

FINAL GRADUATION PROCEDURE

The final graduation procedure involves uploading the thesis to the esse3 system: the following link (<https://unime.esse3.cineca.it/Home.do>) take you to the home page from which you can login (using your fiscal code and password).

Subsequently, in the right menu click on “Laurea”, at this point you will have two processes to start:

1. the first one is the registration on the AlmaLaurea website, click on “Registrazione AlmaLaurea”, you will have to upload your personal information, your curriculum vitae and the possible final degree grade; once registered, the website will give you the possibility to monitor job offers and internships in your area or all over Italy.
2. The second process concerns the upload of the thesis, in this case click on “Conseguimento titolo”, then enter personal information first, information about the thesis and the supervisor. During the process you will be required to enter a specific code related to the university sector, your supervisor will communicate it to you.
3. Plagiarism of the thesis: after having inserted the information related to the thesis and to the supervisor, it will be necessary to carry out the plagiarism check, in this case from the site unimeesse3 you will be directed (through a link available from esse3) to unime-elearning website; at this point it will be necessary to login and upload the thesis work.

It will take from 10 to 30 minutes to perform the plagiarism check, but it could increase considerably if the check is done close to the deadline of the procedure due to an overuse of the system.

Once the plagiarism check is done, you MUST download the copy of the issuers report and upload it to esse3 in the appropriate section (this step is essential because the supervisor must accept the plagiarism check).

You must upload your also ID and the cover page signed by the supervisor.

By clicking on this link <https://www.unime.it/it/dipartimenti/economia/modulistica> you will have access to all the documentation related to the economics department; for the master's degree procedure download the document "modello frontespizio laurea specialistica o magistrale".

The document will be downloaded in word format, you will have to modify it according to the information of your thesis, then make it sign by your supervisor and upload it on esse3 in the appropriate section.

Once you upload the information it's necessary pay a graduation tax, so on the right menu go to “segreteria” -> “pagamenti” and you will find the tax to pay.

All communications from the university will be sent to institutional email, make the login from outlook with: fiscalcode@studenti.unime.it and your password; please check it everyday for being sure the process is correct and there are no communications.