



## **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:

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assisted by two supervisors<sup>1</sup>, 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 review and sign the [worker's potential risk identification form](#) prepared by the supervisor; furthermore, access to the premises is permitted only **after completing the safety training courses specific** to the hazards of the laboratory to be attended..

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

Procedure to be followed (check the department the laboratory belongs to):

#### □ DINFO

Submit the "Worker's potential risk identification form" (completed and signed by the Head of Teaching Activities, with the endorsement of the Laboratory Scientific Supervisor—to be included in the form as the person in charge ('Preposto')—and after having reviewed it) to [didattica@dinfo.unifi.it](mailto:didattica@dinfo.unifi.it), accompanied by the acquired safety training certificates. After obtaining the signature of the Health and Safety Manager (Dirigente), the Administrative Office will communicate the authorization to access the premises. All communications must include the Head of Teaching Activities in copy.

Note: If the thesis activity is a continuation of a previously authorized internal training activity (AF), it is sufficient to notify the DINFO Administrative Office ([didattica@dinfo.unifi.it](mailto:didattica@dinfo.unifi.it)) regarding the extension of laboratory access with reference to the previous AF.

#### □ DIEF

Submit the "Worker's potential risk identification form" (completed and signed by the Head of Teaching Activities and after having reviewed it) to [segreteria@dief.unifi.it](mailto:segreteria@dief.unifi.it), accompanied by the acquired safety training certificates. After verifying the adequacy of the training received and obtaining the signature of the Health and Safety Manager (Dirigente), the Administrative Office will communicate the authorization to access the premises. All communications must include the Head of Teaching Activities in copy.

Note: If the thesis activity is a continuation of a previously authorized internal training activity (AF), it is sufficient to notify the DIEF Administrative Office regarding the extension of laboratory access with reference to the previous AF.

#### □ DICEA

The supervisor shall submit the "Worker's potential risk identification form" (accompanied by the acquired safety training certificates and signed by both the supervisor and the graduating student) to the Department Administrative Office ([segreteria@dicea.unifi.it](mailto:segreteria@dicea.unifi.it)) to obtain the signature of the Health and Safety Manager (the Director). No laboratory activity may begin until this communication has also been signed by the Health and Safety Manager (Director).

Note: If the thesis activity is a continuation of a previously authorized internal training activity (AF), it is sufficient to notify the DICEA Administrative Office regarding the extension of laboratory access with reference to the previous AF.

#### □ OTHER DEPARTMENT

Contact the administrative office of the relevant department to obtain the necessary instructions.

### FURTHER DECLARES

- 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 APPLICATION<sup>2</sup>

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) 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](mailto: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](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).

5) **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>

- 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* \_\_\_\_\_

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

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FIELDS TO BE COMPLETED BY THE SUPERVISORS

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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* \_\_\_\_\_