



UNIVERSITÀ
DEGLI STUDI
FIRENZE

**Scuola di
Economia e
Management**



Distance learning graduation session – instructions for Students

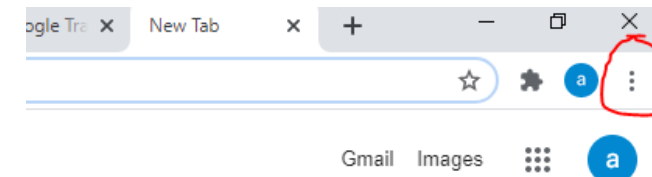
How to access Webex

- The discussion of the April 2021 dissertation will take place online, using the Webex application;
- A workstation with a network connection must be set up for the online dissertation: a notebook or PC with video camera and microphone. You can also use a tablet or a smartphone, with the Webex app duly installed;
- You can access the session from either the browser or from the app, using the link that you will receive in your student email account `name.surname@stud.unifi.it`



How to access webex

1. Open your browser in a private navigation window (at top right of the menu bar select *new incognito window* or *new inprivate window*)



2. Open your university e-mail address nome.cognome@stud.unifi.it
3. Log in to webex exclusively from the email with the subject "Invito a partecipare al seminario web come coordinatore"
4. Access via the green button **ACCEDI A EVENTO**



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The day of the dissertation

1. Make sure you have filled the form “sessione di laurea april 2021” and downloaded the required documents as requested by email; The form is available on:
https://docs.google.com/forms/d/e/1FAIpQLSebx4IFC9wxRLW6owU9V58GLdfRrqYqNAiJl_osuZjUSJ7QPg/viewform?usp=sf_link
2. Connect to the video conference 20 minutes before the time scheduled in the thesis calendar;
3. Keep a valid ID with you, as you will be requested to show it to the camera by the President of the Commission;
4. Keep the microphone off while waiting for your turn.
5. Prepare on your PC any material you want to share during the presentation.



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The day of the dissertation

6. After the dissertation, open your University email address;
 7. After the proclamation, you will receive a communication from the Commission indicating the grade; respond by using the reply button and write in the text of the message: I ACCEPT THE GRADE;
- **N.B.** use the email laurea@economia.unifi.it only to accept the grade.
 - For information on the graduation procedure, contact scuola@economia.unifi.it,
 - For any other information concerning the School of Economics and Management please see <https://www.economia.unifi.it/vp-210-per-laurearsi.html> and the Facebook page of the School.



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Distance learning graduation session– instructions for Students Guests and Photos

1. Family members and cohabitants can attend the session without intervening. No support people can be present, as stated in the acceptance of the online mode of the graduation;
2. Guests can attend the session by the School's page web: :
<https://www.economia.unifi.it/vp-474-accesso-sedute-di-laurea-per-ospiti.html>
3. Newly graduates can take a photo during the proclamation to be published on the School's Instagram channel; for details see the School's Facebook page.