



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA

## Graduation procedure

For the attainment of a Bachelor's, Master's or Single-Cycle Degree, it is necessary to pass a final examination.

The test procedure is set by the Teaching Regulation of each Degree Programme, therefore students should contact Teaching Office of their Department to obtain information on the final examination procedure.

### WHEN

The graduation dates are established by the Degree Programme Board / Department Board within the three graduation sessions during the academic year: the summer session, the autumn session and the extraordinary session.

In order to be awarded the degree, students must:

- **have passed all the exams within 21 days before the graduation date;**
- **have paid the tuition fees for the academic year of the graduation session.**

### HOW TO APPLY

Esse3 graduation application's handbook:

<https://www.unimore.it/servizistudenti/vediallegato.html?al=1118>

## **1. ONLINE APPLICATION on ESSE3**

**The online graduation application must be completed and submitted no later than 1 MONTH BEFORE THE GRADUATION SESSION** on [www.esse3.unimore.it](http://www.esse3.unimore.it).

By logging in to the Student Area in Esse3 – Degree Application section, students should:

- **Select the Final Examination session;**
- Check the "Transcript of academic records" and, if necessary, fill in the "Statement of Examination Not Yet Completed" (**ATTENTION:** to apply online for the Graduation session you do not need to have taken all exams);
- **Specify the type of thesis**, if it is a research thesis (*tesi di ricerca*) or a compilation style thesis (*tesi compilativa*);
- **Indicate the title** of the thesis (if it is not the final title, please indicate the provisional title which can be modified until 21 days before the graduation session);
- **Indicate the name of your Supervisor** (and Assistant Supervisor if any; if the Assistant Supervisor is not from Unimore staff, please provide his/her name, surname and e-mail);
- **Enter 5 keywords;**
- **Specify the Teaching Activity** on which the thesis has been developed;

- **ONLY FOR MASTER'S AND SINGLE-CYCLE'S DEGREE PROGRAMMES - Enter the Thesis Abstract** (in Italian and possibly in English);
- Fill in the Almalaurea form;
- Select "**Complete the Graduation application form**" ("*completa domanda conseguimento titolo*") in order to **SAVE ALL THE ENTERED DATA. This step is required to submit the Graduation application successfully.**

The title of the thesis, the name of the Supervisor or Assistant Supervisor, and the type of dissertation may be changed **UNTIL NO LATER THAN 21 DAYS BEFORE THE GRADUATION SESSION.**

The keywords and the thesis abstract may be changed **UNTIL NO LATER THAN 3 DAYS BEFORE THE GRADUATION SESSION.**

## **2. PAYMENT OF VIRTUAL STAMP DUTY**

**Virtual stamp duties must be paid no later than 21 DAYS BEFORE THE GRADUATION SESSION.**

Once the graduation application has been completed, log in to your personal reserved area in Esse3 within the Student Area, select "TAXES" from the menu and proceed with the payment of 2 virtual stamp duties:

- 1 stamp duty of € 16.00 for the graduation application: the payment is valid only for one academic year;
- 1 stamp duty of € 16.00 for the degree certificate (*parchment*): this payment is valid until graduation.

## **3. DOCUMENTS TO E-MAIL TO THE REGISTRAR'S OFFICE**

- **BACHELOR'S DEGREE STUDENTS DO NOT NEED TO SEND ANY DOCUMENTS TO THE REGISTRAR'S OFFICE.**
- **MASTER'S OR SINGLE-CYCLE'S DEGREE STUDENTS MUST SEND THE FOLLOWING DOCUMENTS TO THE REGISTRAR'S OFFICE NO LATER THAN 21 DAYS BEFORE THE GRADUATION SESSION:**
  - **Frontespizio tesi** (*Thesis cover page*) created on <https://morethesis.unimore.it/> (logging in with username and password also used to access Esse3). When creating the thesis cover page, students need to choose whether the thesis can be published or if a period of embargo (12 months / 18 months / 3 years) is required. The Supervisor's signature is not required on the thesis cover page
  - **Dichiarazione deposito elettronico della tesi** (*Declaration of thesis uploaded*) through the form published here: <https://international.unimore.it/forms.html>  
By filling in this form, graduating students declare under their own responsibility that what is attached in MoreThesis corresponds to the thesis discussed with the graduation committee and that the thesis is an original product and not a violation of copyrights. The author still declares, in agreement with his/her supervisor, whether he/she wants to publish the thesis or a period of embargo is required as indicated in the embargo form.
  - **If needed, the Thesis Embargo form** (only if this option has been selected) through the "Modulo di embargo" form published here: <https://international.unimore.it/forms.html>

**For some Degree Programmes, other documents should be submitted by different deadlines, therefore it is highly recommended to check the graduation procedure on the Departments websites.**

## **4. UPLOADING THE FINAL THESIS FILE**

### **a. BACHELOR'S DEGREE PROGRAMMES**

**By the deadlines set by each Department, students must upload the thesis file** (as .pdf file) on Esse3 by selecting "Complete the Graduation application form" on their Student Area – Degree Application section in Esse3.

ENGINEERING STUDENTS OF THE "ENZO FERRARI" DEGREE PROGRAMME DEPARTMENT MUST FOLLOW THE PROCEDURE PUBLISHED HERE:  
<https://www.ingmo.unimore.it/site/home/didattica/appelli-di-esame-e-di-laurea/appelli-di-laurea.html>

**IMPORTANT:** students must upload only the final thesis file on Esse3, which has been agreed with the Supervisor. Once uploaded the thesis file, the Supervisor will have to approve or reject it.

Students will receive an email with the approval or rejection. In case of rejection, students could upload another thesis file, if still in good time.

Only students who have their thesis approved will be admitted to the graduation session.

### **b. MASTER'S and SYNGLE-CYCLE'S DEGREE PROGRAMMES**

**Students must upload the thesis file by the deadlines set by each Department, or in any case no later than 3 days before the graduation session** (please check the deadlines published on the Department's websites).

Students may upload the final thesis file at the following link <https://morethesis.unimore.it/>. As the Supervisor receives an email for each file uploaded or updated, he/she should be up-to-date with the thesis progress. Until 3 days before the graduation session, **the Supervisor can stop the graduation procedure if the thesis is not satisfactory.**

If the graduation application is cancelled, students must delete all the files uploaded on Morethesis and communicate it to [help.morethesis@unimore.it](mailto:help.morethesis@unimore.it).

Practical guide for uploading the thesis on MoReThesis:  
<https://www.sba.unimore.it/site/home/ricerca-e-didattica/archivio-morethesis/articolo55625.html>

**PLEASE NOTE THAT IT IS FORBIDDEN AND ILLEGAL TO USE THE UNIVERSITY LOGO**

(as established by the University Senate on March 11<sup>th</sup>, 1997)