



# 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”.  
Click on “Fill out domanda di ammissione dell’esame di laurea” (Request for admission to graduation session) and complete the form online.

*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 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 (€ 16.00) which indicates your personal info, name of your program and the amount you must pay for graduation.

After payment you should login again and validate your payment on Delphi.

For checking your payment, you can select “Invoice status.”

The following documents must be submitted to the students’ office (Segreteria Studenti) **scanned via email in PDF format:**

- the request for admission to the graduation session (on Delphi website);
- the completed fully-signed student’s green booklet;
- ALMALAUREA receipt (in PDF)\*
- €16 payment receipt (already validated)
- Valid personal ID in PDF
- Exams or mandatory curricular extra activity (internship) not registered yet in Delphi (name and code - 801....- of the course , teacher, date of the exam)-

The “**Modulo assegnazione tesi/Dichiarazione di assegnazione della tesi/lavoro finale del relatore**” is no longer required

The subject of the email message should be your surname and name, student number and your course’s name (O37 Global Governance –L16.) and in the body of the message the same **subject** information.

## **\*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/hard copies of the thesis**

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

Hard copies can be printed for your supervisor and co-advisor (please ask them). A hard copy can be made available during the defense for the Graduation Committee and resumed when finished