

Thesis guidelines

Content

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1.
Assigning a
Thesis

2.
Writing a
Thesis

3.
Applying
for Defense

4.
Defense
Day



1. Assigning a Thesis



1 semester

1. Assigning a Thesis

a.
Reflect on the
area you are
interested in **for**
research

b.
Choose the
supervisor & define
the **subject** of your
thesis



2. Writing a Thesis



II semester

2. Writing a Thesis

SEE DOCUMENT AT [THIS LINK](#) FOR SOME PRACTICAL GUIDELINES
ON HOW THE DEGREE THESIS SHOULD BE STRUCTURED AND
COMPILED



3. Applying for the Defense

Step 1

3. Applying for Defense



By **DEADLINE 1**

Complete the
"Questionario
Laureandi"

- ☐ Area Riservata /
- ☐ Conseguimento Titolo/
- ☐ Registrazione
(Accesso Almalaurea)

Proceed with registration

- ☐ Area Riservata (you have to repeat the access one more time) see -> **Conseguimento Titolo**

Complete the
Graduation
Application ONLINE

- ☐ Area Riservata
see -> Payments section
Payment of 116 euros for:
 - Degree parchment
 - Graduation fees
 - Virtual duty stamp of 16 euro

Step 2



No later than
DEADLINE 2

3. Applying for Defense

Upload thesis in
PDF/A format

Student's booklet
"libretto" must be
completed

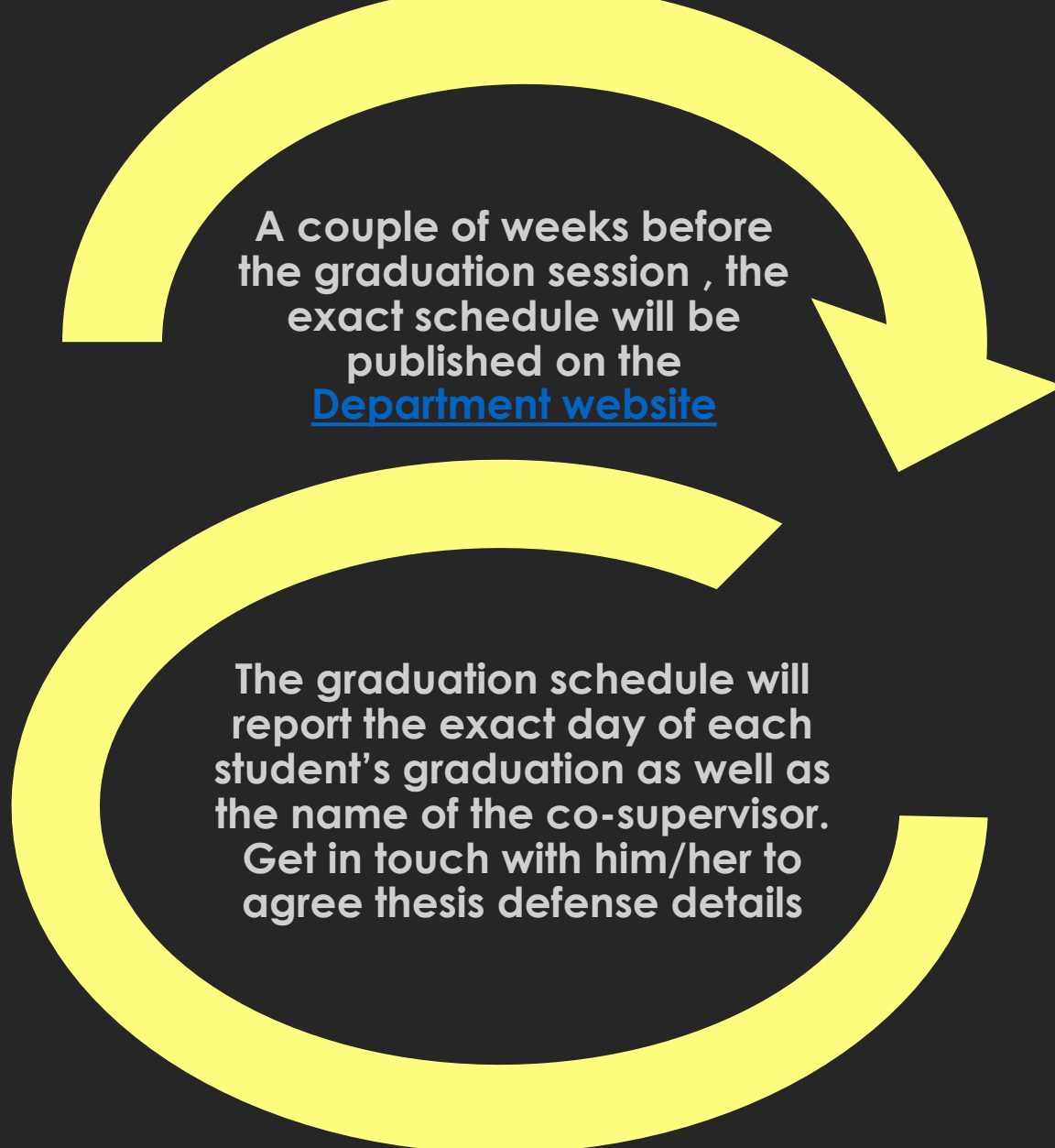
- ☐ Area Riservata /
- ☐ Conseguimento Titolo/

NOTE for DD students: they must also provide the DD office with thesis in pdf/a format submitted to the foreign partner university and its evaluation report or Transcript of records

All the exams must be registered

Step 3

3. Applying for Defense



A couple of weeks before the graduation session, the exact schedule will be published on the [Department website](#)

The graduation schedule will report the exact day of each student's graduation as well as the name of the co-supervisor. Get in touch with him/her to agree thesis defense details

Step 4

3. Applying for Defense



No later than **the Thursday** before the Defense Day



The software to use:

- Acrobat Reader
- Office 2016

Contact the IT staff in order to upload the presentation.

presentazioni-lauree.dem@unipv.it



Summary of Defense application procedure

ONLINE Defense Application (see slide 10)	• Upload thesis in PDF/A format on the Area Riservata • Make sure all the exams are registered in the transcript	• Check the graduation session exact schedule a couple of weeks before • Thesis presentation upload on the I.T. Department computer
DEADLINE 1	DEADLINE 2	



DEADLINES to be checked at [THIS LINK](#)



4. Defense Day

4.
Defense
Day

Good
Luck