



TITLE AWARDING

Guide to “Title Awarding” by means of the special functionality in [Administrative Secretariat](#) (Cineca – Esse3)

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1. Checking of thesis assignment requirements

A student, who intends to apply for a dissertation topic assignment and, identify a Supervisor, must first check that he has met the requirements to start the procedure.

Assignment requirements are outlined in the specific "[Rules for the Final Dissertation and Graduation Exam](#)" of each Study Course.

2. Identifying the supervisor for the graduation thesis

A student who has met the requirements to be able to identify a Dissertation Supervisor can take contact with one of the professors of the modules comprised in his study program.

The request to the professor must first be made via the University institutional e-mail or within the reception time slots specified by the professor in his Teaching Activities Agenda.

Once the Supervisor has been identified and a topic for the dissertation discussion has been agreed with him, it will be possible, with the approval of the professor, to go on with the formalization of the assignment.



3. Thesis assignment in the Administrative Secretariat

Accessing the Title Awarding Dashboard

The student logs in to his restricted area of the Administrative Secretariat. From the top-right navigation menu, by selecting the "Degree" section and then "Title obtainment," the "Title Awarding Dashboard" can be accessed.

Student	
Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione

By clicking on the "Go on with the thesis procedure" button you can formally enter the dissertation assignment request.

Thesis title registration

The student can enter the following data previously agreed upon with the professor:

- Thesis Type
- Thesis title (it is possible to specify the topic agreed with the supervising professor and edit it by entering the final title of the thesis as soon as this is defined)
- Translation of the thesis title (entry not mandatory at this stage)
- Thesis abstract (entry not mandatory at this stage)
- Translation of the thesis abstract (entry not mandatory at this stage)
- Thesis language
- Training activities (Module).



A 1 2 3 4 5 ... >>

Thesis title registration

Enter the thesis title data

At this stage, it is possible to specify in the "Thesis Title" field the topic agreed on with the thesis supervisor. It will then be possible to modify it by entering the final title of the thesis as soon as it is decided.

Thesis title

Thesis type*	-
Thesis title*	<input type="text"/>
Translation of the thesis title	<input type="text"/>
Thesis abstract	<input type="text"/>
Translation of the thesis abstract	<input type="text"/>
Thesis language*	English
Training activities *	-

Back Continue

The information entered on this page can be edited by the student and professor until final approval of the dissertation by the thesis supervisor.

Supervisors' list

The student can enter the Supervisor's name.

A << ... 4 5 6 B 1

Supervisors' list

Check the supervisors listed for your thesis

List of supervisor category to be included into your thesis

Supervisor category	Min	Max	Actions
First supervisor	1	1	<input type="button" value="Add"/>
First co-supervisor	0	1	<input type="button" value="Add"/>

No supervisor associated to your thesis.

Back

Click on "add" and enter the professor's surname in the field provided. Then click "Continue."

Search supervisor

Enter data to search the thesis supervisor.

Search supervisor

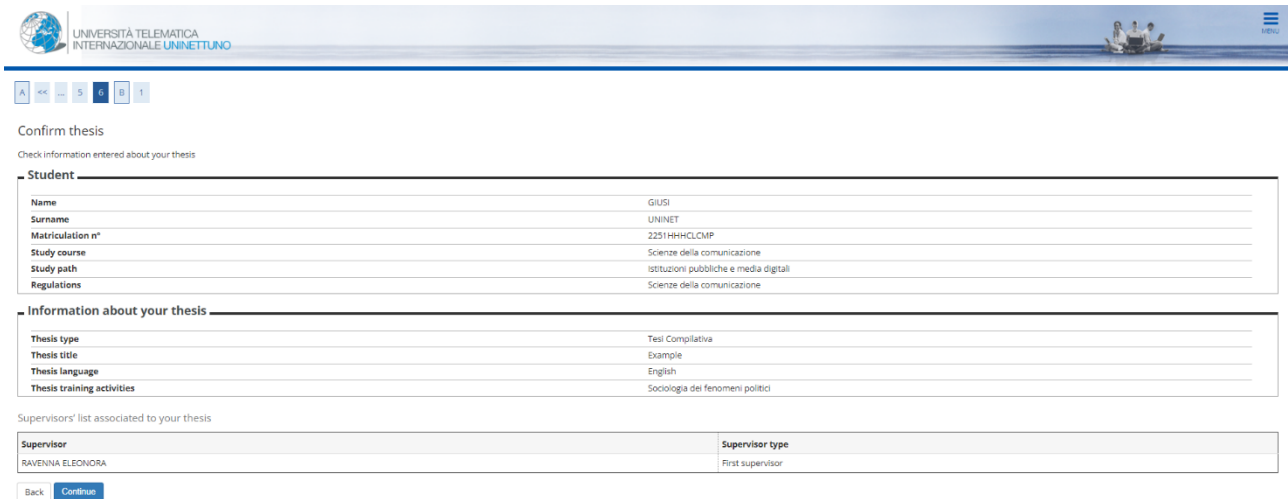
Surname

Back Continue

It will then also be possible to enter a Co-Supervisor, if previously agreed upon with the Supervisor.

Confirming the thesis

From the "Confirm Thesis" page, the student can check the information entered and finalize the procedure by clicking "Complete Your Thesis."



UNIVERSITÀ TELEMATICA
INTERNAZIONALE UNINETTUNO

Confirm thesis

Check information entered about your thesis

Student

Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione
Study path	Istituzioni pubbliche e media digitali
Regulations	Scienze della comunicazione

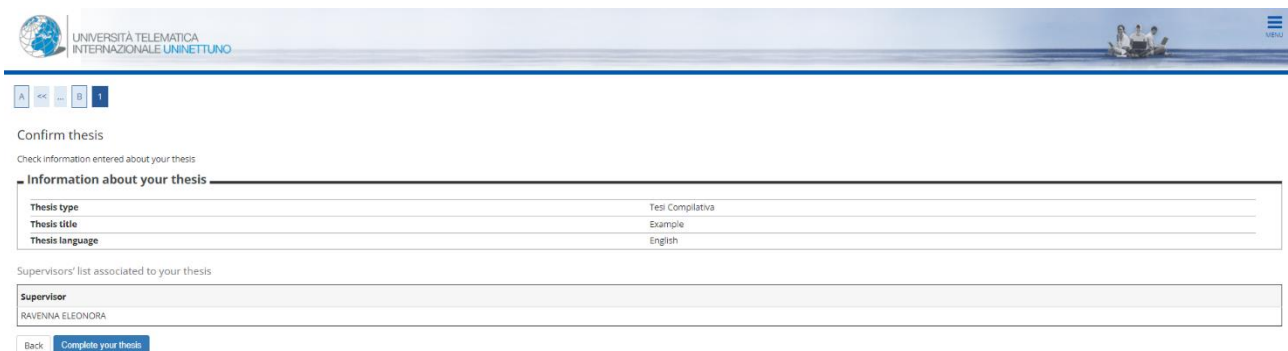
Information about your thesis

Thesis type	Tesi Compilativa
Thesis title	Example
Thesis language	English
Thesis training activities	Sociologia dei fenomeni politici

Supervisors' list associated to your thesis

Supervisor	Supervisor type
RAVENNA ELEONORA	First supervisor

Back [Continue](#)



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INTERNAZIONALE UNINETTUNO

Confirm thesis

Check information entered about your thesis

Information about your thesis

Thesis type	Tesi Compilativa
Thesis title	Example
Thesis language	English

Supervisors' list associated to your thesis

Supervisor
RAVENNA ELEONORA

Back [Complete your thesis](#)

At the end of the procedure, the system sends an e-mail to the student confirming the entry of the request, which must be accepted by the professor.

Presentazione tesi [Posta in arrivo x](#)



Segreteria Studenti UNINETTUNO <info@uninettunouniversity.net>
a me ▾

Gentile GIUSI UNINET,
le comuniciamo che la sua richiesta di Assegnazione dell'argomento Tesi è stata correttamente inserita. Riceverà una successiva notifica di accettazione o rifiuto da parte del Docente.
Cordiali saluti e buono studio.

After the Supervisor has confirmed the acceptance of the graduating student, the system sends a confirmation e-mail to the student.



4. Final exam admission application (selection of the graduation session)

A student who intends to discuss his thesis in a specific session, in agreement with the Supervisor, makes a request during the periods fixed by the individual "[Rules for the Final Dissertation and Graduation Exam](#)" of each Study Course.

Accessing the Title Awarding Dashboard

The application can be finalized in the restricted area of the Administrative Secretariat. From the top-right navigation menu, selecting the "Degree" section and then "Title obtainment" allows access to the "Title awarding dashboard."

By clicking on the "Go on with the title awarding Procedure" button and then "Title obtainment" you can make the entry of the title awarding application.

> Title awarding

Title awarding dashboard

Before starting the thesis procedure you must:

- Have checked, in the [Thesis Regulations of your degree course](#), that you have met the requirements to apply for the assignment of a topic to prepare your final dissertation
- Have agreed with your supervising teacher the topic of your final dissertation

Student

Name	GIUSI
Surname	UNINET
Matriculation n°	2251 HHHCLCMP
Study course	Scienze della comunicazione

The title awarding application was not submitted

[Go on with the title awarding procedure](#)

Thesis summary

Thesis details	Display thesis details
Tipo della tesi	Tesi Compilativa
Thesis title	Example
Thesis training activities	Sociologia dei fenomeni politici

[Edit thesis](#) [Delete thesis](#)

Supervisors' list associated to your thesis

Supervisor	Supervisor type
RAVENNA ELEONORA	First supervisor



Selecting the graduation session and call

The student selects the graduation session, which he wishes to apply for admission to the final exam. In case of multiple calls for the same session, the one referring to the last running Academic Year must be selected.



A 1 2 3 B 1 ... >>

Selecting graduation session and call

Select the session and call in which you want to obtain your graduation title

Student	
Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione

Session and call

Calls* Call of the session marzo 2023 from 01/03/2023 to 31/05/2023

Academic year	Session
2022/2023	marzo 2023

Calls* Call of the session marzo 2023 from 01/03/2023 to 31/05/2023

Academic year	Session
2021/2022	marzo 2023

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As the request progresses, the system performs preliminary administrative checks.



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Preliminary checks to submission of title awarding application

The following preliminary checks were carried out before submission of title awarding application.

Student	
Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione

Check application

- Regular enrollment in the last year of planned course
- Student with enabled career
- No outstanding fee payments

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The system then directs the student to the "Thesis Title Registration" page

Thesis title registration

The student can complete the following data entry previously agreed upon with the Professor:

- Thesis Type
- Thesis title (it is possible to specify the topic agreed with the supervising professor and edit it by entering the final title of the thesis as soon as this is defined)
- Translation of the thesis title
- Thesis abstract
- Translation of the thesis abstract
- Thesis language
- Training activities (Module).



Thesis title registration

Enter the thesis title data
At this stage, it is possible to specify in the "Thesis Title" field the topic agreed on with the thesis supervisor. It will then be possible to modify it by entering the final title of the thesis as soon as it is decided.

Thesis title

Thesis type*	Tesi Compilativa
Thesis title*	Example
Translation of the thesis title *	
Thesis abstract*	Example
Translation of the thesis abstract*	Example
Thesis language*	English
Training activities *	[SDC42] Sociologia dei fenomeni politici

Back Continue

The information entered on this page can be edited by the student and professor until final approval of the thesis by the thesis Supervisor.



Confirming the thesis

From the "Confirm Thesis" page, the student can check the information entered and complete the procedure by clicking "Continue" and "Complete Degree Application."



Confirm thesis

Check information entered about your thesis

Student

Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione
Study path	Istituzioni pubbliche e media digitali
Regulations	Scienze della comunicazione

Information about your thesis

Thesis type	Testi Compilativa
Thesis title	Example
Thesis title in English	Example
Thesis abstract	Example
Translation of the thesis abstract	Example
Thesis language	English
Thesis training activities	Sociologia dei fenomeni politici

Supervisors' list associated to your thesis

Supervisor	Supervisor type
RAVENNA ELEONORA	First supervisor

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At the end of the procedure, the system sends an e-mail to the student confirming that the request has been entered.



5. Approval of the final dissertation

The approval is divided into two parts

Part I:

The professor validates the thesis by approving it on the system in the specific section. The system notifies the student of approval by sending an e-mail.

Part II:

Upon receiving notification of Graduation Thesis Approval, the student can end the thesis completion process and upload the final work annex.

Accessing the Title Awarding Dashboard area

The application can be finalized in the restricted area of the Administrative Secretariat. From the top-right navigation menu, by selecting the "Degree" section and then "Title obtainment," the "Title awarding Dashboard" can be accessed.

Clicking on the "Go on with the thesis completion procedure" button and then "Thesis completion" will allow you to upload of the final thesis annex previously approved by the thesis supervisor.

- Title awarding

Title awarding dashboard

Before starting the thesis procedure you must:

- Have checked, in the [Thesis Regulations of your degree course](#), that you have met the requirements to apply for the assignment of a topic to prepare your final dissertation
- Have agreed with your supervising teacher the topic of your final dissertation

Student	
Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione

Title awarding application summary	
Session/call details	Display session and call details
Application status	Presentata
Session	marzo 2023
Call	Data inizio
Graduation session starting date	01/03/2023

Thesis summary	
Thesis details	Display thesis details
Tipo della tesi	Tesi Compilativa
Thesis title	Example
Thesis training activities	Sociologia dei fenomeni politici

[Go on with the thesis completion procedure](#)

Supervisors' list associated to your thesis

Supervisor	Supervisor type
RAVENNA ELEONORA	First supervisor



Uploading the final graduation thesis annex

It is possible to check the data previously entered

A 1 2 B 1 C ... >>

Thesis completion

Complete the data relating to the title of the thesis.

Thesis completion

Thesis type*	Testi Compilativa
Thesis title*	Example
Translation of the thesis title *	Example
Thesis abstract*	Example
Translation of the thesis abstract*	Example
Thesis language*	English
Thesis training activities*	[SDC42] Sociologia dei fenomeni politici

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A 1 2 B 1 C ... >>

Confirm thesis completion

Check information entered about your thesis

Student

Name	GIUSI
Surname	UNINET
Matriculation n°	2251HHHCLCMP
Study course	Scienze della comunicazione
Study path	Istituzioni pubbliche e media digitali
Regulations	Scienze della comunicazione

Information about your thesis

Thesis type	Testi Compilativa
Thesis title submission date	12/05/2023
Thesis title	Example
Thesis title in English	Example
Thesis abstract	Example
Translation of the thesis title	Example
Thesis language	English
Thesis training activities	Sociologia dei fenomeni politici

* Supervisors' list associated to your thesis

Supervisor

RAVENNA ELEONORA

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A << ... B 1 C 1

Managing final thesis annex

Check final annex submitted for your thesis

Entered annexes

No annex entered

Add new enclosure

Back

Continue



A << ... B 1 C 1

Statement on final thesis annex

Enter information about final thesis annex

Statement on final thesis annex

Title:*

Description:

Accepted extension are: pdfpdf

Annex:*

Select File

Confirm final thesis

I confirm that this thesis is the final one

Attention! By confirming the final annex, it will no longer be possible to modify it.

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Continue

A << ... B 1 C 1

Managing final thesis annex

Check final annex submitted for your thesis

Entered annexes

Title	Actions	Confirmed
Example		Yes

Back

Continue



Confirm thesis

Check information entered about your thesis

Information about your thesis

Thesis type	Tesi Compilativa
Thesis title	Example
Translation of the thesis title	Example
Thesis abstract	Example
Translation of the thesis abstract	Example
Thesis language	English

Supervisors' list associated to your thesis

Supervisor
RAVENNA ELEONORA

[Back](#) [Complete your thesis](#)

The professor approves the uploaded annex. The system notifies the student of approval by sending an e-mail.

Once the procedure is completed, the data are no longer editable