

## My dissertation online!

In agreement with your supervisor, you can publish your Master Degree dissertation in the institutional repository of the University of Bologna [AMS Laurea](#).

The institutional repository assigns a permanent URL to your dissertation for its preservation, accessibility and bibliographic citation (for example in your resume).

If you choose to publish it, after the final exam the dissertation is automatically sent to [AMS Laurea](#), through an integrated procedure with [Studenti online](#).

## Choice of the level of accessibility

By agreement with your supervisor, the accessibility level of your dissertation can be chosen when you are uploading it in [Studenti online](#). The access levels are:

- online access for everyone immediately after the discussion and validation by the offices;
- online access for everyone only after the end of the restriction period. In this case, the user must indicate the date when the restriction period ends (during the restriction period, the dissertation will be accessible only by you and your supervisor);
- limited online access for users with UniBo credentials.

If you choose not to publish the dissertation or to publish only the bibliographic references (author, title, abstract, etc.), the complete text of the dissertation will be sent exclusively to the PARER regional repository for administrative purposes: **this choice is irreversible**.

## Choice of license

You must choose a license to protect the copyright of your dissertation. We suggest [Creative Commons](#) licenses or an ad hoc license:

- Creative Commons: Attribution - Non-commercial - Non-derivative works 4.0
- Creative Commons: Attribution - Non-commercial - Share in the same way 4.0
- Creative Commons: Attribution – Share in the same way 4.0
- Save, print the dissertation for personal study, research, and teaching purposes

## What format should the dissertation file have and how do I name the file?

The dissertation file must be in textual PDF format, which should include the title page, based on the template provided by the Degree Programme. Moreover, the file must not have any security or password.

It can contain low-resolution images (72 dpi recommended), file size must not exceed 30Mb.

It is preferable to name the file as: surname\_name\_ tesi, eg. rossi\_manuela\_ tesi (do not include the title of the dissertation). In order to ask for support in the uploading process, contact the helpdesk = e-mail:

[help.studentionline@unibo.it](mailto:help.studentionline@unibo.it) – tel: 051 2099882.

## Can I add attachments to the main dissertation file?

Any attachment can be uploaded to [Studenti online](#) by choosing the access level and license (agreed with your supervisor). The attachment must include the title page of the dissertation with the addition of the word "ALLEGATO" and, if the content requires it, a table of contents.

It is preferable to name the attached file: surname\_name\_ allegato\_ tesi, eg. rossi\_manuela\_ allegato\_ tesi

## Keep an eye on the e-mail: how to close the publishing process

After the supervisor's approval, you will receive an e-mail with the instructions to print the declaratory.

## What is declaration form?

It is a document in which you give your consent to the digital publication of the dissertation in AMS Laurea.

It is necessary to sign and send the declaration form, with the scan of your identity document, to:

[bibliotecaingarchitettura.amslaurea@unibo.it](mailto:bibliotecaingarchitettura.amslaurea@unibo.it).

Or you can deliver the paper copy to the front desk of the *Biblioteca di Ingegneria "Gian Paolo Dore"*, via. del Risorgimento 2, Bologna, from Monday to Friday from 8.30 am to 6.00 pm.

**Remember to send or deliver the declaration form as soon as possible. Without the declaratory, it is not possible to publish the dissertation.**

## Contacts

Silvia Verri [silvia.verri@unibo.it](mailto:silvia.verri@unibo.it)  
[bibliotecaingarchitettura.amslaurea@unibo.it](mailto:bibliotecaingarchitettura.amslaurea@unibo.it)  
tel. 051.20.93868, 051.20.93744

AMS Dissertation  
[helpdesk.amslaurea@unibo.it](mailto:helpdesk.amslaurea@unibo.it)  
tel: 051 20 94318

