



INTERNATIONAL MASTER'S DEGREE IN WILDLIFE MANAGEMENT CONSERVATION AND CONTROL



GRADUATION APPLICATION AND PRE-GRADUATION DUTIES

The application for one of the four annual graduation sessions must be completed exclusively through the online procedure found on the dedicated [SelfStudenti Uniss](#) section.

Paper printing and delivery of the graduation application to the Student Secretary's Office is not required (it is recommended to save a pdf copy on your PC).

The following four steps must be carefully implemented:

1. Graduation and thesis assignment application, with completion of the AlmaLaurea Questionnaire and acceptance of the Behavioral Norms

Once you have logged in to your "SelfStudenti Uniss" Reserved Area, in the menu on the left, click on the section Degree → "Diploma Attainment". Then proceed with Registration and fill the AlmaLaurea questionnaire out; thereafter, a list of open graduation sessions for which you are allowed to apply can be visible. Finally, pay attention to the behavioral norms to be followed during the celebrations after each graduation session.

The system will perform an initial set of automatic checks (regular enrolment, active career, payment of fees, confirmation of binding titles). If you encounter problems during these checks, please contact the Student Secretary's Office promptly, preferably by email (cssfiorebianco@uniss.it).

After that, if not already done, you can make the formal thesis request to the professor (with whom you must have already agreed in advance on the title and content of the thesis). This person will represent your thesis supervisor and must be a professor of the WMCC course in service at the University of Sassari. Additional co-supervisors can be indicated (up to three). The title of the thesis, in English (but it should be indicated in both field Italian and English) and the type of thesis (only experimental thesis are allowed by the course) must be typed. In case you cannot find the name of the faculty member to whom you want to request the thesis, contact the teaching manager (Renata Fadda: rfadda@uniss.it). The chosen supervisor will receive an automatic email informing him/her of your request, and from his/her restricted area in Selfstudenti will be able to assign the thesis.

The time windows and deadlines to apply for graduation are early published on the course website ([LINK](#)).

P.A.: Those who are unable to graduate in the session for which they have applied should inform the Secretariat (cssfiorebianco@uniss.it, with the teaching manager rfadda@uniss.it in carbon copy) at least 15 days before the graduation day. The student will also have to cancel the application already made through the online procedure and to submit a new application for a subsequent graduation session within the terms indicated above. The graduation fee is payable only once; therefore, in case of graduation application renewal, it must not be paid again.

2. Library clearance and Uniss card return

After completing the graduation application, **within 14 days from the graduation date** (recommended 30 days in advance in order to have time to solve any issues with the assistance of the Student Secretary's Office), the student must apply for a "library clearance", which will be issued virtually by the Libraries' staff directly to the Student Secretary's Office. The clearance is important because it ensures that the student concludes his/her study, without remaining in possession of library materials that are the heritage of all students and the entire community. To receive the clearance, all library materials borrowed, if any, from university libraries must be returned. To obtain the clearance, you can do one of the following:

- Fill in the request using the online service of the [University Library System](#).
- Go to one of the university libraries ([SBA](#)), with an Identity card or Passport, and personally request the clearance
- Send an email, from the institutional email @studenti.uniss.it, to the reference library address found on each library's home page

Moreover, before the graduation session, the candidate must return the Uniss card to the Student Secretary's Office or, alternatively, send to the reference addresses of their Student Secretary's Office a photo showing the destruction of the card.

3. Thesis upload and approval

No later than 14 days before the graduation date (recommended 30 days in advance in order to resolve any issues with the assistance of the Student Secretary's Office), from the Reserved Area in SelfStudenti Uniss, selecting "Diploma Attainment" notice board, the student must access the "Thesis Summary" section and upload the final Thesis pdf file (as a single file, including tables, graphs, annexes, etc.). Once uploaded, the supervisor will receive an automatic email informing him/her of the request for approval of the Final Thesis, and from his/her restricted area he/she can approve it. The final Thesis will automatically be shared with the university library system to be permanently archived as electronic resource.

P.A.: Since it is no longer necessary to deliver a printed copy of the Final Thesis to the Student Secretary's Office, it is advisable to bring a copy with you for the Graduation Committee at the graduation session.

4. Final exam (thesis defence)

At the graduation session the student presents a summary of the thesis in front of the Graduation Committee composed by a minimum of 5 professors. For his/her thesis defence the student should prepare in advance a presentation synthesizing the aims, methods, main results and achievements of his/her research, using audiovisual material. The content of the presentation should be preliminary viewed and approved by the supervisor (and co-supervisors, if any).

Unless otherwise notified prior to the graduation date, each student will have 15-minutes for the presentation + 5 extra minutes to answer questions from the Graduation Committee.

In the days preceding the graduation the student will be notified of the composition of the Graduation Committee and invited to share the PDF of their thesis with the members of the Graduation Committee.

On graduation day, the student must arrive well in advance with a copy of the presentation saved on a pen drive and a printed copy of the thesis for the Graduation Committee.