PhD ONLINE GRADUATION PROCESS ON ESSE3

PhD Students' Guide

Index

1	PRC	CESS PH	ASES
2	PRC	CESS FU	NCTION4
2	.1	AlmaLa	urea Questionnaire (student)4
2	.2	Upload	of Degree application Form (student)4
		2.2.1	Screenshots online pages of Degree application form5
		2.2.3	Communications12
		2.2.4	Payment of parchment fee and degree application stamp13
		2.2.5	Amendments of Supervisors/ Co-Supervisors or Supervisor not present in the list13
		2.2.6	Request to cancel the diploma application form
2	.3	Profess	ors' Assignment of Thesis13
		2.3.7	Communication
2	.4	Thesis C	Completion: Title and Attachment of Final Thesis (student)14
		2.4.1	Specificities of the final thesis format14
		2.4.2	Screenshots online web pages14
		2.4.3	Communication
		2.4.4	Upload of the attachment of the declaration of conformity and identity document 19
2	.6	Approv	al of Thesis Title (Professor)20
		2.6.1	Communication
2	.7	Approv	al of the final Thesis Document (Professor)20
		2.7.1	Communication
2	.8	Rejectio	on of the final Thesis Document (Professor)20
		2.8.1	Communication
2	.9	Verifyin	g 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 \rightarrow 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 U.O.C. Dottorati di Ricerca at <u>dottorati@unibs.it</u>

2.2.1 Screenshots of the online pages of Degree application form

UNIVERSITÀ DEGLI STUDI DI BRESCIA			800 66 34 23 (anche da cellulare) servizia gratuito	MENU	*
Begree Achievement Graduation Notice Board	the application form to be admitted to undergradua	ative data	nten al veneral asse glob ale 19.00		ita eng
Student Name	the application form to be admitted to ondergradua	ne / post-graduate rinar Exam.			Reserved Area
Surname					change Password
Enrolment no.					Moodle
Study Course	GENETICA MOLECOL	LARE, BIOTECNOLOGIE E MEDICINA	SPERIMENTALE		Contraction Contractic Con
No dissertation and application to the PhD final exam subm	tted				Diploma attainment
Proceed with the graduation process					AlmaLaurea registration
Home InfoStudente Email di ateneo					

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

hoose a term and an exam date to gradu	ate			ita eng
Student	Naccourt			
Surname				
Enrolment no.	Chevrolation and The			Reserved Area
Study Course	piptar C		TALE	Logout Change Password
Term and exam				Moodle
Exams*	I Degree Molecular Genetics, Biotchn. and Exp	berim. Medicine XXXIV cycleof ti	he termPhD Final Exams XXXIIV cycle	Contraction Contractico Con
Service and the service service service service services		Acadomic Voar	Term	
Exam		Acquernic real		

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

A 1 2 8 1 2 >>	×
Preliminary checks to the Degree application form The following preparatory checks were carried out in order to upload the Degree application form	ita eng
- Student	
Enrolment no. Study Course	Reserved Area Logout Change Password
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	Moodle C 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		ita eng	
Upload the data about the thes	is title		1
Thesis title			AN
Thesis type*	Final PhD Dissertation	·	
Thesis title*	" <u>Today is</u> a new day"	Reserved Area Logout Change Password	
		remaining characters 1980 Moodle	
Thesis title in a foreign	" <u>Today is</u> a new day"	< Degree / Post-Graduate	Diploma
language*		Diploma attainment	
		remaining characters1980	
Thesis Abstract*	new day		
		remaining characters3993	

new day	
	ita eng
remaining characters3993	
new day	
	Reserved Area
remaining characters 3993	Logout
English 🗸	Change Password Moodle
I authorize the publication of the curriculum on AlmaLaurea website	C Degree / Post Graduate Diplom
) I do not authorize the publication of the curriculum on AlmaLaurea website	Diploma attainment
3	AlmaLaurea registration
I authorize the consultation of the thesis	
l authorize	
	remaining characters3993 rew day remaining characters3993 remaining cha

Upload of Thesis data

UNIVERSIT DEGLI STU DI BRESC	TÀ DI IA	CALLERVIE BOO 66 34 23 CALLERVIE BOO 66 34 23 CALLERVIE CALLE	NERU X
A << 1 2 3 Disciplinary sector Choose the desired disciplina	4 C	華 Legend: ★ Mandatory Field	-
Disciplinary sector	Biological Science	· · · · · · · · · · · · · · · · · · ·	Logout Change Password
Sector*	BIO/10 - Biochemistry	×	Moodle
Back Forward			Constant Con
			Diploma attainment
			AlmaLaurea registration

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: <u>http://attiministeriali.miur.it/UserFiles/115.htm</u>

A << 2 3 4 C 1				×
List of Supervisors				ita eng
Check the supervisors provided for the thesis. Sele the thesis. It is possible to add additional Superviso	ct and verify the Supervisors provided for the th ors / co-Supervisors if so it is envisaged by the Ur	esis. The first Supervisor is a field requi niversity course	red. He/She is the Supervisor referen	t for
List of types of supervisors to be included	for the thesis.			
Type of Supervisor	Minimum	Maximum	Actions	
First Supervisor	1	1	Add	Reserved Area Logout
First Co-Supervisor	0	10	Add	Change Password
Second Co-Supervisor	0	10	Add	Moodle Cogree / Post-Graduate Diploma
Coordinator	0	1	Add	Diploma attainment
Tutor	0	5	Add	AlmaLaurea registration
Co-Tutor	0	5	Add	
No supervisors associated to the thesis				
Back				

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 U.O.C. Dottorati di Ricerca, from back office, once the PhD student sends to the Secretariat, by writing to <u>dottorati@unibs.it</u>, copy of the "Final exam application form".

ype of Supervisor	Minimum	Maximum	Actions	
rst Supervisor	1	1	Add	Reserved Area
rst Co-Supervisor	0	10	Add	Change Password
cond Co-Supervisor	0	10	Add	Moodle
pordinator	0	1	Add	Diploma attainment
itor	0	5	Add	AlmaLaurea registration
p-Tutor	0	5	Add	
No supervisors associated to the thesis				
lack				
Canada				
DEGLI STUDI			CENTER 800 66 34 23 (anche da cellulare) servizio gratuit	MENU
AND DI DI DECONT				

UNIVERSIT DEGLI STUI DI BRESCI	A DI A			UDENTE NITER Ganche do cellularej servisio graduito Mitor dal lumenti el veneveri dulle alto salo 18:00	ita eng
Choose Supervisor Select or upload the information	on about the thesis supervisor				
Professors	 FERRARI ADELE (DIPARTIME! FT	ITO DI SPECIALITA' MEDICO-CHIR., ENTO DI MEDICINA MOLECOLARE RTIMENTO DI SPECIALITA' MEDICO MENTO DI SPECIALITA' MEDICO-CHI aborazione a titolo gratuito) NTO DI SPECIALITA' MEDICO-CHI MENTO DI SPECIALITA' MEDICO-CHI ISCOIlaborazione a titolo gratuito) ITO DI SPECIALITA' MEDICO-CHIR., TO DI INGEGNERIA MECCANICA E INTO DI INGEGNERIA MECCANICA E NITO DI INGEGNERIA MECCANICA E UNTO DI INGEGNERIA MECCANICA I	SCIENZE RAD. È SANITA' PUBBLICAJStai È TRASLAZIONALEJSt. CHIR., SCIENZE RAD. È SANITA' PUBBLI IR., SCIENZE RAD. È SANITA' PUBBLICAJ MENTALIJStatusContratti gratuiti) R., SCIENZE RAD. È SANITA' PUBBLICAJ SCIENZE RAD. È SANITA' PUBBLICAJStai NDUSTRIALEJStatusDocente a contratti IAZIONEJStatusOrdinario) E INDUSTRIALEJStatusDocente a contra Ie)	tusNon assegnato) CA)StatusDocente a contratto) StatusContratti gratuiti) tatusContratti gratuiti) iStatusContratti gratuiti) usContratti gratuiti) o)	Reserved Area Logont Change Password Moedle C Degree / Post-Graduate Diploma Diploma attainment Atmat.aurea registration
ist of Supervisors heck the supervisors provide thesis. It is possible to add ist of types of supervisor	d for the thesis. Select and verify t additional Supervisors / co-Supen 's to be included for the thes	ne Supervisors provided for the thi isors if so it is envisaged by the Ur IS.	esis. The first Supervisor is a field requi iversity course	red. He/She is the Supervisor referent for	ita eng
Type of Supervisor		Minimum	Maximum	Actions	
First Co-Supervisor		0	10	Add	A state of the
Second Co-Supervisor		0	10	Add	
Coordinator		0	1	Add	Reserved Area
Tutor		0	5	Add	Change Password

Select the First Supervisor

5

Add

Actions

Cancel

aLaurea registrat

0

Type of Supervisor First Supervisor

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

Co-Tutor

Supervisor

Back Forward

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 U.O.C. Dottorati di Ricerca, from back office, once the PhD student sends to the Secretariat, by writing to <u>dottorati@unibs.it</u>, copy of the "Final exam application form".

List of Supervisors				Link a start
Check the supervisors provided for the thesis. the thesis. It is possible to add additional Supe	Select and verify the Supervisors provided for the the envisors / co-Supervisors if so it is envisaged by the U	lesis. The first Supervisor is a field re iniversity course	equired. He/She is the Supervisor referen	it for
List of types of supervisors to be includ	ded for the thesis.			ita eng
Type of Supervisor	Minimum	Maximum	Actions	
First Co-Supervisor	0	10	Add	
Second Co-Supervisor	0	10	Add	
Coordinator	0	1	Add	Reserved Area Logout
Tutor	0	5	Add	Change Password
Co-Tutor	0	5	Add	Moodle C Degree / Post-Graduate Diploma
List of supervisors associated to the th	esis. Check the correct association betweer	the name and the type of sur	pervisor.	Diploma attainment
Supervisor	Type of Supervisor		Actions	AlmaLaurea registration
	First Supervisor		Cancel	
Back Forward				

UNIVERSITÀ DEGLI STUDI	×
IDI BRESCIA	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 Sumame verdi Back Forward	Reserved Area Logout Change Password
Elegend:	Moodle
★ Mandatory Field	C Degree / Post-Graduate Diploma
	Diploma attainment
	AlmaLaurea registration

		CALL CENTER 800 66 34 23 CALL CENTER Center do cellulorej servizio graduto MENU	*
		effive dal kunedi al venerali dalle 8:00 alle 18:50	ita eng
			E 6
Choose Supervisor			A succession of the
Select or upload the information	about the thesis supervisor		6
Supervisors			<u>.</u>
Professors	e		Reserved Area
		(iii)	Logout
Other Supervisor			Change Password
Surname			Moodle
Name			Contraction Contractico Con
Name			Diploma attainment
Email			
			Almacaurea registration
Back Forward			

UNIVERSITA DEGLI STUD DI BRESCIA		And STUDENTE BOO 66 34 23 CALL CENTER BOO 66 34 23 CALL CENTER Anche dy cellulary servicia granula Third that keyes? all veneral skills 200 alls 18 50	ita eng
Choose Supervisor Select or upload the informatic 	n about the thesis supervisor		
Professors	0 VERDILE INCOLE (0		Reserved Area
Other Supervisor			Moodle
Surname Name	Verdi Gluseppe		C Degree / Post-Graduate Diploma
Email	verdi.gluseppe@gmail.com		AlmaLaurea registration
Back Forward			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 U.O.C. Dottorati di Ricerca, from back office.

Student				ita eng
student	经通知 法法法的 机花		Safe and a state of the set of the	
Name		0.000		
Surname		Silveene		a la construction de la construc
Enrolment no.		705007		
Study Course		GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE		
Course Curriculum		GENETICA MOLECOLARE APPLICATA ALLE SCIENZE MEDICHE		Summed Area
University System		GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE		Reserved Area
Thesis Information				Change Password
Thesis Type		Final PhD Dissertation		Moodle
Thesis Title		"Today is a new day"		Contraction Contraction Contraction
Thesis Title in English language		"Today is a new day"		
Thesis Abstract		new day		Diploma attainment
Thesis Abstract in English language		new day		AlmaLaurea registration
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		l authorize the consultation of the thesis		
Type of thesis authenticity verification		Lauthorize		
Scientific Discipline	S. NOMER & MARKED	BIO/10 - Biochemistry		
st of supervisors associated to the thesis				
uperviser Type of Supervisor	Department		Role	
	DIPARTIMENTO DI MED	NCINA MOLECOLARE E TRASLAZIONALE	Personale TA	

Confirm the Thesis data

onfirm of Degree Achievement		ita eng
nify the information of Degree Achievement		
Student		
Name		
Surname		
Enrolment no.		Reserved Area
Study Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE	Logour
Term/Exam		Change Password
Academic Year	2020/2021	Moedle
Graduation Term	PhD Final Exams XXXIV cycle	
Graduation exam	Winter Term PhD Final Degree Molecular Genetics, Biotchn, and Experim, Medicine XXXIV cycle	< Degree / Post-Graduate Diplom
Dissertation Type	Final PhD Dissertation	AlmaLaurea registration
Dissertation Type	Final PhD Dissertation	
Dissertation title in English	Today is a new day	
Dissectation Abstract	today is a trans day	- Charles and the second
Dissertation Abstract in English Language	new day	-
Thesis language	English	
Thesis carried out outside Italy	No	
Consultation procedure for the thesis	Lauthorize the consultation of the thesis	
Disciplinary Sector	BIO/10 - Biochamistry	
st of supervisors associated to the thesis		
upervisor	Type of Supervisor	
	First Supervisor	
	Country of Construction	

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

UNIVERSITÀ DEGLI STUDI DI BRESCIA	6	AMOSTUDENTE CALL CENTER BOO 66 34 23 Centre de celfudore) servicio gretuito atrivo del boraci al koncertal table 2000	MENU ita eng
• - <u>Degree Achievement</u> - Summary of the application form to request admission Summary of the application form	to the Final Exam to request admission to the Final Exam	١	DI PROVA D2 STUDENTE
Information relating to the degree application submitted.			
- Student			Reserved Area
Name	DI PROVA D2		Logout
Surname	STUDENTE		Change Password
Enrolment no.	703887		Moodle
Study Course	Molecular Genetics, Biotechnologies and Experime	ntal Medicine	
- Summary of the application form to request a	mission to the Final Exam		C Degree / Post-Graduate Diploma
= summary of the application form to request a			Diploma attainment
Status of the application submitted	Uploaded		
Academic Year	2020/2021		AimaLaurea registration
Graduation Term	PhD Final Exams XXXIIV cycle		
Graduation exam	Winter Term PhD Final Degree Molecular Genetics	Piotoha and Exporting Medicine XXXIV arela	

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 U.O.C. Dottorati di Ricerca, from back office. Inform the U.O.C. Dottorati di Ricerca by writing to <u>dottorati@unibs.it</u>.

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".

_ist of	Fees						ita eng
his page dis	plays the list of fees a	and their respective amounts.					6
Tharges Bil	lled				Cerca	α.	
Invoice	IUV Code	Description	Expiry date	Amount	Status	Payment through PagoPA system	Reserved Area
1335023	00000023249030	Enrolment no.703887 - PhD Course D2 - Molecular Genetics, Biotechnologies and Experimental Medicine - PROVENTO PER STAMPA PERGAMENA DI LAUREA E DIPLOMI	31/03/2022	36,00€	Unpaid	📷 Enabled	Logout Change Password
- <u>1335024</u>	00000023249131	Academic Year 2020/2021 Enrolment no.703887 - PhD Course D2 - Molecular Genetics, Biotechnologies and Experimental Medicine		16,00 €	Unpaid	Thabled	Moodle
Pay-in slin		- Bollo per Domanda di Laurea Academic Year 2020/2021					Registrations Admission test
Code	Not Printed						Evaluation test
PagoPA No	tice Not Printed			CE RAIS S			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 U.O.C. Dottorati di Ricerca, by writing to <u>dottorati@unibs.it</u> 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 U.O.C. Dottorati di Ricerca, by writing to <u>dottorati@unibs.it</u> 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: <u>https://www.unibs.it/en/node/2647</u>.

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 U.O.C. 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 U.O.C. 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".

Student		
brudent		
Name	Dimense	
iurname		
Enrolment no.		
Study Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE	Reserved Area
		Lorent
Summary of the Application to the PhD final Exam		Change Password
Detail of Term and Exam	View Term and Exam Date detail	
Term	PhD Final Exams XXXIIV cycle	Moedle
Exam Term Dissertation Summary	Winter Term PhD Final Degree Molecular Genetics. Biotchn, and Experim, Medicine XXXIV cycle	Degree / Post-Graduate Di Diploma attainment Almal aurea revistration
team Term Dissertation Summary	Winter Term PhD Final Degree Molecular Genetics. Biotchn, and Experim. Medicine XXXIV cycle	Cogree / Post-Graduate Di Diploma attainment Almail.aurea registration
txam Term Dissertation Summary	Winter Term PhD Final Degree Molecular Genetics. Biotchn. and Experim. Medicine XXXIV cycle <u>View Dissertation Detail.</u> Final PhD Dissertation	C Degree / Post Graduate Di Diploma attainment AimaLaurea registration
Exam Term Dissertation Summary Dissertation Detail Dissertation Type Dissertation Title	Winter Term PhD Final Degree Molecular Genetics. Biotchn. and Experim. Medicine XXXIV cycle <u>View Dissertation Detail</u> Final PhD. Dissertation Today is a new day"	Orgre / Post Graduate Di Diploma attainment Atmal.aurea registration
Exam Term Dissertation Detail Dissertation Detail Dissertation Type Dissertation Title Incode to complete the dissertation process It of Supervisions associated to the Dissertation	Winter Term PhD Final Degree Molecular Genetics. Biotchn, and Experim. Medicine XXXIV cycle <u>View Dissertation Detail</u> Final PhD Dissertation "Today is a new day"	C begree / Post Graduate Di Diploma attainmeet Amataurea registration
bram Term Dissertation Summary Dissertation Detail Dissertation Type Dissertation Title received to complete the dissertation process at of Supervisors associated to the Dissertation uperviser	View Dissertation Detail View Dissertation Detail Final PhD Dissertation "Today is a new day" Type of Supervisor	C Degree / Post Craduate Di Diplora attainmee Amataurea registration
Exam Term Dissertation Summary Dissertation Type Dissertation Title toxoed to complete the dissertation process at of Supervisors associated to the Dissertation upervisor	Vinter Term PhD Final Degree Molecular Genetics. Biotchn, and Experim. Medicine XXXIV cycle Verw Dissertation Detail. Final PhD Dissertation "Today is a new day" Type of Supervisor First Supervisor First Supervisor	C Bigree / Post Graduate Di Diploma attainment Amait.aurea registration

2.4.2 Screenshots of online web pages

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.

mpletion		* Mandatory Field	
date relating to the title of the thesis			Revenues Area
Thesis Type*	Frai hD Daverativ		Low Surger Taxable
Thesis Title*	Tadaya si see day		Mostle
			C. Degree / Post-Gradue
	ananat Second Seco		Distored attainment
Language Thesis Title*	Today is a new day		
	austral Disease (200		
Thesis Abstract*	nex lay		
	www.g.twaaritti		CARE S
Language Thesis Abstract*	And GY		Carlos Carlos
	menong council (19)		
Thesis Language*	Edda .		Real Property
mess carried out outside Italy			
Thesis Consultation*	La Rosca In Constation of the Tease		
pe of verification of thesis authenticity	() ANTONE		THE REAL PROPERTY OF

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

UNIVERSITÀ DEGLI STUD DI BRESCIA		(AMOSTUDENTE CALL CENTER antivir dal koveci al veneral dalle il con une ta to	MENU	ita eng
A B C 1	ie title of the thesis.				reserved Area
Thesis Type*	Final PhD Dissertation				Logout Change Password
Thesis Language*	English			~	Moodle
Thesis carried out outside italy					Contractor Contract
Thesis Consultation*	I authorize the consultation of the thesis			~	AlmaLaurea registration
Type of verification of thesis authenticity	1 authorize				
Back Forward					

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



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

al thesis attachme	ent declaration	ita eng	
the information relating	to the final attachment of the thesis.		1
al thesis attachment decla	aration		
Title:*	thesis		
Description:	final paper		
		Logout	
		remaining characters244	
		Moodle	
	The extensions supported are:pdf	< Degree / Post	t-Graduate Diplom
Attachment:*	+Seleziona file	Diploma attainme	ent
	tesi.pdf	Almai aurea regis	stration
ention! By indicating the c	onfirmation of the final attachment, it will no longer be possible to modify it		

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

UNIVERSI DEGLI STU DI BRESC		C	CALL CENTER 800 66 3 (anche da cellulare) se	423 E MENU	*
			attivo dai tunedi at venerdi dalle Br	90 alle 18:00	ita eng
A << B 1 C	1				7
Management of fin	al thesis attachment				A CONTRACTOR OF A
Check the final attachment u	ploaded for the thesis.				Record Area
Attachments uploaded	1				Logout
Title	Status	Actions	State of the second		Change Password
thesis	Uploaded	2			Moodle
Back Forward				March 1	Contraction Contraction Contraction
					Diploma attainment
🐺 Legend:					AlmaLaurea registration
\star Mandatory Field					
					State State State
Home InfoStudente En	nail di ateneo				

Summary of Attachment

erify the thesis data uploaded		
Thesis Information		in and
		ita eng
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	N
Thesis Abstract in English language	new day	Reserved Area
hesis Language	English	Lorquit
AlmaLaurea Data base	Acconsente alla pubblicazione del curriculum sul portale AlmaLaurea	Change Password
Thesis carried out outside Italy	No	
Consultation procedure for the thesis	l authorize the consultation of the thesis	Moodle
Type of thesis authenticity verification	Lauthorize	A Dagree / Part Graduate Dialogra
Scientific Discipline	BIO/10 - Biochemistry	Coegree / Post-draddate Diploma
		Diploma attainment
st of supervisors associated to the thesis		Almal auroa terristration
upervisor	Type of Supervisor	AimaLaurea registration
	First Supervisor	
	Second Co-Supervisor	

Confirm the Thesis Data

			DI PROVA D2 STUDENTE
Student			
Name		DI PROVA D2	
Surname		STUDENTE	
Enrolment no.		703887	
Study Course		GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE	Logout
University System		GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE	Change Password
Thesis summary			Moodle
Thesis Tung		Einal PhD Discertation	C Degree / Post-Graduate Diple
Date of filing of the thesis title		13/12/2021	
Minimum graduation term		DOTT, SESSIONE UNICA XXXIV Ciclo	Diploma attainment
Thesis Title		"Today is a new day"	AlmaLaurea registration
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		l authorize the consultation of the thesis	
Type of thesis authenticity verification		Lauthorize	The second se
Scientific Discipline		BIO/10 - Biochemistry	
Minimum graduation term		DOTT. SESSIONE UNICA XXXIIV Cicto	
Thesis Title		"Today is a new day"	
Dissertation Title in English Language		"Today is a new day"	
Thesis abstract		new day	ita eng
Dissertation Abstract in English Language		new day	
Thesis status		Approved	
Thesis language		English	State of the second
Thesis carried out outside Italy		No	
Consultation procedure for the thesis		l authorize the consultation of the thesis	
Type of thesis authenticity verification		Lauthorize	
Scientific Discipline		BIO/10 - Biochemistry	Reserved Area
ist of supervisors associated with the the	esis.		Change Password
upervisor		Type of Supervisor	Moodle
ERRARI ADELINA		First Supervisor	
VERDI GIUSEPPE		Second Co-Supervisor	C Degree / Port-dradukte ope
			Diploma attainment
ist of attachments associated with the th	esis.		AlmaLaurea registration
	Description	Status	
litle			

Summary of the Thesis Data

		ita eng
e Notice Board allows you to upload online the thesis and the ap	plication form to be admitted to undergraduate / post-graduate Final Exam.	
Student		
Name	DI PROVA D2	
Surname	STUDENTE	
nrolment no.	703887	
itudy Course	GENETICA MOLECOLARE, BIOTECNOLOGIE E MEDICINA SPERIMENTALE	Reserved Area
		Logaut
Summary of the Application to the PhD fina	I Exam	Change Password
Detail of Term and Exam	View Term and Exam Date detail	Moodle
erm	PhD Final Exams XXXIIV cvcle	Constant Con
Exam Term	Winter Term PhD Final Degree Molecular Genetics, Biotchn, and Experim, Medicine XXXIV cycle	
		Diploma attainment
Dissertation Summary		ArnaLaurea registration
Dissertation Detail	View Dissertation Detail	
Dissertation Type	Final PhD Dissertation	
Dissertation Title	"Today is a new day"	
t of Supervisors associated to the Dissertation		
ipervi:	Type of Supervisor	
RRARI ADELINA	First Supervisor	
DOL GHISEDDE	Second Co-Supervisor	A CONTRACTOR OF A CONTRACTOR O

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 <u>https://www.unibs.it/en/node/1984</u> 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.

UNIVERS DEGLI ST DI BRESC	UDI CIA						800 66 34 23 (anche da cellulare) servizio gratuito Metri Anche da certriniti dalle 8 20 alte 12.00	ita eng
Attachments to the In this page you can upload List of Attachments	Reserved Area Logovi							
attachment type	Number of attachments Max	Progress of attachments	Number of attachments	Name of the attachment	Description of the attachment	Option for the attachment	e provided for	Charge Password Moodle
Dichiaraz autenticità+Doc Iden	5	•	0			Upload attachment	Delete	Career Booklet
Indietro Avanti							Information	Career Analysis Select Plan Course change Future Job and Candidature Choice Transfer application
Home InfoStudente Ei	mail di ateneo							Career Attachments

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 U.O.C. 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 U.O.C. 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 U.O.C. 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 U.O.C. 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 U.O.C. 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).
