

Thesis guidelines

Content

```
graph LR; Content[Content] --> 1[1. Assigning a Thesis]; Content --> 2[2. Writing a Thesis]; Content --> 3[3. Applying for Defense]; Content --> 4[4. Defense Day];
```

1.
Assigning a
Thesis

2.
Writing a
Thesis

3.
Applying
for Defense

4.
Defense
Day



1. Assigning a Thesis



1 semester

1. Assigning a Thesis

a.
Reflect on the
area you are
interested in **for**
research

b.
Choose the
supervisor & define
the **subject** of your
thesis



2. Writing a Thesis



II semester

SEE DOCUMENT AT [THIS LINK](#) FOR SOME PRACTICAL GUIDELINES ON HOW THE DEGREE THESIS SHOULD BE STRUCTURED AND COMPILED

2. Writing a Thesis



3. Applying for the Defense



**Start no later than 60 days
before the Defense Day**

Step 1

3. Applying for Defense



No later than **60** days
before the Defense Day

Complete:

- the [statement of originality & authenticity of thesis](#) ([read also](#))

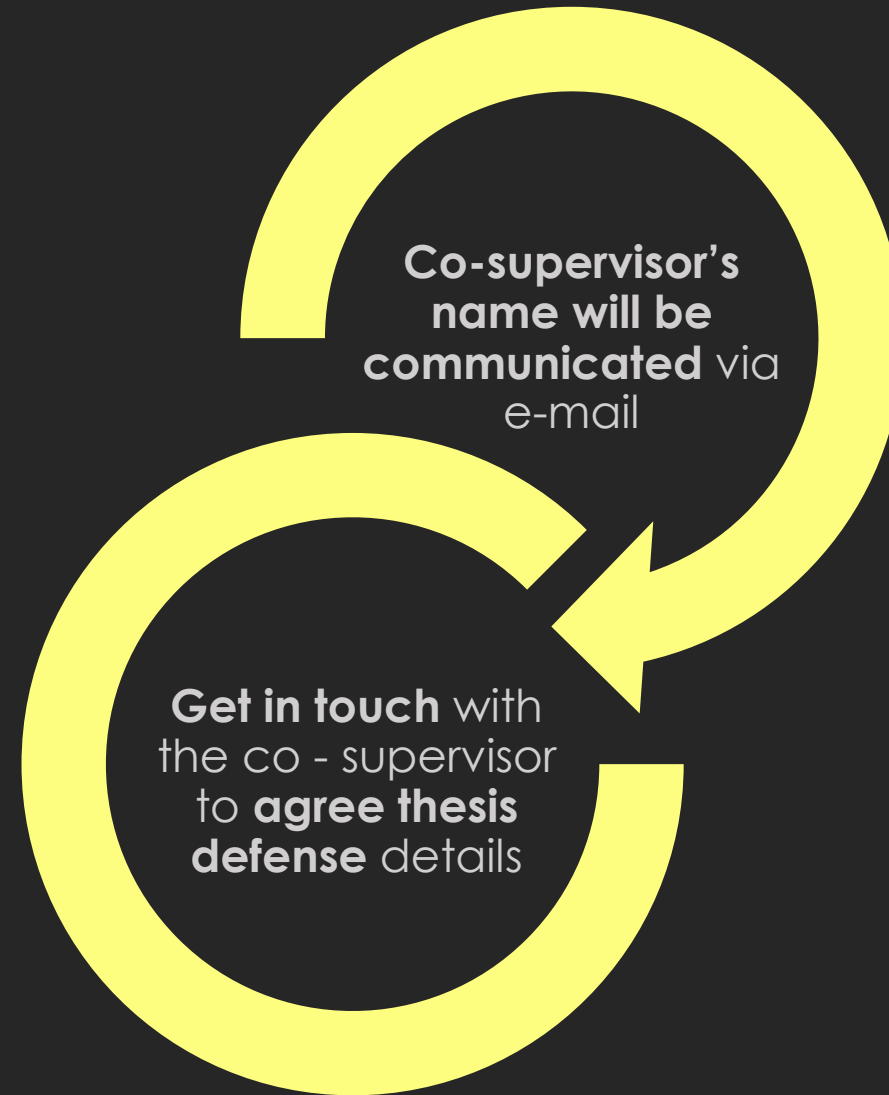
- the following [document](#)

Bring them in
Segreteria
Didattica

- to **Mrs. Luisa Mangiarotti**,
Via San Felice, 5
(Mondays to Fridays 9.00 – 12.00
a.m.)

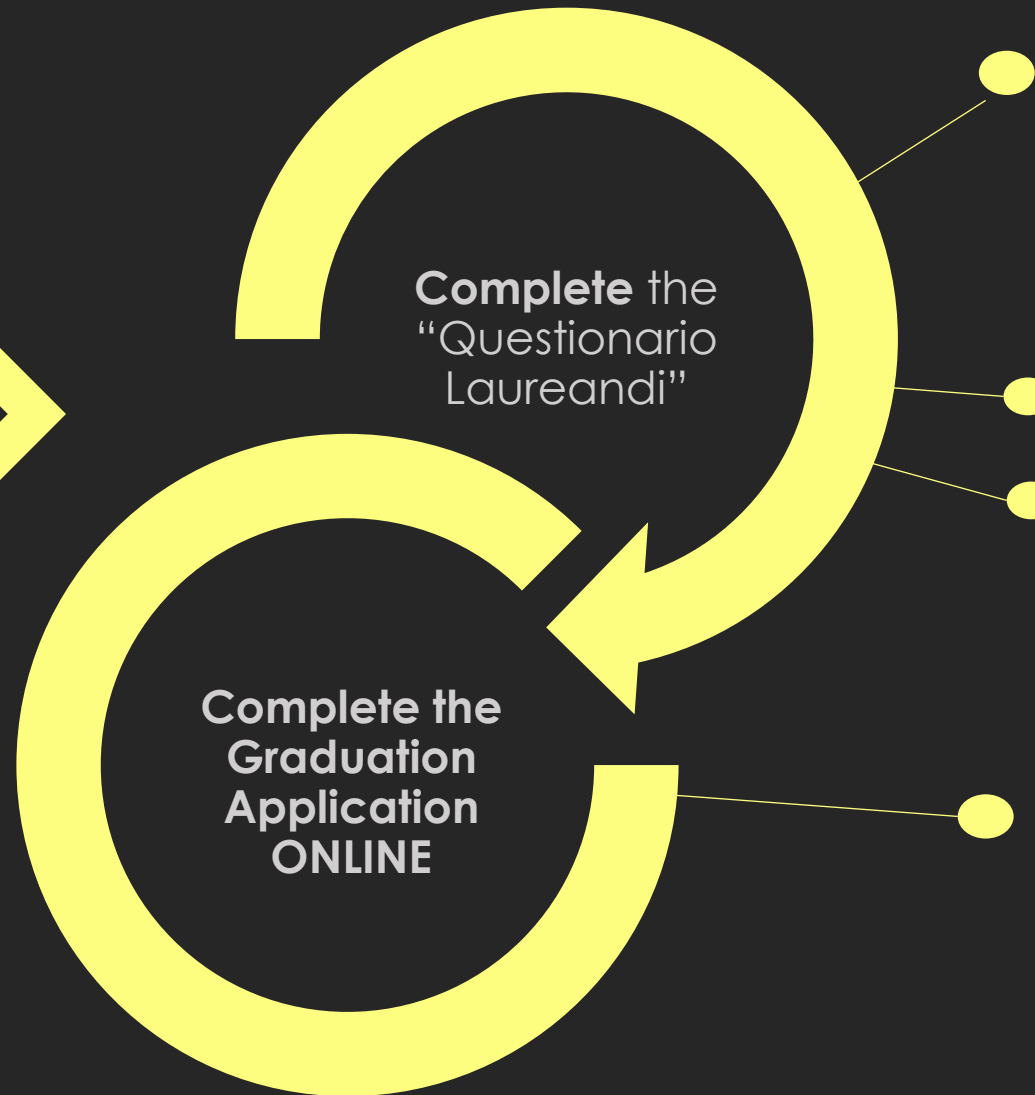
Step 2

3. Applying for Defense



Step 3

3. Applying for Defense



No later than **30 days**
Before Defense Day

- Area Riservata /
- Conseguimento Titolo/
- Registrazione
(Accesso Almalaurea)

- Proceed with registration

- Print the receipt ("la ricevuta") & attach it to the documents
([see Step 4, slide 11](#))

- Area Riservata (you have to repeat the access one more time) /
- Conseguimento Titolo

Step 4

3. Applying for Defense



PDF copy of the thesis ●

...to bring to:



No later than **16** days before the Defense Day



Segreteria Didattica

Via San Felice, 5

Send pdf to: gestione-lauree.dem@unipv.it

PDF file should be named with the following:
NAME,SURNAME, ACRONYM of degree course, YEAR and MONTH. Example: ROSSI_NICOLA_MIBE_2018_04

printed copy of the thesis ●

Stamp duty to the value of € 16.00 ●

Receipt confirming payment of the MAV (→ Area Riservata / Pagamenti) ●

Libretto (if it was given once enrolled) ●

Receipt of the **Questionario Laureandi** ●

Receipt of the **Degree Application ONLINE** ●

1

Segreteria Studenti

Via San Agostino, 1

Step 5

3. Applying for Defense



No later than **3** days
before the Defense Day

The software to use:

- Acrobat Reader XI
- Excel 2007
- Power Point 2013
- Word 2007

Contact the IT staff in order to upload the
presentation.

assistenza-tesi.dem@unipv.it



Summary of Defense application procedure

1. Application for co-supervisor and statement of originality & authenticity of thesis (see slide 8)	2. ONLINE Defense Application (see slide 10)	3. Delivery or required documents (see slide 11) to Segreteria Didattica and Segreteria Studenti	1. Thesis presentation upload on the I.T. Department computer (see slide 12)
MAX 60 DAYS before Defense	MAX 30 DAYS before Defense	MAX 16 DAYS before Defense	MAX 3 DAYS before Defense

SEE THIS LINK FOR ALL APPLICATION DEADLINES

[http://economia.unipv.it/sitonuovo/userfiles/apinardi/file/calendario%20sedute%20%20lauree%20quadriennali,%20magistrali%20e%20specialistiche%202017%20e%202018\(1\).pdf](http://economia.unipv.it/sitonuovo/userfiles/apinardi/file/calendario%20sedute%20%20lauree%20quadriennali,%20magistrali%20e%20specialistiche%202017%20e%202018(1).pdf)



4. Defense Day

4.
Defense
Day

Good
LUCK