



Student Services @nline. A single password for a world of services.

Tutorial on how to apply for your degree online

This document provides giudelines for filling out the online degree application form.

NOTE: To complete the degree application you need to do the following:

- complete the Almalaurea questionnarie (see <u>tutorial</u>);
- verify that you have satisfied all academic requirements;
- verify that all tuition fees have been paid.

This guide provides operational instruction.





l'umanesimo che innova

Servizi online





Access the university's Service page at https://studenti.unimc.it

and click on the «Menu» icon at the upper right of the page.

Online student services

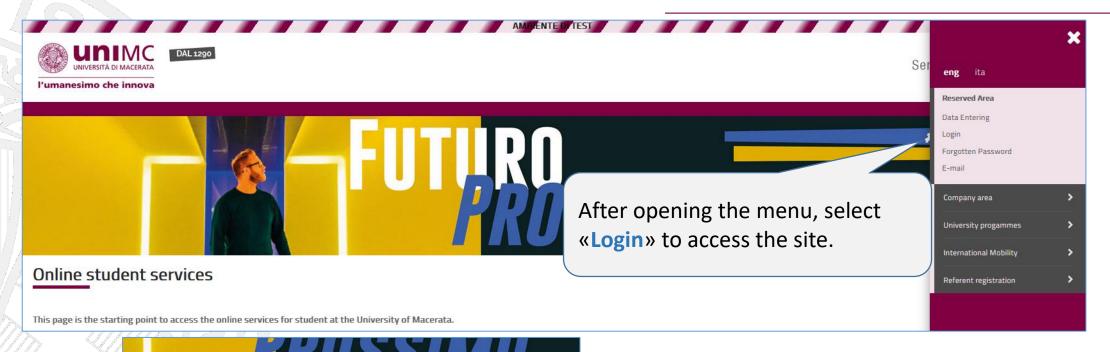
This page is the starting point to access the online services for student at the University of Macerata.

If this is your first contact with the University of Macerata, first enter your data, then you'll receive your username and password. Before the first access, your browser will ask you to confirm the website authenticity. After confirming it, the message will not be displayed any more.

For further information about undergraduate programmes, administrative enquries and any issues concerning registration and enrolment, please email ss.foreignstudent@unimc.it. For further information about postgraduate programmes, administrative enquiries and any issues concerning registration and enrolment, please email postlauream@unimc.it. For technical problems in accessing your personal page, please email servizi.online@unimc.it. For any problems with the English version of this online service, please email servizi.online@unimc.it.

Home Guida dello studente myUNIMCJApp Contatti Problemi di accesso





Accedi alla tua Area Riservata Username (NON va inserito @studenti.unimc.it) Password Hai dimenticato la password? Accedi

Enter your university credentials.



DAL 1290

Servizi online





Open the menu at the top right.

(Last access on 15/07/2021 alle 12:04 from IP193.205.123.17]
[Hai sbagliato una volta il login prima di questo accesso]

Welcome

(Student Reg. N.

Welcome to your reserved area!

Avvisi

Hide details ▼



ATTENZIONE

Gli studenti che intendono prenotare un appello o discutere direttamente la propria tesi di laurea con la modalità di svolgimento a DISTANZA devono compilare online il form di richiesta disponibile nel sito del proprio Dipartimento utilizzando i seguenti link:

- Dipartimento di Studi Umanistici
- Dipartimento di Giurisprudenza
- Dipartimento di Economia e Diritto
- Dipartimento di Scienze della Formazione, Beni Culturali e Turismo
- Dipartimento di Scienze Politiche, della Comunicazione e Relazioni Internazionali

Gli studenti che sosterranno gli esami in PRESENZA potranno prenotare solo dopo aver preso visione delle norme d'Ateneo per l'accesso alle sedi d'esame.

Personal Information Show details >

Dashboard Hide details

	Processo	Status	Da fare
	Fees	⊙ to be paid	<u>visualizza</u>
	Academic career plan	o non modificabile	
~. (available exam dates	o 12 available exam dates	sign up
	Exam enrolment	⊙ 0 prenotazioni	

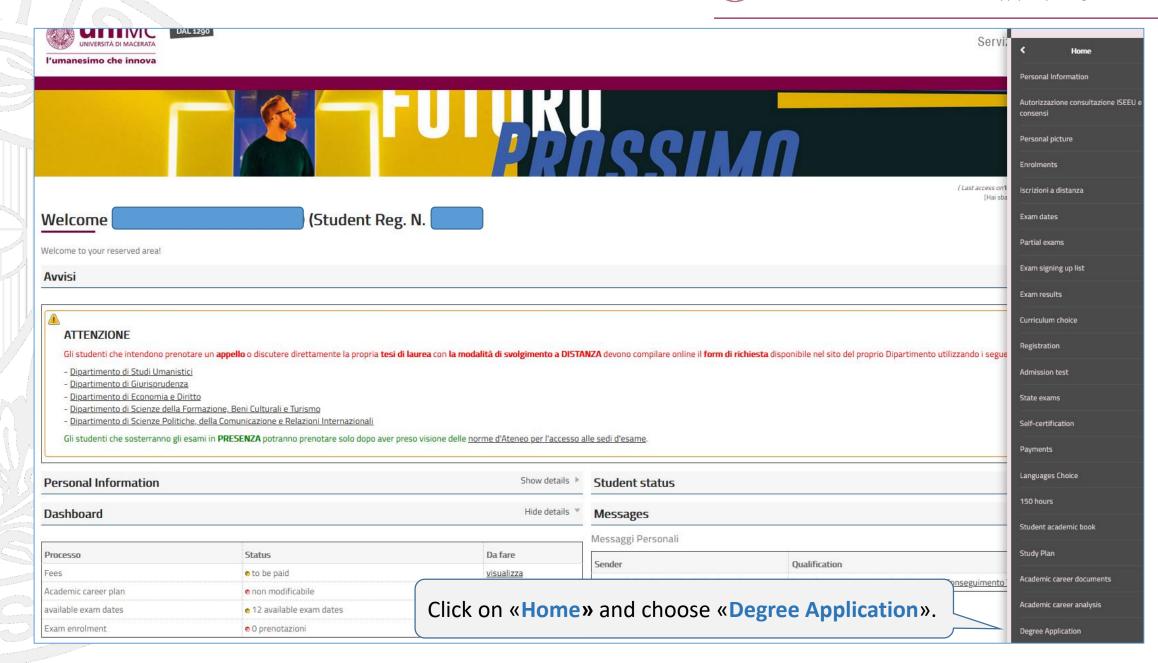
Student status	Show details ▶

Messages Hide details **

Messaggi Personali

Sender	Qualification	Date
Segreteria Studenti - Dip. di Giurisprudenza	Procedura web presentazione Domanda Conseguimento Titolo	07/07/2021

other...



* » Conseguimento titolo

Conferment of Qualification Notice Board

Select option.

PLEASE NOTE: Before beginning the application procedure, fill out the Almalaurea graduating student questionnaire using the Registrazione/Accesso ad Almalaurea button (if you encounter difficulties, consult the tutorial).

List of documents to enclose:

- Visualizza o scarica l'help della procedura.
- View or download online tutorial procedure.

The procedure is simplified for post-graduate courses.

NOTE:

Undergraduates who intend to discuss their degree thesis online must fill in the appropriate application form available on the website of their Department using the following links:

- Dip. Studi Umanistici
- Dip. Giurisprudenza
- Dip. Economia e Diritto
- Dip. di Scienze della Formazione, Beni Culturali e Turismo
- Dip. Scienze Politiche, Comunicazione e Rel. Int.

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_	_	Lu	u	CI	ıL

Name

Surname

Student Registration Number

Degree programme

Neither the application for qualification conferment, nor the dissertation approval form have been submitted

Go to qualification conferment procedure

Registrazione/Accesso ad AlmaLaurea

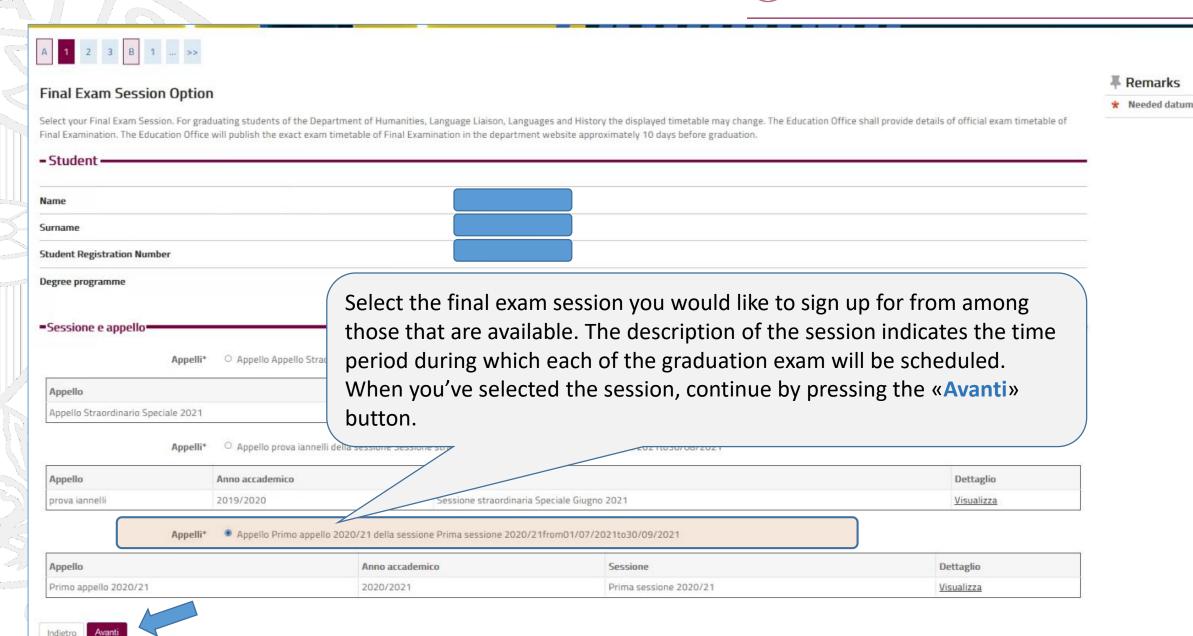
Before beginning the application procedure, fill out the *Almalaurea* graduating student questionnaire using the «Registrazione/Accesso ad AlmaLaurea» button (if you encounter difficulties, consult the tutorial). To begin filling out the degree application form, click on the «Go to qualification conferment procedure» button.

Conseguimento titolo

Attraverso le pagine seguenti sarà possibile effettuare l'inserimento della domanda conseguimento di laurea

Conseguimento titolo

Continue by clicking on the **Conseguimento titolo** button.



Additional Information

Remarks

Needed datum

Include information listed below concerning your application for conferment of qualification.

PLEASE NOTE:In the Section Authorization applicants may or may not authorize the University of Macerata to process your personal and academic data and release such data for you to receive job offers, commercial literature or to enable third parties to view your dissertation.

- Student

Name

Surname

Student Registration

Indicate your preferences in the **«Controlli»** section regarding whether or not you authorize your university career information to be used for advertisement, for job postings, and for the consultation of your thesis. Continue by pressing the **«Avanti»** button.

Degree programme

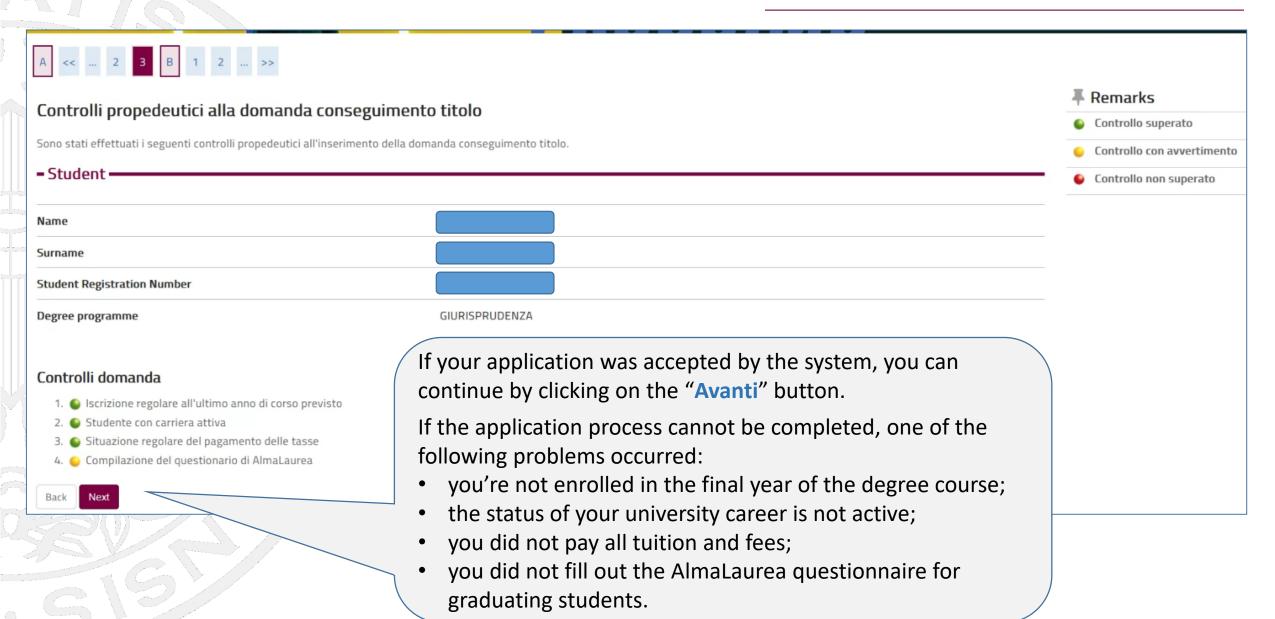
Controlli

- ✓ AUTORIZZO A TRASMETTERE I MIEI DATI AD ENTI PUBBLICI E PRIVATI CHE NE FACCIANO RICHIESTA PER COMUNICAZIONI RELATIVE A CORSI DI STUDIO, MASTER, SCUOLE DI SPECIALIZZAZIONE E ALTRE INFORMAZIONI PUBBLICITARIE
- ✓ AUTORIZZO A TRASMETTERE I MIEI DATI AD ENTI PUBBLICI E PRIVATI CHE NE FACCIANO RICHIESTA PER COLLABORAZIONI PROFESSIONALI A VARIO TITOLO, STAGE O ASSUNZIONI PRESSO LE LORO STRUTTURE
- ☑ AUTORIZZO LA CONSULTAZIONE TESI, FATTO DIVIETO DI RIPRODURRE, IN TUTTO O IN PARTE, QUANTO IN ESSA CONTENUTO



Indietro

Avanti





Deposito titolo tesi

Remarks

Needed datum

Include details of dissertation title.

Società terze dei propri dati anagrafici e di carriera

Indietro

PLEASE NOTE: When choosing the <u>learning activity (subject of dissertation)</u> linked to your dissertation the menu lists activities in your stude which you will be able to include in the following page in the blank space. **Use UPPER CASE letters.**

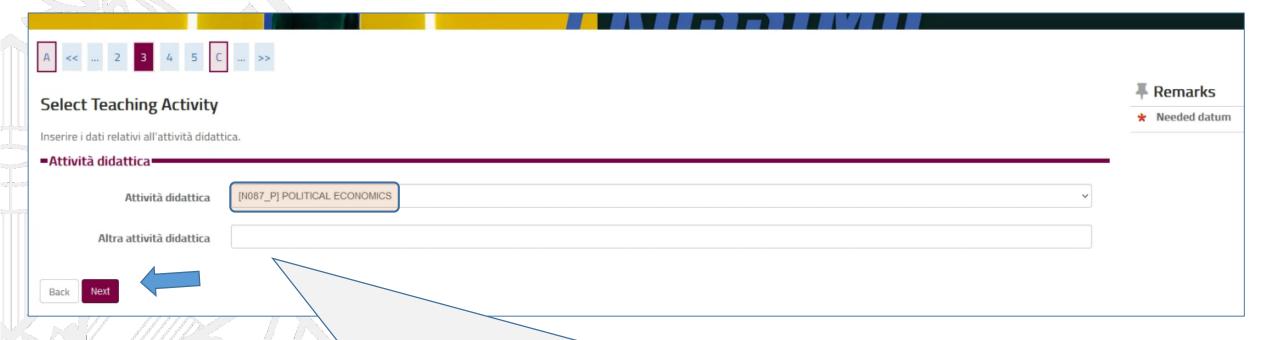
Titolo tesi Tesi Procedimento ordinario virtuale Tipo tesi Titolo tesi' Il Mercato Globale Titolo tesi in lingua* Global Market [N087 P] POLITICAL ECONOMICS Attività didattica Autorizza la diffusione a

Enter the information for your thesis or final project (thesis type, title in Italian and English, the coursework linked to your thesis, etc.).

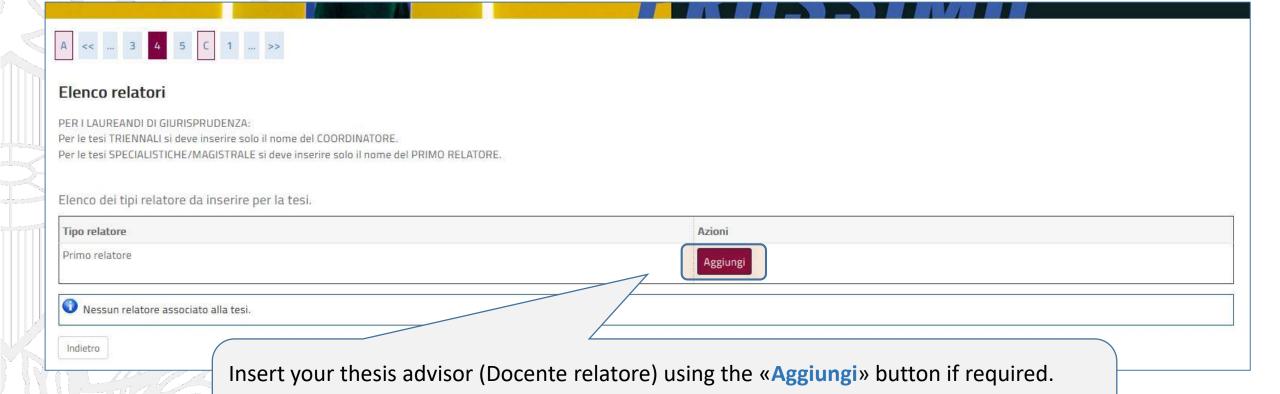
The list of "**Tipo Tesi**" allows you to choose how to defend your thesis. If you would like the <u>defense to be remote</u>, choose either "**virtuale**" or "**online**".

If the coursework linked to your thesis is not listed among those you completed, do not choose anything. Continue and you will be able to enter it manually on the next page.

After you have entered the data, continue by using the "Avanti" button.

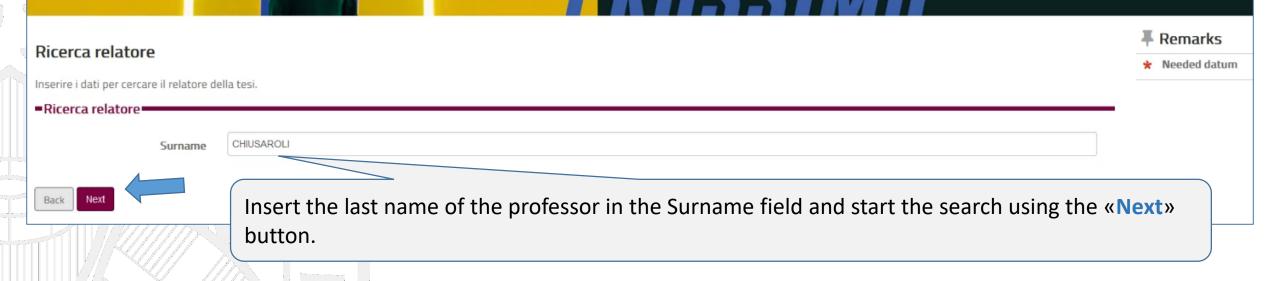


Confirm the coursework linked to your thesis that has already been entered or add it manually in the "Altra attività Didattica" field. Then continue by pressing the "Next" button.



For some courses (graduate courses for example) you might not have to indicate the

name of your thesis advisor and this step will be skipped.



Scelta relatore

Selezionare o inserire i dati del relatore della tesi.

=Relatori=

© CHIUSAROLI FRANCESCA (STUDI UMANISTICI - LINGUE, MEDIAZIONE, STORIA, LETTERE, FILOSOFIA) (Ruolo: Professore ordinario di 1a fascia)

Indietro Avanti

Select your thesis adviser and continue by pressing the «Avanti» button. If required, repeat the procedure to insert your thesis advisor or co-advisor



Elenco relatori

PER I LAUREANDI DI GIURISPRUDENZA:

Per le tesi TRIENNALI si deve inserire solo il nome del COORDINATORE.

Per le tesi SPECIALISTICHE/MAGISTRALE si deve inserire solo il nome del PRIMO RELATORE.

Elenco dei tipi relatore da inserire per la tesi.

Tipo relatore	Min	Max	Azioni
Primo relatore	0	2	Aggiungi
Primo Coordinatore	0	2	Aggiungi

Elenco dei relatori associati alla tesi.

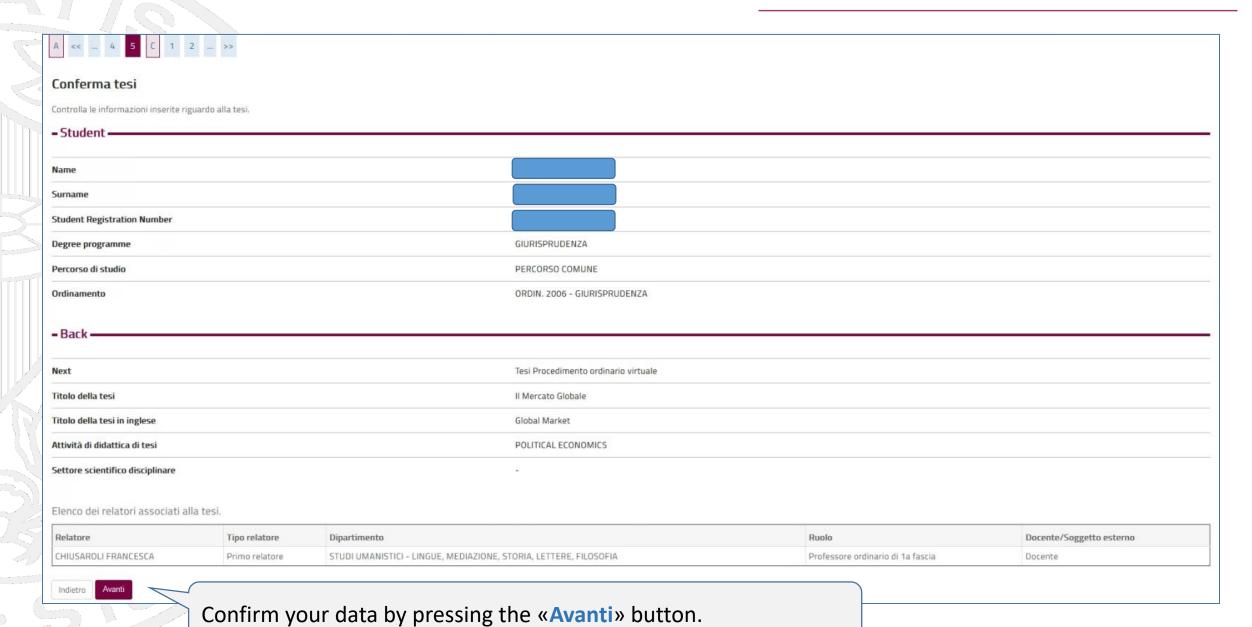
Relatore	Tipo relatore	Azioni
CHIUSAROLI FRANCESCA	Primo relatore	Elimina

Indietro Avanti

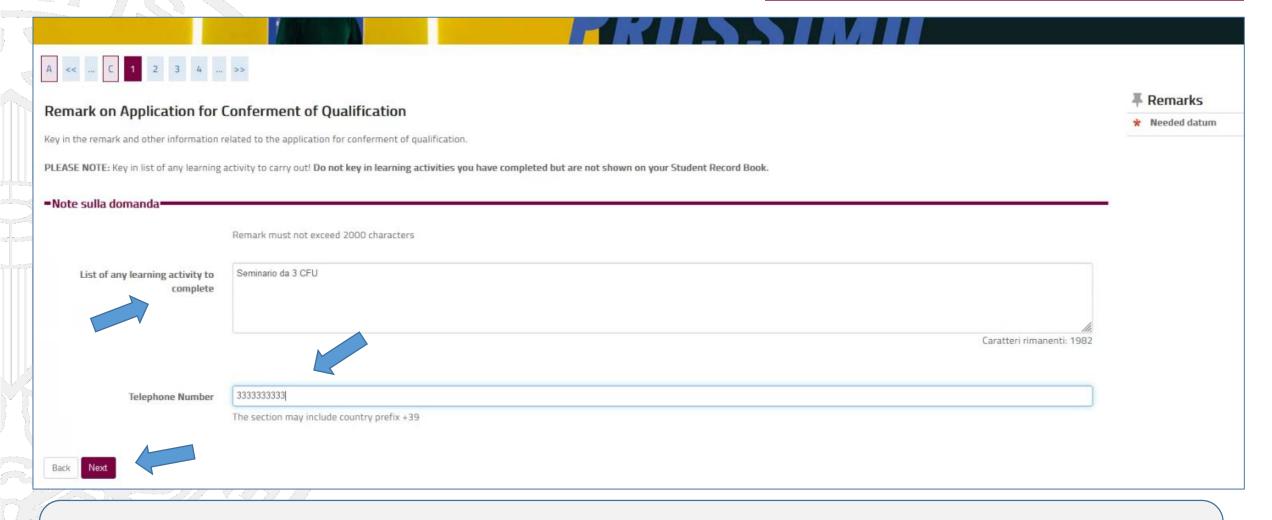
Confirm your data by pressing the «Avanti» button.

Remarks

* Needed datum



16



Insert the list of all courses that still have not been passed to facilitate the Registrar's Office in checking the application. Do not include courses that have been passed but not yet registered in your booklet. Please provide a telephone contact number where you can be reached. Then proceed using the «Next» button.







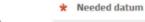












Remarks

PLEASE NOTE: By carrying on with procedure you acknowledge that submitting work produced by another person as your own is a criminal offence according to Law No. 475/1925 "Repression of false attribution to one self of work originally produced by another person on part of applicants to a degree, diploma, appointment, qualification and high office".

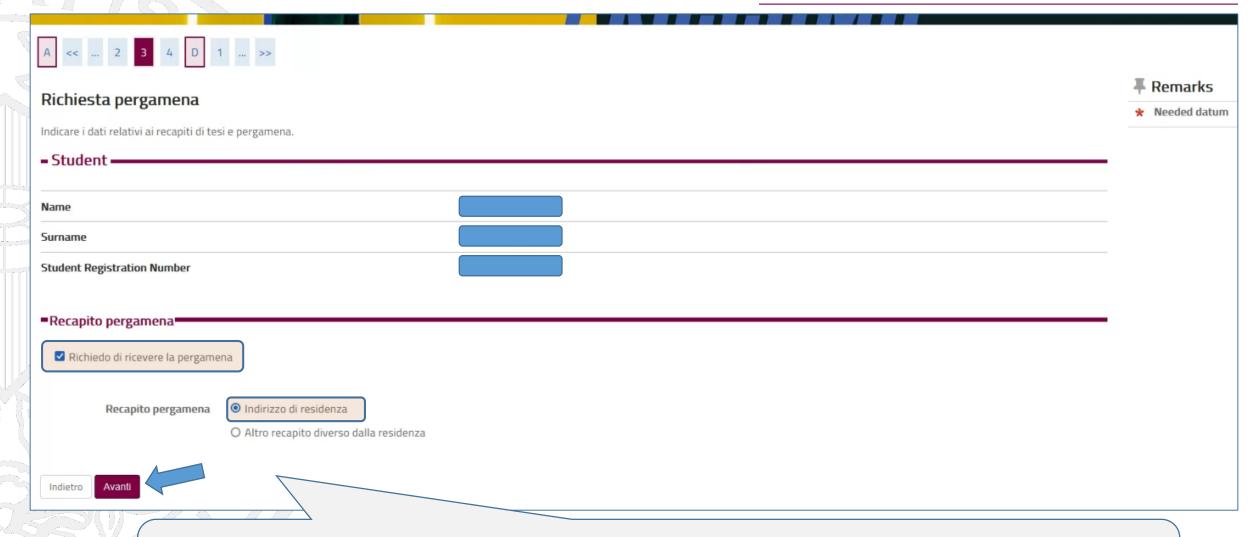






Please read the anti-plagiarism warning and continue by using the «Next» button.





This section allows you to request the delivery of your diploma. Check the «Richiedo di ricevere la pergamena» box and choose whether you want it delivered to your home address or at another destination, which you can specify in the appropriate field. Then continue by clicking on «Avanti».

Conferma documentazione domanda conseguimento titolo		
Verificare le informazioni inserite nelle pagine precedenti.		
- Student		
Name		
Name		
Surname		
Student Registration Number		
Degree programme	GIURISPRUDENZA	
Percorso di studio	PERCORSO COMUNE	
Ordinamento	ORDIN. 2006 - GIURISPRUDENZA	
- Conferma Informazioni aggiuntive		
Note inseribili tramite multilingua	Seminario da 3 CFU	
Recapito telefonico dello studente	333333333	
Pergamena richiesta	Yes	
Tipo indirizzo pergamena	Indirizzo di residenza	
Indirizzo recapito della pergamena		
Proceed using the «Next» butto	n.	

UNIVERSITÀ DI MACERATA

Conferma conseguimento titolo

Verifica i dati inseriti per il conseguimento titolo.

- Student -		
Ded Cite		

Surname

Student Registration Number

Degree programme

GIURISPRUDENZA

- Sessione/appello -

Anno accademico	2020/2021
Sessione di laurea	Prima sessione 2020/21
Data inizio sessione di laurea	01/07/2021
Data fine sessione di laurea	30/09/2021
Data appello di laurea	01/08/2021
Appello di laurea	Primo appello 2020/21
Dettaglio appello	Vai al dettaglio appello

Informazioni Tesi

Tipo della tesi	Tesi Procedimento ordinario virtuale
Titolo della tesi	Il Mercato Globale
Titolo della tesi in inglese	Global Market
Attività di didattica di tesi	POLITICAL ECONOMICS
Settore scientifico disciplinare	

Elenco dei relatori associati alla tesi.

1	Relatore	Tipo relatore	Docente/Soggetto esterno
	CHIUSAROLI FRANCESCA	Primo relatore	Docente

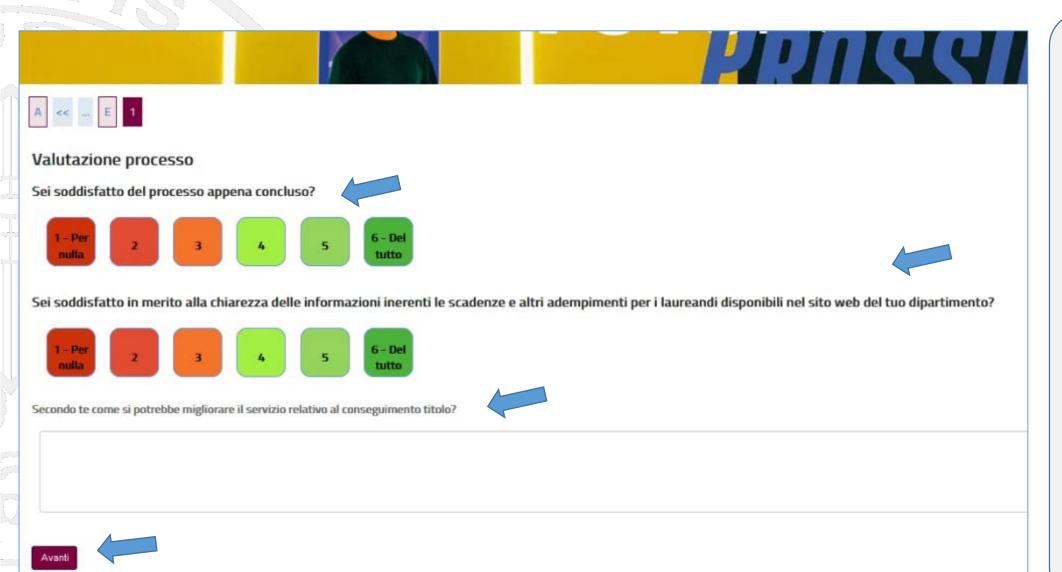
- Conferma Informazioni aggiuntive

	- Content and marion application	
	Recapito telefonico dello studente	333333333
	Pergamena richiesta	Yes
<i>j</i>	Tipo indirizzo pergamena	Indirizzo di residenza

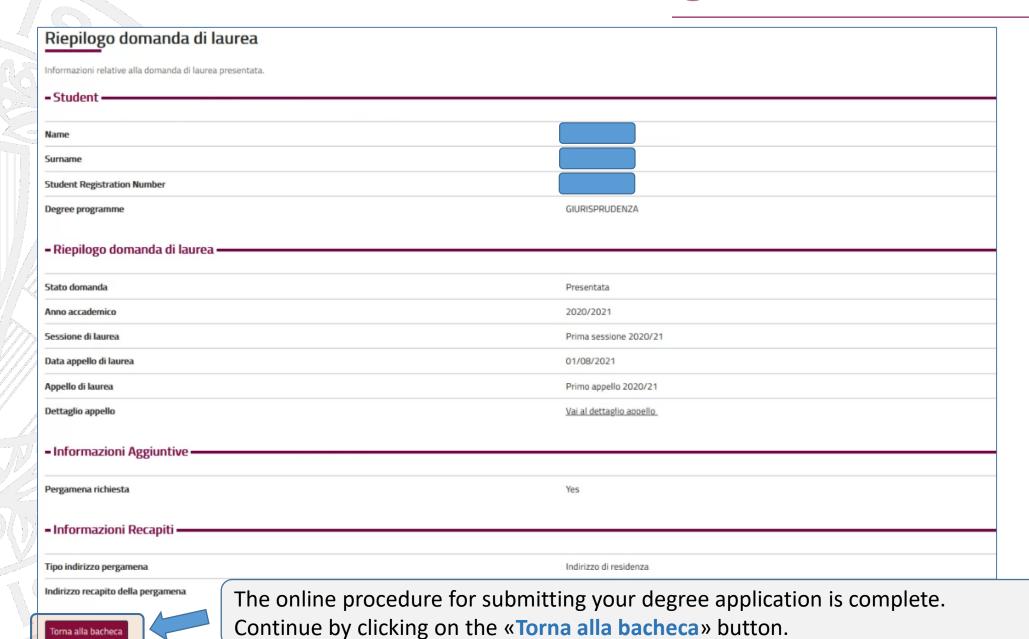
Indirizzo recapito della pergamena

etro Completa domanda conseguimento titolo

Complete the procedure using the «Completa domanda conseguimento titolo» button.



If requested, express your opinion on the online procedure for submitting your degree application. If you like, you can provide us with suggestions to improve the procedure. Then continue by clicking on the «Avanti» button.



Conferment of Qualification Notice Board

Select option

PLEASE NOTE: Before starting procedure you need to answer the ALMALAUREA Questionnaire and the receipt acknowledging successful completion (file/pdf print out) must be enclosed to the qualification conferment you may find further details on how to answer the questionnaire on the webpage Laureandi.

View or download procedure <u>help page</u>.

List of tutors linked to dissertation

Nessun allegato associato alla tesi.

CHIUSAROLI FRANCESCA

View or download <u>online tutorial procedure</u>

- Student	
Name	
Surname	
Student Registration Number	
Degree programme	GIURISPRUDENZA
Registrazione/Accesso ad AlmaLaurea Summary of Conferment of Qualification	
Details on Final Exam Session	View details on Final Exam Session
Application Status	Submitted
Session	Prima sessione 2020/21
Final Exam Session	Primo appello 2020/21
Timetable of Final Exam Session	01/08/2021
- Summary of Dissertation	
Details on Dissertation	View details on Dissertation
Type of Dissertation	Tesi Procedimento ordinario virtuale
Title of Dissertation	II Mercato Giobale
Dissertation learning activity Upload Thesis Edit Dissertation Cancel Dissertation	POLITICAL ECONOMICS

When you return to the «Conferment of Qualification Notice Board» page, you can modify or add to your application using the appropriate buttons in the various sections.

In the «Summary of Dissertation» section, use the «Upload Thesis» button to upload the final copy of your document. The procedure is explained in the «tutorial on uploading your thesis».

NOTICE: since graduating students in Language Mediation are not required to submit a thesis, they must upload the degree exam topic form duly signed by their faculty advisor in place of a thesis, using the «Upload Thesis» button.

Type of tutor

Primo relatore



After the degree application has been submitted, the system generates two *PagoPA payment notices* for the original diploma (only if you requested it) and for the digital stamp for the degree application. They are available on the «Payment» page in the Reserved Area («Home»), using the menu.

To open the detail page of the notices and to print them or to proceed directly with online payment, click on the link for the relative invoice number.

₩ » Elenco Tasse » Fees				
Invoice details				
- Invoice1779274				
Expiry date		01/08/2021		
Amount		16,00 €		
Procedure		PAGAMENTO MEDIANTE NODO		
Se si utilizza il pulsante rosso "Paga con PagoPA" verrà richiesto di scegliere il Prestatore di Servizi di Pagamento (es. una banca o un altro istituto di pagamento) e relativo servizio da questo offerto (es. addebito in conto corrente, carta di credito, ecc.), per poi effettuare la transazione tramite il "Nodo Dei Pagamenti - SPC" gestito dall'Agenzia per l'Italia Digitale. Altre informazioni al link: www.agid.gov.it				
Anno in	istalment Item	m	Amount	
	ATO TITOLO			
BOLLO VIRTUALE SU DOMA CONSEGUIMEN	TIO TITOLO		1000	
A A		ILLO VIRTUALE DOMANDA CONSEGUIMENTO TITOLO	16,00 €	

On the invoice detail page you can print it using the white Print notice for PagoPA («Stampa avviso per PagoPA») button or you can proceed directly with online payment using the red Pay with PagoPA («Paga con PagoPA») button. If needed, you can consult the «Pagamenti tasse e contributi con PagoPA» tutorial.

If you need a receipt for your payments, visit the «Portale UniMC dei pagamenti con PagoPA».

NOTICE:

- If the registrar's office has confirmed your application, you can no longer make changes to and all of the buttons to edit or delete information will disappear from the «Conferment of Qualification Notice Board» page. You will only be able to display the detail page of your application. If you need to cancel your degree application, you must contact your registrar's office.
- If the registrar's office has canceled your degree application because you have decided not to graduate during the session you chose or for other reasons, you will have to repeat the same procedure described in this tutorial to select a degree exam session and to submit the degree application. In this case, the system will display the information from your old application, which you can freely change if the information has changed or confirm if it has remained the same. Once you have completed the application procedure, you must notify the registrar's office because they must charge you for another digital stamp for the second degree application.
- At the end of the online procedure, an e-mail will be automatically sent to the faculty advisor you selected. The same e-mail will be sent to you in CC as a notice that your degree application was correctly submitted.
- As regards graduating students from the Departments of Law, Education, Cultural Heritage and Tourism, the faculty advisor chosen must explicitly approved the title of your thesis. Upon approval, you will receive an automatically generated e-mail to confirm the acceptance of the thesis title by the advisor. For all other departments the title of the thesis does not have to be approved by the thesis advisor.

Do not forget to «logout» in order to terminate your session.







Student Sevices @nline. A single password for a world of services.

Tutorial on how to apply for your degree online

USEFUL LINKS:

- ❖ <u>Tutorial on filling out the Almalaurea questionnaire</u>
- **❖** Tutorial on uploading the final copy of you thesis
- Student services online
- Courses
- Enrollment and university career
- * Registration
- Tuition and fees
- Financial aid
- Guide to paying tuition and fees using «PagoPA»
- Contacts