



TOR VERGATA  
UNIVERSITÀ DEGLI STUDI DI ROMA

BAE

Business Administration and Economics

Graduation  
Procedures in DELPHI  
+ TURNITIN



# Contents

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- Useful resources (Rules and Guidelines for Graduation procedure)
- Graduation Day and Graduation Ceremony
- Graduation Procedure on DELPHI
- TURNITIN – Antiplagiarism thesis check
- Thesis upload on DELPHI



# Useful resources

## Where can I find the guidelines for the Graduation procedure?

Approximately two-three months before the graduation session, on the School of Economics Webpage > Didattica > Lauree e prove finali, a PDF will be published with the procedure and the deadlines for the Graduation procedure.

**Go to Lauree e Prove Finali:**

<https://economia.uniroma2.it/lauree-e-prove-finali/>





## Lauree e Prove Finali

### Calendario, Procedure e Scadenze

Sessione di laurea Luglio 2025

### Graduation Session

Graduation Session July 2025

#### CALENDARIO DELLE SEDUTE DI LAUREA E DELLE CERIMONIE DI CONSEGNA DELLE PERGAMENE DI LAUREA

Corsi di Laurea Triennali e Bachelor Programmes

#### REGOLAMENTO SULLO SVOLGIMENTO DELLE SEDUTE DI LAUREA (CdL triennali e Bachelor Programmes)

New Rules for Graduation Session (Bachelor Courses)

#### GUIDA ALLA PROCEDURA DI LAUREA IN DELPHI

Guide for the graduation procedure in DELPHI.

#### INFORMAZIONI PER I LAUREANDI TRIENNALI (Lavoro Finale da 3 cfu)

Modalità e punteggio dell'esame di laurea

Graduate Programs

Graduation  
session:

Procedure opens  
in Delphi

Sending e-mail  
from: to:

Upload thesis  
(in Delphi) by:

Clicking here, you will find a PDF with the information on:

- Exam calls available for graduating students;
- Deadline for submitting the documents to the Administrative Students Office (Segreteria Studenti) **for all Graduate Programs**
- Deadlines for uploading the thesis on DELPHI.



# Graduation Day and Graduation Ceremony - what is the difference?



FACOLTÀ

DIPARTIMENTI

STRUTTURE E SERVIZI

OFFERTA FORMATIVA

DIDATTICA

RICERCA

TERZA MISSIONE



PROGRAMMAZIONE  
DIDATTICA



BACHECA ONLINE



LEZIONI DI OGGI



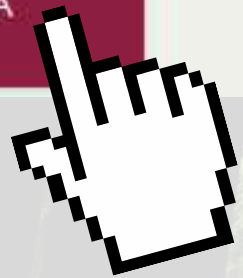
LAUREE E PROVE  
FINALI



SEGRETERIE  
DIDATTICHE



PIANI DI STUDIO



On the School of Economics page, under Didattica > Programmazione Didattica, you are going to find the plan for the academic activities for the current academic year. This includes the dates of the Graduation Day and Graduation Ceremony as well.



# What is the difference between Graduation Day and Graduation Ceremony?

## SESSIONI DI LAUREA CORSI DI LAUREA IN ITALIANO E BACHELOR PROGRAMMES

### INVERNALE

18 o 19 marzo 2025  
BAE – Mercoledì 19 marzo 2025  
Cerimonia di Consegna dei Diplomi di Laurea\*: 8 – 18 aprile 2025  
BAE – Mercoledì 23 Aprile 2025

### ESTIVA

15 o 16 luglio 2025  
BAE – Martedì 15 Luglio 2025  
Cerimonia di Consegna dei Diplomi di Laurea\*:  
BAE – Mercoledì 23 Luglio 2025  
CLEM – Giovedì 4 settembre 2025  
CELF – TBD

*\*Nota bene: ai fini dell'ammissione alla seduta di laurea estiva gli studenti possono sostenere solo il primo appello dei due fissati nella sessione d'esame estiva, tenendo presente che per i soli corsi erogati nel secondo semestre è possibile fruire anche dell'appello fissato nella sessione estiva anticipata fermo restando il rispetto del regolamento d'esame di ciascun insegnamento.*

### AUTUNNALE

14 o 15 ottobre 2025  
BAE – Mercoledì 15 Ottobre 2025  
  
Cerimonia di Consegna dei Diplomi di Laurea\*: 4 – 14 novembre 2025  
BAE – Venerdì 14 Novembre 2025

As you might have noticed, there are two dates on the Programmazione Didattica page.

The first of the two dates is the **Graduation Day**. On that day, the Committee will meet to evaluate and grade the students' theses.

When the meeting is over, the grades are sent to the Students Administrative Office for registration.

**Do graduating students have to present or defend their theses?**

No, Bachelor students do not have to be present when the Committee meets and evaluates the theses.

The second date is the day of the **Graduation Ceremony**, where graduated students are going to receive the Diploma.




# Graduation Procedure on DELPHI

LOGOUT    Version: 12.3.1	
AREA STUDENTI	
PROCEDURES AND ONLINE SERVICES For enrolled students	
PERSONAL INFORMATION	<ul style="list-style-type: none"><li>• Change Password</li><li>• View and Change Personal Information</li></ul>
PAYMENT OF TUITION AND CONTRIBUTIONS	Autorizzazione acquisizione isee tramite banca dati Inps <i>Functionality enabled after first-rate bulletin validation</i> <ul style="list-style-type: none"><li>• Fee Status (Situazione Bollettini)</li><li>• Visualizza dichiarazione ISEE AA 2016/2017</li><li>• Request for partial exemption from taxes and contributions</li></ul>
EXAMINATIONS	<ul style="list-style-type: none"><li>• Examination Booking (Prenotazione esami)</li><li>• View Registered Examinations (Esami verbalizzati)</li><li>• Courses Attendance</li><li>• Ongoing exams registration (Esami in corso di verbalizzazione)</li></ul>
DURING YOUR CAREER	Registration Procedure <i>You have a graduation request still to be cancelled</i> Request for Change of Degree Program (Richiesta di Passaggio di corso) <i>There is a non-cancelled degree examination application</i> Request Transfer Out (Richiesta di Trasferimento in uscita) <i>There is a non-cancelled degree examination application</i> <ul style="list-style-type: none"><li>• Reprint Application for Enrollment/Registration (iscrizione/immatricolazione)</li><li>• Cancel Application for Enrollment (domande di iscrizione)</li><li>• Suspension Request</li><li>• Withdraw from Studies (Rinuncia agli studi)</li></ul>
ESAME DI LAUREA (DEGREE EXAMINATION)	<ul style="list-style-type: none"><li>• Manage graduation request</li></ul>
OTHER SERVICES	<ul style="list-style-type: none"><li>• Activate Other Services</li></ul>
BORSE DI STUDIO (SCHOLARSHIP) INCARICHI COLLABORAZIONI	Application for Merit Scholarship <ul style="list-style-type: none"><li>• View the ranking</li></ul> Application for Appointment in a Part-time Collaboration <i>Notice (Bando) not received</i>

Go on your  
personal area on  
DELPHI  
> Select Manage  
Graduation  
Request



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  Versione: 12.1.1

AREA STUDENTI

**DOMANDA DI LAUREA (APPLICATION TO GRADUATE): INSTRUCTIONS**

**Preconditions**

1. The student must be in good standing from an administrative point of view; in particular, he/she must have paid all instalments of tuition and university contributions related to his/her year of enrollment, even in the case in which second instalment is not yet expired.
2. It is possible not to pay both the 1ST and 2nd instalments of the Tuition Fees if a student intends to graduate before the Winter Session of the Academic Year they are currently enrolled in. A student must submit a DOMANDA CAUTELATIVA (PRECAUTIONARY APPLICATION), which states the deferment of enrollment for the following Academic Year. The Application must be submitted on or before the deadline of 31 December of the last year of enrollment. Otherwise, in order to graduate, it is necessary to pay both the 1st and 2nd instalment of tuition fees (See Point A)

**Step 1 - Print Dichiarazione di assegnazione della tesi/lavoro finale del relatore (Statement of Assignment of the Thesis/Final Work By the Adviser)**  
Print the Dichiarazione di assegnazione della tesi/lavoro finale del relatore which must be filled out and signed by your adviser;

**Step 2 - Fill out (online) and Print the Domanda di Laurea (Application to Graduate) and Bolletino (Invoice);**  
Fill out the online the "Domanda di ammissione all'esame di laurea" (Application for Admission to the Degree Examination) where you must enter information stated in the "Dichiarazione di assegnazione delle tesi / lavoro finale" (Statement of Assignment of Thesis/Final Work). In addition, the system will present to you the status of your examinations. It is possible to insert notes, for example, to report anomalies in your registered examinations.  
If you are a student who will earn the Degree according to the new Teaching Ordinances provided for in the DM 509/99 and 270/2004 you can request, at the same time as your Application to Graduate, for the release of your ?Supplemento al Diploma.? However, the Release of the Diploma Supplement (Supplemento al Diploma) can also be requested later on by using the application form available online.  
Print the Domanda di Laurea (Application to Graduate): The System generates the filled out Domanda di Laurea together with the Bolletino (Invoice) (boll. 500 of Euro 130) to be paid for the release of the Diploma originale di laurea - Pergamena (Original Diploma - Parchment):  
PLEASE NOTE: To ensure accurate printing of the Pergamena di Laurea (Parchment Diploma), kindly check if all the personal information you have entered online in your Domanda di laurea (Application to

Read carefully  
the instruction  
that appear on  
the page, then  
click on “NEXT”



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT



*Delphi*

Versione: 18\_6

AREA STUDENTI

## DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
- Fill out Domanda di ammissione all'esame di laurea (Application for Admission to the Degree Examination)

BACK

Click on “Fill out Domanda di ammissione all’esame di laurea - (Application to the Degree Examination)”



6	FILOSOFIA DEL DIRITTO II	IUS/20	2008/2009	12/02/2010	7.0	28/30		
7	DIRITTO PENALE II (PARTE SPECIALE)	IUS/17	2009/2010	17/07/2010	9.0	24/30		
8	MEDICINA LEGALE	MED/43	2009/2010	14/12/2010	7.0	30/30		
9	DIRITTO PRIVATO COMPARATO	IUS/02	2009/2010	23/02/2011	9.0	28/30		
10	TEORIA GENERALE DEL DIRITTO	IUS/20	2010/2011	12/07/2011	7.0	27/30		
11	LINGUA STRANIERA (INGLESE)	---	2011/2012	29/05/2012	6.0	IDONEO		
12	STORIA DEL DIRITTO ITALIANO I	IUS/19	2011/2012	10/07/2012	9.0	28/30		
13	STORIA DEL DIRITTO ITALIANO II	IUS/19	2011/2012	17/10/2012	--		RITIRATO	
14	STORIA DEL DIRITTO ITALIANO II	IUS/19	2011/2012	12/12/2012	7.0	27/30		
15	DIRITTO TRIBUTARIO	IUS/12	2012/2013	25/10/2013	9.0	24/30		

Totale crediti conseguiti: 119.0    ECTS registered: 119.0

Annota qui gli esami non ancora verbalizzati o con verbalizzazione inesatta:

If a grade has not been registered yet, please write the name of the exam, the name of the professor, the number of ECTS and the date in which you took/will took the exam

INDIETRO    AVANTI

Check all the registered exams and fill in the comments area with all the missing exams (exams you still have to take or that have still to be registered



# UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT



AREA STUDENTI

*Delphi* Versione: test

DB Schema = totemowner DB Host = dbtest.ccd.uniroma2.it

## DOMANDA DI LAUREA

Verificare i seguenti dati anagrafici, controllando che siano riportati eventuali spazi, lettere maiuscole o minuscole, vocali accentate.  
In caso di dati non esatti, correggerli.

Quanto validato dallo studente sarà utilizzato per la stampa del Diploma di Laurea

NOME :

COGNOME:

INDIETRO

AVANTI

# Check your personal data



UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: test

AREA STUDENTI

DB Schema = totemowner DB Host = dbtest.ccd.uniroma2.it

**DOMANDA DI LAUREA**

Immettere le informazioni richieste

SESSIONE LAUREA:

**Relatore:**

Selezionare...

☐ CLICCA QUI SE IL RELATORE NON È PRESENTE NELL'ELENCO

**Eventuale altro relatore:**

Nome  Cognome

**Correlatore:**

Nome  Cognome

**Correlatore:**

Nome  Cognome

MATERIA TESI/LAVORO FINALE:

TITOLO TESI/LAVORO FINALE:

LINGUA DISCUSSIONE TESI: Italiano

Fill the form with:

- Graduation Session
- Thesis Supervisor
- Subject of the thesis
- Final Thesis Title
- Language of the discussion (English)



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LOGOUT  *Delphi* Versione: test

AREA STUDENTI

DB Schema = totemowner DB Host = dbtest.ccd.uniroma2.it

**DOMANDA DI LAUREA**

Immettere le informazioni richieste

SESSIONE LAUREA: Sessione Laurea:=AUTUNNALE; AA laurea=2016/2017; Data laurea=01/11/2017 ▼

**Relatore:**

Selezionare...

- ABATE ARMANDO
- ABATE GIOVANNI
- ABATECOLA GIANPAOLO
- ABBONDANZA SARA
- ABRUZZESE STEFANIA
- ABEILLE LEANDRO
- ABRAMO GIOVANNI
- ABRATT RUSSELL
- ABRIANI NICOLO'
- ABRUZZESE DONATO
- ABUNDO MARIO ROSOLINO
- ABUNDO PAOLO
- ACCARDI FABIO
- ACCARDI LUIGI
- ACCATTATIS ALFREDO
- ACCETTELLA FRANCESCO
- ACCORDI RICKARDS MARCO
- ADAMO GIORGIO
- ADDIS WILLIAM
- ADORNO GASPARE
- ADRIAENSSENS SIGRID
- ADUCCI PATRIZIA
- AGATI MARIA LUISA
- AGOSTI BARBARA
- AGOSTINI MASSIMILIANO
- AGRESTINI CORRADO
- AGRIMANO MELANIA
- AGRIMI ALBERTO
- AIELLI GIULIO

TITOLO TESI/LAVORO FINALE:

LINGUA DISCUSSIONE TESI: Italiano

Select the thesis supervisor  
from the menu



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LOGOUT   *Delphi* Versione: test

AREA STUDENTI

DB Schema = totemowner DB Host = dbtest.ccd.uniroma2.it

**DOMANDA DI LAUREA**

Immettere le informazioni richieste

SESSIONE LAUREA:  Sessione Laurea:=AUTUNNALE; AA laurea=2016/2017; Data laurea=01/11/2017 ▼

**Relatore:**

Nome  Cognome

☒ CLICCA QUI SE IL RELATORE NON È PRESENTE NELL'ELENCO

**Eventuale altro relatore:**

Nome  Cognome

**Correlatore:**

Nome  Cognome

**Correlatore:**

Nome  Cognome

MATERIA TESI/LAVORO FINALE:

TITOLO TESI/LAVORO FINALE:

Insert manually the name of the Thesis supervisor only if his/her name is not in the menu



# UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT



*Delphi*

Versione: test

## AREA STUDENTI

DB Schema = totemowner

DB Host = dbtest.ccd.uniroma2.it

La procedura è terminata con successo.

Dopo aver convalidato il bollettino ed entro i 5 giorni che precedono la seduta di laurea, sarà possibile effettuare l'upload della tesi, in modo che quest'ultima venga valutata dal relatore

INDIETRO

CLICCA QUI PER LA STAMPA

In caso di difficoltà nel visualizzare il documento, premere il tasto destro del mouse sul bottone di stampa e selezionare "Salva oggetto con nome...".

Il documento verrà salvato sul computer locale.

Successivamente aprirlo con il programma Acrobat Reader reperibile al sito <http://www.adobe.com>.

Ricordati di effettuare la registrazione sul sito AlmaLaurea e di compilare il questionario.

Print the bulletin, pay it and  
validate the payment.



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AREA STUDENTI

Delphi Versione: 12.3.1

## DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
- Reprint Domanda di laurea (Application to Graduate)
- Print Validated Receipt
- Cancel Domanda di laurea - Application to Graduate  
(to be used in case you have already validated an Application to Graduate but you were unable to graduate on time)
- **Upload thesis**
- INSTRUCTIONS

BACK

The “Upload Thesis” option will be unblocked after validating the payment slip.



# TURNITIN - Antiplagiarism thesis check

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Empower students to  
do their best,  
original work

TURNITIN is  
the  
antiplagiarism  
software used  
to check  
student's theses  
before the final  
upload on  
DELPHI.



# TURNITIN - Antiplagiarism thesis check

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All the students who confirmed their intention on graduating in a session (March, July or October), will receive an email with the instruction to create a TURNITIN account.





# TURNITIN - Thesis upload

After creating your TURNITIN account, you will be able to upload your thesis and run the anti-plagiarism check.

Please, in order to avoid confusion, upload the final version of the thesis only.

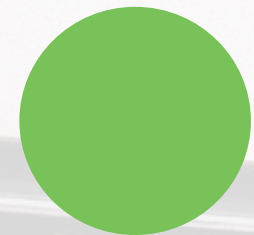
After the upload, the Turnitin will generate a similarity report (please notice that some details may differ slightly, depending on the browser and the software version:

<input type="checkbox"/>	Autore	Titolo	N° della consegna	Caricato	Visto	Voto	Somiglianza	Contrassegni	Opzioni
	Author (Student)	Document Title	Upload n°	Uploaded on	Seen	Grade	Similarity Report	Notes	Options
<input type="checkbox"/>	Name Surname	<a href="#">Thesis_Final Version</a>	2612552698	12 Marzo 2025			15%	--	...



<input type="checkbox"/> Autore	Titolo	N° della consegna	Caricato	Visto	Voto	Somiglianza	Contrassegni	Opzioni
Author (Student)	Document Title	Upload n°	Uploaded on	Seen	Grade	Similarity Report	Notes	Options
<input type="checkbox"/> Name Surname	<a href="#">Thesis_Final Version</a>	2612552698	12 Marzo 2025			15%	--	...

As you can see, under “Similarity report” will appear a colored dot and a percentage.



**0% - 25% - No further action on TURNITIN required**

You can inform your supervisor and, when he or she approves, you can upload your thesis on DELPHI



**26% - 49% Attention**

Inform your supervisor. Depending on the similarities found, you might need to change some parts of the thesis



**50% - 75% Attention**

Inform your supervisor. Additional work is required to reduce the matching parts of the thesis.



**76% - 100% - Attention**

Inform your supervisor and follow his or her instruction on what to do.



# Thesis upload on DELPHI

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: 12.3.1

AREA STUDENTI

UPLOAD THESIS

Select the zip file for your thesis

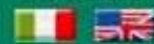
File:  nessuno selezionato

Click on “Select File” and upload the thesis



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LOGOUT



AREA STUDENTI

Delphi Versione: 12.3.1

UPLOAD THESIS SUCCESSFULLY COMPLETED

Uploaded file list  
Tesi Fast Fashion.zip

BACK

After uploading  
the file.zip, you  
will find the  
message  
“UPLOAD  
THESIS  
SUCCESSFULLY  
COMPLETED”



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Delphi Versione: 12.3.1

AREA STUDENTI

## DOMANDA DI LAUREA (APPLICATION TO GRADUATE)

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
- Reprint Domanda di laurea (Application to Graduate)
- Print Validated Receipt
- Cancel Domanda di laurea - Application to Graduate  
(to be used in case you have already validated an Application to Graduate but you were unable to graduate on time)
- Upload thesis  
(thesis awaiting validation by the adviser)
- INSTRUCTIONS

BACK

The supervisor will receive a notification and she or he will proceed to the acceptance of the thesis, unless some change is required



# What happens if the thesis is rejected by the supervisor?

In the situation in which the Supervisor rejects the thesis, a new upload will be requested (within the deadlines indicanted in the PDF)

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: 12.3.1

AREA STUDENTI

**DOMANDA DI LAUREA (APPLICATION TO GRADUATE)**

- Print Dichiarazione di assegnazione della tesi/lavoro finale (Statement of Assignment of Thesis/Final Work)
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- Upload thesis  
(thesis awaiting validation by the adviser)
- INSTRUCTIONS

**BACK**



# Thesis accepted by the supervisor

When the supervisor accepts the thesis, the message “Thesis accepted by the supervisor” will appear.

UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA

LOGOUT  *Delphi* Versione: 12.3.1

AREA STUDENTI

**DOMANDA DI LAUREA (APPLICATION TO GRADUATE)**

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