MASTER'S GRADUATION SESSION IN FOOD SAFETY AND FOOD RISK MANAGEMENT

ON DECEMBER 17th , 2026: PROCEDURES

The graduation session of the Master's Degrees in Food Safety and Food Risk Management will be held in presence. Details about the organization will be defined ASAP and communicated on the Course Website at:

https://corsi.unipr.it/en/cdlm-fsafrm

DEADLINE FOR THE REGISTRATION OF ALL THE CREDITS (ECTS) IN THE ELECTRONIC STUDENT BOOKLET

To graduate, the Electronic Student Booklet must be complete and definitive **by December 4th, 2026**, with the registration of all due Credits (ECTS), in order to allow the Student Secretariat to carry out all the necessary checks.

CLOSING OF THE INTERNSHIP AND OFFICIAL REGISTRATION OF THE INTERNSHIP CREDITS:

By December 4th, 2026 the Internship must be completed, with the relative credits registered.

For this purpose, all undergraduate students must verify that:

1) **The end date of their Internship is fixed before December 4th, 2026**. If not, in order to graduate, the student must request the early termination of the Internship – See how to on the paragraph 8 of the student guide s3_tsp_studenti_4.0.pdf (unipr.it)

2) **The Internship Evaluation Questionnaire is completed** (available only in Italian), available from the day after the internship end date: this is a necessary fulfillment for the award of the Internship credits (The procedure for completing the questionnaire is shown in Annex 1 - Questionnaire for Internship Evaluation (https://corsi.unipr.it/en/cdlm-fsafrm/tesi-di-laurea-prova-finale) and in the Student Guide in Italian

DEADLINES AND PROCEDURES FOR SUBMITTING THE DEGREE APPLICATION

- **By November 17th, 2026 at 12.00** the application must be completed online following the instructions https://www.unipr.it/en/domanda-di-laurea (see Annex 2: https://corsi.unipr.it/en/cdlm-fsafrm/tesi-di-laurea-prova-finale). Students must upload The Form A44, duly signed, in pdf format (Annex 6 – Rules of Conduct)

COMPLETION OF THE ALMALAUREA QUESTIONNAIRE

Registration on Alma Laurea and the **completion of the relevant questionnaire** (**available only in Italian**) are **mandatory** for all students, to be able to submit the online application for graduation on ESSE3 – https://www.unipr.it/en/domanda-di-laurea

Please note: if the questionnaire is not completed, at the time of submitting the Degree application an error message appears showing that the Alma Laurea questionnaire has not been completed.

(Instructions for registering on the website and completing the Alma Laurea questionnaire: ***Annex 3*** - Guide to registration on Alma Laurea website (https://corsi.unipr.it/en/cdlm-fsafrm/tesi-di-laurea-prova-finale)

After completing the procedure, **the system automatically generates the bulletin of the graduation fee of € 32,00 (payable via PagoPA),** including the cost of the parchment (€ 16,00) and that of two revenue stamps. **Graduation fees must be paid by November 17th, 2026.**

In case of a renewal of the online application in subsequent sessions, the same procedure must be carried out again for the chosen exam session. In that case, the payment of € 16 of the parchment and € 16 of the revenue stamp already paid for a previous application will be considered valid. It will therefore be necessary to pay only the residual amount of the € 16 revenue stamp for the new application, payable via PagoPA (online or via printed payment notice).

For information: https://servicedesk.unipr.it

DEADLINE AND PROCEDURES FOR SUBMITTING THE THESIS AND OTHER ATTACHMENTS

By December 9th , 2026 included, students must upload the following documents (by following the online procedure for submission and uploading of the Master Degree Thesis described here: https://unipr.it/en/domanda-di-laurea):

- The Thesis, in Pdf/A format – (Annex 4 – Guidelines for the preparation of the Thesis)
- The Summary of the Thesis, in pdf format (Annex 5 – Guidelines for the preparation of the Summary)

PROCEDURE FOR UPLOADING THESIS AND ATTACHMENTS IN THE ESSE3 SYSTEM

The procedure for uploading documents in Esse3 system is described in **Annex 7 – Procedure for the online Thesis Submission. (https://corsi.unipr.it/en/cdlm-fsafrm/tesi-di-laurea-prova-finale) and https://unipr.it/en/domanda-di-laurea**

Each student, by accessing his/her own reserved area on ESSE3, can independently upload the attachments (The Summary in PDF Format) and then the Thesis (in pdf/A format) for the approval by the Thesis Supervisor. Documents must be uploaded in the section “Laurea/Esame Finale > Conseguimento titolo”, using the function “Procedi con il Processo di completamento tesi” (“Proceed with the Thesis completion process”).

Plese note: as indicated in the Annex, when uploading the files, the attachments (Summary) must be inserted FIRST, and THEN the Thesis file.

For information or to report any technical problems, you can send an email to: helpdesk.studenti@unipr.it

REGULATION FOR CARRYING OUT AND FOR THE FINAL DEFENCE OF THE MASTER'S DEGREE THESIS AND RELATED ANNEXES

The Regulation for the Final Defence of The Master's Degree Thesis and the related Annexes can be downloaded from the Degree Program Website (Graduation dissertation / Final examination - https://corsi.unipr.it/en/cdlm-fsafrm/tesi-di-laurea-prova-finale)

COVER AND TITLE PAGE OF THE THESIS

On the cover and title page of the Thesis, the following University names must be indicated: University of Parma, Catholic University of the Sacred Heart - Piacenza, University of Modena and Reggio Emilia, University of Bologna "Alma Mater", University of Ferrara. The use of University Logos is not allowed. **Annex 4 shows the template for the cover and title page of the Thesis.**

MASTER'S DEGREE COMMISSION

The Master's Degree Commission is published on the Notice Section of the Degree Program Website: https://corsi.unipr.it/en/cdlm-fsafrm after the deadline for submitting the application. It is composed by five Professors of the Departments/Universities involved in the Degree Course.

SUBMITTING THE SUMMARIES

By the same deadline set for the uploading of the application and of the attachments on the ESSE3 system (December 9th, 2026) the student must upload the summary in a shared folder accessible at the following link:
FS&FRM GRADUATION- SUMMARIES
https://univpr-my.sharepoint.com/:f:/g/personal/andrea_barchi_unipr_it/Es6iEM-Oun9Oqi93zUoWFacB0EnCqSjaY56nWTF7YGNaig

SUBMITTING THE PRESENTATIONS

By December 15th, 2026 , students must upload the **final presentation** (in ppt or pdf format) in a shared folder accessible at the following link:

FS&FRM GRADUATION – FINAL PRESENTATIONS
FS&FRM GRADUATION – FINAL PRESENTATIONS

It is important to submit the presentation by **December 15th**, 2026 so that we can check that it is correctly displayed on the pc we will use during graduations.