ADMISSION TO THE FINAL EXAMINATION
- GUIDELINES TO THE ONLINE APPLICATION-

The request for admission to the final examination/to the evaluation procedure is available at the webpage: [http://www.esse3.unitn.it/Start.do](http://www.esse3.unitn.it/Start.do)

First, switch to the English version.

Click on “Login” and enter your UniTrento credentials (username and password).

Click on “Degree Award” and then on “Title Obtainment”
In order to apply for the final examination, you are required to register to Almalaurea and fill in a questionnaire about the services provided by our University.

We suggest you to carefully read the instruction of the Notice Board and then click on “Almalaurea Registration”.

Click on “Almalaurea registration” and then again on “Almalaurea registration”.

### AlmaLaurea

By clicking “Almalaurea Registration”, you will be automatically redirected to the Almalaurea webpage, where you will have to enter an estimated date of your final examination (an approximate date is enough).

You will need to check and confirm all the required fields of your career, in order to reach the homepage where you can access the questionnaire.

When you finish the questionnaire, you can go back to the application for admission to the final examination, by clicking “Torna alla pagina di Ateneo/Back to the University webpage).

AlmaLaurea è un servizio innovativo che rende disponibili on line i curricula dei laureati di numerose università italiane, ponendosi come punto di incontro fra Laureati, Università e Aziende.

Almalaurea registration
At this point, you will be redirected to the AlmaLaurea website, where you have to enter some information.
In the first step, choose your category ("prossimo al conseguimento titolo" = waiting for the final exam) and the provisional date of the final examination. Please note: if the date has not yet been scheduled, you have to enter in any case a hypothetical date (for technical reason, please enter a date within 12 months from now), that you can change in future, also after the final examination.

In the next page you are required to enter some personal data (please check the information already registered).
At the bottom of the page you are required to enter/confirm the e-mail address: Almalaurea will send, upon your consent, some communications, job offers and invitation to surveys about your occupation after the PhD degree. For this reason, we suggest you to provide a valid e-mail address, which will be used also after the final examination.

Please note: The email account “username@unitn.it”, which is assigned to all registered doctoral students, is deactivated after the award of the title.

Doctoral title holders will be assigned a new email account with the extension “username@alumni.unitn.it”.

Click on “Procedi” and check the data summary. If they are correct, click again on “Procedi” to go further; or click on “Indietro” to edit your data.

You will be redirected to the personal page called “AlmaGO”, where you can add other information to your profile. Here you will find the questionnaire for the final examination’s request. Click on “Compila il questionario”.

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The questionnaire is available both in Italian and in English language. Click on “Fill in or modify the questionnaire”.

Questionario

Il Consorzio Interuniversitario AlmaLaurea e la Tua Università ti danno il benvenuto.

Rispondendo al questionario AlmaLaurea consentirai al sistema universitario italiano di ricavare utili elementi per migliorarsi. Nel questionario sono presenti, infatti, i quesiti che il Ministero dell’Istruzione, dell’Università e della Ricerca richiede agli studenti che concludono gli studi al fine della valutazione dell’esperienza universitaria.
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When you will have completed the 5 parts of the questionnaire, you will see a summary page, where you can choose one of 3 options:

➢ Go back to the University website (Esse3) to go on with the application for the final examination;
➢ Print the pdf receipt of the questionnaire
➢ Go back to AlmaGO

After clicking on “Back to the University webpage”, you will be redirected to the Notice Board of Esse3, where you can complete your application, by clicking on “Final Examination request” and then “Degree Award” -

Please select the session of the final examination (you should find only one available) and then click on “Next”.

In the “Preparatory checks for the final examination’s request” the Almalaurea Questionnaire should result completed (green button). If not (red button), the questionnaire has not correctly been completed and you are required to go back to Almalaurea and carry out the procedure (in this case, see the previous instructions). If the button is green, click on “Next”.

Now you are requested to fill in a form with some questions about your career (co-tutelle, doctor europeaus, intellectual property management, etc....) Please click on “Fill in” (or “Inizia un nuovo questionario”) to go on.

When you have answered all the questions, click on “Next”.

Here you will find a summary of your answers, that you can change if there are something wrong (“Edit”). If the questionnaire is correct, click on “Confirm”.

In the next page, click on “Esc”.
You will go back to the “Information about doctoral career” and the form should result as “completed” (green status). If not, repeat the last steps by clicking on “Fill in”. If the form results completed, click on “Next”.

In the next page you are requested some information about the doctoral thesis.

Key words are not a mandatory field but could be used to index your thesis in search engines (es: AlmaLaurea). Please complete the fields, then click on “Next”.

In the “Examination’s type” is mandatory to choose “discussione pubblica” (public discussion). Then click on “Next”.

You are required to select an area and an academic field, in order to classify your thesis (if the thesis includes more than one field, please enter the mayor field). The list could be in Italian language only, for the English translation see this document. Then click “Next”.
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In the next screen, you are required to enter your thesis supervisor (or more co-supervisors). Click on “Add” to continue.

Write the surname of your supervisor and then click on “Next”

If there are more professors with the same surname, you will have to choose the correct one in the list. Then click on “Next”.

If your supervisor is not in the list, please enter his/her data in the below. Then click on “Next”.
In the following screen, you can add other co-supervisors in the same way. When you have completed the input, click on “Next”.

Please check the summary of the thesis details. If all the data are correct, click on “Next”. If you need to correct something, click on “Back”.

In the next screen, there is a general summary of your request. If all data are correct, please confirm the submission.
In order to complete the request, you have to pay a contribution of € 72,00 (which includes two duty stamps of € 16,00) within 7 days after the request confirmation.

In the section My Tasse you will find the instruction for the payment through PagoPA system.
Elenco Tasse

Questa pagina visualizza le tasse in scadenza e l’importo relativo. Altre informazioni sono disponibili ai seguenti indirizzi:
- Simulatore tasse UniTrento, per avere una stima dell’importo totale nell’anno accademico. Una volta ottenuto il tuo valore ISEE università 2019
- Tasse universitarie UniTrento, importi, composizione e scadenze
- come verificare l’ISEE università
- come pagare le tasse universitarie con PagoPA

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Legenda:
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- pagamento in attesa
- ✔ pagato/pagato confermato
- ✔ abilitato il pagamento con PagoPA
- ✉ eseguita la stampa avviso PagoPA