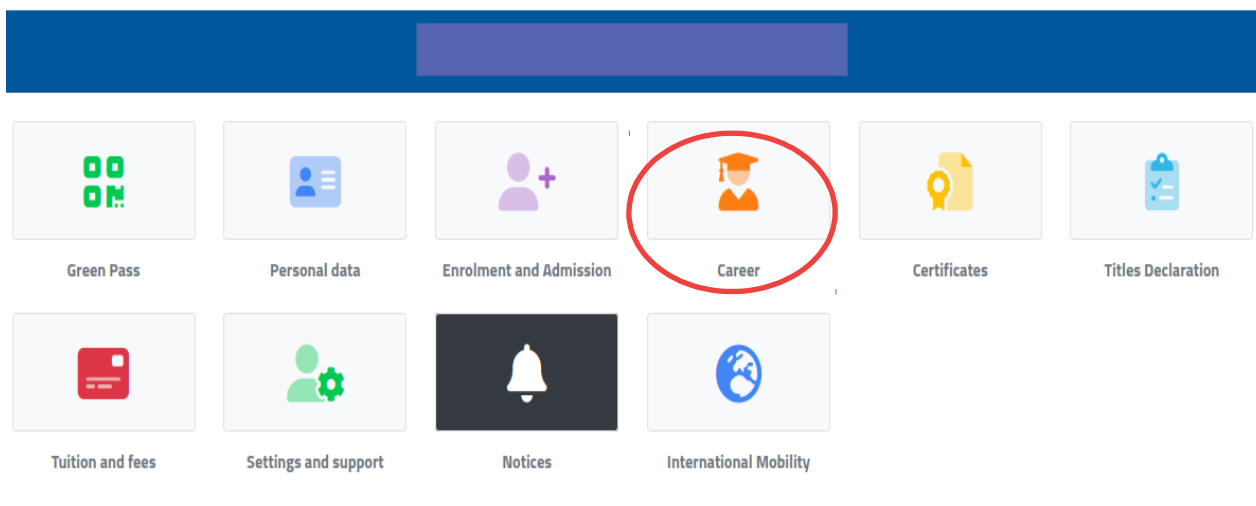




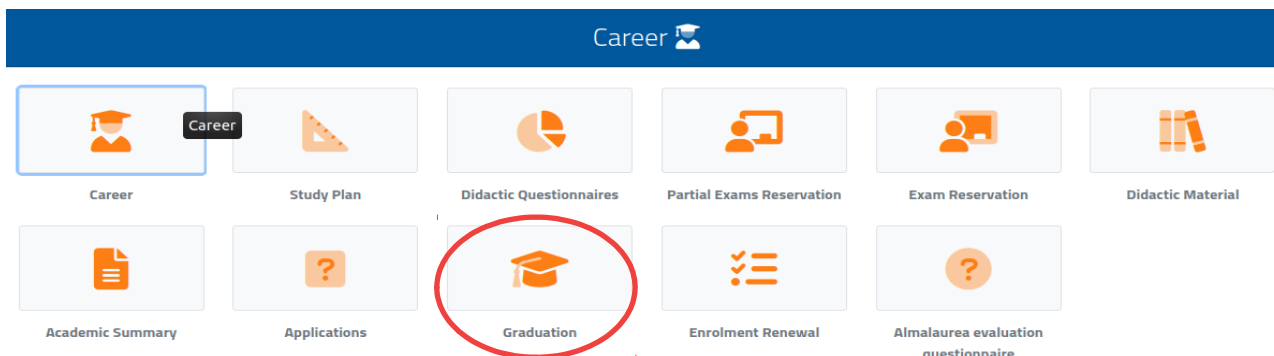
UNICAMILLUS

GUIDE TO GRADUATION APPLICATION PROCEDURE

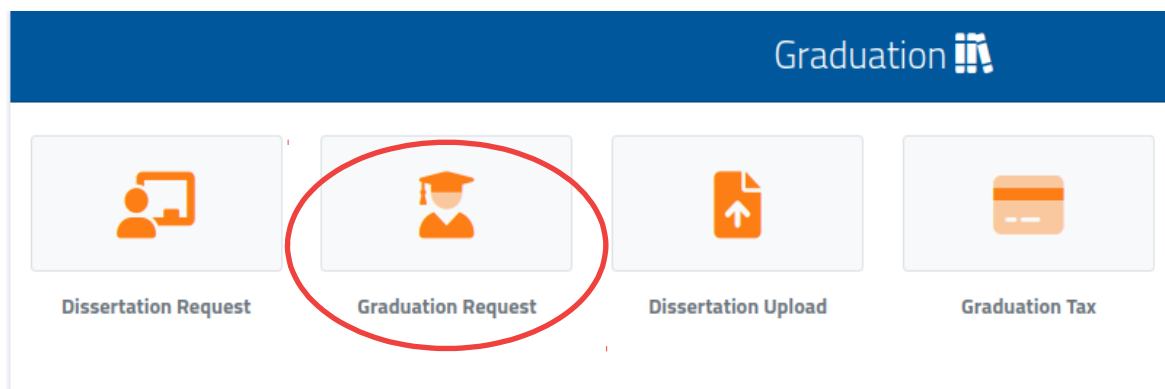
Step 1: Once you have obtained all the credits indicated in your Study Plan and ensured that your tutor or supervisor has approved your dissertation proposal, go to the GOMP portal and click on the “Career”.



Step 2: Click on “Graduation”:



Step 3: Click on “Graduation Request”:



Step 4: : A page will appear, as shown below, in which you must fill in all the mandatory fields relating to the course for which you are submitting a dissertation proposal: type of dissertation, Italian and English title, supervisor's and assistant supervisor's names.

Graduation Request

Istanze già presentate >

Details of the application

Academic year
2021/2022

Application date
12/01/2023

Course of study
L/SNT1 Ostetricia (abilitante alla professione sanitaria di Ostetrica/ri) regolamento 2018/2019

Educational activity

Exams taken

#	Type	Exam	Academic year	Date	Credits	Grade
1	S	90308 - CLINICAL PRACTICE 23 cfu in B - MED/47	2020/2021		23	26/30
2	S	90307 - SCIENTIFIC ENGLISH 2 cfu in E	2020/2021		2	1
3	S	90143 - OBSTETRICAL-GYNECOLOGICAL NURSING SCIENCES 5 6 cfu in B - MED/47	2020/2021		6	21/30

Step 5: To change your assistant supervisor's name, click on the red X on the right, then type his/her surname in the "Select a tutor" blank space and click on the name displayed. Once you have completed the AlmaLaurea questionnaire tick the appropriate box.

Please note: the assistant supervisor (if any) must be different from the supervisor.

Exams not taken

Exam	Credits
90147 - FINAL EXAM 8 cfu in E	6

Requirements

AlmaLaurea Questionnaire
— We remind you to fill out the AlmaLaurea questionnaire in the section "Career" in order to proceed with the Graduation application. Ricordiamo di compilare il questionario AlmaLaurea nella sezione "Carriera" per poter procedere con la domanda di Laurea.

Proposed Supervisor

Professor
 X

Internal Assistant Supervisor

Professor
 X

Select a professor ▼

External Supervisors

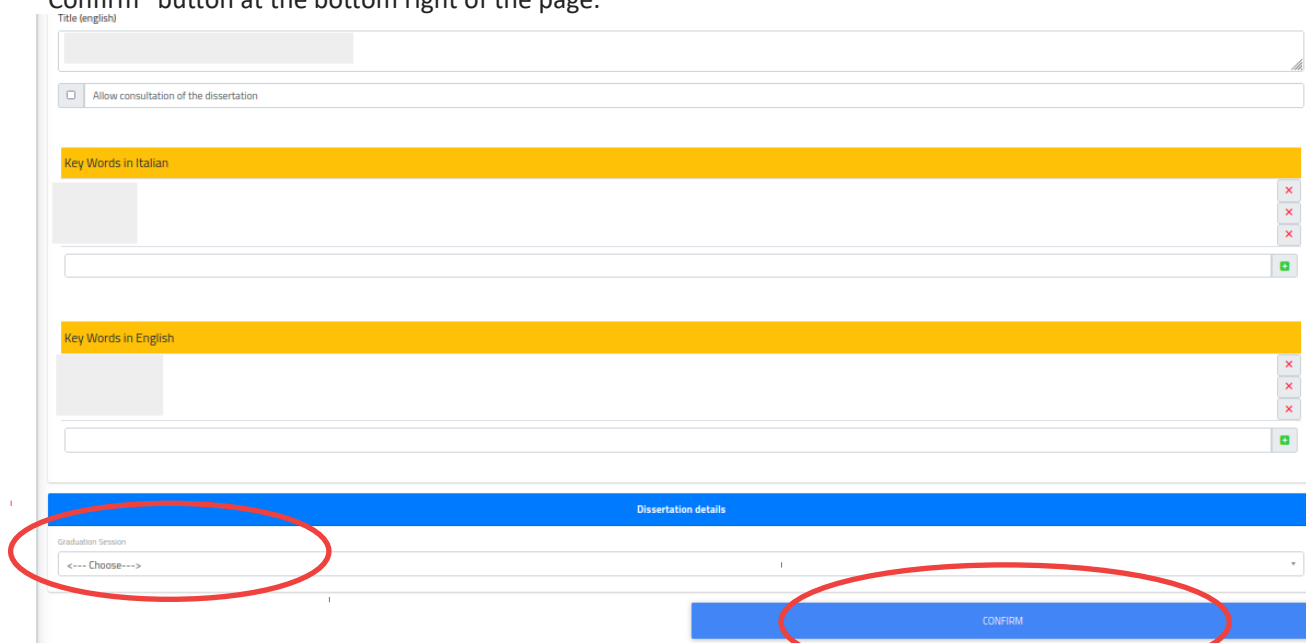
Name Surname +

Dissertation details

Type
Select Type ▼

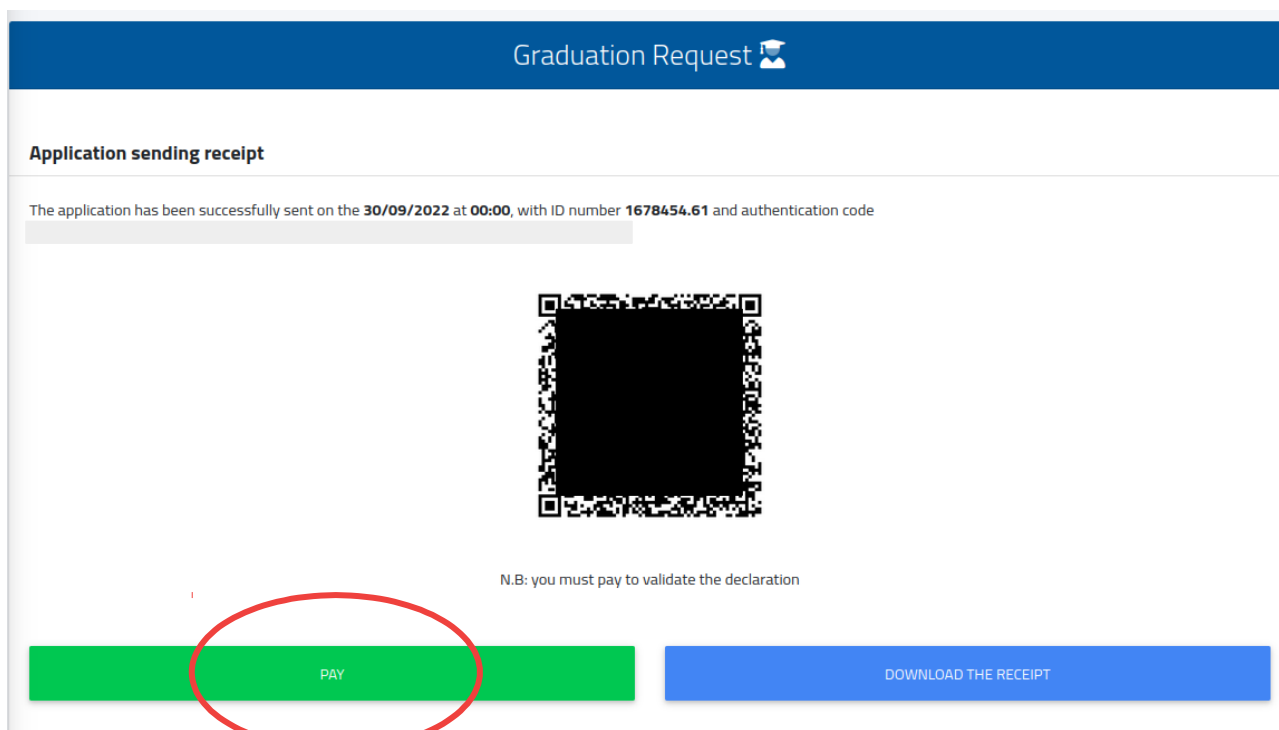
Title (Italian)

After checking all your data, select the graduation session under “Graduation Session”. Finally, click on the blue “Confirm” button at the bottom right of the page.



The screenshot shows a web form for a graduation application. At the top, there is a text input field labeled "Title (english)". Below it is a checkbox labeled "Allow consultation of the dissertation". The form is divided into two sections for key words: "Key Words in Italian" and "Key Words in English". Each section has a text input field and a small green square button. At the bottom, there is a blue bar labeled "Dissertation details" containing a dropdown menu for "Graduation Session" with the text "<--- Choose --->". To the right of this bar is a blue button labeled "CONFIRM". Red circles highlight the "Graduation Session" dropdown and the "CONFIRM" button.



Step 6: Once you have clicked on “Confirm”, your graduation application must be confirmed through payment of a graduation fee. To pay the graduation fee, click on the green “Pay” button on the left.




The screenshot shows a confirmation page titled "Graduation Request" with a graduation cap icon. Below the title is the section "Application sending receipt". The text states: "The application has been successfully sent on the 30/09/2022 at 00:00, with ID number 1678454.61 and authentication code". Below this text is a large QR code. Underneath the QR code, it says "N.B: you must pay to validate the declaration". At the bottom, there are two buttons: a green button labeled "PAY" and a blue button labeled "DOWNLOAD THE RECEIPT". A red circle highlights the "PAY" button.


Step 7: You will be redirected to the “Tuition Fees and Fundings” > “Payments” section, in which you will be able to select the graduation fee and proceed to payment via PagoPa or CBILL.

Taxes due MULTIPAYMENT ▾

Description	Amount (€)	Expiry	
<input checked="" type="checkbox"/> TassaLaurea TassaLaurea BOLLO BOLLO 2021/2022	366,00	15/02/2022	 
Total	366,00		




Step 8: Once the graduation fee has been paid, the following window will appear in the “Graduation Application” section, in which you will be able to download your application receipt.

Graduation Request 

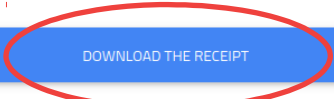
Application sending receipt

The application has been successfully sent on the **29/09/2022** at **00:00**, with ID number **1674628.56** and authentication code



The payment has been done on the 12/10/2022, your declaration will be verified

[DOWNLOAD THE RECEIPT](#)



For further information on this procedure, please contact the Graduation Office at graduation@unicamillus.org.

Traduzione curata dal Centro Linguistico di Ateneo in data 02/02/2023.