI ANTONIO (DIPARTIMENTO DI SPECIALITA' MEDICO-CHIR., SCIENZE RAD. E SANITA' PUBBLICA)StatusContratti gratuiti)
- FERRARI CATERINAStatusCollaborazione a titolo gratuito)
- FERRARI CHIARA (DIPARTIMENTO DI SCIENZE CLINICHE E SPERIMENTALI)StatusContratti gratuiti)
- FERRARI DANIELA (DIPARTIMENTO DI SPECIALITA' MEDICO-CHIR., SCIENZE RAD. E SANITA' PUBBLICA)StatusContratti gratuiti)
- FERRARI ERMANNNO (DIPARTIMENTO DI SPECIALITA' MEDICO-CHIR., SCIENZE RAD. E SANITA' PUBBLICA)StatusContratti gratuiti)
- FERRARI GIAN FABRIZIOStatusCollaborazione a titolo gratuito)
- FERRARI LUCIO (DIPARTIMENTO DI SPECIALITA' MEDICO-CHIR., SCIENZE RAD. E SANITA' PUBBLICA)StatusContratti gratuiti)
- FERRARI LUISA (DIPARTIMENTO DI INGEGNERIA MECCANICA E INDUSTRIALE)StatusDocente a contratto)
- FERRARI MARCO (DIPARTIMENTO DI INGEGNERIA DELL'INFORMAZIONE)StatusOrdinario)
- FERRARI MARCO (DIPARTIMENTO DI INGEGNERIA MECCANICA E INDUSTRIALE)StatusDocente a contratto)
- FERRARI MARCO PIETROStatusLavoratore autonomo occasionale)

Reserved Area
 Logout
 Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment

AlmaLaurea registration

List of Supervisors

Check the supervisors provided for the thesis. Select and verify the Supervisors provided for the thesis. The first Supervisor is a field required. He/She is the Supervisor referent for the thesis. It is possible to add additional Supervisors / co-Supervisors if so it is envisaged by the University course

List of types of supervisors to be included for the thesis.

Type of Supervisor	Minimum	Maximum	Actions
First Co-Supervisor	0	10	<input type="button" value="Add"/>
Second Co-Supervisor	0	10	<input type="button" value="Add"/>
Coordinator	0	1	<input type="button" value="Add"/>
Tutor	0	5	<input type="button" value="Add"/>
Co-Tutor	0	5	<input type="button" value="Add"/>

List of supervisors associated to the thesis. Check the correct association between the name and the type of supervisor.

Supervisor	Type of Supervisor	Actions
[Redacted]	First Supervisor	<input type="button" value="Cancel"/>

Reserved Area
 Logout
 Change Password

Moodle

< Degree / Post-Graduate Diploma

Diploma attainment

AlmaLaurea registration

Select the First Supervisor

The name of the Co-Supervisor(s) can only be entered by selecting the existing names present in the UNIBS Esse3 database. The Co-Supervisor(s) not registered in the UNIBS Esse3 database (e.g. if they belong to other Italian or non-Italian universities) will be added directly by the UOC Dottorati di Ricerca, from back office, once the PhD student sends to the Secretariat, by writing to dottorati@unibs.it, copy of the "Final exam application form".


List of Supervisors

Check the supervisors provided for the thesis. Select and verify the Supervisors provided for the thesis. The first Supervisor is a field required. He/She is the Supervisor referent for the thesis. It is possible to add additional Supervisors / co-Supervisors if so it is envisaged by the University course

List of types of supervisors to be included for the thesis.


Type of Supervisor	Minimum	Maximum	Actions
First Co-Supervisor	0	10	Add
Second Co-Supervisor	0	10	Add
Coordinator	0	1	Add
Tutor	0	5	Add
Co-Tutor	0	5	Add

List of supervisors associated to the thesis. Check the correct association between the name and the type of supervisor.

Supervisor	Type of Supervisor	Actions
	First Supervisor	Cancel

[Back](#) [Forward](#)

ita eng



Reserved Area

[Logout](#)

[Change Password](#)

Moodle

[Degree / Post-Graduate Diploma](#)

[Diploma attainment](#)

[AlmaLaurea registration](#)

UNIVERSITÀ DEGLI STUDI DI BRESCIA

INFOSTUDENTE CALL CENTER 800 66 34 23 (anche da cellulare) servizio gratuito

attivo dal lunedì al venerdì dalle 8:00 alle 18:00

Search a Supervisor

Upload the information to search a thesis supervisor. Enter at least the first three initial characters of the surname to search for the thesis supervisor / co-supervisor.

Search a Supervisor

Surname


[Back](#) [Forward](#)

Legend:

- * Mandatory Field

Home InfoStudente Email di ateneo

ita eng



Reserved Area

[Logout](#)

[Change Password](#)

Moodle

[Degree / Post-Graduate Diploma](#)



[Diploma attainment](#)

[AlmaLaurea registration](#)

Choose Supervisor

Select or upload the information about the thesis supervisor

Supervisors

Professors  

Other Supervisor


Surname

Name

Email

[Back](#) [Forward](#)

ita eng



Reserved Area

[Logout](#)

[Change Password](#)

Moodle

[Degree / Post-Graduate Diploma](#)

[Diploma attainment](#)

[AlmaLaurea registration](#)

Select the Co- Supervisor(s). If they are not present in the UNIBS Esse3 database, the PhD student cannot add them autonomously. The Co- Supervisor(s) not registered in the UNIBS Esse3 database (e.g. if they belong to other Italian or non-Italian universities) will be added directly by the UOC Dottorati di Ricerca, from back office.

Confirm the Thesis data

Confirm of Degree Achievement

Verify the information of Degree Achievement

Student	
Name	[REDACTED]
Surname	[REDACTED]
Enrolment no.	[REDACTED]
Study Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE

Term/Exam	
Academic Year	2020/2021
Graduation Term	PhD Final Exams XXXIV cycle
Graduation exam	Winter Term PhD Final Degree Molecular Genetics, Biotchn. and Experim. Medicine XXXIV cycle

Thesis Information	
Dissertation Type	Final PhD Dissertation
Dissertation Title	"Today is a new day"
Dissertation title in English	"Today is a new day"
Dissertation Abstract	new day
Dissertation Abstract in English Language	new day
Thesis language	English
Thesis carried out outside Italy	No
Consultation procedure for the thesis	I authorize the consultation of the thesis
Disciplinary Sector	BIO10 - Biochemistry

List of supervisors associated to the thesis

Supervisor	Type of Supervisor
[REDACTED]	First Supervisor
[REDACTED]	Second Co-Supervisor

Back [Complete the application to the final Exam](#)

Confirm the application form to the PhD final exam (Degree application)

UNIVERSITÀ DEGLI STUDI DI BRESCIA

800 66 34 23

DI PROVA D2 STUDENTE

Summary of the application form to request admission to the Final Exam

Information relating to the degree application submitted.

Student	
Name	DI PROVA D2
Surname	STUDENTE
Enrolment no.	703887
Study Course	Molecular Genetics, Biotechnologies and Experimental Medicine

Summary of the application form to request admission to the Final Exam	
Status of the application submitted	Uploaded
Academic Year	2020/2021
Graduation Term	PhD Final Exams XXXIV cycle
Graduation exam	Winter Term PhD Final Degree Molecular Genetics, Biotchn. and Experim. Medicine XXXIV cycle

[Go back to the Notice Board](#)

The Graduation Notice Board page summarises the application data for the PhD final exam (Degree application) and those of the student PhD thesis

2.2.3 Communications

Once the online upload of the PhD final exam application form has been completed, a communication confirming the submission of the application will be sent to the student's institutional e-mail address. At the same time, the notice concerning the online upload of the thesis title will be sent to the professor being selected as First Supervisor (only if he / she is a professor of UNIBS), with the request to assign the thesis title, thus allowing the PhD student to continue the process.

The title of the PhD thesis must be written in the original language of the writing. For example, if the title is originally in English, enter it in English. When the Esse3 system asks you to enter it also in English, in the appropriate section, you will enter it again in English. Do not translate the title into Italian if it is not originally in Italian language. The Abstract, on the other hand, will always be inserted in two languages: Italian and English.

Warning ! If the First Supervisor is not registered in the UNIBS Esse3 database (e.g. if he/she belongs to other Italian or non-Italian universities), once the PhD student uploads the thesis title, this latter will be assigned directly by the UOC Dottorati di Ricerca, from back office. Inform the UOC Dottorati di Ricerca by writing to dottorati@unibs.it.

2.2.4 Payment of parchment fee and of the Degree application revenue tax stamp

Once completed the online upload of the PhD final exam application form, the student can pay the parchment fee and the application revenue tax stamp from the menu, under “Secretariat> Payments”.

The screenshot displays the 'List of Fees' page. At the top, it says 'List of Fees' and 'This page displays the list of fees and their respective amounts.' Below this is a search bar labeled 'Cerca'. The main content is a table titled 'Charges Billed' with the following data:

Invoice	IUUV Code	Description	Expiry date	Amount	Status	Payment through PagoPA system
+ 1335023	000000023249030	Enrolment no.703887 - PhD Course D2 - Molecular Genetics, Biotechnologies and Experimental Medicine - PROVENTO PER STAMPA PERGAMENA DI LAUREA E DIPLOMI Academic Year 2020/2021	31/03/2022	36,00 €	Unpaid	Enabled
- 1335024	000000023249131	Enrolment no.703887 - PhD Course D2 - Molecular Genetics, Biotechnologies and Experimental Medicine - Bollo per Domanda di Laurea Academic Year 2020/2021		16,00 €	Unpaid	Enabled

Below the table, there are sections for 'Pay-in slip Code' (Not Printed) and 'PagoPA Notice' (Not Printed). On the right side, there is a user profile section with a language selector (ita, eng), a user avatar, and a 'Reserved Area' with options for 'Logout' and 'Change Password'. Below that is a 'Moodle' section and a 'Registrar's Office' menu with items like 'Registrations', 'Admission test', 'Evaluation test', and 'State Exams'.

PhD student payment page

2.2.5 Amendments of First Supervisors / Co-Supervisor(s) or in case that a First Supervisor is not present in the Esse3 list

If the PhD student wants to modify the data about a First Supervisor or the First Supervisor himself/herself and/or the Co-Supervisor(s) or, rather, **if the student does not find the name of the First Supervisor in the Esse3 list, he/she CANNOT proceed independently**, but is invited to inform the UOC Dottorati di Ricerca, by writing to dottorati@unibs.it that will act on behalf of the student, from back office.

2.2.6 Request to cancel the diploma application form

If the PhD student accidentally enters a PhD final exam application form (Degree application) or wishes to cancel the one entered, he/she CANNOT proceed independently but is invited to inform the UOC Dottorati di Ricerca, by writing to dottorati@unibs.it that will act on behalf of the student, from back office.

2.3 Professors' Thesis Assignment

The information entered by the PhD student will be made available to the First Supervisor who, online, will assign the title of the thesis. Once the title has been assigned, the student can:

- select the graduation final exam date, by entering the Degree application data;
- upload the information to complete the PhD thesis and proceed to upload the final PhD thesis attachment (document) **ONLY IF the student has received the positive evaluations from the independent assessors (see the instructions and deadlines listed in the calendars published on the University website, section: <https://www.unibs.it/en/node/1984> .**

INFO SECRETARIAT: Art. 17 paragraph 2 of UNIBS PhD Regulations envisages that the independent assessors admit PhD students to the final exam for the achievement of the degree. The formal admission is not decided by the PhD Board of Professors. **Therefore, PhD students upload the FINAL version of their PhD thesis on Esse3 EXCLUSIVELY when and if they receive a positive evaluation by the independent assessors, pursuant to the annual graduation calendar published on the University web site.**

Following the release of the two independent assessments (reports), the UOC Dottorati di Ricerca will upload in Esse3 the provision of the Director of the Department, seat of the PhD Programme, appointing the Board of Examiners for the Final Exam referred to under paragraph 2.4, as soon as the Department forwards it (envisaged by Art. 18, paragraph 1 of UNIBS PhD Regulations).

2.3.7 Communications

Following the First Supervisor's assignment, the student will receive a communication **to his/her institutional UNIBS e-mail address** and can continue the online process.

2.4 Thesis Completion: Title and Attachment of Final Thesis (student)

After having carried out the previous stages of the Degree achievement, and having obtained the authorization to upload the final thesis through a provision of the Coordinator, the PhD student is required to update online the information on his / her final PhD thesis document (cross-check, in case of amendments happened in the previous phases).

Using the function **"Degree/Post-Graduate Diploma > Degree Achievement"**, the PhD student:

- makes any changes to the PhD thesis title that has already been assigned. The student can change the title uploaded **only if the First Supervisor has not yet approved the title**; upon the approval of the PhD thesis title by the Supervisor, it cannot longer be changed
- confirms the language in which your PhD thesis work is written (Italian, English, etc.)
- confirms or denies the authorization to consult the PhD thesis
- proceeds to upload the attachment of the final PhD thesis, as a single file, in the final version and in pdf/A format (maximum size 60 Mb).

Warning ! Once the PhD thesis has been uploaded, the thesis completion function will no longer be available. The information entered and the final attachment of the thesis will be immediately made available for viewing online to First Supervisors / Co-supervisor(s) **(if these professors are registered in the UNIBS Esse3 system)**.

INFO SECRETARIAT:

Warning ! If the First Supervisor is not registered in the UNIBS Esse3 database (e.g. if he/she belongs to other Italian or non-Italian universities) the UOC Dottorati di Ricerca will assign the PhD thesis, from back office once the PhD student uploads the data of his/her PhD thesis. In fact, PhD theses won't be available online to this category of Professors (Non-UNIBS First Supervisor/Co-Supervisor(s)).

2.4.1 Specificities of the final thesis format

The attachment of the thesis work must be uploaded as a single file in **PDF/A (accessible / archivable)** format, having a maximum size of 60 Mb.

Warning ! To verify that the thesis document is actually in a PDF/A format (accessible / archivable): open the document in pdf format, using the right mouse, from the drop-down menu that appears, choose "Document Properties" and at the bottom of the page of the "Document Properties" check that the words "PDF with Tag = YES" appears; If the wording "PDF with Tag = NO" appears, the document is not in PDF / A format (accessible / archivable).

In the file upload phase, enter "THESIS" in the title of the attachment and in the description of the attachment write "Thesis paper".

2.4.2 Screenshots of online web pages

Graduation Notice Board

The Notice Board allows you to upload online the thesis and the application form to be admitted to undergraduate / post-graduate Final Exam.

Student

Name	[Redacted]
Surname	[Redacted]
Enrolment no.	[Redacted]
Study Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE

Summary of the Application to the PhD final Exam

Detail of Term and Exam	View Term and Exam Date detail
Term	PHD Final Exams XXXIIV cycle
Exam Term	Winter Term PhD Final Degree Molecular Genetics, Biotech. and Experim. Medicine XXXIIV cycle

Dissertation Summary

Dissertation Detail	View Dissertation Detail
Dissertation Type	Final PhD Dissertation
Dissertation Title	"Today is a new day"

[Proceed to complete the dissertation process.](#)

List of Supervisors associated to the Dissertation

Supervisor	Type of Supervisor
[Redacted]	First Supervisor
[Redacted]	Second Co-Supervisor

Home InfoStudente Email di ateneo

The Graduation Notice Board page the button "Proceed in completing the thesis upload" becomes active

If the thesis title has NOT been approved, the student can modify the title itself and the abstract.

Thesis completion

Complete the data relating to the title of the thesis.

Thesis completion

Thesis Type* Final PhD Dissertation

Thesis Title* "Today is a new day" remaining characters: 180

Language Thesis Title* "Today is a new day" remaining characters: 180

Thesis Abstract* "New day" remaining characters: 180

Language Thesis Abstract* "New day" remaining characters: 180

Thesis Language* English

Thesis carried out outside Italy

Thesis Consultation* 1 authorize the consultation of the thesis

Type of verification of thesis authenticity 1 authorize

[Back](#) [Follow](#)

Legend: * Mandatory Field

If the thesis title has NOT been approved, the student can modify the title itself and the abstract

UNIVERSITÀ DEGLI STUDI DI BRESCIA

800 66 34 23
(anche da cellulare) servizio gratuito
attivo dal lunedì al venerdì dalle 8:00 alle 18:00

Thesis completion

Complete the data relating to the title of the thesis.

Thesis completion

Thesis Type* Final PhD Dissertation

Thesis Language* English

Thesis carried out outside Italy

Thesis Consultation* I authorize the consultation of the thesis

Type of verification of thesis authenticity I authorize

Back Forward

If the thesis title has been approved, the student can modify only some of its elements

UNIVERSITÀ DEGLI STUDI DI BRESCIA

800 66 34 23
(anche da cellulare) servizio gratuito
attivo dal lunedì al venerdì dalle 8:00 alle 18:00

Management of final thesis attachment

Check the final attachment uploaded for the thesis.

Attachments uploaded

You did not upload any attachment

Add a new attachment

Back Forward

Legend:
 * Mandatory Field

By pressing the button "add new attachment" you proceed in uploading the thesis file

UNIVERSITÀ DEGLI STUDI DI BRESCIA

800 66 34 23
(anche da cellulare) servizio gratuito
attivo dal lunedì al venerdì dalle 8:00 alle 18:00

Final thesis attachment declaration

Enter the information relating to the final attachment of the thesis.

Final thesis attachment declaration

Title* thesis

Description: final paper

remaining characters244

The extensions supported are:pdf

Attachment* +Seleziona file
 tesi.pdf

Attention! By indicating the confirmation of the final attachment, it will no longer be possible to modify it

Back Forward

Press "select file / "seleziona file" to upload the thesis file

UNIVERSITÀ DEGLI STUDI DI BRESCIA



INFORMATICA CALL CENTER 800 66 34 23 (anche da cellulare) servizio gratuito

Attivo dal lunedì al venerdì dalle 9:00 alle 18:00

Management of final thesis attachment

Check the final attachment uploaded for the thesis.

Attachments uploaded

Title	Status	Actions
thesis	Uploaded	 

Back Forward

Legend:

- ★ Mandatory Field

Home InfoStudente Email di ateneo

Summary of Attachment

Confirm Thesis

Verify the thesis data uploaded

Thesis Information

Thesis Type	Final PhD Dissertation
Date of filing of the thesis title	13/12/2021
Thesis Title	"Today is a new day"
Thesis Title in English language	"Today is a new day"
Thesis Abstract	new day
Thesis Abstract in English language	new day
Thesis Language	English
AlmaLaurea Data base	Acconsente alla pubblicazione del curriculum sul portale AlmaLaurea
Thesis carried out outside Italy	No
Consultation procedure for the thesis	I authorize the consultation of the thesis
Type of thesis authenticity verification	I authorize
Scientific Discipline	BIO/10 - Biochemistry

List of supervisors associated to the thesis

Supervisor	Type of Supervisor
[Redacted]	First Supervisor
[Redacted]	Second Co-Supervisor

Back Complete Thesis

Confirm the Thesis Data

[# Degree Achievement](#) > Thesis summary

Thesis summary

Student

Name	DI PROVA D2
Surname	STUDENTE
Enrolment no.	703887
Study Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE
University System	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE

Thesis summary

Thesis Type	Final PhD Dissertation
Date of filing of the thesis title	13/12/2021
Minimum graduation term	DOTT. SESSIONE UNICA XXXIIV Ciclo
Thesis Title	"Today is a new day"
Dissertation Title in English Language	"Today is a new day"
Thesis abstract	new day
Dissertation Abstract in English Language	new day
Thesis status	Approved
Thesis language	English
Thesis carried out outside Italy	No
Consultation procedure for the thesis	I authorize the consultation of the thesis
Type of thesis authenticity verification	I authorize
Scientific Discipline	BIO/10 - Biochemistry

Minimum graduation term	DOTT. SESSIONE UNICA XXXIIV Ciclo
Thesis Title	"Today is a new day"
Dissertation Title in English Language	"Today is a new day"
Thesis abstract	new day
Dissertation Abstract in English Language	new day
Thesis status	Approved
Thesis language	English
Thesis carried out outside Italy	No
Consultation procedure for the thesis	I authorize the consultation of the thesis
Type of thesis authenticity verification	I authorize
Scientific Discipline	BIO/10 - Biochemistry

List of supervisors associated with the thesis.

Supervisor	Type of Supervisor
FERRARI ADELINA	First Supervisor
VERDI GIUSEPPE	Second Co-Supervisor


List of attachments associated with the thesis.

Title	Description	Status
thesis	final paper	Inserito

[Go back to the Notice Board](#)

[Home](#) [InfoStudente](#) [Email di ateneo](#)

[ita](#) [eng](#)



DI PROVA D2 STUDENTE

[Logout](#)
[Change Password](#)

[Moodle](#)

[Degree / Post-Graduate Diploma](#)

[Diploma attainment](#)

[AlmaLaurea registration](#)

Summary of the Thesis Data

it - Degree Achievement

Graduation Notice Board

The Notice Board allows you to upload online the thesis and the application form to be admitted to undergraduate / post-graduate Final Exam.

Student

Name	DI PROVA D2
Surname	STUDENTE
Enrolment no.	703887
Study Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE

Summary of the Application to the PhD final Exam

Detail of Term and Exam	View Term and Exam Date detail
Term	PhD Final Exams XXXIV cycle
Exam Term	Winter Term PhD Final Degree Molecular Genetics, Biotech. and Experim. Medicine XXXIV cycle

Dissertation Summary

Dissertation Detail	View Dissertation Detail
Dissertation Type	Final PhD Dissertation
Dissertation Title	"Today is a new day"

List of Supervisors associated to the Dissertation

Supervi...	Type of Supervisor
FERRARI ADELINA	First Supervisor
VERDI GIUSEPPE	Second Co-Supervisor

ita eng

Reserved Area
Logout
Change Password

Moodle

< Degree / Post-Graduate Diploma
Diploma attainment
AlmaLauria registration

The Graduation Notice Board page

2.4.3 Communications

Once the uploading process for the final text of the PhD thesis has been completed the ESSE3 system sends an automatic e-mail to the First Supervisor (only if this latter is a UNIBS Professor) to inform him/her of the student's operation.

2.4.4 Upload of the attachment of the declaration of conformity and identity document

From UNIBS web link <https://www.unibs.it/en/node/1984> the PhD student can download the form called "Declaration of Conformity of the PhD Thesis".

The form, duly completed, must be uploaded in **PDF/A** format on the section "Career> Career Attachments", as shown in the screenshot below.

Always under the same section (career attachments) the PhD student must upload a pdf copy (front and back) of a valid identity document/passport.

UNIVERSITÀ DEGLI STUDI DI BRESCIA

INFOSTUDENTE CALL CENTER 800 66 34 23 (anche da cellulare) servizio gratuito

Menu

ita eng

Reserved Area
Logout
Change Password

Moodle

< Career
Booklet
Career Analysis
Select Plan
Course change
Future Job and Candidature Choice
Transfer application
Career Attachments

Attachments to the application form

In this page you can upload documents useful to evaluation

List of Attachments

attachment type	Number of attachments Max	Progress of attachments	Number of attachments	Name of the attachment	Description of the attachment	Option for the attachment
Dichiaraz autenticità+Doc Iden	5	●	0			Upload attachment

Indietro [Avanti](#)

Legend:

- attachments confirmed
- unconfirmed attachments
- provided for
- Detail
- Edit
- Delete
- Information

Home InfoStudente Email di ateneo

2.6 Approval of Thesis Title (Professor)

The approval of the title by the First Supervisor makes the final thesis title no longer editable.

INFO SECRETARIAT = If the First Supervisor is not registered in the UNIBS Esse3 database (e.g. if he/she belongs to other Italian or non-Italian universities) this Professor cannot approve the PhD thesis. Instead, the UOC Dottorati di Ricerca will approve the thesis from back office on his/her behalf.

2.6.1 Communications

Upon approval of the title of the PhD thesis by the First Supervisor of UNIBS, the PhD student will receive a communication to his/her UNIBS institutional e-mail address.

2.7 Approval of the final Thesis Document (Professor)

The final attachment of the thesis is confirmed.

INFO SECRETARIAT

2.7.1 Communications

The final attachment of the thesis is confirmed.

INFO SECRETARIAT = If the First Supervisor is not registered in the UNIBS Esse3 database (e.g. if he/she belongs to other Italian or non-Italian universities) this Professor cannot approve the PhD thesis title. Instead, the UOC Dottorati di Ricerca will approve the thesis title from back office on his/her behalf.

If the First Supervisor is not registered in the UNIBS Esse3 database (e.g. if he/she belongs to other Italian or non-Italian universities) this Professor cannot approve the PhD thesis document.

Instead, the UOC Dottorati di Ricerca will approve the thesis from back office on his/her behalf.

2.8 Rejection of the final Thesis Document (Professor)

If the First Supervisor rejects the PhD attachment of the final thesis, the PhD student will be able to upload the new definitive thesis attachment from the home page of his/her student profile, under "**Degree / Post-Graduate Diploma > Degree Achievement**", by pressing the button "do again the thesis upload process" the student can upload the new final PhD thesis attachment (document).

INFO SECRETARIAT = If the First Supervisor is not registered in the UNIBS Esse3 database (e.g. if he/she belongs to other Italian or non-Italian universities), once the PhD student uploads the thesis title, the UOC Dottorati di Ricerca will approve it from back office on his/her behalf.

2.8.1 Communications

If the First Supervisor rejects the PhD Thesis' title, the PhD student will receive a communication to his/her institutional e-mail address (if the First Supervisor is a UNIBS Professor).

2.9 Verifying admission to the Graduation Term (Secretariat)

On the one hand, upon expiry of the deadline to register to the PhD final exam dates, the UOC Dottorati di Ricerca (Secretariat) verifies that:

- the student's acts of career are duly registered in the Esse3 system
- the student's University payments (revenue tax stamps, parchment fees, etc.) are regular.

On the other hand, the PhD student verifies that:

- he/she does not have pending payments at UNIBS Residences or Students' Services
- he/she does not have pending issues with UNIBS Library Services
- his/her UNIBS payments (revenue tax stamps, parchment fees, etc.) are regular.

Only if all the above conditions are met, the PhD application to the final exam date (Degree application) will be confirmed. Once the PhD application to the final exam date (Degree application) is confirmed, the student can view the admission to the PhD final graduation exam in the Graduation Notice Board on his/her Esse3 student's profile (home page).
