

FINAL EXAMINATION TUTORIAL

After logging into ESSE3 online services, please check your billing account balance under **Payments** on the left frame.

The online application process takes about 15 minutes.

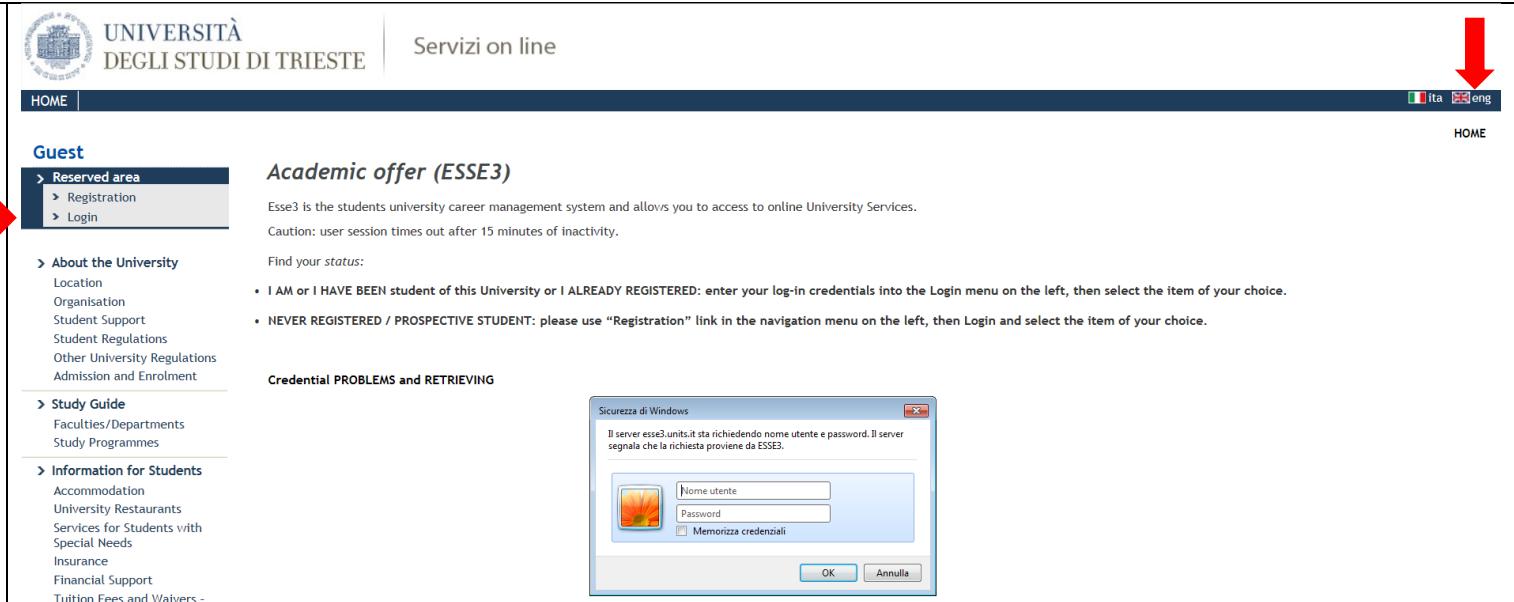
If you've been inactive for a certain amount of time, your current application session expires. To resume the session, you need to enter your password again: you will be directed back to the homepage and will continue from the point where the timeout occurred.

To go back to the previous page, do not use the browser's back arrow as you may lose information you have entered. Always use the **Back** or **Next** button on the screen to move from one page to another.

To start your final examination application process, please click
<https://esse3.units.it/Home.do>

Click on the British flag on the top-right corner and use your student credentials to **Login** (on the left).

If the information is displayed in Italian, please try again by clicking first on the British flag.



UNIVERSITÀ DEGLI STUDI DI TRIESTE Servizi on line

Guest

- > Reserved area
 - > Registration
 - > Login

About the University

- Location
- Organisation
- Student Support
- Student Regulations
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- Admission and Enrolment

Study Guide

- Faculties/Departments
- Study Programmes

Information for Students

- Accommodation
- University Restaurants
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- Insurance
- Financial Support
- Tuition Fees and Waivers -

Academic offer (ESSE3)

Esse3 is the students university career management system and allows you to access to online University Services.

Caution: user session times out after 15 minutes of inactivity.

Find your status:

- I AM or I HAVE BEEN student of this University or I ALREADY REGISTERED: enter your log-in credentials into the Login menu on the left, then select the item of your choice.
- NEVER REGISTERED / PROSPECTIVE STUDENT: please use "Registration" link in the navigation menu on the left, then Login and select the item of your choice.

Credential PROBLEMS and RETRIEVING



Sicurezza di Windows
Il server esse3.units.it sta richiedendo nome utente e password. Il server segnala che la richiesta proviene da ESSE3.
Nome utente _____
Password _____
Memorizza credenziali _____

OK Annulla

Select the relevant course of study (**Dottorato**) if required.



UNIVERSITÀ DEGLI STUDI DI TRIESTE Servizi on line

Registered

Scegli carriera

Please find below the type of studies you have access to.

Please select the type of studies you would like to edit

Matriculation number	Type of Programme	Programme	Status	
	Dottorato	NANOTECNOLOGIE	Attivo	Selezione
	Corso di Laurea Magistrale	INGEGNERIA DI PROCESSO E DEI MATERIALI	Cessato - Cons. Titolo	Selezione
	Corso di Laurea	INGEGNERIA INDUSTRIALE	Cessato - Cons. Titolo	Selezione

Select **Final Examination** on the left menu.

The screenshot shows the student dashboard of the Università degli Studi di Trieste. At the top, there is a logo and the text "UNIVERSITÀ DEGLI STUDI DI TRIESTE" next to "Servizi on line". A red arrow points from the left margin to the "Student" link in the top navigation bar. The main content area has a sidebar on the left with links like "Reserved Area", "Logout", "Change password", and "Altre Carriere". The main content area displays a "PLEASE NOTE" message about online services available in English, followed by a "Notice Board" section with a message about new messages, and an "Information on the student" section showing details such as Type of programme (Doctoral Programme), Student profile (Studente Standard), Year of programme (3), Date of enrolment (13/10/2014), Degree Programme ([PHD06] - NANOTECHNOLOGY), Programme Specifications ([PHD06+30] - NANOTECHNOLOGY), and Curriculum ([PDS0-2014] - comune). A red box highlights a note about browser compatibility.

Fill in the **Almalaurea questionnaire** on the left frame, print out the final report that you must sign and save as a pdf file and will later need to attach during this process. Go back to **Final examination** and select **Application for the final examination**.

The screenshot shows the "Application for the final examination" page. A red arrow points from the left margin to the "Almalaurea Questionnaire/CV" link in the sidebar. The main content area has a sidebar with "Reserved Area" and "Altre Carriere" links. The main content area shows a "Final examination notice board" with a message about not applying yet, and an "Application for the final examination" section. A red arrow points upwards from the "Application for the final examination" section towards the "Almalaurea Questionnaire/CV" link in the sidebar.

Move on to **Final examination**

Final examination

Click the button below to apply for the final examination

Final examination

Read the instructions on screen and get all required pdf files ready for uploading.
Select **Next**

Please read carefully the Regulations for Admission to the Final Examination and the Tutorial.
Before proceeding, please make sure that you have all items to be uploaded in pdf format during the online process.

- Final report on research activities
- Thesis (max 20 Mb)
- Final examination form
- Thesis front cover
- Receipt of the AlmaLaurea questionnaire

At the end of the procedure select **Payments** on the left frame to pay the final examination fees.

Back **Next**

Select the exam session and move on to the next page

Exam session and date

Select the relevant exam date.

Student

Name	
Surname	
Matriculation Number	
Programme	NANOTECNOLOGIE

Exam session and date

Exam dates*

Exam date NANOTEC of the session Prima sessione from 01/01/2018 until 31/03/2018

Exam date	Academic Year	Exam session	Date	Details
NANOTEC	2016/2017	Prima sessione		Check

Back **Next**

Check the data you have entered and click **Next** to confirm.

Confirm exam session and date

Check the info below.

Student

Name

Surname

Matriculation Number

Programme

NANOTECNOLOGIE

Exam session and date

Academic year

2016/2017

Exam session

Prima sessione

Session starting date

01/01/2018

Session end date

31/03/2018

Exam date

Exam

NANOTEC

Exam details

[Click for exam details](#)

[Back](#)

Next

Enter the data required. You can copy and paste the information. Please note the following:

The **title of your thesis** must be entered both in the original language and English. The **Keywords** must be 5 and separated by a blank space. Do not use other characters to separate words. In case of phrases, please use the underscore (eg *stem_cell*)

Please mind that your ***abstract*** will be made public in the institutional repository (ArTS).

If you want to restrict access to your thesis, you can delay publication (**embargo**) for 12 months after thesis defense.

Click **Next** to proceed to the next screen

Submission of thesis title

Complete the info concerning the thesis

Title of thesis

Type of thesis*

Tesi di Ricerca ▾

Il testo può essere lungo al massimo 4000 caratteri

Original title of thesis*

Il testo può essere lungo al massimo 4000 caratteri

Title of thesis in English*

Maximum text size: text cannot be more than 4000 characters longer

Original abstract of thesis*

Maximum text size: text cannot be more than 4000 characters longer

Abstract of thesis in English

Maximum text size: text cannot be more than 4000 characters longer

Language of thesis

INGLESE ▾

Keywords (5 terms separated by a blank space)

Thesis consultation: *

-
- ACCESSO APERTO IMMEDIATO-Immediate Open Access**
- ACCESSO APERTO DIFFERITO (CON EMBARGO)-Delayed Open Access (embargo)**

Back

Next

Select the subject area and relevant scientific sector from the drop down menu and click **Next**

Scientific sector

Select the relevant scientific sector

Scientific sector

Subject area*

Scienze fisiche

Scientific sector*

FIS/03 - FISICA DELLA MATERIA

Back

Next

-
- FIS/01 - FISICA SPERIMENTALE
- FIS/02 - FISICA TEORICA, MODELLI E METODI MATEMATICI
- FIS/03 - FISICA DELLA MATERIA**
- FIS/04 - FISICA NUCLEARE E SUBNUCLEARE
- FIS/05 - ASTRONOMIA E ASTROFISICA
- FIS/06 - FISICA PER IL SISTEMA TERRA E PER IL MEZZO CIRCUMTERRESTRE
- FIS/07 - FISICA APPLICATA (A BENI CULTURALI, AMBIENTALI, BIOLOGIA E MEDICINA)
- FIS/08 - DIDATTICA E STORIA DELLA FISICA

Enter the name/s of your Supervisor/s.
The Supervisor and – where appropriate -
the co-supervisor must be appointed by the
Academic Board.
Remember that the thesis front cover must
be signed by the supervisor/s.

List of supervisors

List of thesis supervisors

Supervisor	Min	Max	Actions
Supervisors	1	2	Insert

 No data entered
No supervisor associated to the thesis

[Back](#)

Search the supervisor's name and click
[Next](#)

Search supervisor

Enter data to search the thesis supervisor(s)

Search supervisor

Surname

[Back](#) [Next](#)

Once you have selected the supervisor,
you can add another one, or else click [Next](#)

Select supervisor(s)

Select or enter the data of your thesis supervisor:
check the list of "Lecturers" carefully before selecting the "External experts"

Supervisors

Lecturers



[REDACTED] (Role: Professori Ordinari)

Other supervisor

Surname

Name

[Back](#) [Next](#)

Check the data you have entered and, if correct, proceed to the next screen.

List of supervisors

List of thesis supervisors

Supervisor	Min	Max	Actions
Supervisors	1	2	Insert

List of supervisors associated to the thesis

Supervisor	Type of supervisor	Actions
	Supervisors	Delete

[Back](#) [Next](#)

This section allows you to upload the attachments related to your thesis. Click on the relevant tab.

Thesis attachments

Upload the final report on research activities and the final thesis, which will be available to the Referees at the end of the online application.

Uploaded attachments

No attachment has been uploaded

[Add attachment](#)

[Back](#) [Next](#)

Choose the type of file from the drop-down menu, name it, give a brief description of the document (eg final report on research activity) and upload it.

Dichiarazione allegato tesi

Inserire le informazioni relative all'allegato della tesi.

Dichiarazione allegato tesi

Tipo allegato:^{*}

Titolo:^{*}

Descrizione:^{*}

Allegato:^{*}

-

- Relazione finale
Documento di tesi

Le estensioni supportate sono: pdf

[Scegli file](#) Nessun file selezionato

[Indietro](#) [Avanti](#)

Add the second attachment (thesis or final report).

Thesis attachments

Upload the final report on research activities and the final thesis, which will be available to the Referees at the end of the online application.

Uploaded attachments

Type	Title	Status	Actions
Relazione finale	Relazione finale	Inserito	

[Add attachment](#)

[Back](#) [Next](#)

Check if you have uploaded the correct files (edit if necessary) and go ahead.

Thesis attachments

Upload the final report on research activities and the final thesis, which will be available to the Referees at the end of the online application.

Uploaded attachments

Type	Title	Status	Actions
Relazione finale	Relazione finale	Inserito	
Documento di tesi	Documento di tesi	Inserito	

[Add attachment](#)

[Back](#) [Next](#)

Click on **Upload attachment** and upload the following pdf files:

- **Final examination form**
- **Thesis front cover**
- **Receipt of the AlmaLaurea questionnaire** (if you still have to fill out and save the questionnaire, you can now proceed with the online application and log in at a later stage for uploading the document – by the deadline for applications).

After the upload, the status of the attachment will turn green. You can view/delete/edit an attachment before the deadline by choosing the relevant icon (below **Actions**).

Attachments for final examination

Upload the documents required for final examination

List of attachments

Attachment type	Max File Size	Attachments Min.	Attachments Max	Attachment file extension	Status	Attachments N.	Title	Description	Actions
Final examination form	20 MB	1	1	*.pdf		1		Final examination form	

Attachment type	Max File Size	Attachments Min.	Attachments Max	Attachment file extension	Status	Attachments N.	Title	Description	Actions
Thesis front cover	20 MB	1	1			1		thesis front cover	

Attachment type	Max File Size	Attachments Min.	Attachments Max	Attachment file extension	Status	Attachments N.	Title	Description	Actions
Receipt of the AlmaLaurea questionnaire	20 MB	0	1			0			Upload attachment

[Back](#)

[Next](#)

Check the data you have entered and go to
Complete application

Confirm application for final examination

Check the data below

Student

Name	
Surname	
Matriculation Number	
Programme	NANOTECNOLOGIE

Exam session/date

Academic year	2016/2017
Exam session	Prima sessione
Session starting date	01/01/2018
Session end date	31/03/2018
Exam date	
Exam	NANOTEC
Exam details	Check details

Thesis info

Type of thesis	Tesi di Ricerca
Original title of thesis	thesis title
Title of thesis in English	thesis title in English
Original abstract of thesis	thesis abstract
Language of thesis	INGLESE
Keywords	5 terms separated blank space
Modalità di consultazione della tesi	ACCESSO APERTO IMMEDIATO-Immediate Open Access
Scientific sector	FIS/03 - FISICA DELLA MATERIA

List of the supervisors associated to the thesis

Supervisor	Type of supervisor	Lecturer/External expert
	Supervisors	Docente

[Back](#) **Complete application**

For any changes or additions to your data
go [Back to the notice board](#)

Overview of the final examination application

Check the info below

Student

Name _____

Surname _____

Matriculation Number _____

Programme _____

Overview of the final examination application

Status of the application _____

Academic year _____

Exam session _____

Exam date _____

Exam _____

Exam details _____

[Back to the notice board](#)

On this screen you can either **Modify application** or add/delete the uploaded attachments.

Final examination notice board

Click the relevant button

Student

Name	
Surname	
Matriculation Number	
Programme	NANOTECNOLOGIE

Overview of the final examination application

Details of exam session/date	Check details
Application status	Submitted
Exam session	Prima sessione
Exam	NANOTEC
Exam date	

[Modify Application](#) [Final examination attachments](#)

Thesis overview

Thesis details	Check details
Type of thesis	Tesi di Ricerca
Title of thesis	itle

Thesis attachments

List of the supervisors associated to the thesis

Supervisor	Type of supervisor
	Supervisors

The online application is now submitted.
You will receive an automatic email confirming submission of your application.
To complete the process, one last step needs to be made: select **Payments** from the left menu and proceed with the examination fee payment.

HOME

Student



» Reserved Area

- » Logout
- » Change password

» Altre Carriere

» Home

- Your Enrolment History
- Photo
- Exam Booklet
- Payments
- Certificates and Changes to Study Programme
- Choose Curriculum
- Change of course
- Transfer application
- Competitive Admission Exam
- Assessment test
- Personal Details
- Messages
- Canali tematici
- Career analysis
- Final Examination
- AlmaLaurea Questionnaire/CV
- Individual Study Programme
- Registration in courses
- Attachments
- Academic Merit
- Enrolment



Final examination notice board

Click the relevant button

Student

Name

Surname

Matriculation Number

Programme

Overview of the final examination application

Details of exam session/date

Application status

Exam session

Exam

Exam date

Modify Application

Final examination attachments

Thesis overview

Thesis details

Type of thesis

Title of thesis

Thesis attachments

List of the supervisors associated to the thesis

Supervisor

Select the Invoice number

List of Fees

This page displays the list of fees and the respective amounts.
PLEASE NOTE: TO PRINT THE PAYMENT SLIP, ENTER THE INVOICE DETAIL (click ON THE INVOICE NUMBER) AND PRINT THE PAYMENT SLIP. For the deadline of the first instalment for the 1st year of studies of degree programmes with limited admission please refer to the respective call
Please read carefully the information sheet on tuition fees ("Manifesto tasse contributi ed esoneri").
You are advised to check your institutional university email account regularly because the university will send you important information by email.

Invoice	Codice IUV	Payment slip code	Year	Description	Expiry date	Amount	Status
Payment not received							
1878646		0000000000001878646	16/17	TASSA DIPLOMA TASSA DOMANDA CONSEGUIMENTO TITOLO	25/11/2017	€ 62,00	



Choose the payment option (Online payment or MAV printout) and proceed.
The procedure for the final examination is now complete.

Invoice Details

Invoice 1878646

Expiry date: 25/11/2017
Amount: € 62,00
Type of payment: MAV payment slip
Numero MAV: 02008745089127409

Fees

Year	Instalment	Item	Amount
TASSA DOMANDA CONSEGUIMENTO TITOLO			
	2016/2017 RATA UNICA	ELECTRONIC STAMP DUTY	€ 16,00
TASSA DIPLOMA			
	2016/2017 RATA UNICA	COST OF DIPLOMA	€ 26,90
		ELECTRONIC STAMP DUTY	€ 16,00
		COST OF PACKAGING OF DIPLOMA	€ 3,10

Online Payment
Print MAV



AFTER REFEREES' REVIEW (TUTORIAL)

Within 2 months (60 days) before final examination:

Log into Esse3 again and go to the **Final examination** page to read the outcome of the Referees' review.

Click on **Check details**

Final examination notice board

Click the relevant button

Student

Name
Surname
Matriculation Number
Programme

NANOTECNOLOGIE

Overview of the final examination application

Details of exam session/date
Application status
Exam session
Exam
Exam date

Check details
Submitted
Prima sessione
NANOTEC



Modify Application **Final examination attachments**

Thesis overview

Thesis details
Type of thesis
Title of thesis

Check details
Tesi di Ricerca

Thesis attachments

List of the supervisors associated to the thesis

Supervisor

Type of supervisor
Supervisors

Under **Thesis evaluation** you can find 4 possible outcomes:

- **Data not available**

The referees' reports are not yet available.

- **The thesis has been approved**

The submitted draft is your final thesis. After approval of the Academic Board, it can be forwarded (by email) to the Examining Board.

- **Minor revision required**

The referees have deemed necessary a partial re-writing of the thesis.

Within 30 days you must upload the new revised thesis draft.

- **Major revision required**

The referees have deemed necessary major integrations or corrections of the thesis. The thesis defence is postponed to the following session.

If you wish to read the referees' review click on **View thesis evaluation**

Overview of the final examination application

Check the info below

Student

Name
Surname
Matriculation Number
Programme

Overview of the final examination application

Status of the application	Submitted
Academic year	2016/2017
Exam session	prima
Exam date	
Exam	prova
Exam details	Check exam details

[Back to the notice board](#)

Thesis evaluation

Major revision required.

[View thesis evaluation](#)

From this screen you can click on **Back to the notice board** (or you can log in at a later stage and click on the **Final examination** link) and upload the new thesis draft (in case of Minor revision). Select **Thesis upload**

Final examination notice board

Click the relevant button

Student

Name
Surname
Matriculation Number
Programme

Overview of the final examination application

Details of exam session/date	Check details
Application status	Submitted
Exam session	prima
Exam	prova
Exam date	

Thesis overview

Thesis details	Check details
Type of thesis	Tesi non definita
Title of thesis	prova elena

Here you can upload your final revised thesis by clicking on **Add new attachment**

Final thesis attachment

Insert the info relevant to the final thesis attachment

Final thesis attachment

Tipo allegato:	Relazione finale ▾
Title of the attachment:*	Final Revised Thesis
Description of the attachment:	Final revised thesis

Attachment:*

Upload a file meeting the requirements of PDF/A standard. Supported file extension:pdf

Scegli file | modulo per test.pdf

Attention! You will not be able to upload a new thesis after the deadline

Back **Next**