



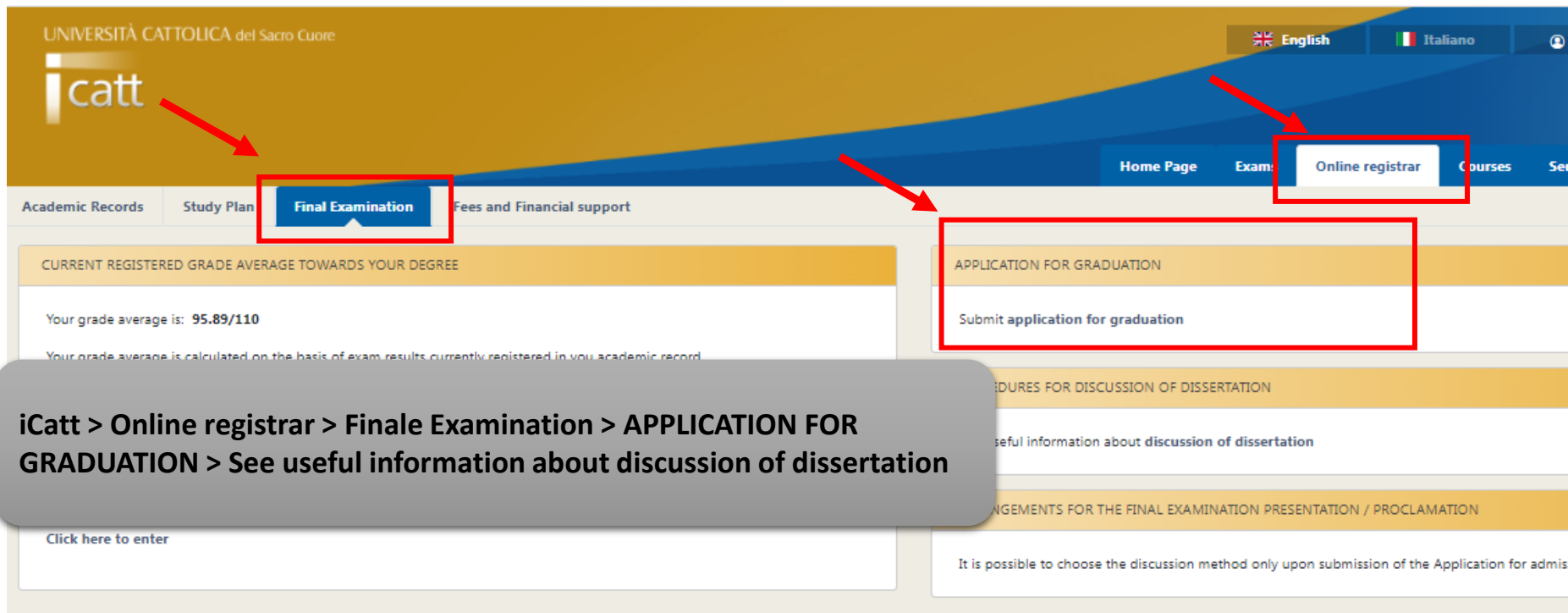
UNIVERSITÀ
CATTOLICA
del Sacro Cuore

GRADUATION PORTAL

Student Tutorial v. 2

Latest update 26/04/2022

GRADUATION PORTAL– Application for Graduation



The screenshot shows the iCatt graduation portal interface. The top navigation bar includes the iCatt logo, language options for English and 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' showing a grade average of 95.89/110; 'APPLICATION FOR GRADUATION' with a 'Submit application for graduation' button; 'PROCEDURES FOR DISCUSSION OF DISSERTATION' with a link for 'useful information about discussion of dissertation'; and 'ARRANGEMENTS FOR THE FINAL EXAMINATION PRESENTATION / PROCLAMATION' with a note that the discussion method can be chosen upon submission of the application. 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

Admission to final examination

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Undergraduate/Graduate programmes

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



WARNING!

Before submitting your request:

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

Step 3 Submit the application for admission



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

GRADUATION PORTAL– Application for Graduation



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3 STEPS

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

Step 3
Submit the application for admission
Submit the graduation application, respecting the deadlines for each session.

Final examination topic submission

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.

1

Payment of the graduation fee

Step 2
Payment of the graduation fee



Proceed with the payment of the graduation fee

2

Submit application for admission

Step 3
Submit the application for admission



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

3

FINAL EXAMINATION - Submission of application for admission



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STEP 1 – Final examination topic submission

- Verify your personal
- Choose the course and the professor/lecturer
- Indicate the topic/title of the final examination
- 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.

ONLY FOR UNDERGRADUATE DEGREE PROGRAMMES

Select modality REPORT or DISSERTATION



WARNING!

At this stage the selection process it is only an indication. When submitting your application, you must specify whether you intend to produce a report

Final examination title

Credits earned: 179 (of witch at the end of the second year: 32) - Weighted average: 27.41

Please note, at this stage the selection process it is only an indication. When submitting your application, you must specify whether you intend to produce a report or a thesis

Final examination title

Message for the professor/lecturer

Final examination modality

Thesis
Report

FINAL EXAMINATION - Payment of the graduation fee

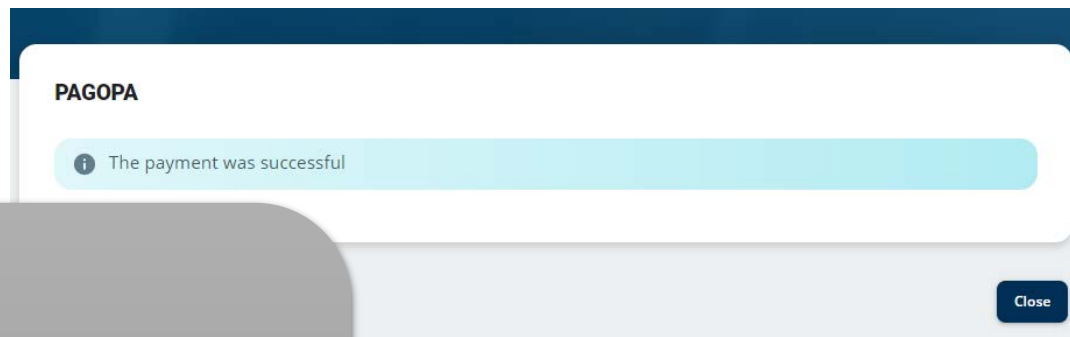
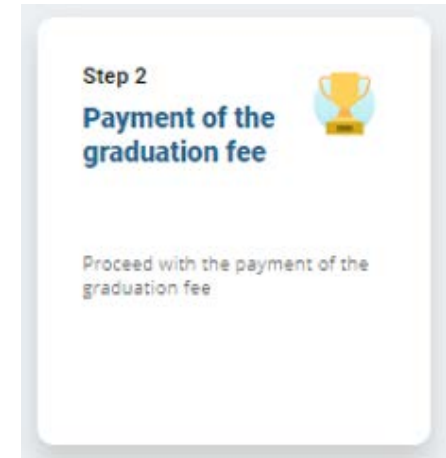


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STEP 2 – Payment of the graduation fee

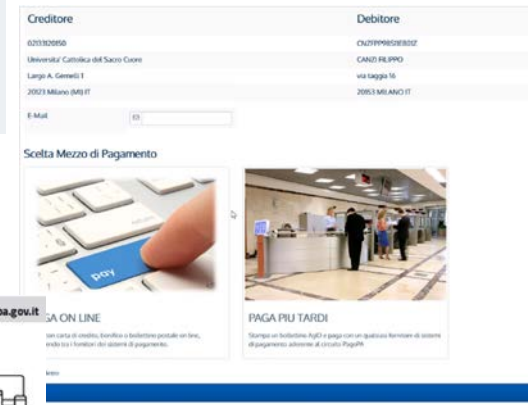
Make the payment of the graduation fee (*) and the stamp duty (16,00 euro) through PagoPA by the deadline

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



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.

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

PAGA SUL SITO O CON LE APP
della tua Banca o degli altri canali di pagamento. Potrai 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.


Contributo Lauzeandi

FINAL EXAMINATION - Checking your payment status



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PAGOPA

 The payment was successful

Close

Step 2

Payment of the graduation fee

Proceed with the payment of the graduation fee

 See



Payment has been made and has been automatically registered in the university's management systems.

FINAL EXAMINATION - Submission of application for admission



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STEP 3 – submit the application for admission

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.

ONLY FOR UNDERGRADUATE DEGREE PROGRAMMES

Select modality **REPORT** or **DISSERTATION**



Final examination title

Credits earned: 136 (of which at the end of the second year: 6) - Weighted average: 20.1

Final examination title
Derivazione degli strumenti finanziari

Message for the professor/lecturer

Final examination modality
Report

FINAL EXAMINATION- Checking the result of the admission application



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Admission to final examination

 Application is pending - waiting for professor/lecturer approval

Your application for admission to the final examination is waiting for the approval of the professor/lecturer

You will receive an email of approval or rejection

In order to check the status of your application, you need to go back into the procedure.

Application is pending
waiting for professor approval.

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.

▶ See



Passo 2

**Payment of the
graduation fee**



Proceed with the payment of the graduation fee

▶ See



Passo 3

**Submit the
application for
admission**



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

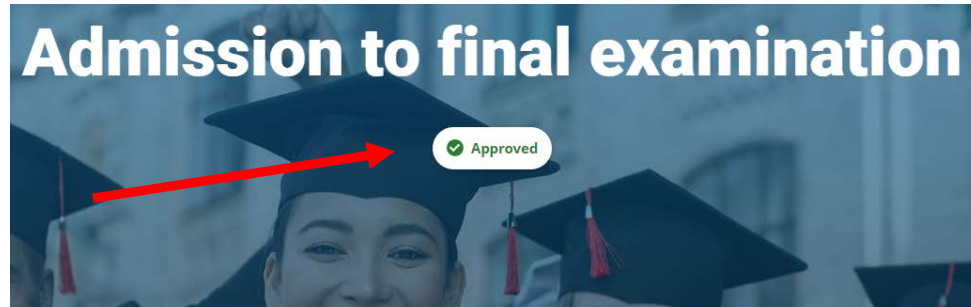
▶ Status



FINAL EXAMINATION- Checking the result of the admission application



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Admission to final examination

Your application for admission to the final examination has been approved by 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. See	Passo 2 Payment of the graduation fee Proceed with the payment of the graduation fee. See	Passo 3 Submit the application for admission Submit the graduation application, respecting the deadlines for each session. See
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Step 3
Submit the application for admission

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

[See](#)

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

OGGETTO: Conferma domanda di laurea - Application for graduation accepted

Gentile Studente/ssa,
La tua domanda di laurea è stata accettata.

Cordiali saluti
Polo Studenti – Online

MESSAGGIO AUTOMATICO generato da un indirizzo di posta elettronica di solo invio. Non rispondere a questa e-mail.

Dear student,
your application for graduation has been accepted.

Best Regards
Polo Studenti – Online

AUTOMATIC MESSAGE generated by a send-only e-mail address. Do not reply to this e-mail.



At the end of the procedure:

- ✓ Application accepted/authorised by the professor/lecturer
- ✓ Payment of the graduation contribution fee made

You will receive an automatic confirmation email



OGGETTO: Conclusione Presentazione domanda di laurea

Gentile PAOLO ROSSI,

La tua domanda di laurea è stata approvata dal docente e il pagamento del contributo dovuto per la tua seduta di laurea è andato a buon fine.

Hai compiuto tutti gli adempimenti previsti

Riceverai la convocazione esclusivamente attraverso la pagina

Personale Icatt circa 10 gg prima della data prevista per la laurea.

Polo studenti - online

Dear Student PAOLO ROSSI,

Your graduation application has been approved by the professor and the payment of the contribution due for your graduation session has been successfully completed.

You have completed all the required steps.

You will receive the invitation exclusively through your personal iCatt page about 10 days before the date scheduled for graduation.

Polo studenti - onlibe



Wait for the convocation that you will receive via iCatt approximately 10 days before the planned date for graduation.

FINAL EXAMINATION- Cancellation of application



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Your application for admission to the final examination has been sent to the professor/lecturer for approval. You will also receive a confirmation email

To check the status of your application you need to go back to the procedure

WARNING!

If the professor/lecturer has already approved your application, you cannot cancel it yourself.

Please contact the Student Services via iCatt.

- STRUMENTI DERIVATI

Supervisor
ANOLLI MARIO

on title
zione degli strumenti finanziari

on modality

s and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages
sis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library
rise both consultation and photocopying

DELETE FINAL EXAMINATION APPLICATION SUBMISSION

Close

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 because the box is not monitored.

FINAL EXAMINATION - Course selection



Course and professor/lecturer

Course

Supervisor



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 if provided by the Faculty.

Course

Search

Supervisor

Search

JDC86 7	FINANZA MATEMATICA	BIFFI PAOLA
JDC39 6	MATEMATICA GENERALE II	BIFFI PAOLA
JD325 0	STORIA ECONOMICA	CAFARO PIETRO

Close

RESEARCH IN YOUR STUDY PLAN

Search in your study plan
or

EXPAND SEARCH

Search in a directory of other courses/professor

Before contact professor to check his/her availability

FINAL EXAMINATION – Dissertation title



i When writing the title, it is important to strictly adhere to the following criteria in order to be able to include the data in the most correct form in official documents (degree report, academic certificates, University Yearbook)



The title must not be preceded or followed by double quote marks (") or by any other sign (<<); it may begin with any character and if it begins with a letter, this must be capitalised



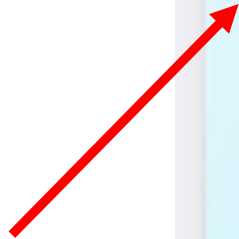
All other characters in the title must be lower case.



Capitals should be used exclusively for the initial letter of the title (and any new periods after the full stop) and for proper names and in accordance with the rules of any foreign languages used (e.g. German).



When typing the title in the available lines of the video, you must never start a new line, i.e. you must imagine that you have only one uninterrupted line.



WARNING!

Enter the title respecting the rules indicated.

Final examination title


Final examination title

Type the title

FINAL EXAMINATION – Address for sending the certificate



Shipping address

 Please indicate the address where to send your degree certificate (parchment).

Country
ITALY ▼

Province
TRENTO ▼

Municipality
TRENTO ▼

Address
VIA MILANO 104 

Postal code
▼



WARNING!

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.

FINAL EXAMINATION – Final mark



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Academic Records Study Plan **Final Examination** Fees and Financial support

CURRENT REGISTERED GRADE AVERAGE TOWARDS YOUR DEGREE

Your grade average is: **95.89/110**

Your grade average is calculated on the basis of exam results currently registered in you academic record.
The calculation is based on criteria approved by the competent teaching structure and excludes dissertation grade.

GRADE AVERAGE

Once the application has been approved by the professor/lecturer, iCatt will display the following information
CURRENT REGISTERED GRADE AVERAGE TOWARDS YOUR DEGREE

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 – Application out of time (early/late)



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Admission to final examination

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Admission to final examination

Invalid session

Date of submission

You are almost there, please wait a little longer

There are no graduation sessions available at the moment. Please return to the portal in a few days

Graduation applications are submitted within the deadlines set for each graduation session.

The deadlines and timetables differ depending on the degree programme.

Please consult your degree programme website to find out the deadlines.

FINAL EXAMINATION - In the event of any issues



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The screenshot shows the iCatt portal interface. At the top, there is a navigation bar with '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' form has fields for 'Refers to*', 'Topic*', 'Subject*', and 'Message*'. A dropdown menu is open under 'Refers to*', listing various services, with 'LEZIONI, ESAMI E PROVA FINALE' highlighted in blue. Below the form is a file upload section 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)