

DIPARTIMENTO DI MATEMATICA E FISICA

GUIDELINES FOR SUBMITTING THESIS DOCUMENTATION

Students who intend to graduate must follow the instructions below regarding the submission of the documentation required for the final examination. Please note that, to be admitted to the final exam, the student must be fully up to date with the payment of all university tuition fees.

<p>At least 30 days before the scheduled graduation session</p>	<p>Send to the Student Office exclusively at the e-mail address laureandi.scienze@unicampania.it, strictly using your institutional student e-mail address, requesting a read receipt (which acts as proof of submission), a single PDF file containing:</p> <ol style="list-style-type: none"> 1) Front/back copy of a valid identification document (ID card, driving licence, passport) 2) Application form for admission to the graduation exam addressed to the "Magnifico Rettore" <p>Self-declaration of Enrollment with Exams, signed and dated, downloadable from your personal area* (if all exams have been taken and recorded)</p> <ol style="list-style-type: none"> 3) <i>OR, alternatively</i> Statement of Exams Taken and Pending (if exams are missing or not yet recorded) To download the document, go in the personal area: https://esse3.unicampania.it → "Menu" → "Segreteria" → "Carriera" → "Certificati" → "Autodichiarazione di Iscrizione con Esami" 4) ALMALAUREA questionnaire receipt or Request for exclusion from the ALMALAUREA database. Information: https://www.unicampania.it/index.php/studenti/opportunita/almalaurea 5) Copy of the student record book, for those who still have one 6) Upload to your personal area**: <ol style="list-style-type: none"> a) in "Altra documentazione" (single PDF file): <ul style="list-style-type: none"> → the title page signed by both the supervisor and the student, stamped by the Didactic Office, indicating the thesis type. The title page format is available on the University website: https://www.unicampania.it/index.php/comunicazione-istituzionale, except for joint-degree programmes which have their own forms. Note: The stamped title page must be included in the printed thesis; therefore, it should be handled carefully to avoid folds or damage. → the Self-Declaration on authenticity, originality, and authorization for consultation of the thesis. b) in the "Tesi" section → the complete and final thesis in PDF format <p>**Access: https://esse3.unicampania.it → "Menu" → "Segreteria" → "Carriera" → "Allegati carriera"</p>
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<p>At least 20 days before</p>	<ol style="list-style-type: none"> 1) Pay the €16 virtual stamp duty via “PagoPA Payment Notice”, available in your personal area only after the Office processes the admission application. You do not need to submit proof of payment; the Office will verify it automatically. 2) Complete all exams and, if required by the programme, submit to the Didactic Office the signed certificate of completion of curricular internship. 3) Submit to the Student Office any request to withdraw from the graduation session.
<p>At least 10 days before</p>	<p>Upload to your personal area*:</p> <ol style="list-style-type: none"> 1) Library clearance statement, dated and signed by the Library Officer. <p>*Access: https://esse3.unicampania.it → “Menù” → “Segreteria” → “Carriera” → “Allegati carriera”</p>

All forms can be downloaded here: <https://www.matfis.unicampania.it/didattica/adempimenti-per-la-laurea>

IMPORTANT NOTES:

- All deadlines must be strictly respected.
- Students must always use only their institutional email accounts (XXXX@studenti.unicampania.it or XXXX@unicampania.it) when communicating with offices. Include in the email:
 - **SUBJECT:** “Graduation in (Degree Programme) – Session (Month)”
 - **BODY TEXT:** “I, the undersigned (Surname and Name), student ID n. XXXXXXX, aware of the criminal penalties for false declarations and the use of false documents under Art. 76 of Presidential Decree 445/2000, hereby declare, pursuant to Articles 46 and 47 of the same decree, that the attached documentation is a true copy of the original.”
- Send everything exclusively to: laureandi.scienze@unicampania.it. **Documents sent to other addresses will not be processed.**
- The application will be accepted only if all tuition fees, including any penalties, have been fully paid.
- Incomplete applications will not be accepted.