



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Instructions for uploading collaborative theses on 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: *surname1_surname2_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

Uploading the thesis

When submitting the degree application via StudentiOnline, for group theses, you must select the "collaborative thesis" option and specify whether the submission pertains to the lead author or a co-author (only one lead author can be designated). The lead author must complete all required fields, upload the thesis file, any supplementary files, and, in agreement with the co-authors and supervisor, select the level of accessibility and the license. The co-author(s) must indicate the name of the lead author.

Supplementary files can be made available in AMS Laurea only if an accessibility level has been defined for the thesis file. Students must select an appropriate level of access and a license for each supplementary file, as agreed with the supervisor.

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 students choose 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 students receive 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.

AMS Laurea is a service of AlmaDL, the digital library of the University of Bologna. **For more information** about the service and how to participate, visit the page: <https://sba.unibo.it/it/almaDL/servizi-almaDL/archiviare-e-consultare-le-tesi-di-laurea>
Contacts: Phone: +39 051 209 4019 / +39 051 209 4318; Email: helpdesk.amslaurea@unibo.it