



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

GRADUATION PORTAL

Double Degree

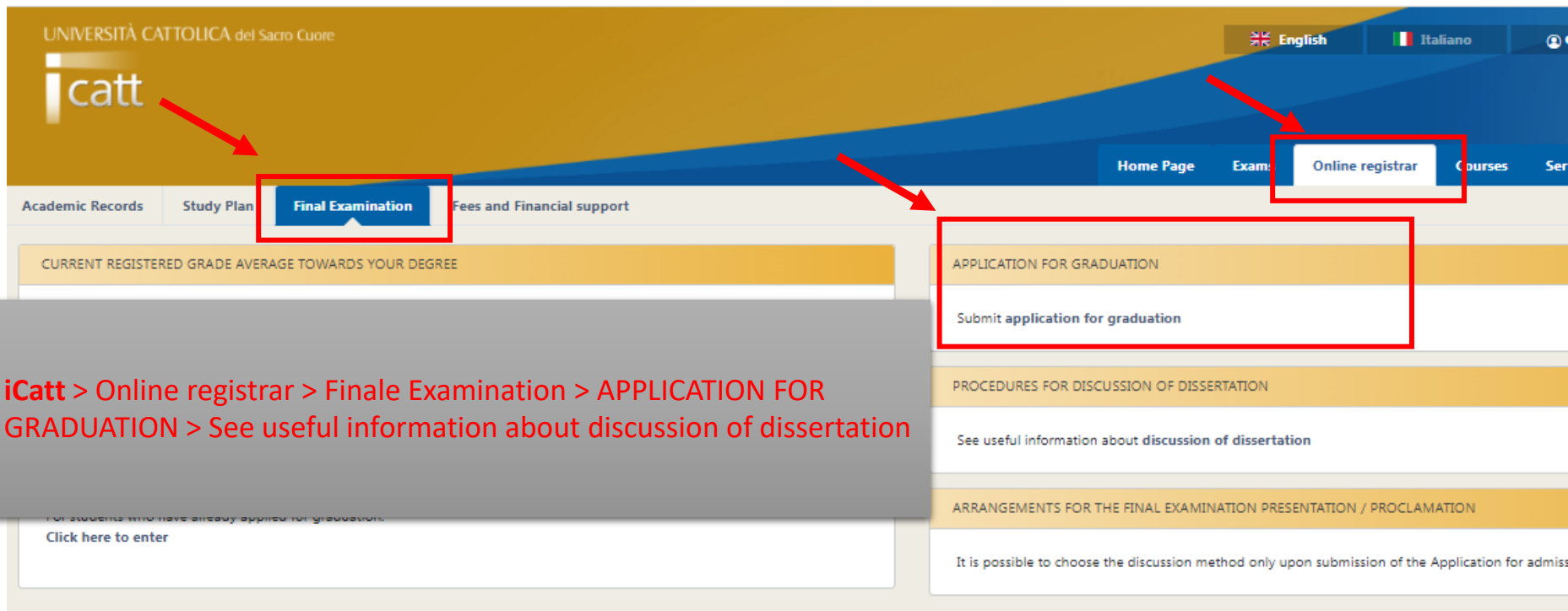
Laurea magistrale in Politiche Europee e Internazionali, Università Cattolica del Sacro Cuore

Master of Science Europäische und internationale Wirtschaft, Martin Luther Universität Halle-Wittenberg

Student Tutorial

Latest update 01/05/2024

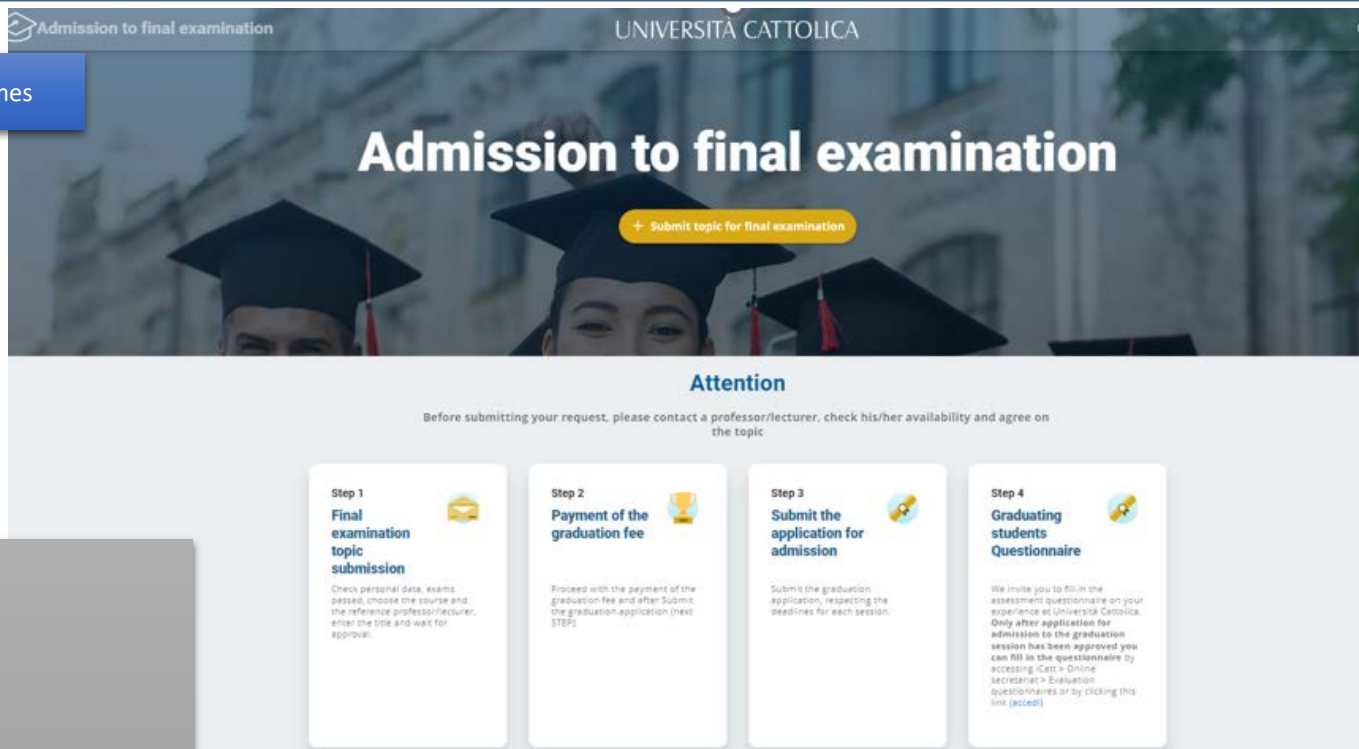
GRADUATION PORTAL– Application for Graduation



The screenshot shows the iCatt graduation portal interface. The top navigation bar includes the university logo, language options (English, Italiano), and a search icon. Below this is a secondary navigation bar with links for Home Page, Exams, Online registrar, Courses, and Services. A third navigation bar contains Academic Records, Study Plan, Final Examination, Fees and Financial support, and other options. The main content area is divided into several sections: CURRENT REGISTERED GRADE AVERAGE TOWARDS YOUR DEGREE, APPLICATION FOR GRADUATION (with a 'Submit application for graduation' link), PROCEDURES FOR DISCUSSION OF DISSERTATION (with a link to 'See useful information about discussion of dissertation'), and ARRANGEMENTS FOR THE FINAL EXAMINATION PRESENTATION / PROCLAMATION (with a note about choosing the discussion method). A grey text box on the left provides the navigation path: iCatt > Online registrar > Finale Examination > APPLICATION FOR GRADUATION > See useful information about discussion of dissertation. Red boxes and arrows highlight the 'Final Examination' menu item, the 'Online registrar' link, and the 'APPLICATION FOR GRADUATION' section.

iCatt > Online registrar > Finale Examination > APPLICATION FOR GRADUATION > See useful information about discussion of dissertation

Graduate programmes



Admission to final examination

UNIVERSITÀ CATTOLICA

Admission to final examination

+ Submit topic for final examination

Attention

Before submitting your request, please contact a professor/lecturer, check his/her availability and agree on the topic

- Step 1**
Final examination topic submission
Check personal data, exams passed, choose the course and the reference professor/lecturer, enter the title and wait for approval.
- Step 2**
Payment of the graduation fee
Proceed with the payment of the graduation fee and after Submit the graduation application (next STEPS)
- Step 3**
Submit the application for admission
Submit the graduation application, respecting the deadlines for each session.
- Step 4**
Graduating students Questionnaire
We invite you to fill in the assessment questionnaire on your experience at Università Cattolica. Only after application for admission to the graduation session has been approved you can fill in the questionnaire by accessing: [Catt > Online secretariat > Evaluation questionnaires](#) or by clicking this [link \(access\)](#)

WARNING!

Before submitting your request:

- contact a professor/lecturer;
- check his/her availability;
- agree on a topic.

3 steps

1. Final application topic submission
2. Payment of the graduation fee
3. Submit the application for admission

FINAL EXAMINATION – Final examination topic admission [graduate and integrated degree programmes]




STEP 1 - FINAL EXAMINATION TOPIC SUBMISSION

Instructions

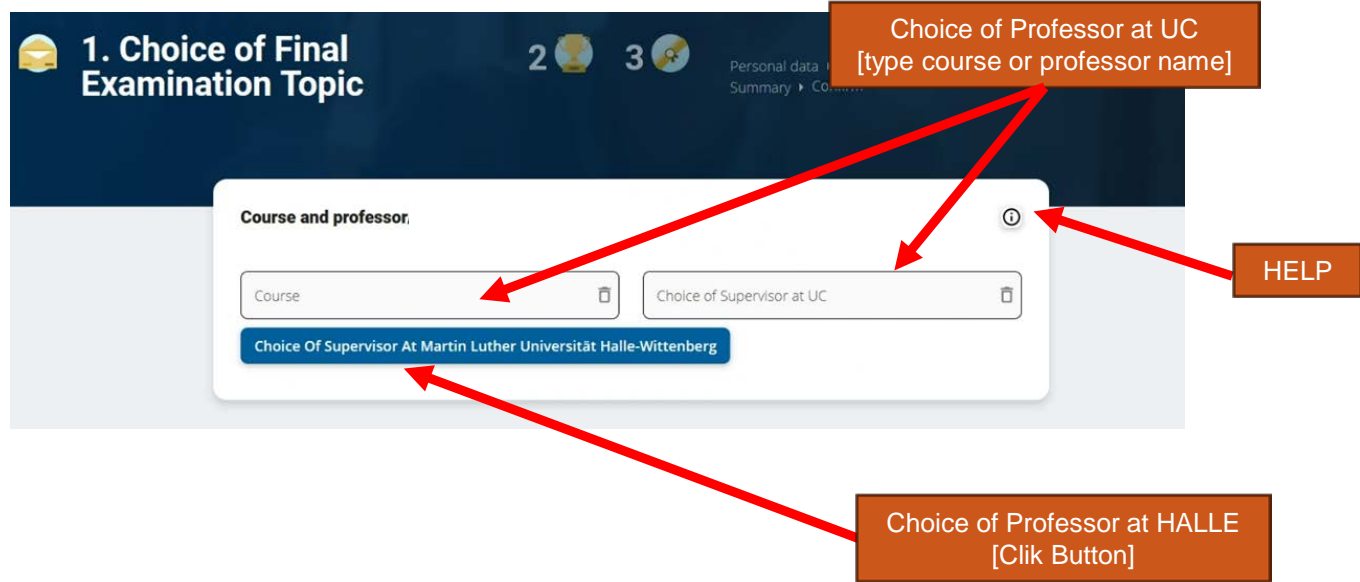
- A. Verify your personal
- B. Choose the course and the professor

Step 1

Final examination topic submission



Check personal data, exams passed, choose the course and the reference professor/lecturer, enter the title and wait for approval.



The screenshot shows a web interface for '1. Choice of Final Examination Topic'. It features a progress bar with three steps, where the first step is active. The main form area is titled 'Course and professor.' and contains two input fields: 'Course' and 'Choice of Supervisor at UC'. Below these fields is a blue button labeled 'Choice Of Supervisor At Martin Luther Universität Halle-Wittenberg'. A 'HELP' button is located to the right of the form. Red arrows point from three orange callout boxes to specific elements: one to the 'Choice of Professor at UC [type course or professor name]' box pointing to the 'Choice of Supervisor at UC' field; another to the 'HELP' button; and a third to the blue button, labeled 'Choice of Professor at HALLE [Clik Button]'.

FINAL EXAMINATION – Final examination topic admission [graduate and integrated degree programmes] – PROFESSOR AT UC



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STEP 1 - FINAL EXAMINATION TOPIC SUBMISSION

PROFESSOR AT UC

Instructions

- A. Choose the course and the professor
- C. Indicate the topic/title of the final examination
- D. Forward the examination topic to your professor/lecturer for approval and wait for an answer

Step 1

Final examination topic submission



Check personal data, exams passed, choose the course and the reference professor/lecturer, enter the title and wait for approval.

Course and professor RESEARCH IN YOUR STUDY PLAN EXPAND SEARCH

i You can search in your study plan or, by clicking on EXPAND RESEARCH in a directory of other courses/professors.

Course	Supervisor
<input type="text" value="Search"/>	<input type="text" value="Search"/>

1 - 10 di 39 < 1 2 ... 4 > Close

FINAL EXAMINATION – Payment of the graduation fee



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STEP 2 - payment of the graduation fee

A. Make the payment of the graduation fee (*) and the stamp duty (16,00 euro) through PagoPA by the deadline

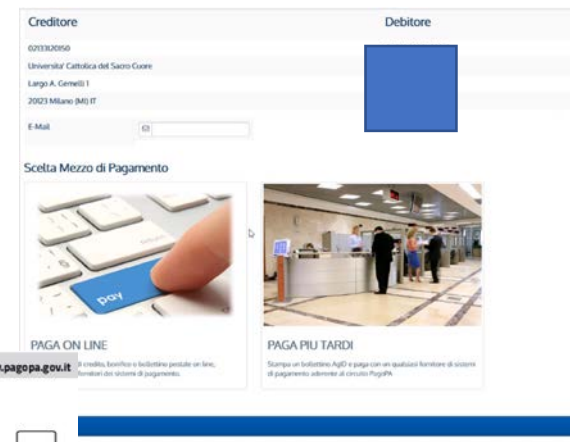
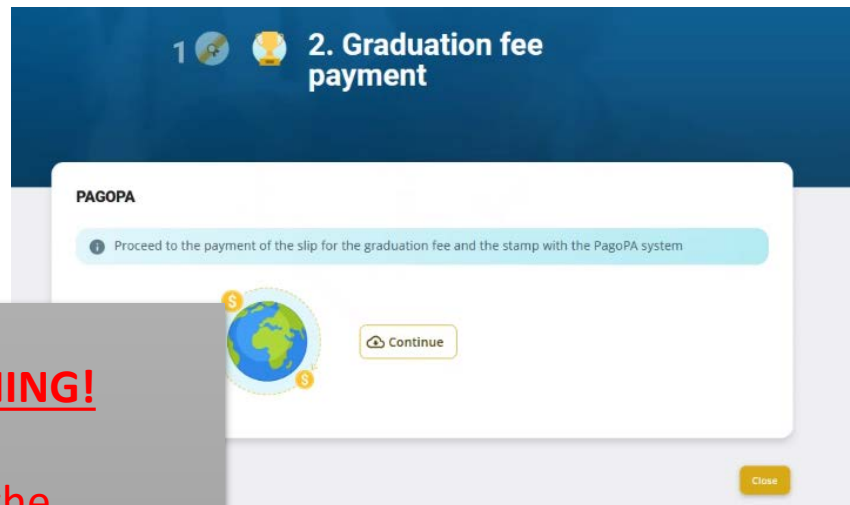
(*) it is inclusive of the graduation certificate and any extraordinary operating cost

Step 2

Payment of the graduation fee



Proceed with the payment of the graduation fee and after Submit the graduation application (next STEP)



WARNING!

Unless you pay the graduation fee by the deadline, your application for graduation will be cancelled.

QUANTO E QUANDO PAGARE

316,00 Euro entro il **26/10/2021**

L'importo è aggiornato automaticamente dal sistema e potrebbe subire variazioni per eventuali sgravi, note di credito, indennità di mora, sanzioni o interessi, ecc. Un operatore, il sito o l'app che userai ti potrebbero quindi chiedere una cifra diversa da quella qui indicata.

Contributo Laureandi

DOVE PAGARE? Lista dei canali di pagamento su www.pago.pa.gov.it



IL SITO O CON LE APP

in Banca o degli altri canali di pagamento. Puoi pagare con carte, conto corrente, CBILL.

PAGA SUL TERRITORIO

in Banca, in Ricevitoria, dal Tabaccaio, al Bancomat, al Supermercato. Potrai pagare in contanti, con carte o conto corrente.



FINAL EXAMINATION - Submission of application for admission [graduate and integrated degree programmes] – PROFESSOR AT UC



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STEP 3 - SUBMIT APPLICATION FOR ADMISSION

PROFESSOR AT UC

Instructions

A. Verify your personal data and shipping address

If you want to receive your final examination certificate (parchment) at a different address from the one present in our archives, please remember to specify it in this area.

B. Confirm final examination title

C. Read and accept Final requirements

D. Choose Thesis consultation mode

E. Forward the application to your professor for approval and wait for an answer

Step 3

Submit the application for admission



Submit the graduation application, respecting the deadlines for each session.

FINAL EXAMINATION - Submission of application for admission [graduate and integrated degree programmes] – PROFESSOR AT HALLE



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STEP 3 - SUBMIT APPLICATION FOR ADMISSION PROFESSOR AT HALLE

Instructions



1. download module
2. fill in all its parts and sign
(Professor must also sign it)
3. mail it at gestione.carriera.studenti@unicatt.it



Step 3

Submit the application for admission

Submit the graduation application, respecting the deadlines for each session.



1

2

3

3. Submission of final examination admission application

Session 11 appeal of July 2024

Submit the application for admission

The application for admission to the final examination (graduation application) must comply the deadlines set by the Faculty.

Exact deadlines set by the Faculty will be posted on faculty notice boards and published online.

Download the form, fill in all parts, have it signed by the supervisor and forward a copy to the email address: gestione.carriera.studenti-mi@unicatt.it.

Example
Subject: THESIS TOPIC - 5999999 - Smith John

UNIVERSITÀ CATTOLICA del Sacro Cuore

APPLICATION FOR FINAL GRADUATION EXAMINATION (GRADUATE DEGREE - LAUREA MAGISTRALE)

TO THE RECTOR OF UNIVERSITÀ CATTOLICA DEL SACRO CUORE

I, the undersigned, _____ student ID number _____
born in _____
on _____/_____/_____, academic year, on programme year _____
of the graduate degree programme in _____
Faculty of _____

HEREBY,

REQUEST to be admitted to the final graduation examination in the _____ session _____ for the _____ academic year.

REQUEST, upon graduation:
- the restitution of my original High School Diploma (if submitted upon enrolment);
- the issue of the original Diploma for this graduate degree.

INFORM that my graduation thesis title is:

Designed by Faculty member: _____ related to the course _____ (Please indicate your home University!)
(If permitted by the Faculty, the course associated with the topic of the thesis may not need to be part of the student's study plan. However the supervising faculty is requested to select a course within the student's study plan that is most relevant.)

The undersigned Prof. _____ certifies that the student [_____] is capable of completing a thesis on the above topic by the examination session for which this application is submitted.

Date of approval of the thesis topic: _____/_____/_____, Name of secondary supervisor (if applicable): _____
(Date: _____/_____/_____, Signature of supervising faculty member _____ and bearing in mind the needs of scholars, faculty members, researchers, students and other interested parties.)

I AUTHORISE my thesis to be consulted and photocopied.

Pursuant to Presidential Decree No. 443 dated 28 December 2000 and subsequent changes and additions thereto, and in the knowledge that registration statements must be made or updated documentation be submitted (pursuant to Article 10 of the same Presidential Decree, which in these cases also calls for the cancellation of any benefit received), I hereby state, under my sole responsibility, that:

1. the thesis I will submit by the prescribed deadline in manuscript format obtained as an assistance with Università Cattolica del Sacro Cuore, will be identical to the copy that will be presented at the final examination;
2. I have passed all the exams in my study plan, or that I will pass the following outstanding exams or academic requirements (practicals, internships, traineeships, etc), including any extra-curricular exams:

I HEREBY certifies the accuracy of the personal information below (or as amended); this address should be used if mailing of the diploma is requested.

Date: _____/_____/_____, Student signature _____

NB: The list of students admitted to the final examination will be posted on the faculty notice board.

I also **DECLARE** that I have been informed that notification of the procedures for discussion of the thesis will be communicated exclusively by way of my UCatt account in due time, no later than ten days before the final examination date.

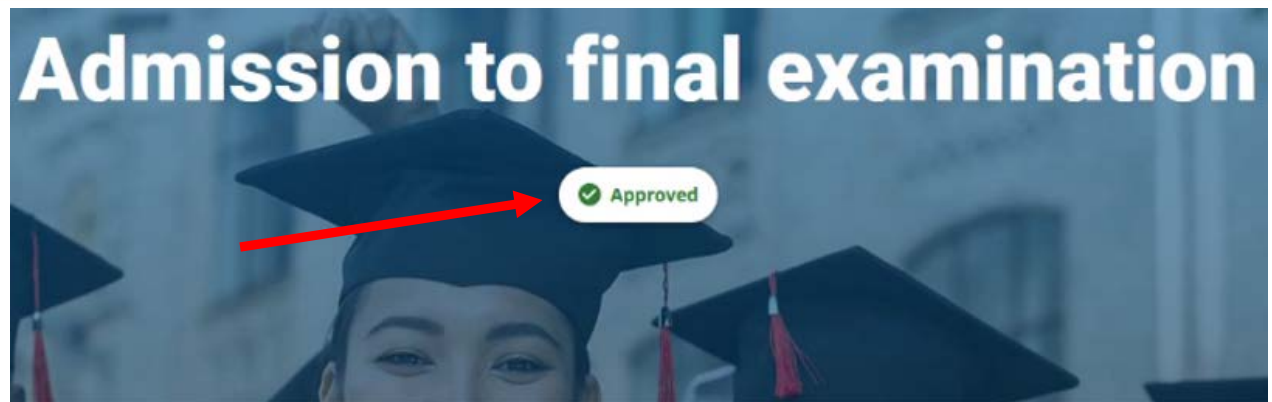
Date: _____/_____/_____, Student signature _____

NB: This application is only valid for the examination call referred to above.
A new application must be made if you postpone your final examination to a later session.

FINAL EXAMINATION- Checking the result of the admission application



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Your application for admission to the final examination has been approved by the professor/lecturer

If you have not yet paid your application fee, please proceed with the payment.



A confirmation email will also be sent to your @icatt.it mailbox.

OGGETTO: Conferma domanda di laurea

Gentile Studente/ssa,

La tua domanda di laurea è stata accettata.

Se non hai ancora effettuato il pagamento del contributo dovuto per la tua seduta di laurea, accedi nuovamente alla Procedura ammissione prova finale e segui le indicazioni.

Dear student,

your application for graduation has been accepted. Go back to the Final Examination Admission Procedure and follow the instructions for paying the fee due for your graduation session.

You will receive an automatic notification on your @icatt.it mailbox with the result of approval/rejection or the conclusion of the activities related to the submission of the final examination application.



Please note:

The notification is automatically generated from a no-reply e-mail address.

It is not possible to reply to this email, the box is not monitored.

OGGETTO: Conferma argomento/titolo prova finale

Gentile Studente/ssa,
l'argomento/il titolo per la prova finale è stato approvato dal docente/relatore.
Rispettando le scadenze previste per il tuo corso di laurea per ogni sessione, dovrai presentare la Domanda di laurea

*Dear student,
the subject/title for the for the final examination have been approved by the supervisor professor/referee.
In accordance with the deadlines set for your degree program for each session, you must submit your Application for Graduation*

OGGETTO: Conferma domanda di laurea

Gentile Studente/ssa,
La tua domanda di laurea è stata accettata.
Se non hai ancora effettuato il pagamento del contributo dovuto per la tua seduta di laurea, accedi nuovamente alla Procedura ammissione prova finale e segui le indicazioni.

*Dear student,
your application for graduation has been accepted. Go back to the Final Examination Admission Procedure and follow the instructions for paying the fee due for your graduation session.*

FINAL EXAMINATION – Application rejected due to missing requirements



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Admission to final examination

1 Missing requirements

Requirements not fulfilled

Sorry, but you cannot apply

For further information, please contact the student services centre. When you are ready, you can return to the portal and fill in the request in 3 simple steps.

You do not meet the necessary
curricular requirements

FINAL EXAMINATION - In the event of any issues



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The screenshot shows the iCatt graduation portal interface. At the top, there is a navigation bar with links for Home Page, Exams, Online registrar, Courses, and Services. The main content area is divided into several sections: PERSONAL DETAILS, UNIVERSITY CARD, YOUR MESSAGES, ATTENDANCE LIST, and REQUEST FOR INFORMATION. The REQUEST FOR INFORMATION section is the focus, featuring a form with fields for Refers to*, Topic*, Subject*, and Message*. A dropdown menu is open under the Refers to* field, displaying a list of services including LEZIONI, ESAMI E PROVA FINALE, which is highlighted in blue. Below the form, there is a file selection area with a 'Scegli file' button and a 'SEND' button.

Contact the Student Services (Polo studenti) **Area Esami e prova finale (Exams and Final Examination Area)** using iCatt
Home Page > REQUEST FOR INFORMATION

*Refer to **LEZIONI, ESAMI E PROVA FINALE (LESSONS, EXAMS AND FINAL EXAMINATION)**