



## **ADMINISTRATIVE COMPLIANCE ACTIVITIES FOR THE DEGREE EXAMINATION OF THE STUDENTS ENROLLED IN THE AREA OF SCIENCE AND ENGINEERING**

PAY ATTENTION From the winter session (13-27 March 2019) the application form is online and has to be submitted **from 19<sup>th</sup> December to 8<sup>th</sup> February 2019**.

In order to fill in the form, you have to go to the web page <https://univr.esse3.cineca.it/Home.do>, select MENU > Degree

and complete the questionnaire “Almalaurea”

For more information, you can see “video tutorial” (in Italian, at the moment) where you find all passages in detail. <https://univr.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=674bf4c3-3a88-433e-adca-a92f00c5833e>

After filling in the application form, the thesis supervisor will receive a notification and he/she will approve or modify the title of the thesis.

PAY ATTENTION In case of modifications required after the approval of the supervisor, you have to send an e-mail to [carriere.scienze@ateneo.univr.it](mailto:carriere.scienze@ateneo.univr.it) from your institutional account.

Afterward, you will find in ESSE3 the MAV for the payment of revenue stamp. If you don't pay it by 8<sup>th</sup> February 2019, the application will be cancelled.

The application for graduation will consist of:

- the questionnaire “Almalaurea”
- the declaration of the respect of the prerequisites foreseen by the didactic plan and of not having used the same level of linguistic competence more than once
- taking responsibility for any damage caused during the graduation ceremony
- declaration of anti-plagiarism
- authorization to consult the thesis

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**All the exams have to be taken by the students and registered at least 7 days before the proclamation**  
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The student has to write in the field “Note” of the application if he/she took part in Erasmus+ Project or other mobility programs.

The student has to check online if the grades and CFU of his/her exams are correct and advise if not.



The student has to deliver the documents below to “Sportello Didattica Studenti Area Scienze ed Ingegneria, Street le Grazie 15-Borgo Roma” (timetable: Monday-Friday from 10.00 to 13.00)

### DEADLINES FOR ALL DEGREE COURSES:

#### BY 6<sup>th</sup> MARCH 2019:

- BADGE
- BADGE OF ACCESS TO UNIVERSITIES BUILDINGS

### DEADLINES IN DETAILS:

#### BACHELOR'S DEGREE IN AGROINDUSTRIAL BIOTECHNOLOGY (509/99) AND IN BIOTECHNOLOGY

**By 6<sup>th</sup> March:** Delivering of the thesis in CD signed by the Supervisor.

*Pay attention: the thesis must not contain the LOGO of the University*

#### BACHELOR'S DEGREE IN VITICULTURAL AND OENOLOGICAL SCIENCE AND TECHNOLOGY

**By 20<sup>th</sup> March:** Delivering of the hard copy of the thesis for the “Student Secretary” printed and cheaply bound, signed by the Supervisor.

*Pay attention: the thesis must not contain the LOGO of the University*

**3 DAYS BEFORE THE DEGREE'S EXAM:** Delivering of the hard copy of thesis cheaply bound and in PDF format to “Secretary of Villa Lebrecht”.

Both of them must contain a summary in Italian and in English of the thesis (maximum a page) and a summary of the internship's experience.

The PDF file must contain the PowerPoint presentation.

*Pay attention: the thesis must not contain the LOGO of the University*

#### MASTER'S DEGREE IN BIOINFORMATICS AND MEDICAL BIOTECHNOLOGY AND MASTER'S DEGREE IN MOLECULAR AND MEDICAL BIOTECHNOLOGY

**By 13<sup>th</sup> February:** Delivering of the summary of the thesis (max 2 pages) in two copies.

**By 22<sup>nd</sup> February:** Delivering of a copy of the thesis to the Co-examiner, a copy for the “Student Secretary” printed and cheaply bound, signed by the Supervisor.

*Pay attention: the thesis must not contain the LOGO of the University*

**By 11<sup>th</sup> March:** Delivering of the thesis in CD signed by the Supervisor.

#### BIOTECHNOLOGY AND MASTER'S DEGREE IN AGRI-FOOD BIOTECHNOLOGY

**By 13<sup>th</sup> February:** Delivering of the summary of the thesis (max 2 pages) in two copies.

**By 22<sup>nd</sup> February:** Delivering of a copy of the thesis to the Co-examiner, a copy for “Student Secretary” printed and cheaply bound, signed by the Supervisor.

*Pay attention: the thesis must not contain the LOGO of the University*



**By 11<sup>th</sup> March:** Delivering of the thesis in CD signed by the Supervisor.

**MASTER'S DEGREE IN COMPUTER SCIENCE AND ENGINEERING/BACHELOR'S DEGREE IN INFORMATICS/ BACHELOR'S DEGREE IN MULTIMEDIA INFORMATION TECHNOLOGY/COURSES NOT CURRENTLY RUNNING /MASTER'S DEGREE IN MEDICAL BIOINFORMATICS**

**By 1<sup>st</sup> March:** Delivering of a copy of the thesis to "Student Secretary" printed and cheaply bound, signed by the Supervisor. The student must send a copy in PDF format to the Co-examiner.

*Pay attention: the thesis must not contain the LOGO of the University*

**MASTER'S DEGREE IN MATHEMATICS**

**By 12<sup>th</sup> March:** Delivering of a copy of the thesis to "Student Secretary" printed and cheaply bound, signed by the Supervisor.

*Pay attention: the thesis must not contain the LOGO of the University*

**DEGREE EXAMINATION MARCH 2019- (a.y. 2017/2018)**

**BACHELOR'S DEGREE IN BIOTECHNOLOGY**

**13<sup>th</sup> March 2019**

**MASTER'S DEGREE IN AGRI-FOOD BIOTECHNOLOGY**

**14<sup>th</sup> March 2019**

**MASTER'S DEGREE IN MOLECULAR AND MEDICAL BIOTECHNOLOGY/MASTER'S DEGREE IN BIOINFORMATICS AND MEDICAL BIOTECHNOLOGY**

**15<sup>th</sup> March 2019**

**BACHELOR'S DEGREE IN INFORMATICS AND BIOINFORMATICS**

**20<sup>th</sup> March 2019**

**MASTER'S DEGREE IN COMPUTER SCIENCE AND ENGINEERING / MASTER'S DEGREE IN MEDICAL BIOINFORMATICS**

**21<sup>st</sup> March 2019**

**BACHELOR'S DEGREE IN APPLIED MATHEMATICS AND MASTER'S DEGREE IN MATHEMATICS**

**22<sup>nd</sup> March 2019**

**BACHELOR'S DEGREE IN VITICULTURAL AND OENOLOGICAL SCIENCE AND TECHNOLOGY**

**27<sup>th</sup> March 2019**