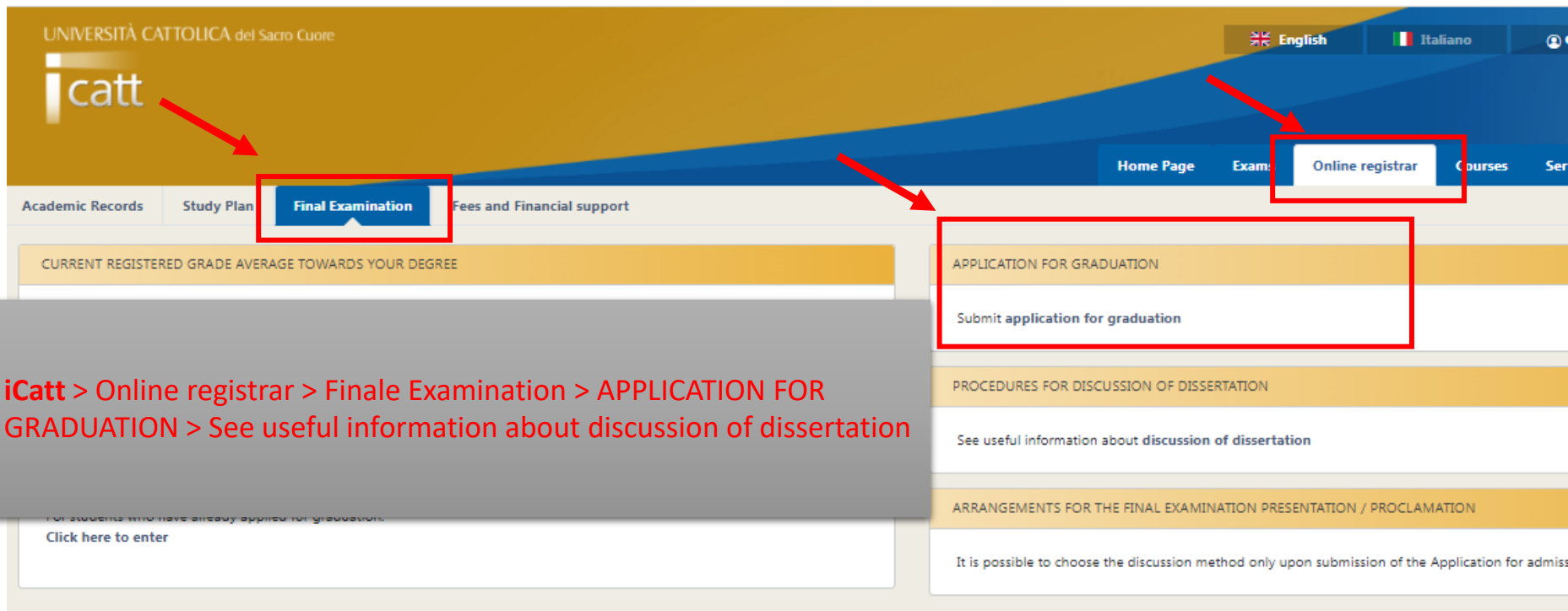# GRADUATION PORTAL

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
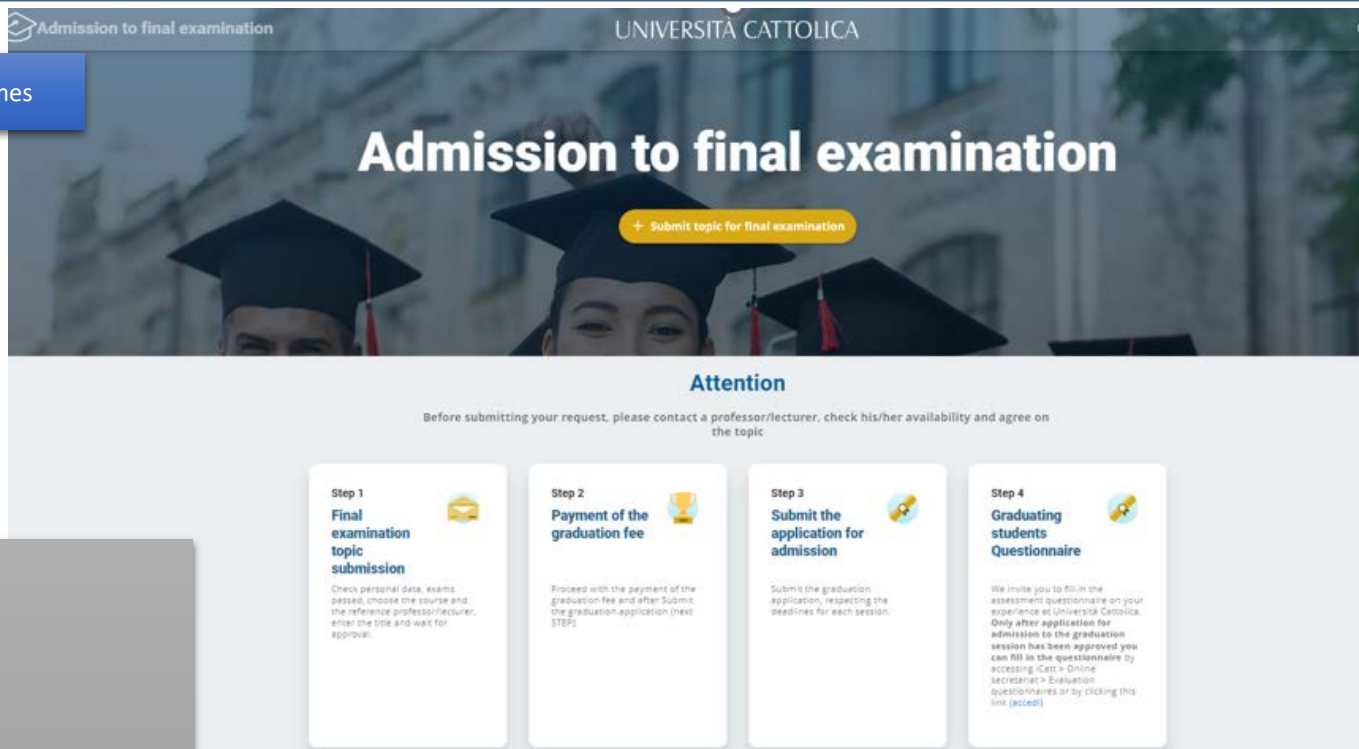
Student Tutorial

Latest update 01/05/2024

GRADUATION PORTAL– Application for Graduation

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

GRADUATION PORTAL - Admission to final examination

Graduate programmes

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

STEP 1 - FINAL EXAMINATION TOPIC SUBMISSION
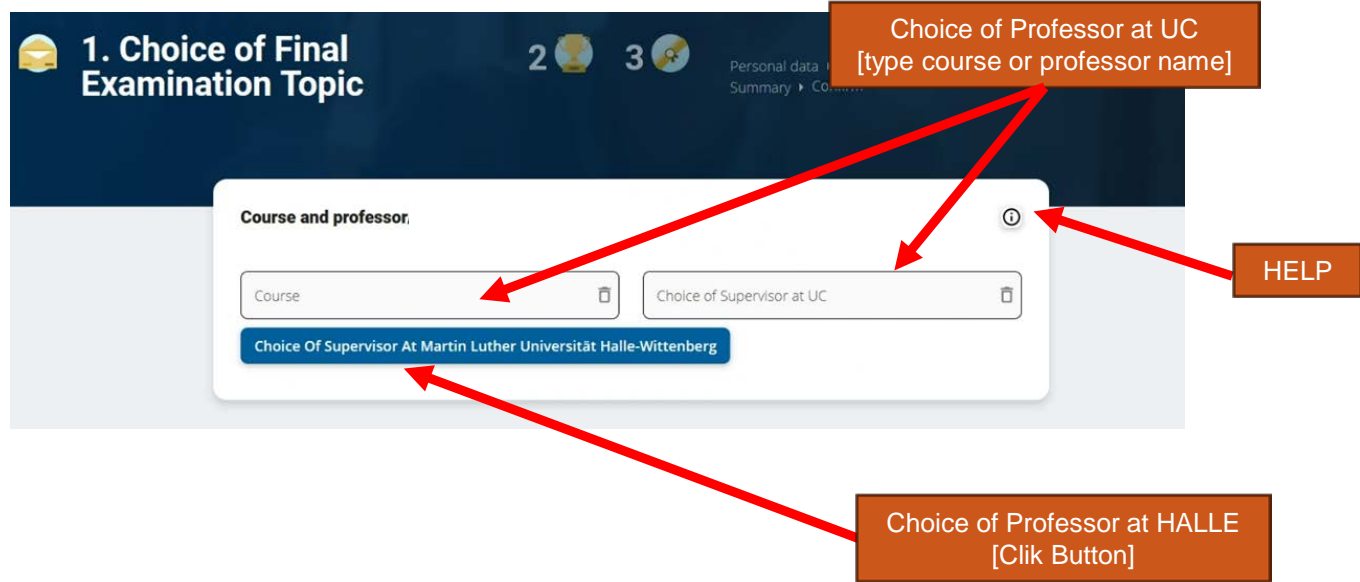
Instructions

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.

Choice of Professor at UC [type course or professor name]

HELP

Choice of Professor at HALLE [Clik Button]

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.

UNIVERSITÀ
CATTOLICA
del Sacro Cuore

STEP 1 – FINAL EXAMINATION TOPIC SUBMISSION

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 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.

Final Thesis Topic Approval Form — DOWNLOAD

Step 1

UNIVERSITÀ CATTOLICA del Sacro Cuore

STEP 2 - payment of the graduation fee

A. **Make the payment of the graduation fee** (*) **and the stamp duty (16,00 euro) through PagoPA** <u>**by the deadline**</u>
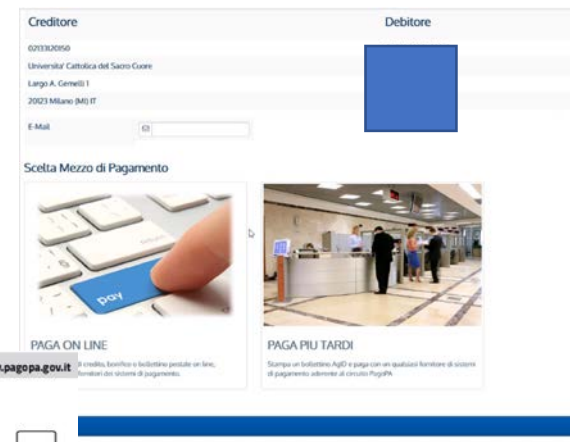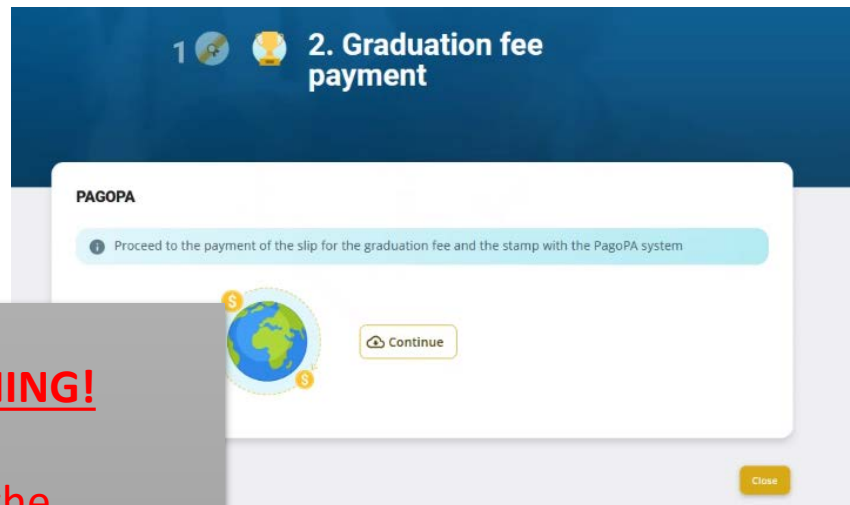
(*) it is inclusive of the graduation certificate and any extraordinary operating cost

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**.

Step 3
Submit the application for admission

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

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**

UNIVERSITÀ CATTOLICA del Sacro Cuore

STEP 3 - SUBMIT APPLICATION FOR ADMISSION

PROFESSOR AT HALLE

Instructions

DOWNLOAD

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.

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

⬆ Application For Admission

Close

FINAL EXAMINATION- Checking the result of the admission application

Admission to final examination
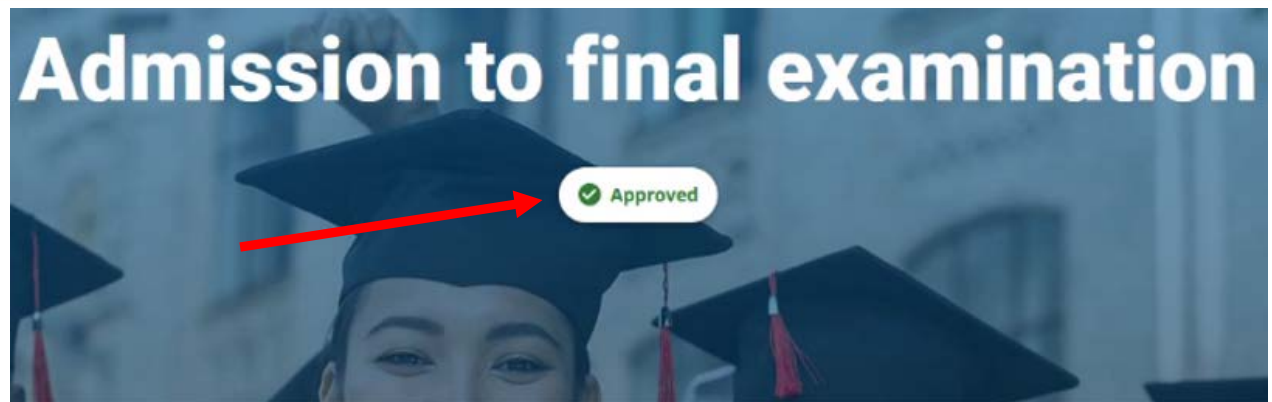
✓ Approved

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.

You do not meet the necessary curricular requirements

FINAL EXAMINATION - In the event of any issues

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)