

# Graduation Procedure in DELPH

The procedure of the subsmission in DELPHI substitutes the delivery of the CD-ROM to the Student Secretary

BORSE DI STUDIO (SCHOLARSHIP) INCARICHI COLLABORAZIONI	ESAME UI LAUKEA (DEGKEE EXAMINATION) OTHER SERVICES	DURING YOUR CAREER	EXAMINATIONS	PAYMENT OF TUITION AND CONTRIBUTIONS	PERSONAL INFORMATION	PROC	
Application for Merit Scholarship  View the ranking Application for Appointment in a Part-time Collaboration Notice (Bando) not received	Manage graduation request     Activate Other Services	Hegistation Procedure You have a graduation request still to be cancelled         Request for Change of Degree Program (Richiesta di Passaggio di corso) There is a non-canceled degree examination application         Request Transfer Out (Richiesta di Trasferimento in uscite) There is a non-canceled degree examination application         Request Transfer Out (Richiesta di Trasferimento in uscite) There is a non-canceled degree examination application         Reprint Application for Enrollment/Registration         (iscrizione/Immutricolazione)         Cancel Application for Enrollment (domanda di iscrizione)         Suspension Request         Withdraw from Studies (Rinuncia agli studi)	<ul> <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>	Autorizzazione acquisizione isee tramite banca dati Inps Functionality enabled after first-rate bulletin validation • Fee Status (Situazione Bollettini) • Visualizza dichiarazione ISEEU AA 2016/2017 • Request for partial exemption from taxes and contributions	Change Password     View and Change Personal Information	EDURES AND ONLINE SERVICES For enrolled students	AREA STUDENTI

Click on "Manage graduation request" to fill-in the graduation application



LOGOUT AREA STUDENTI

# DOMANDA DI LAUREA (APPLICATION TO GRADUATE): INSTRUCTIONS

### Preconditions

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. It is possible not to pay both the 1ST and 2nd instalments of the Tuition Fees if a student intends to graduate before It is possible not to pay both the 1ST and 2nd instalments of the Tuition Fees if a student must submit a DOMANDA CAUTELATIVA (PECAUTIONARY APELCATION), 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 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/J99 and 270/Z004 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 aurea 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): PIEASE 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

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### Read carefully the instructions



Click on «Domanda di laurea -Application to Graduate»

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Check all the registered exams and fill-in the comments area with all the exams you still have to register or are missing

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### UNIVERSITÀ DEGLI STUDI DI ROMA TOR VERGATA Eventuale altro relatore: Correlatore: Correlatore: Immettere le informazioni richieste MATERIA TESI/LAVORO FINALE: elatore: ESSIONE LAUREA: INGUA DISCUSSIONE TESI: Schema = totemowner DB Host = dbtest.ccd.uniroma2.it ITOLO TESI/LAVORO FINALE: ezionare... CLICCA QUI SE IL RELATORE NON È PRESENTE NELL'ELENCO DOMANDA DI LAUREA < AREA STUDENTI Italiano ognome ognome ognome Dellahi Versione: test **V**

Fill-in the procedure with the following information:

- Graduation Session
- Thesis Coordinator
- Subject of the Thesis
- Final Thesis Title
- Language of the final discussion



Select the Thesis Coordinator from the Menu

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	MATERIA TESI/LAVORO FINALE: TITOLO TESI/LAVORO FINALE:
Cognome	Nome
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Cognome	Correlatore:
Cognome	Nome
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Insert manually the Thesis Coordinator only if you are sure to not have found him/her on the menu



Print the bulletin, pay it and then validate the payment.

The thesis upload has to be done <u>within the</u> <u>deadline defined for</u> each Graduation Session.



Only after the validation of the payment, it will be possible to upload the Thesis

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Once the upload of the file.zip, you will find the messagge "UPLOAD THESIS SUCCESSFULLY COMPLETED"



After the upload of the file, the Supervisor will receive a notification and proceed to the acceptance of the thesis

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In the situation in which the Supervisor will reject the thesis, a new upload will be requested.

	INDIETRO
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r previsti)	(se hai convalidato la domanda di laurea ma non sei riuscito a laurearti nei tempi. Upload tesi
	Annulla domanda di laurea
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	Ristampa domanda di laurea
	Stampa la dichiarazione di assegnazione della tesi/lavoro finale
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	AREA STUDENTI
phi Versione: test	LOGOUT
VERGATA	UNIVERSITA DEGLI STUDI DI ROMA TOR

Once the Supervisor will accept the thesis, the message «Tesi accettata dal relatore» will appear