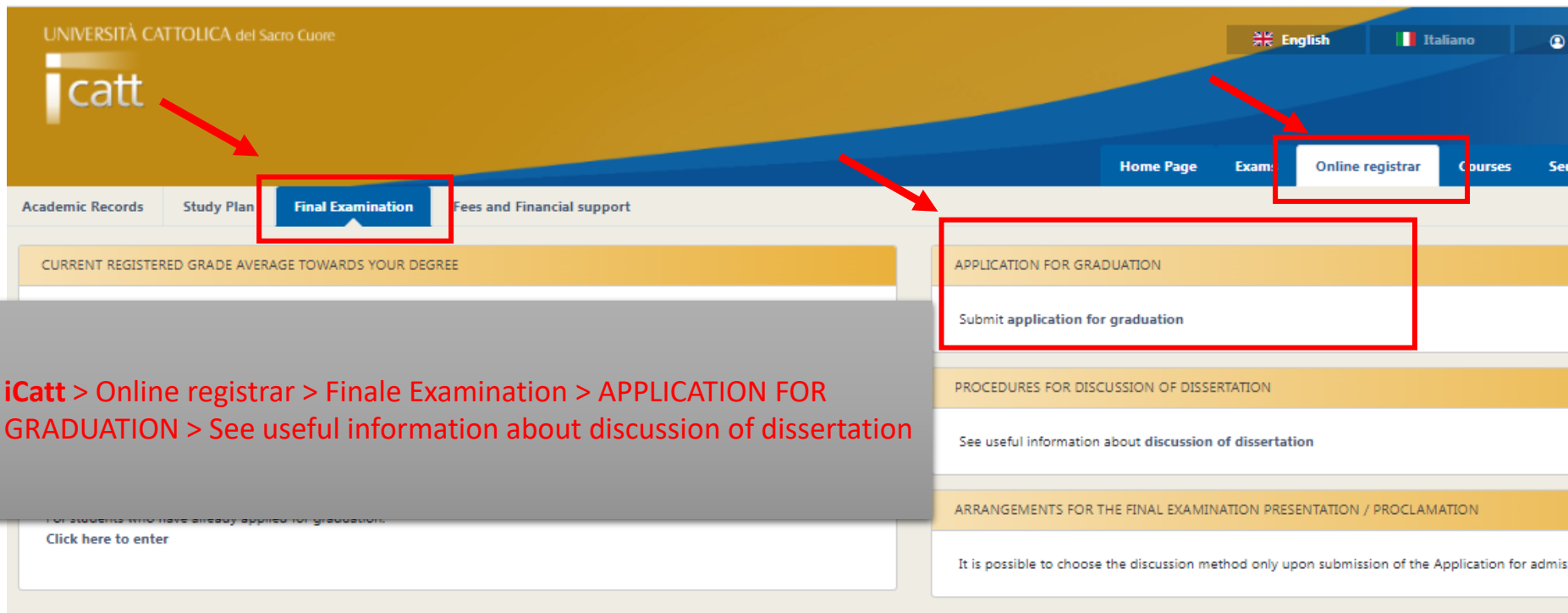# GRADUATION PORTAL

European studies in investor relations and financial communication ESIR

Student Tutorial

Latest update 25/10/2023

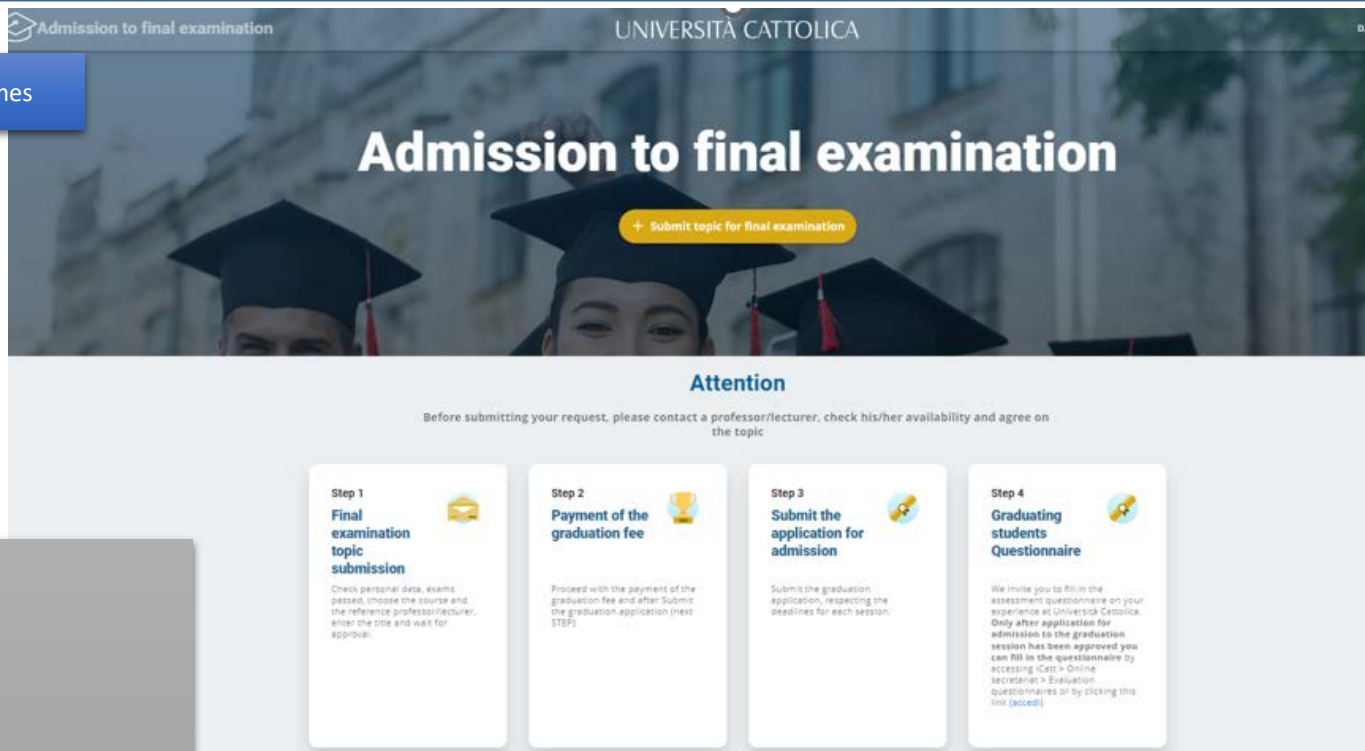# GRADUATION PORTAL– Application for Graduation

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

GRADUATION PORTAL - Admission to final examination

Graduate programmes

Admission to final examination

Attention

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

Step 1	Step 2	Step 3	Step 4
Final examination topic submission	Payment of the graduation fee	Submit the application for admission	Graduating students Questionnaire

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

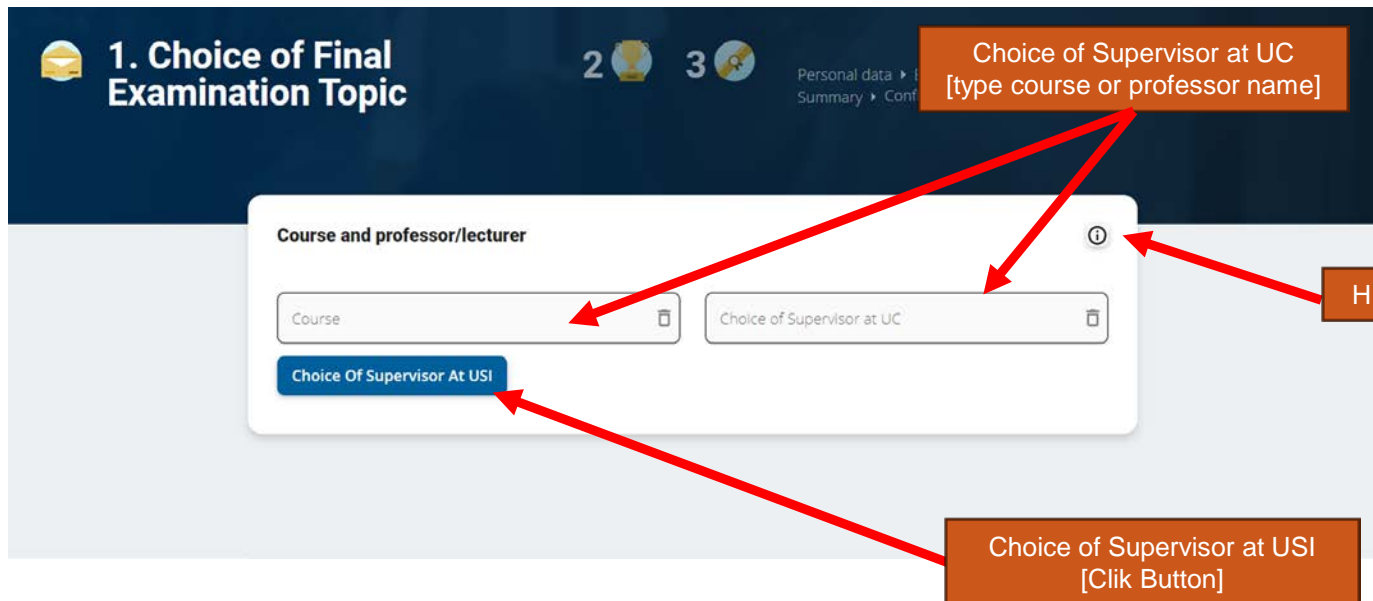## STEP 1 - FINAL EXAMINATION TOPIC SUBMISSION

Instructions

A. **Verify your personal**

B. **Choose the course and the professor/lecturer**

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

HELP 1/2

Personal data ▶ Exam list ▶ Course and professor/lectur
Summary ▶ Confirm

ination Topic

The topic of the final examination must relate to a course included in the study plan and the title must be agreed with your professor.

All professors of ESIR courses of the 1st (UC) or 2nd year (USI), both core and elective, can act as thesis supervisors.

- In case of an UC professor, the choice of supervisor follows UC rules and procedures.
- In case of an USI professor, the choice of supervisor follows USI rules and procedures.

Students are free to choose a supervisor among the ESIR professors.

Choice of Supervisor at UC

Student contact directly the professor, asking for their availability to act as supervisor. The School of Banking, Finance and Insurance Sciences has a system that indicates the remaining availability in terms of theses that can be assigned by each professor.

In a dedicated section inside iCatt, every professor has a traffic light that determines their remaining availability:

- Green light -> good availability;
- Yellow light -> low availability;
- Red light -> no availability.

Once the topic of the thesis has been agreed with the supervisor, students have to deposit the title on the UC "graduation" portal. Submission deadlines are indicated in the graduation portal.

Close

HELP 2/2

Choice of Supervisor at USI

Students contact their perspective supervisor and immediately notify the person in charge of the graduate programme at USI (Andrea Rocci) of the chosen supervisor and of the agreed topic.

The person in charge of the graduate programme is responsible for checking that the topic of the graduate programme thesis relates to the supervisor's area of competence and that there is a suitable distribution of graduate degree theses among the various professors on the graduate degree programme.

Students may contact directly the graduate programme responsible at USI if they have difficulties in contacting directly the supervisor.

In order to submit the final examination topic approval form, the following must be observed:

- submission deadlines: at least 6 months before the session. Details in the calendar
- curricular requirements: at least 50 ECTS acquired

Procedural steps

Download the form, fill in all parts, have it signed by the supervisor and forward a copy to the email address laurea.esir.tesi@unicatt.it.

In the subject line of the email indicate: THESIS TOPIC - University id - Last name First name

Example

Subject: THESIS TOPIC - 5999999 - Smith John

Close

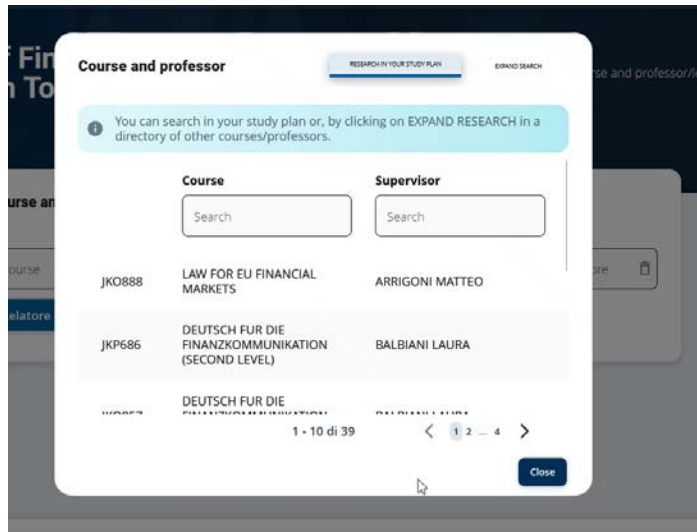## STEP 1 - FINAL EXAMINATION TOPIC SUBMISSION

SUPERVISOR AT UC 📌

Instructions

A. Choose the course and the professor/lecturer

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

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STEP 1 – FINAL EXAMINATION TOPIC SUBMISSION

SUPERVISOR AT USI

Instructions

1. download module

2. fill in all its parts and sign

   (Lecturer/Supervisor must also sign it)

3. mail it at *laurea.esir.tesi @unicatt.it*

DOWNLOAD

Final Thesis Topic Approval Form

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 1

Final Thesis Topic Approval Form
GRADUATE DEGREE
European studies in investor relations and financial communication

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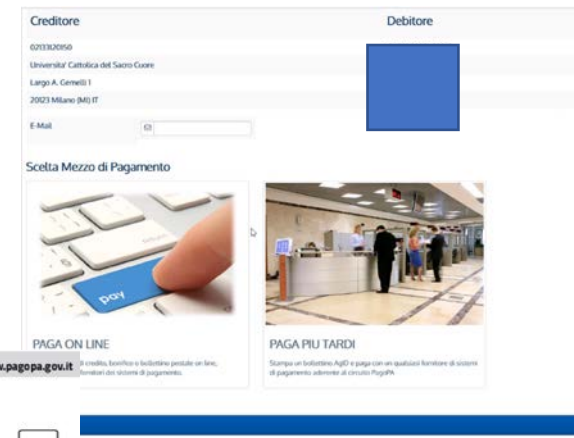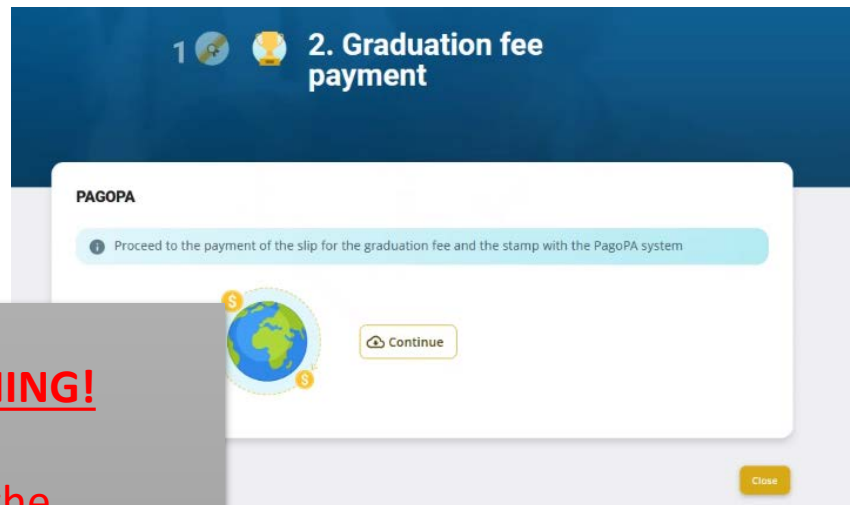
(*) it is inclusive of the graduation certificate and any extraordinary operating cost

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**.

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STEP 3 - SUBMIT APPLICATION FOR ADMISSION

SUPERVISOR 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/lecturer for approval and wait for an answer**

Step 3
Submit the application for admission

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

STEP 3 - SUBMIT APPLICATION FOR ADMISSION

SUPERVISOR AT USI

Instructions

1. download module

2. fill in all its parts and sign

    (Lecturer/Supervisor must also sign it)

3. mail it at *laurea.esir.tesi@unicatt.it*

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.

FINAL EXAMINATION - Notifications

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)