



# Guidelines

<http://delphi.uniroma2.it> STUDENT SECTION (BUTTON 4) - manage career online on *secure mode*, login with your enrolment number (Matricola) and password.

- “esame di laurea (degree examination) “manage application to graduate”.
1. 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 to write any notification about your exams (irregularity, or, only if needed, the detailed list of exams or other extra-activities provided by the Global Governance’s Course Structure that you still have to complete, in the following days and anyway within one month before the graduation session).

*Essential information to complete the request for admission to the graduation session:*

- *Date of graduation*
- *Title of the thesis (enter your final thesis title)*
- *Name of the supervisor (PLEASE DO NOT INDICATE ANY CO-SUPERVISOR NAME)*
- *Name of the examination (SELECT THE EXAMINATION THAT YOU HAVE TAKEN WITH YOUR SUPERVISOR).*

At the end of the procedure, you can print the form.

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

Payment can be done in any national UNICREDIT Group Bank.

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.

The bank receipt must be submitted to the students’ office (Segreteria Studenti), along with the following documents:

- the request for admission to the graduation session (on Delphi website);
- the completed, fully-signed student’s green booklet;
- the receipt of the evaluation questionnaire of the university experience (Almalaurea – available on Delphi System);

## **Almalaurea questionnaire ( mandatory)**

Select “manage application to graduate” and “ Registrazione su almalaurea”:

you can see your personal data, click on process to register on website;

on the following page choose “laureando”, choose the academic enrolment year “Anno di iscrizione al corso”, choose the academic graduation year, search Global Governance BA and select it from below, click on “acconsento” insert your email, phone, and then choose your password with 8 characters, click on “salva” to save your data.

You finish the registration procedure to Almalaurea.

Now click on “vai al login” for login you are asked for username and password, which has been already sent to your email, when you registered.

After login you need to fill out the exact date of your graduation (dd/mm/yyyy), then you should click on the icon right down “Compila il Questionario”, now you can choose the language of questionnaire and fill out all page.

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 in to students’ office (Segreteria Studenti).

## **Soft copy of the thesis**

The final version of the thesis must be uploaded on Delphi system (in Zip format) within 5 days before graduation day. Please be aware that if you fail to submit the thesis within the deadline period (5 days before your graduation day) you will not be admitted to the thesis discussion