



Master's Thesis Proposal Form

FIELDS TO BE COMPLETED BY THE STUDENT

The undersigned _____ student ID number

(matricola) _____

enrolled for the A.Y.. _____ in the ___ year

of the Master's Degree Course in _____

HEREBY INFORMS

that they are commencing the thesis preparation work on the following subject:

assisted by two supervisors¹, who meet the requirements set out in Art. 12 of the [Degree Course Regulations](#):

1st Supervisor _____ 2nd Supervisor _____
Surname Name Surname Name

HEREBY INFORMS

that for the purpose of carrying out the thesis, they will not access any laboratory;

that for the purpose of carrying out the thesis, they will access the laboratory of _____

DECLARES

- to be aware that, should the thesis work include experimental activities in a laboratory, it is necessary to accept by acknowledgment the [worker's potential risk identification form](#) (to be attached, completed and signed by the Safety Manager and the Head of the didactic or research activity) and that they may only access the premises **after having completed the safety courses specific to the hazards of the laboratory to be attended** (attach the course certificate).

¹ Fixed-term researchers and contract professors may also act as supervisors, limited by the temporal validity of their contract.

- to be aware that the **final deadlines indicated for the online degree application are mandatory** and that failure to comply will result in automatic **EXCLUSION** from the degree session.

The next steps to complete are listed below:

1) SUBMISSION OF THE DEGREE APPLICATION²

Completion of this form does not replace the submission of the degree application, which must be done through the online service <https://sol.unifi.it/tesionlinestudente/engine>, **between 60 and 30 days before the degree session.**

2) REGISTRATION WITH ALMALAUREA AND COMPLETION OF THE SURVEY

3) APPLICATION CONSOLIDATION

After the supervisor has approved the thesis title, click on "close and submit the application" <https://sol.unifi.it/tesionlinestudente/engine>. Deadline is **30 days before the degree session.**

4) PAYMENT OF THE DEGREE FEE

From the personal area of the Student Career Management System (GCS), top right menu, using the function: Segreteria > Tasse e Pagamenti (Registry > Fees and Payments) access the details of the degree fee to be paid through the national electronic payment system PagoPA. This function can also be used to view the payment outcome. The deadline for payment is the day after consolidation.

5) UPLOAD OF THESIS FILES, ABSTRACT, AND TABLE OF CONTENTS

In final status and in PDF/A format, maximum size 20 megabytes, which can be increased upon motivated request by writing to ingegneria.tesi.online@unifi.it.

FAQs on what the files must contain and how to save in the correct format (in Italian): https://sol.unifi.it/help/tesionline_studente.html#caricamento_file

Deadline is **at least 16 days before the degree session**, considering that the supervisor must validate the thesis 15 days prior (it is sufficient for one of the two supervisors to validate it, either the first or the second).

6) COMPLETION OF ALL EXAMS (INCLUDING INTERNSHIP)

15 days before the start of the degree session, all exams included in the study plan must be completed and the internship (if foreseen) must be concluded with the final reports compiled.

The calendars for the degree sessions of the School of Engineering are published at the following link:

<https://www.ingegneria.unifi.it/p200.html>

DECLARES

- to have read and fully accept, without any reservation, the Guidelines on behavioral standards within the spaces of the School of Engineering of the University of Florence for graduation celebrations and commits to bringing them to the attention of family and friends who will be present at the thesis discussion.

In particular, the following are not permitted:

- shouting and particularly loud singing;
- use of pyrotechnic, incendiary, or explosive material;
- throwing plastic confetti or other products that may deface, damage, or otherwise cause harm to the University's movable and immovable property and to people;
- disposal of waste in internal and external spaces.

Student signature _____

² The submission/acquisition of the online thesis application does not guarantee regularity concerning exams and university fees

FIELDS TO BE COMPLETED BY THE SUPERVISORS

The supervisors

DECLARE that:

- the degree thesis was assigned in the month _____ of the year _____

- the thesis is combined with an internship no yes at _____

1st Supervisor's Signature _____

2nd Supervisor's Signature _____