Mod. 6322/magistrale

**Graduation Application - Masters Degrees, Single Cycle Degrees and Previous “Ordinamento” (Academic System)**

This application form must be submitted to the Administrative Office of the Programme where the student is enrolled.

*Data will only be used for institutional purposes by Sapienza University of Rome (as established by Bill 196/2003 on personal data management). False and incomplete declarations will be legally pursued.*

**To the Rector of Sapienza University of Rome**

**The undersigned,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number, Last Name, Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone, mobile phone, email *(please write email in capital letters)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrolled in Degree Programme *(indicate name and type of programme M = master, SC = single cycle, V.O.= previous “ordinamento” – Academic System)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Programme Class and “Ordinamento” (Academic System) *(i.e., Class LM 24 - Ordinamento 270/04, or V.O for previous “ordinamento”)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty *(please indicate Faculty name based on new statute)*

**Declares that:**

Part-time: yes □ no □

Presented study plan for academic year \_\_\_\_\_\_ yes □ no □

Selected the following educational curricula (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ It is the first time I submit a graduation application

□ I have already presented an application on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dissertation Tutor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject taught by tutor and Subject Area (SSD) *(the subject must be part of the degree programme “ordinamento” [Academic System])*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dissertation Co-tutor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Tutor – if applicable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dissertation Subject *(only if different from subject taught by tutor) and* Subject Area (SSD)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dissertation Title *(please write final title in capital letters, if necessary, continue on back)*

**Application Attachments and Delivery Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Document** | | **Status\*** | |  |
| **D** | **N/D** | **N/A** |
| a) | List of exams taken (printed from Infostud, without tax stamp) and Exam Conformity Declaration (Form 6322/a/triennale) (1) |  |  |  |
| b) | Receipts of the exams taken (only for students on the previous “ordinamento” [Academic System]) |  |  |  |
| c) | Declaration of exams taken and not certified on Infostud (Form 6322/b) |  |  |  |
| d) | Declaration of exams still to take (Form 6322/c) (2) |  |  |  |
| e) | Almalaurea Questionnaire completion receipt (3) |  |  |  |
| f) | Certificates for stages, traineeships, labs, ICT and other activities (4) |  |  |  |
| g) | Tutor’s statement (5) |  |  |  |
| h) | CD with dissertation signed by the tutor and student, dissertation title, student number, indication of the software used, and release (6) |  |  |  |
| i) | Declaration of CD’s content, signed by tutor |  |  |  |
| j) | Copy of the last study plan submitted (7) |  |  |  |
| k) | Printed reservation receipt for degree exam, if necessary (8) |  |  |  |

\*Check the correct option for each document.

**D** = delivered;

**N/D**= not delivered, to be submitted according to deadlines indicated in graduating student memorandum;

**N/A**= not applicable

## Remarks

1. Print the list from Infostud and complete the Exam Conformity Declaration Form
2. See the form attached to the application and the graduating student memorandum.
3. The questionnaire can be completed on-line:

<http://www.uniroma1.it/didattica/placement/almalaurea>

1. The declaration must be submitted only if required (see graduating student memorandum).
2. The tutor must complete and sign the Tutor’s Statement Form.
3. The CD may be replaced by a summary if so indicated by the graduating student memorandum.
4. A copy of the study plan must be submitted only if indicated by the graduating student memorandum.
5. Printed reservation receipt for degree exam (from faculty website), if indicated by the graduating student memorandum.

**Moreover, the following documents must also be submitted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of document** | | **Status\*** | |
| **P** | **TBP** |
| a. | Original High School Diploma |  |  |
| b. | Payment receipt of graduation fees. The tuition payment form can be printed from Infostud. |  |  |
| c. | Photocopies of valid ID and Tax Code Identity Documents |  |  |

\*Check the correct option for each document.

**P** = provided;

**TBP** = to be provided by deadline indicated on graduating student memorandum.

## The undersigned also declares that he/she is aware that not respecting the study plan present in the “ordinamento” (Academic System) and student manifesto for each degree programme may bar student from graduation session.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **Signature**

**High School Diploma**

Substitute declaration as regulated by DPR N. 445 (28/12/2000)

## The undersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number, Surname, Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and Date of Birth

Aware of the penalties applicable for false declarations and mendacity in acts

and the consequent revocation of all benefits, as established by articles 75 and 76 of DPR 445/2000,

declares under his/her own responsibility

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To possess a High School Diploma *(indicate type of programme if applicable)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued by *(name of school)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Located in *(city, province and country of school)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address *(street and postal code of school)*

In academic year \_\_\_\_ /\_\_\_\_\_ with the following grade \_\_\_\_\_\_\_ (if applicable).

Moreover, he/she also declares that the legal duration of the course is of \_\_\_\_\_ years.

Date........................ Signature ....................................................

Mod. 6322/a

**Exam Conformity Declaration**

(*attach to* application)

**The undersigned**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number, Surname, Name

Aware of the penalties applicable for false declarations

□ confirms and endorses all data

*or*

□ indicates irregularities, attaching the “Declaration of Exams Taken and Not Registered on Infostud” Form

with regard to the list of exams printed from Infostud today and attached to the application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**  **Signature**

Mod. 6322/b

# Declaration of Exams Taken and Not Registered on Infostud

## (*Attach to Application form if necessary*)

## The undersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number, Last Name, First Name

Aware of the penalties applicable for false declarations and mendacity in acts as established by

Art. 46 of DPR 445/2000, declares under his/her own responsibility to have taken all the exams

## listed in the following table, which have still not been registered on Infostud.

**Exams Taken and Not Registered on Infostud**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **N.** | **Course Name**  **(Exam)** | **Programme**  **Year** | **Credits** | **Professor** | **Date** | **Grade** | **Registration Number or Date \*** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |

\* The exam report registration number is indicated on the exam receipt. In case of loss, indicate “lost” and provide copy of official declaration or self-certification. For exams taken at other universities and recognized by Sapienza, indicate date of registration.

**The form must be completed on a computer, NOT by hand. Add further lines if necessary.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **Signature**

4 Mod. 6322/c

# Declaration of Exams to Take

(*attach to* application)

**The undersigned**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number, Surname, Name

Aware of the penalties applicable for false declarations

**Based on the relevant student graduation memorandum, declares that he/she has taken all the exams indicated on the attachment by the required deadlines and declares that he/she is aware that all exam receipts, signed by the professor, must be submitted to the student office.**

## EXAMS TO TAKE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N.** | **Course Name (Exam)** | **Programme**  **Year** | **Credits** | **Professor** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **Signature**

5

# DECLARATION OF CD CONTENTS

(To be completed by dissertation tutor)

The student must submit this declaration to the student office together with the CD with the dissertation.

*To the student office of the degree programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Professor (dissertation tutor)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number, Last Name, First name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Session (date)



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dissertation Title

*(continue on back if space is insufficient)*

**Declares**

That the content of the CD is the student’s dissertation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** **Signature of Tutor**

# Declaration of Professor acting as Dissertation Tutor

*To the student office of the degree programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the undersigned professor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course (name and subject area)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Degree Programme *(name and typology: LS, LM, V.O.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty *(use new name)*

**Declares that the following student**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number, Last Name, First Name

*Has been assigned the following type of dissertation*

□ Traditional □ Experimental □ Theoretical □ Project *(check option)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Dissemination subject *(if different from subject are and programme name)*

Dissertation Title (continue on back if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of co-tutor, if applicable

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of other co-tutors, if applicable

The undersigned declares that the student may graduate in the following session

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(indicate date of session)

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date** | **Name, Surname and Signature of Tutor** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Student Signature**  **ONLY FOR LANGUAGE STUDENTS** | **Dean** *(if required)* |
| AUTHORISATION BY PROFESSOR OF FIRST LANGUAGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (If dissertation is not in main language) |  |

**Student Office, Degree Programme in**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Receipt of Graduation Application

(for the student)

## The student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student Number, Last Name, First Name**

**presented a graduation application on this date**



□ the application is complete

or

□ the application is incomplete and will be assessed when all necessary documentation is presented.

**Notes**

**Date (with stamp) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Clerk Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**