UNIVERSITÀ DI SIENA
1240

STUDENT SERVICES OFFICE

PRESENTATION OF GRADUATION APPLICATION

GRADUATION SESSION A. A. 2025/2026
09 – 10 – 11 December 2026

Bachelor's degree course in Scienze della Comunicazione (L-20)
Bachelor's degree course in Scienze del Servizio Sociale (L-39)
Master's degree course in Antropologia e Linguaggi dell'Immagine (LM-1)
Master's degree course in Language and Mind: Linguistics and Cognitive Studies (LM-39)
Master's degree course in Public and Cultural Diplomacy (LM-81)
Master's degree course in Strategie e Tecniche della Comunicazione (LM-92)

On the personal page of the online secretariat are published the instructions for the presentation of the "Graduation application", **to be followed to the letter in the order described.**
Please note that, at the end of each part of the procedure, the system sends a confirmation email.
The deadlines are mandatory: at midnight of the day indicated for the deadline the procedure will be automatically closed by the career management program.
Those who have completed their examinations by the scheduled date for entering their dissertation in the online procedure 'Application for Degree' will be able to attend the graduation session
The choice **of method of defense of the thesis** must in any case be included within the online procedure to obtain the degree as specified below.

APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE OF 04 November 2026

To start the procedure: log into said area using your unisiPass credentials and follow the path:
≡ MENU → Conseguimento titolo → Bacheca conseguimento titolo (≡ MENU → Degree → Diploma Attainment)

*The degree application may be submitted as of **08 October 2026***

By 04 November 2026

1) In the online procedure "Application to be awarded the degree" fill in the Thesis Assignment Request by entering the provisional title of the thesis and the name of the Supervisor - **For those enrolled in Master's degree courses**, it is **MANDATORY to ALSO** enter the name of your Controrelatore.
   The final title will have to be changed or confirmed during the entry of the thesis;
2) **Wait for** the approval of the title of the thesis by the Supervisor. **WARNING:** until the title of the thesis has not been approved the button "Degree Application" will **not be** active.
   IMPORTANT: By submitting only the Thesis Assignment Request, without submitting the Graduation Application by **04 November 2026**, you will NOT be able to access the graduation session;
3) Proceed with the compilation of the Almalaurea questionnaire, present in the Degree award Bulletin Board, following the instructions on: https://www.unisi.it/sites/default/files/AlmaLaurea_istruzioni **DO NOT send the receipt** which is generated to any office;
4) **Upon reception of** the approval of the thesis title, the "Degree application" button will be activated: proceed with insertion, taking care to **save/confirm** the various masks that the procedure proposes;
   IMPORTANT: INDICATE COMPILATION THESIS/EXPERIMENTAL THESIS (IF PREPARED ABROD, SPECIFY) identification type for the thesis dissertation in person: if the thesis was carried out during international

mobility, select **COMPILATIVE INTERNATIONAL MOBILITY THESIS or EXPERIMENTAL INTERNATIONAL MOBILITY THESIS**;

5) The system generates a payment slip of € 32 (€16 virtual stamp for the degree application and €16 virtual stamp for the release of the diploma) payable directly from the pages of the online secretariat or in the manner shown on the issue page of the payment slip itself –
THE PAYMENT MUST BE DONE **BY 04 November 2026**;
6) **Check**, with the online secretariat, that your personal private email address is correctly entered in the student registry card;
7) The graduand must return all borrowed library books at least 15 days before the degree final exam.
Checks for irregularities will be carried out automatically. If there are any outstanding amounts, the student will be contacted directly by the library concerned.
8) The thesis title page with the updated logo can be downloaded from the University website at: https://www.unisi.it/ateneo/comunicazione/identita-visiva/frontespizio-tesi
9) **OPTIONAL**: The submission a digital copy of thesis to the library is possible but not mandatory. Delivery for interested graduands must take place at least 15 days before the degree final exam. Full details are available at www.sba.unisi.it/baums/tesi.

ATTENTION - FOR DISPOC-RELATED COURSES, THE THESIS ANTI-PLAGIARISM CHECK PROCEDURE ON THE TURNITIN PLATFORM IS MANDATORY:

In the days following the deadline for the submission of the degree application, an email will be sent to the undergraduates, by the University Library System, to communicate the opening of the anti-plagiarism platform with instructions to access and insert the papers for the anti-plagiarism verification.
The type of control chosen by the Department is the "Expert Mode": it allows you to conduct checks and correction actions by inserting parts of the paper from time to time (e.g., chapter by chapter) or by inserting the complete work. Agree with the Supervisor how to upload your paper.
The thesis must, **as a mandatory requirement,** be uploaded on the Turnitin platform: the Supervisor will have to check the percentage of plagiarism.
The Supervisor will enter the identification code assigned to the paper and the percentage of plagiarism detected by the Turnitin platform in the "Application to be awarded the degree" before approving the thesis and entering the approval.

From 10 to 23 November 2026:

10) **The Turnitin platform will be accessible** from the pages of the USiena Integra University portal on page https://elearning.unisi.it/ to upload the thesis paper for the verification of the anti-plagiarism percentage;
11) when compiling the thesis information, in the field relating to **"type of thesis authenticity verification", enter "Expert mode"** for the Turnitin anti-plagiarism system, pay attention to **save/confirm** the several masks that the procedure proposes;
12) Once the paper has been entered, the system, sends a response, in about 15 minutes, indicating the information sources from which plagiarism could result and the percentage of similarities between the texts in the database and the paper subjected to verification.

No later than 23 November 2026:

13) Upon verification of the respect for the parameters of any plagiarism: upload the paper submitted for verification in "Application to be awarded the degree". The paper must be uploaded in **digital PDF/A format, the maximum file size cannot exceed 20 MB**, as per the instructions on the online secretariat: the thesis **must be uploaded in a single file,** the program **DOES NOT allow the uploading of multiple files**

or of **documents in formats or extensions other than the one indicated above**. The final title of the thesis must also be entered or confirmed at this stage;

14) At the same time the final document is uploaded: going back to the Bulletin Board, the graduand click on **"Approval Request"** and fill in the required fields;
15) The thesis will be viewed by the Supervisor who, having verified the conformity of the paper included in the "Application to be awarded the degree" procedure and on the Turnitin platform, **will have to give its acceptance,** then the graduand will receive a confirmation email;
16) **No hardback copy** of the thesis will have to be delivered: the members of the graduation commission will be able to view the paper by accessing the online secretariat with its credentials.
17) **ATTENTION IMPORTANT:** Once the Final Exam Committee is announced on the department's web site, the student must send the members of his or her Committee an Abstract of the thesis (one page) whit the title of the thesis and his/her surname, first name, student number and the supervisor's name.
18) The document uploaded during the online procedure is the official thesis that will be registered in the University's Student Archive.

WARNING:

- The students who, having submitted their graduation application, would like to renounce to the session must promptly enter the request for cancellation in the 'Application for Degree' procedure yourself;
- To be able to graduate in the next session the 'Application to be awarded the degree" procedure must be started from scratch.

The Commissions will be published, as soon as they are available, at
https://www.dispoc.unisi.it/it/didattica/esami-di-laurea

The starting mark is calculated on the weighted average of the examinations: praise does not count in the determination of the starting grade.

IMPORTANT:

For information on the timing and procedures for issuing the degree parchment, please contact the Ufficio Affari Generali Studenti - Rilascio Diplomi at the email address **diplomi@unisi.it**

IMPORTANT NOTICE:

- **The credentials** to access the services offered by the University also remain active;
- **The institutional email address** remains active for approximately two years after the graduation session, we urge users not to use the institutional email address for purposes other than those foreseen and permitted by the University regulations;
- **The Department** will continue to send communications of events: seminaries, conventions, post-graduate activities, scholarships, competitions, etc., both to the institutional email and to the private personal one.