



Degree award application

Final exam application in Esse3

LM/LM5/LC5/LS/L1 courses

Summary

1. How to apply for the final exam..... 2
2. How to change the data on your application before the final submission..... 6
1. How to upload your thesis work..... 7

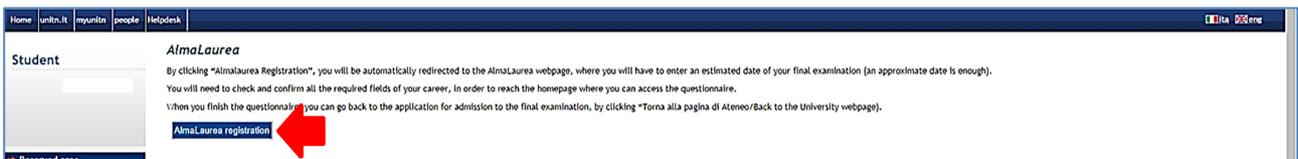
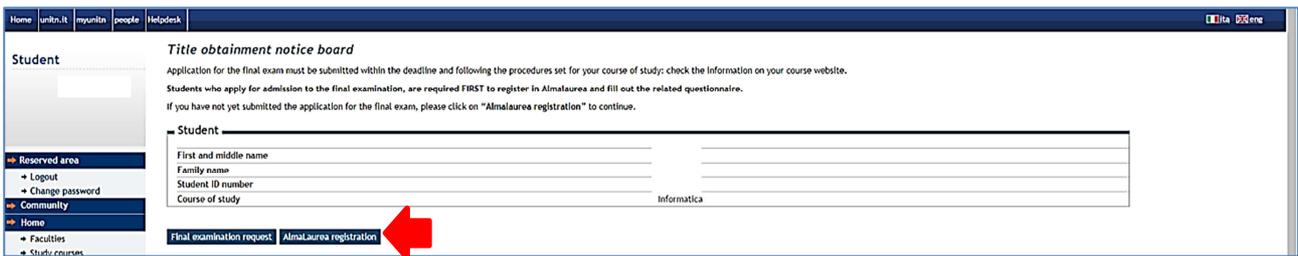


1. How to apply for the final exam

Log into your Esse3 private area, click on “Degree award” and then select “Title obtainment” in the menu



Before applying for admission to the final exam, you have FIRST to fill in the AlmaLaurea inter-universities Consortium questionnaire. By clicking on “AlmaLaurea Registration” button, you will be automatically redirected to AlmaLaurea webpage.



If you are already registered in AlmaLaurea you will directly visualize your personal profile, while if you are a new user you will have to register first.

dal 1994 Consorzio Interuniversitario

AL ALMA LAUREA
Un ponte fra Università e mondo del lavoro e delle professioni

Registrazione: selezione del titolo di studio

(i campi contrassegnati con il simbolo * sono obbligatori)

1 DATI ANAGRAFICI > 2 TITOLO DI STUDIO > 3 CONSENSO > 4 RECAPITI E SCELTA PASSWORD

Ateneo/Istituzione: Università di TRENTO

Anno di iscrizione al corso / Anno di Immatricolazione: 2013/2014

Titolo: Laurea specialistica (2 anni)

Denominazione del corso: Psicologia

Tipologia di utente *

- Studente (non iscritto all'ultimo anno di corso nè fuori corso)
- Prossimo al conseguimento del titolo (iscritto all'ultimo anno di corso o fuori corso)
- Titolo conseguito (laureato/diplomato)

INDIETRO PROCEDI



Once logged in AlmaLaurea, you will be asked to enter the expected date of your final examination and to fill in the mandatory questionnaire.

First check and confirm all the required fields of your career, in order to reach AlmaLaurea homepage where you can access the questionnaire to fill in (“Compila il questionario”)

Once you have finished the mandatory questionnaire, you will be able to continue your application for admission to the final examination in the Esse3 area, by clicking on the button “Torna al sito di Ateneo” (Back to UniTrento website).

Continue by clicking on the button “Final examination request” and then on “Application submission”

Read carefully all the information given and then continue (“Next”).



Select the final exam session and click on “Next” button

Choice of final exam period and session
Choose the period and session in which you want to obtain your degree title

Student

First and middle name
Family name
Student ID number
Course of study

Final exam period and session

Sessions*

Final exam session Seconda appelloof the period Sessione autunnale from 01/09/2017 to 31/12/2017

Session	Academic year	Period	Date	Details
Seconda appello	2016/2017	Sessione autunnale	20/11/2017	See

Back Next

If the questionnaire has been filled out, you can continue by clicking on “Next”

Preparatory checks for the final examination's request
The system carried out some preparatory checks for the final examination's request.
If the questionnaire has been filled out, you can continue by clicking on "Next"
If the questionnaire is not completed, you have to fill it in before the submission of the application: click on [AlmaLaurea registration](#)

Student

First and middle name
Family name
Student ID number
Course of study

Preparatory checks

- AlmaLaurea Questionnaire

Back Next

Post-lauream services and declaration
Before continuing, you need to specify if you want to subscribe to the Job Guidance services. Also, in order to graduate, before the final exam date, you must return all items borrowed from the University library and you must settle any pending issues with Opera Universitaria.
Fill all three forms in this page and then continue

Form	Status	Azioni
Iscrizione ai servizi dell'ufficio Job Guidance *	!	FILL IN
Dichiarazione Opera Universitaria *	!	FILL IN
Dichiarazione di originalità dell'elaborato/tema *	!	FILL IN

Back

Post-lauream services and declaration
Before continuing, you need to specify if you want to subscribe to the Job Guidance services. Also, in order to graduate, before the final exam date, you must return all items borrowed from the University library and you must settle any pending issues with Opera Universitaria.
Fill all three forms in this page and then continue

Form	Status	Azioni
Iscrizione ai servizi dell'ufficio Job Guidance *	✓	FILL IN
Dichiarazione Opera Universitaria *	✓	FILL IN
Dichiarazione di originalità dell'elaborato/tema *	✓	FILL IN

Back Next

Enter the required data on thesis and the name of your supervisor(s). In order to continue click on “Next”.

Thesis title declaration
In this section you have to enter the title of your thesis and decide whether you authorize the consultation of your dissertation or do not authorize it.
Enter the final title of your thesis, being careful in:

- verifying that the title is correct (you cannot modify the title once the application has been submitted)
- typing it in block capitals with no final period and no inverted commas at the beginning and at the end of the title (e.g. STUDY ON ARCHAEOLOGICAL EVIDENCE and not "STUDY on archaeological EVIDENCE.")
- using the correct diacritical marks (e.g. stress marks, umlaut, ...; e.g. THE REPUBLIC OF SALÒ NOT THE REPUBLIC OF SALO')
- transcribing the non-Latin characters (e.g. REAL'NOST' I UTOPIJA V ROMANE N.G. CERNYŠEVSKOGO "CTO DELAT"? not Реальность и утопия в романе Н.Г. Чернышевского "Что делать?")

Decide if you want to authorize the consultation of your dissertation according to the [Regulation for the consultation of the thesis](#).

Thesis title

Thesis type*

Thesis title*

The maximum allowed length of the title is 4000 characters

Thesis consultation*

Back Next

Examination's type
Please click "Next" to continue

Examination's type*

Discussione pubblica

Back Next



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Student

Thesis supervisor/s

List of thesis supervisor types

Supervisor type	Supervisor	Correlatore	Actions
			Add
			Add

No data to display
No supervisor associated with thesis

Key: Mandatory Field

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Student

Supervisor selection

Type the supervisor's surname and search

Search supervisor Surname

Back Next

Key: Mandatory Field

Upload the attachments required, if applicable

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Student

Documents required for the final exam application

Attachments list

Attachment name	File maximum size	Maximum number of attachments	File extension	Status	Number of attachments	Actions
Thesis frontpiece with supervisor's signature	60 MB					Upload the attachment

Back Next

Key: Attachments upload completed, Mandatory attachments upload, Non-mandatory attachments upload, Detail, Edit, Delete, Information

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Student

Documents required for the final exam application

Attachments list

Attachment name	File maximum size	Maximum number of attachments	File extension	Status	Number of attachments	Actions
Thesis frontpiece with supervisor's signature	60 MB	1			1	

Back Next

Key: Attachments upload completed, Mandatory attachments upload, Non-mandatory attachments upload, Detail, Edit, Delete, Information

Check all data very carefully since after the final submission you will not be able to make any change in the online application (please see further on how to change the data **before** the final submission). If everything is correct, you can confirm your application ("Confirm final exam application submission").

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Definitive submission

Verify that all the data entered is correct: you cannot modify your application once it has been submitted.
In case you need to modify some data, DO NOT confirm your application, but click again on "Degree Award" in the left hand side menu and then restart: undo the process and repeat the procedure with the correct information.

Student

First and middle name
Family name
Student ID number
Course of study

Period/Session

Academic year: 2016/2017
Final exam period: I semestre
Final exam date: 12/12/2017
Final exam session: appello di dicembre
Session detail: See session detail.

Thesis Information

Thesis type: Tesi di Laurea magistrale a ciclo unico
Thesis title: TITOL
Terms of thesis consultation: Non consultabile
Final exam types associated with the title obtainment rules: Discussione pubblica

List of supervisors entered

Supervisor	Supervisor type
NESI GIUSEPPE	Supervisor

Back Confirm final exam application submission

Once the application has been submitted, you can visualize the summary of the information entered in the application.



Do not forget to pay the fee due for the graduation before the expected date of graduation. You can pay through the MAV (bank payment receipt) available on your Esse3 private area at the “Registrar’s Office >Payments” section or by clicking on “Payments”.

Application summary

The MAV payment slip necessary to pay the fee for the graduation is available on your esse3 private area at the “Registrar’s Office >Payments” section. The payment is due before your thesis defense date.

Check on the University website the procedures for the submission of a copy of your dissertation and further documentation in order to graduate. Only if your course of study requires to upload your thesis on esse3, in order to complete your final exam application, you have to upload a pdf file of the final version of your dissertation (an unprotected pdf file, PDF/A version; only one file inclusive of the final version of your thesis and the frontpiece), through the “Thesis attachments” function and within the deadline set for your course of study.

The “Thesis attachments” function is active only for those courses of study that require to upload the thesis on esse3; check on the University website what is required for your course of study.

Student	
First and middle name	
Family name	
Student ID number	
Course of study	

Graduation application summary	
Application status	Submitted
Academic year	2016/2017
Final exam period	Invernale
Final exam date	12/12/2017
Final exam session	appello di dicembre
Session detail	Val al dettaglio appello

[Back to notice board](#) [Payments](#)

Once the application has been submitted , you can view the summary of the information entered in the application and then upload the pdf file of your thesis within the deadline set for your course of study.

2. How to change the data on your application before the final submission

No changes can be done in the data once you have confirmed the application.

The data can be changed only during the procedure and **before** the final submission by clicking on “Degree” > > “Title obtainment” (left hand side menu). Once you cancel the current application procedure (“Undo Process”) you will be able to start a new application from the beginning.

Pending Process

Pending Process

Select	Description	Information	Status
<input type="checkbox"/>	Application submission: prima appello studenti EIT	?	?

[Forward](#) [Undo Process](#)

Legend: Hide details

- Information
- Working Section
- Completed Section



1. How to upload your thesis work

After submitting your final exam application, you can upload within the deadline the pdf file of the final version of your thesis, through the "Thesis attachments" button."

Title obtention notice board

Application for the final exam must be submitted within the deadline and following the procedures set for your course of study; check the information on your course website. Students who apply for admission to the final examination, are required **FIRST** to register in Almalaeures and fill out the related questionnaire. If you have not yet submitted the application for the final exam, please click on "Almalaeures registration" to continue.

Student

First and middle name
Family name
Student ID number
Course of study

Almalaeures registration

Final exam application summary

Period/Session detail	Submitted	See period and session detail
Application status	sessione autunnale	
Period/Session	primo appello studenti EIT	
Appello	27/09/2017	
Session date		

Payments

Thesis summary

Thesis detail	See thesis and attachments detail
Thesis type	Testi
Thesis title	TITLE

Thesis attachments

Thesis supervisors list

Supervisor	Supervisor type
Supervisor	Supervisor

No data to display
Nessun allegato associato alla tesi.

Upload the file of your thesis

In the following pages and within the deadline set for your course of study, you will be able to type the keywords and upload the file of the final version of your thesis, essential data for the title obtention. After the deadline you will no longer be able to access this function, but you can view the uploaded attachments if you look at the information detail in "Thesis summary".

[Upload the file of your thesis](#)

Complete the information about your thesis

Complete the information about your thesis and enter the keywords (at least 1, maximum 5, separated by a space)

Thesis type* The maximum allowed length of the text is 4000 characters

Thesis title*

Keywords*

Keywords (in English)

Thesis consultation*

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

Final version of thesis

No file uploaded

[Upload file](#)

[Back](#)

Final version of thesis

Remember that the file must be a PDF/A version (which follows the level of conformance PDF/A-1b) and it can't be larger than 60 MB; if your thesis is larger than 60MB get in contact with the Teaching and Student Administration Office of your Department.

You can use different tools to save your dissertation in PDF/A mode. Click [HERE](#) for more information (box DOI/NLQAD).

Upload final version of thesis

File name*

File*

[Back](#) [Next](#)



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Student

Final version of thesis

Title	Actions
thesis	

Back Next

Key:
* Mandatory Field



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Student

Confirmation

Verify that all data is correct: you cannot modify any data once the application has been submitted.
In case you need to change some keywords or you need to replace the uploaded file, DO NOT complete your application, but click again on "Degree" in the left hand side menu and then click on "Thesis attachments": undo the process and repeat the procedure with the correct information.

Thesis information

Thesis type	Tesi
Thesis title declaration date	28/09/2017
Thesis title	TITLE
AlmaLaurea keywords	parole
Terms of thesis consultation	Non consultabile

Thesis supervisors list

Supervisor	Supervisor type
	Supervisor

Back Confirmation



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Student

Thesis summary

Student

First and middle name
Family name
Student ID number
Course of study

Thesis summary

Thesis type	Tesi
Thesis title declaration date	28/09/2017
Title obtainment session	sessione autunnale
Thesis title	TITLE
Thesis status	Submitted
Parole chiave AlmaLaurea	parole
Modalità di consultazione della tesi	Non consultabile

Thesis supervisors list

Supervisor	Supervisor type
NESSI GIUSEPPE	Supervisor

Thesis attachments list

Title
thesis

Back to notice board



Student

Title obtainment notice board

Application for the final exam must be submitted within the deadline and following the procedures set for your course of study; check the information on your course website.
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If you have not yet submitted the application for the final exam, please click on "AlmaLaurea registration" to continue.

Student

First and middle name
Family name
Student ID number
Course of study

[AlmaLaurea registration](#)

Final exam application summary

Period/Session detail	See period and session detail
Application status	Submitted
Period/Session	sessione autunnale
Appello	prima appello
Session date	27/09/2017

Payments

Thesis summary

Thesis detail	See thesis and attachments detail
Thesis type	Tesi
Thesis title	TITLE

Thesis supervisors list

Supervisor	Supervisor type
	Supervisor

Thesis attachments list

Title	Final version of thesis
thesis	Yes