

# 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.

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

Matriculation number	Type of Programme	Programme	Status	
	Dottorato	NANOTECNOLOGIE	Attivo	<a href="#">Seleziona</a>
	Corso di Laurea Magistrale	INGEGNERIA DI PROCESSO E DEI MATERIALI	Cessato - Cons. Titolo	<a href="#">Seleziona</a>
	Corso di Laurea	INGEGNERIA INDUSTRIALE	Cessato - Cons. Titolo	<a href="#">Seleziona</a>

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

UNIVERSITÀ DEGLI STUDI DI TRIESTE | Servizi on line

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
- State Exams
- Exemptions
- Tuition Fees/ISEE
- 150 hours

**PLEASE NOTE:**The following are the only online services currently fully available in English:

- Registration
- Competitive Admission Exam
- Tuition Fees / ISEE
- Payments
- Exam Booklet
- Certificates and Changes to Study Programme
- State Exams
- Choose Curriculum

For all other services please switch to the Italian version by logging out, going back to the home page and selecting the Italian flag.

Due to incompatibility with some web browsers and operating systems, you may experience problems in navigating this area. Supported browsers are listed here. For further information, please also read the technical note

In this page you will find a summary of your study situation and an overview of your enrolment history.

**Notice Board**

There are new messages on the notice board. To see them click here

**Information on the student**

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

Curriculum: [PDS0-2014] - comune

**Enrolment history**

There are no current enrolments. The documentation necessary for enrolment has not yet been handed in to the Student Registry.

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**

UNIVERSITÀ DEGLI STUDI DI TRIESTE | Servizi on line

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

**Final examination notice board**

Click the relevant button

Student

Name

Surname

Matriculation Number

Programme NANOTECHNOLOGIE

You have not applied for the final examination yet.

**Application for the final examination**

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\*  Il testo può essere lungo al massimo 4000 caratteri

Original title of thesis\*

Title of thesis in English\*  Il testo può essere lungo al massimo 4000 caratteri

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

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)

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\*

Scientific sector\*


- 
- 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	<input type="button" value="Insert"/>

 No data entered  
No supervisor associated to the thesis

Search the supervisor's name and click

### Search supervisor

Enter data to search the thesis supervisor(s)

Search supervisor \_\_\_\_\_  
Surname

Once you have selected the supervisor, you can add another one, or else click

### 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  
  (Role:Professori Ordinari)

Other supervisor \_\_\_\_\_  
Surname   
Name

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	<a href="#">Insert</a>

#### List of supervisors associated to the thesis

Supervisor	Type of supervisor	Actions
	Supervisors	<a href="#">Delete</a>

[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	final ex 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	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			<a href="#">Upload attachment</a>

[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	<a href="#">Check details</a>

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	<a href="#">Check details</a>
Application status	Submitted
Exam session	Prima sessione
Exam	NANOTEC
Exam date	

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

Thesis overview	
Thesis details	<a href="#">Check details</a>
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
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- 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			Matricola	Doctoral Programme - NANOTECHNOLOGY			
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

<b>Student</b>	
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	<a href="#">Check exam details</a>

[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**

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

### 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	<a href="#">Check details</a>
Application status	Submitted
Exam session	prima
Exam	prova
Exam date	

Thesis overview	
Thesis details	<a href="#">Check details</a>
Type of thesis	Tesi non definitiva
Title of thesis	prova elena

#### Thesis upload

### 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 <u>revised</u> thesis
Attachment:*	<input type="button" value="Scegli file"/> modulo per test.pdf
Upload a file meeting the requirements of PDF/A standard. Supported file extension:pdf	
Attention! You will not be able to upload a new thesis after the deadline	

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