**Annex 7 - Procedure for online thesis submission**

After submitting the online Degree application, the student has to take care of the insertion of the final thesis, in .PDF/A format, at the same link used for the Degree application. In this link, a summary page of the degree application will appear and with the “***procedi con il processo di completamento tesi***” ("proceed with the thesis completion process") button, the student can proceed with the insertion of the thesis and any other attachment required by the course of study. At the end of the process, an email will be automatically sent to the Supervisor to notify him of the insertion of the final thesis work. When the Promotor has viewed and approved/rejected the thesis, the system will automatically send a notification email to the student. Also, from the same link, the student can view the approval and, in case of refusal, the motivation.

After logging in with your credentials, select the item ***Conseguimento titolo*** (Degree Achievement) in order to start the procedure for uploading the final thesis. On the page that opens, click ‘***Procedi con il processo di completamento tesi***’ ('Proceed with the thesis completion process') to begin the procedure for inserting the final thesis. On the page ***COMPLETAMENTO TESI*** (THESIS COMPLETION), the student can upload (if required by the Degree Program) the thesis abstract. In the mandatory field ***Consultazione tesi*** ('Thesis consultation') you must select ‘***Autorizza***’ ('Authorize') or ‘***Non autorizza la consultazione***’ ('Do not authorize consultation'). WARNING: on this page you can also change the thesis title (in English language) and/or the abstract (in English language) until you have attached the definitive Thesis version. Once you have entered the final Thesis version, you will no longer be able to make any change.

On the page ***GESTIONE ALLEGATI TESI*** (THESIS ATTACHMENT MANAGEMENT), click ***Aggiungi nuovo allegato***’ ('Add new attachment') to insert any other document required by your Degree Program, up to a maximum of 15 attachments (the supported format is: PDF). WARNING: In this first phase of uploading the attachments you DO NOT have to enter the final thesis paper. After entering any attachment required by your course of study, click ‘***Avanti***’ ('Next'). At this point, on the next page: if you are in possession of the final thesis version, continue with the process by adding the attachment; if, on the other hand, you want to insert the final document at a later time, click on ‘***Avanti***’ ('Next') and arrive at the end of the procedure, in order to confirm the insertion of the previous attachments.

On the page ***GESTIONE ALLEGATO DEFINITIVO ELABORATO TESI*** (DEFINITIVE THESIS ATTACHMENT PROCESS MANAGEMENT), click ‘***Aggiungi nuovo allegato***’ ('Add new attachment') to insert the final thesis work in PDF/A format (the only supported format). After having entered the attachment name (in this specific case, ‘***Elaborato definitivo tesi***’ ('Final thesis version') and uploaded the attachment, you must flag ‘***Conferma tesi definitiva***’ ('Final thesis confirmation') in order to be able to complete the procedure. WARNING! After flagging ‘***Conferma tesi definitiva***’ and clicking the button ‘***Avanti***’ (‘Next’), you will NOT be able anymore to change the attachment. On the next page, where you will be able to see the inserted attachment, you can verify its correct insertion by clicking in the ‘***azioni***’ ('actions') field.

On the final page ***CONFERMA TESI*** (THESIS CONFIRMATION), click on ‘***Conferma definitiva tesi***’ ('Final Thesis Confirmation') in order to complete the procedure. On the final page of the procedure, you will be able to see a summary of the information entered.

**Approval \ Rejection of the final thesis**

Once the final Thesis upload procedure has been completed, the Promotor will receive an e-mail notification so that he/she can proceed with the approval or rejection.

In case of approval: by accessing the web page ‘***Bacheca conseguimento titolo’*** (‘Graduation attainment board'), you will see the status change of your attachment, which will pass from “inserted” to “approved”. By clicking on ***’Approvato’*** (‘Approved') you will see the reasons possibly entered by the Thesis Supervisor. You will also receive an e-mail of notification in the institutional mailbox

In case of refusal: by accessing the web page ‘***Bacheca conseguimento titolo’*** (‘Graduation attainment board'), you will see the status change of your attachment, which will pass from ‘inserted’ to ‘rejected’. By clicking on ***’Rifiutato’*** (‘Refused') you will see the reasons entered by the Thesis Supervisor. You will also receive an e-mail notification in the institutional mailbox.