



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Uploading the Thesis via Studenti Online and publishing in AMS Laurea

AMS Laurea is the institutional archive for the collection, bibliographic management, research, and online access to the theses of the University of Bologna. AMS Laurea collects the theses of Bachelor's and Single Cycle Master's degree programs. For active programs, an automatic process is in place to transfer the theses, and their related metadata deposited via Studenti Online into AMS Laurea.

Uploading the Final Paper/Thesis on Studenti Online

Students must upload their final paper/thesis on Studenti Online. The thesis content, access level, and license must be previously agreed upon with the supervisor.

File format

The thesis file must be in textual PDF format (not an image), including the title page (based on the template provided by the program), and must not have any encryption or passwords. The file should be named as follows: *surname_firstname_thesis* (use the word "thesis" instead of the title of the thesis). All images included in the thesis must be low resolution images (recommended resolution: 72 dpi). The file size must not exceed 30 MB. For larger files or assistance with the procedure, please contact: help.studentionline@unibo.it – phone: +39 051 209 9882

Selection of access level and license

The theses (including metadata and legal authorizations) **are automatically transferred to AMS Laurea**. Therefore, while publishing their thesis, students must select the access level and license previously agreed upon with the supervisor.

The available access levels are:

- Online access for everyone immediately after the discussion
- Online access for everyone after an (selected) embargo end date (during the embargo, the thesis is accessible only to the author and supervisor)
- Online access limited to authenticated UniBo users and external users authenticated at UniBo libraries

Attachments must include the bibliographic information on the title page of the thesis and the label "ANNEX" and, in the case of text files or image collections, should include an index page describing the contents of the attachment. Attachments should not constitute substantial parts of the thesis.

Note: If the graduate student chooses not to publish the thesis or to publish only the bibliographic metadata (title, author, supervisor, abstract) in AMS Laurea, the thesis will be transmitted exclusively to PARER, a service for the long-term preservation. **This choice is irreversible, and it will not be possible for AlmaDL staff to retrieve and publish the thesis file.**

After the thesis approval by the supervisor, and only if an immediate or deferred access mode for the file has been authorized, the graduate student receives an email with instructions on printing **the declaratory statement** in .pdf format, which is required to publish the thesis on AMS Laurea.

Submission of the declaratory statement

Students who choose to make their thesis available through AMS Laurea must submit the signed declaratory statement along with a copy of a valid ID, following the instructions provided by the library/administrative office of their degree program.

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