

## THESIS - Graduation Process

In order to obtain the Master of Science degree, students are required to present and defend their written thesis in front of the Examination Board.

In order to be admitted to the graduation session students must earn all the credit points provided in the program structure except for those credits of the thesis and must not have any pending financial obligations to University of Tor Vergata.

The thesis is worth 24 credit points according to the program structure of the MSc Program in Business Administration.

The thesis is evaluated on contents, presentation and defense. The evaluation is expressed out of 110. Students pass the final degree exam if they obtain a mark of at least 66. The Board can unanimously award "lode" (cum laude) as a special distinction.

The thesis preparation is divided into the following phases:

- ✓ Assignment of the thesis
- ✓ Admission to the graduation session and thesis submission
- ✓ Thesis oral presentation and awarding of the graduation grade.

### Assignment procedures

The thesis supervisor who formally assigns the thesis, supervises the progress of the work, assists the student to comply with any changes that need to be made to the thesis and decides whether the thesis can be considered completed in order to be defended during the graduation session.

The Thesis supervisor is chosen by the students among the professors according to the BA course structure.

### Request for admission to the graduation session and Thesis Submission

In order to be admitted to the graduation session students must deliver to the students' office about 30 days before the graduation session the following documents:

- ✓ Requests for admission to the graduation session "domanda di ammissione dell'esame di laurea at "delphi website"
- ✓ "*Payment form 500*" for amount of € 130,00 for the graduation certificate (pergamena);
- ✓ The student's booklet;
- ✓ Receipt verifying the filling in of the evaluation questionnaire Almalaurea

Forms and procedures for admission to the graduation session are online at <http://delphi.uniroma2.it>

**\_Procedure at <http://delphi.uniroma2.it>:**

- 1- Select “student section”.
- 2-Then “manage career online”.
- 3- Click on Access to the student section.Then click on Secure mode.
- 4- Login with your enrolment number (Matricola) and password.
- 5- Select “esame di laurea (degree examination)> “manage application to graduate”.
- 6- Click on next (at the page bottom).
- 7- Click on “Fill out domanda di ammissione dell’esame di laurea” (Request for admission to graduation session) and complete the form online; in this section, you will find blank space (box) to write any notification about your exams. At the end of the procedure, you can print the form.

7a- Essential Information to complete domanda di ammissione dell’esame di laurea” (Request for admission to graduation session).

- Date of graduation (Choose the graduation date according to graduation session)
- Title of thesis (Enter your thesis title) In case you need to Edit/Modify your thesis title, inform BA office ASAP.
- Name of your Supervisor (Please note that you cannot enter any co-supervisor name)
- Name of the examination (Select the examination that you have taken with your supervisor. You should choose the examination with code from the system) .

7b- The last page is the Request and the payment form “500” for the graduation certificate (Boll . 500 di euro 130) which indicates your personal info, name of your program and the amount you must pay for graduation.

7c- Payment for graduation, which can be done in any national UNICREDIT Group Bank. After payment bank gives you the receipt, which must be submitted to the students’ office.

**Almalaurea questionnaire**

8 – Select “manage application to graduate” and “ Registrazione su almalaurea” .  
First you can see your personal data, click on process to register on website. On next page, choose “laureando”, choose enrolment year “Anno di iscrizione al corso”, choose the year when you’ll finish this program, search your program name and select it from below

,click “acconsento “.

8a- insert your email, tel, and then you need to choose your password with 8 characters, click “salva” to save your data. You finish the registration part. Click on “vai al login”

8b- for login you are asked username and password, which has been already sent to your email, when you registered in section 9 and 9a

8c- After login you need to fill out the exact time of your graduation (for example 16/07/2012), then you should click on icon right down “Compila il Questionario”.

8d- Now you can choose the language of questionnaire

8e- Fill out all pages with patience ;)

8f- When it is finished, click on print to print it or save document on your computer, It is one of the document you need to hand to students’ office.

### **Payment confirmation**

9- After payment, you should login again and validate your payment on Delphi entering the code AUTH you find in the receipt issued by the bank and the date of payment, then confirm. For checking your payment, you can select “Invoice status”.

### **Soft Copy of Thesis**

The thesis file in PDF format **must** be send 5 days before the oral presentation; one copy to Student Secretary, one copy to your Supervisor, and one copy to the Co-examiner professor (correlatore) that will be assigned to you by BA office. PDF file must contains your enrollment number and Full name as filename.

### **Thesis oral presentation and awarding of the graduation grade**

The graduation is composed of an oral presentation and of the defense, which includes answering questions and discussing issues, raised by the members of the Examination Board. Then the Board determines the student's graduation grade.

### **Dress Code**

For graduation session, dress code is based on your personal opinion, but overly relaxed appearance is not welcomed.

Good Luck with your graduation!  
Master of Science program Office