



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

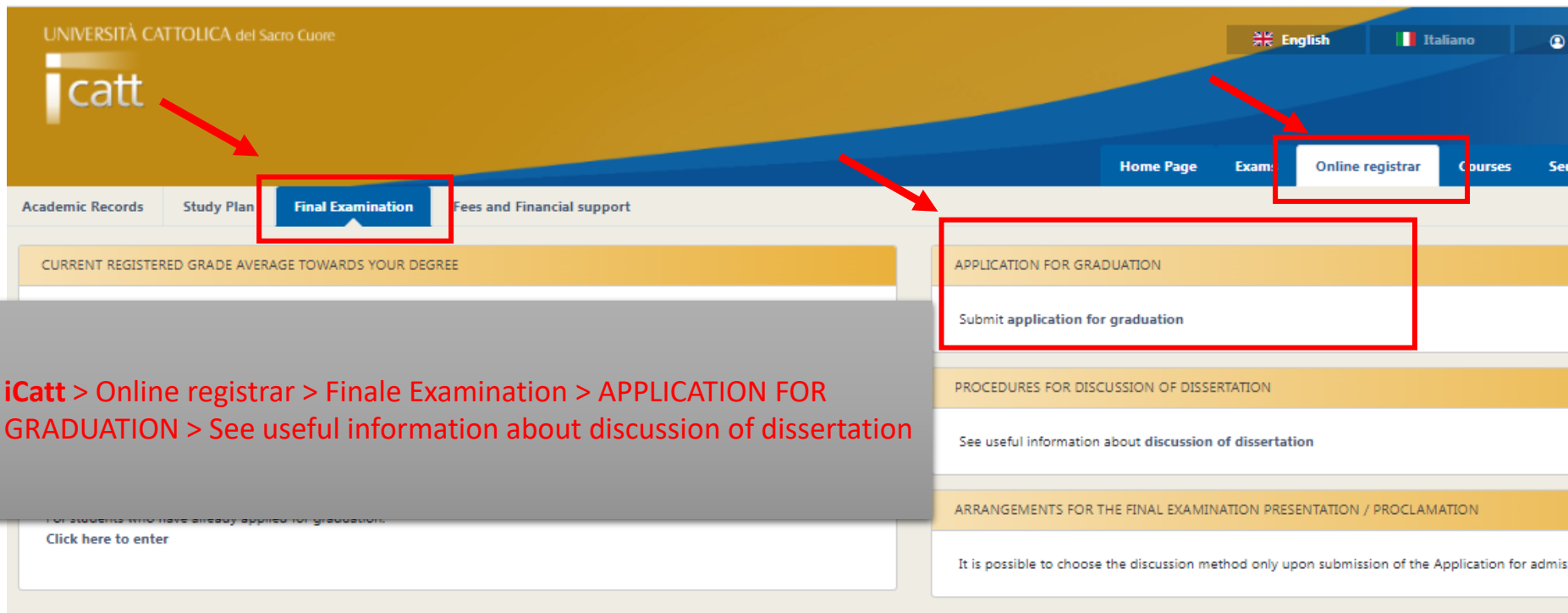
GRADUATION PORTAL

European studies in investor relations and financial communication ESIR

Student Tutorial

Latest update 25/10/2023

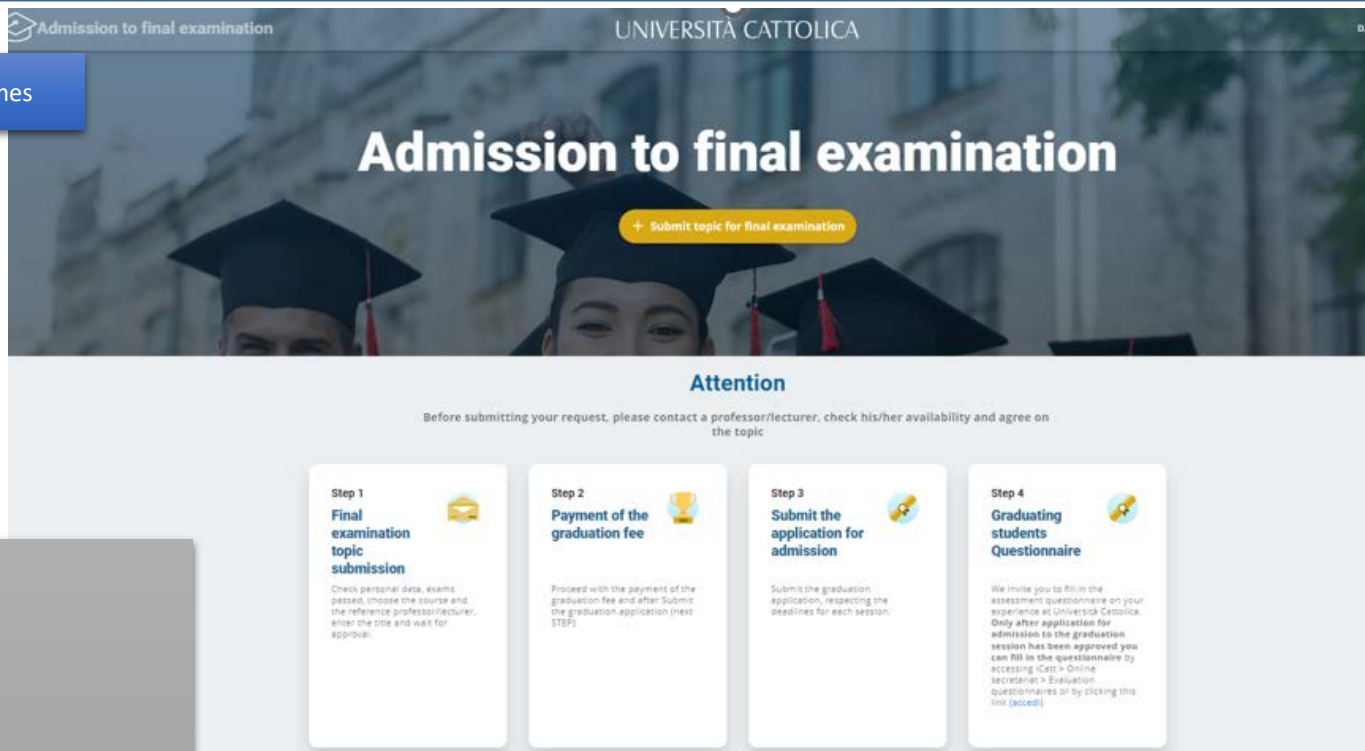
GRADUATION PORTAL– Application for Graduation



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).

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

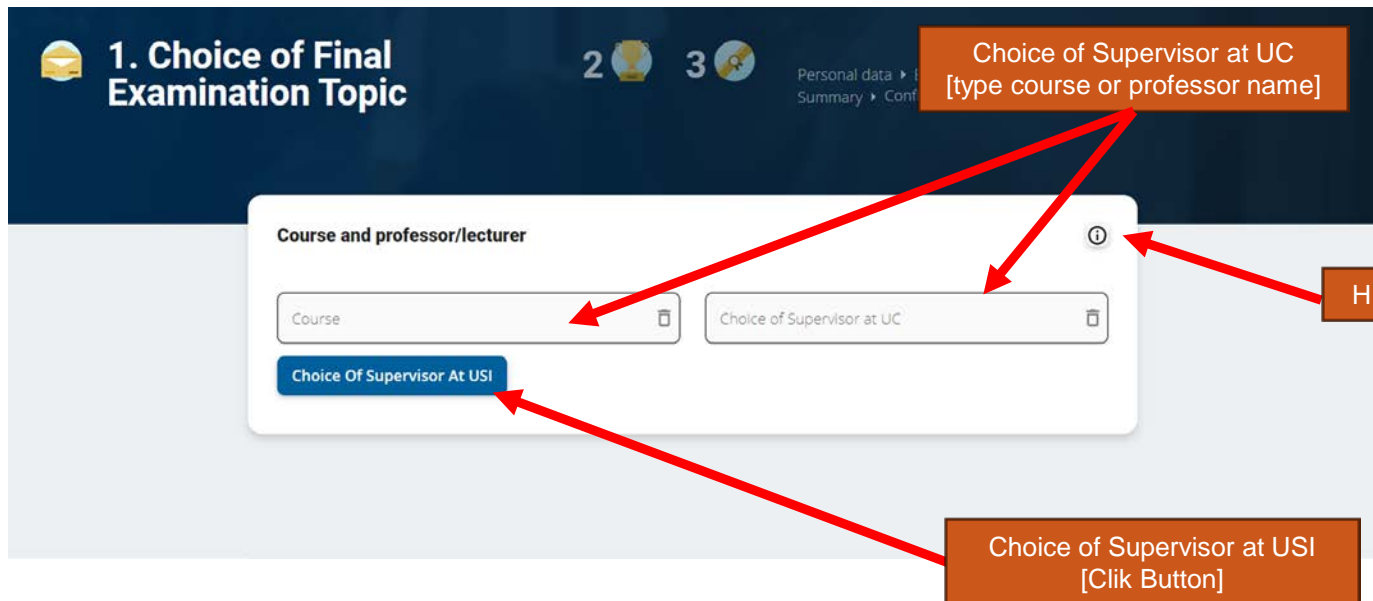
Instructions

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



The screenshot shows a web interface for '1. Choice of Final Examination Topic'. It features a dark blue header with a yellow envelope icon and the title. Below the header, there are three numbered steps: 1 (selected), 2 (globe icon), and 3 (globe icon). To the right of the steps are links for 'Personal data', 'Summary', and 'Conf'. The main content area is a white box titled 'Course and professor/lecturer'. It contains two input fields: 'Course' and 'Choice of Supervisor at UC'. Below these fields is a blue button labeled 'Choice Of Supervisor At USI'. A 'HELP' button is located to the right of the input fields. Red arrows point from three orange callout boxes to the interface: one to the 'Choice of Supervisor at UC' field, one to the 'HELP' button, and one to the 'Choice Of Supervisor At USI' button.

1. Choice of Final Examination Topic

2 3

Personal data Summary Conf

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

HELP

Choice of Supervisor at USI
[Clik Button]

HELP 1/2

Final Examination Topic

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

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@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

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



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STEP 1 - FINAL EXAMINATION TOPIC SUBMISSION

SUPERVISOR AT UC

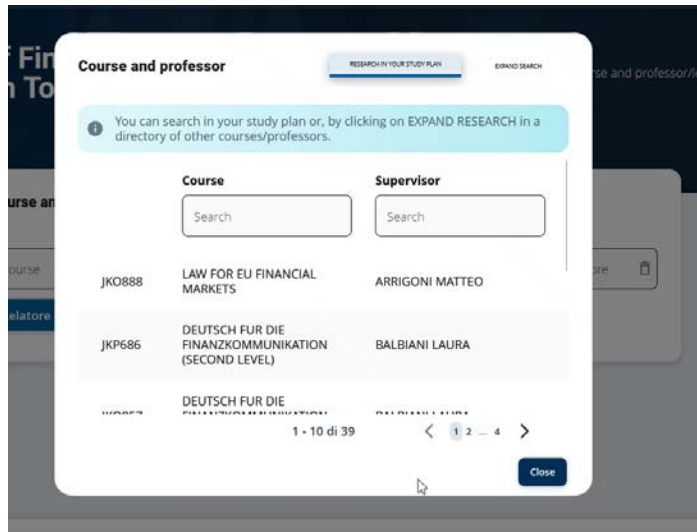
Instructions

- 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

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"/>
JKO888 LAW FOR EU FINANCIAL MARKETS	ARRIGONI MATTEO
JKP686 DEUTSCH FUR DIE FINANZKOMMUNIKATION (SECOND LEVEL)	BALBIANI LAURA
JKP686 DEUTSCH FUR DIE FINANZKOMMUNIKATION (SECOND LEVEL)	BALBIANI LAURA

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

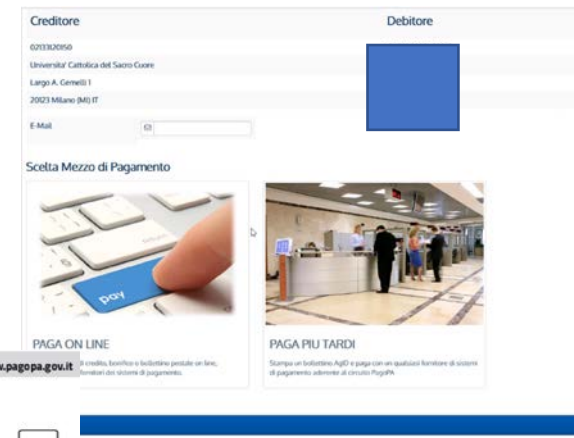
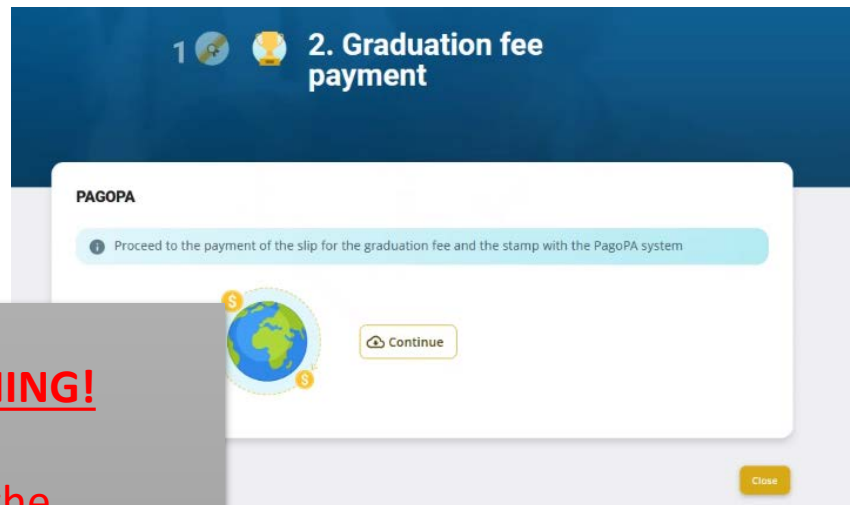
(*) it is inclusive of the graduation certificate and any extraordinary operating cost

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] – SUPERVISOR AT UC



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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.

FINAL EXAMINATION- Checking the result of the admission application



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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.*

FINAL EXAMINATION – Application rejected due to missing requirements



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Admission to final examination

❗ 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 (with a blue placeholder box), UNIVERSITY CARD (with a link to activate the card), YOUR MESSAGES, ATTENDANCE LIST, and REQUEST FOR INFORMATION. The REQUEST FOR INFORMATION section contains a form with fields for Refers to*, Topic*, Subject*, and Message*. A dropdown menu is open under the Refers to* field, listing various university services, with 'LEZIONI, ESAMI E PROVA FINALE' highlighted in blue. Below the form, there is a file selection area with a 'Scegli file' button and the text 'Nessun file selezionato', 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)**