



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

# GRADUATION PORTAL

## Student Tutorial

Latest update 01/12/2023

# GRADUATION PORTAL – Application for Graduation



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The screenshot shows the iCatt graduation portal interface. At the top, there are language options for English and Italiano. A navigation bar includes links for Home Page, Exams, Online registrar, and Courses. Below this, a menu contains Academic Records, Study Plan, Final Examination, and Fees and Financial support. The 'Final Examination' menu item is highlighted with a red box and an arrow. The 'Online registrar' link in the top navigation bar is also highlighted with a red box and an arrow. A large red box highlights the 'APPLICATION FOR GRADUATION' section, which contains a 'Submit application for graduation' button. Another red box highlights the 'PROCEDURES FOR DISCUSSION OF DISSERTATION' section, which contains a link to 'See useful information about discussion of dissertation'. A third red box highlights the 'ARRANGEMENTS FOR THE FINAL EXAMINATION PRESENTATION / PROCLAMATION' section, which contains a link to 'Click here to enter'. A grey text box on the left side of the page contains the navigation path: **iCatt > Online registrar > Finale Examination > APPLICATION FOR GRADUATION > See useful information about discussion of dissertation**. Red arrows point from the 'iCatt' logo, the 'Final Examination' menu item, the 'Online registrar' link, and the 'APPLICATION FOR GRADUATION' section to their respective highlighted areas.

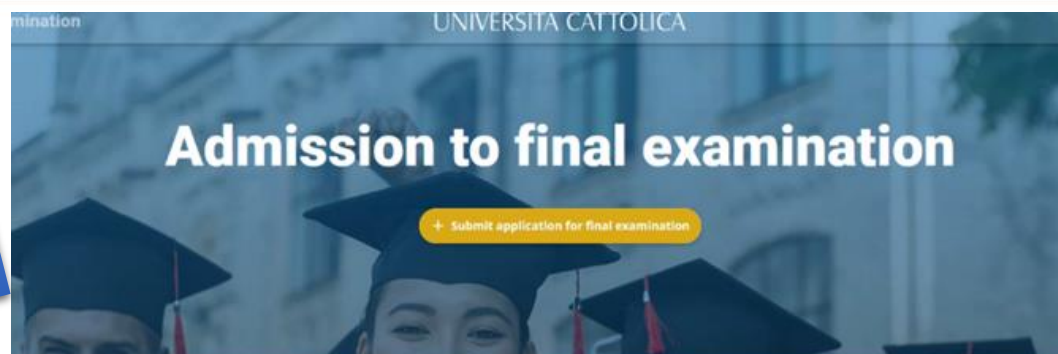
**iCatt > Online registrar > Finale Examination > APPLICATION FOR GRADUATION > See useful information about discussion of dissertation**

# GRADUATION PORTAL – Application for Graduation



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Graduate programmes



## 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



## Submit 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.

1

## Pay graduation fee

### Step 2

## Payment of the graduation fee



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

2

## Submit the application

### Step 3

## Submit the application for admission



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

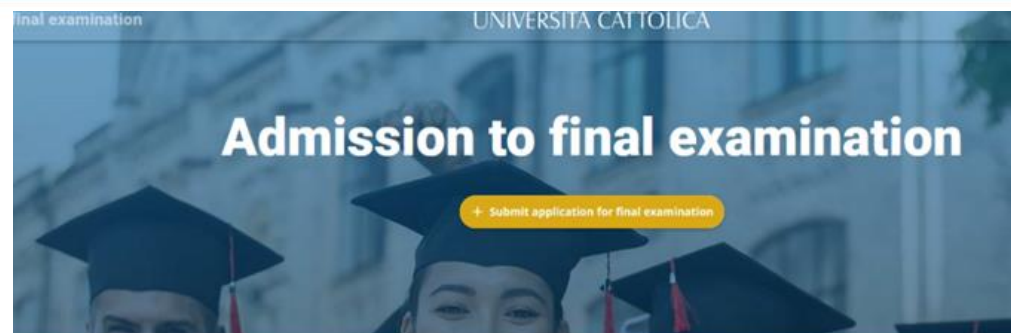
3

# GRADUATION PORTAL – Application for Graduation



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Undergraduate  
programmes  
2 STEP



## Attention

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

### Step 1

Payment of the graduation fee



### Step 2

Submit the application for admission



Proceed with the graduation fee and the graduation application (next STEP)

## Pay graduation fee

### Step 1

Payment of the graduation fee



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

1

## Submit the application

Step 2  
Submit the application for admission



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

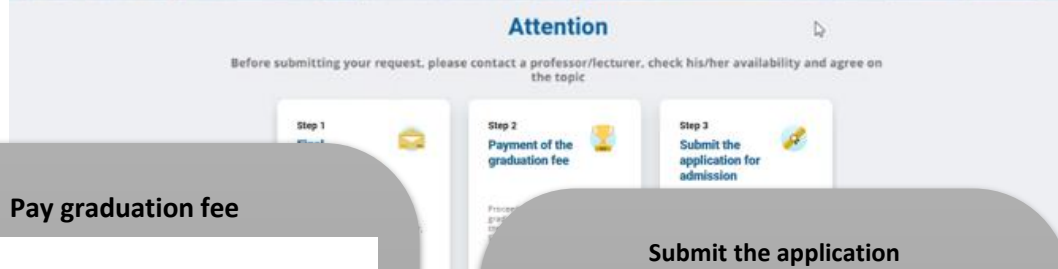
2

# GRADUATION PORTAL – Application for Graduation



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Undergraduate  
programmes  
3 STEP



## Submit 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.

1

## Pay graduation fee

### Step 2

#### Payment of the graduation fee



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

2

## Submit the application

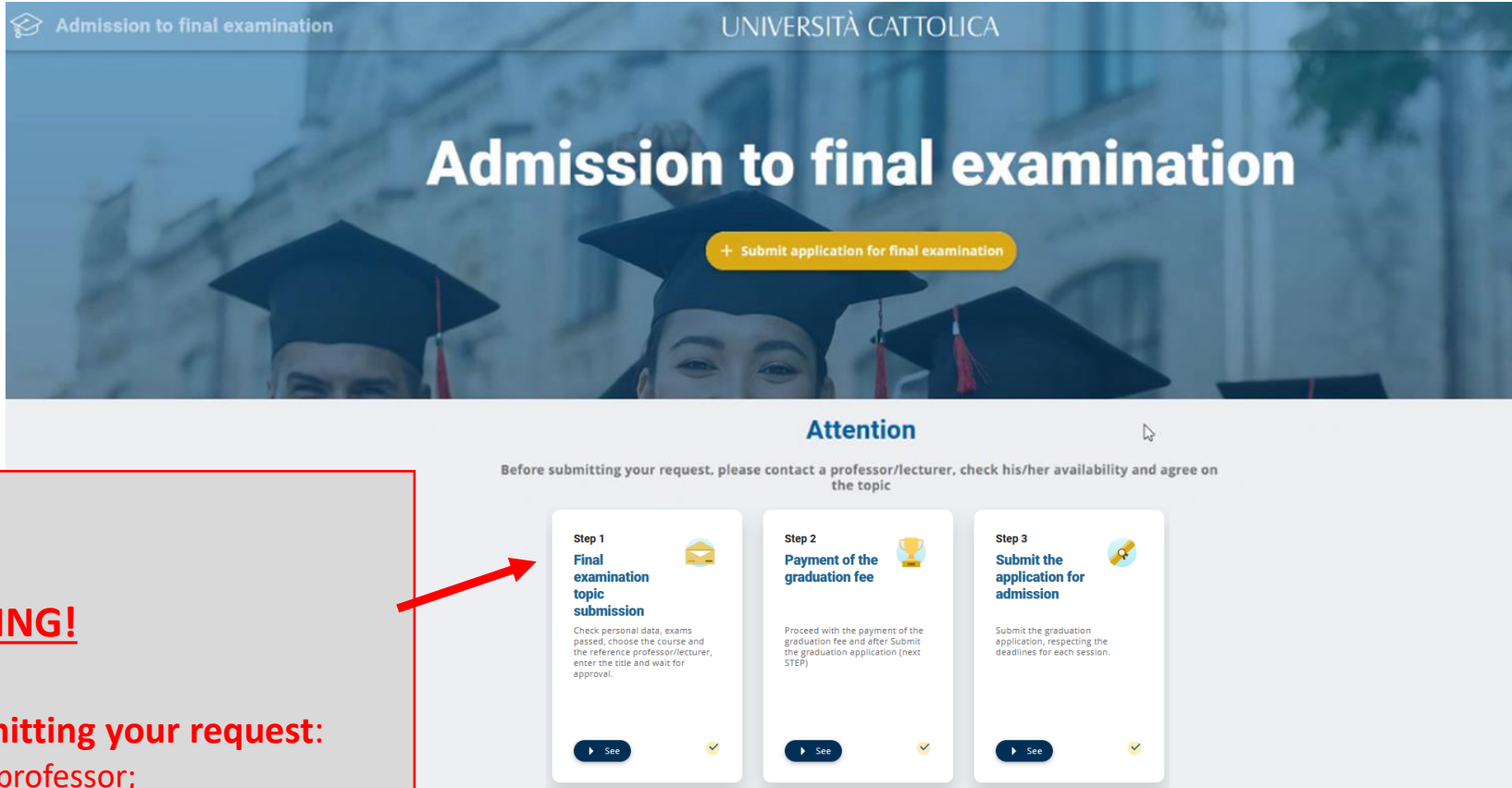
### Step 3

#### Submit the application for admission



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

3



Admission to final examination

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## Admission to final examination

+ Submit application 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.

See

**Step 2**  
**Payment of the graduation fee**

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

See

**Step 3**  
**Submit the application for admission**

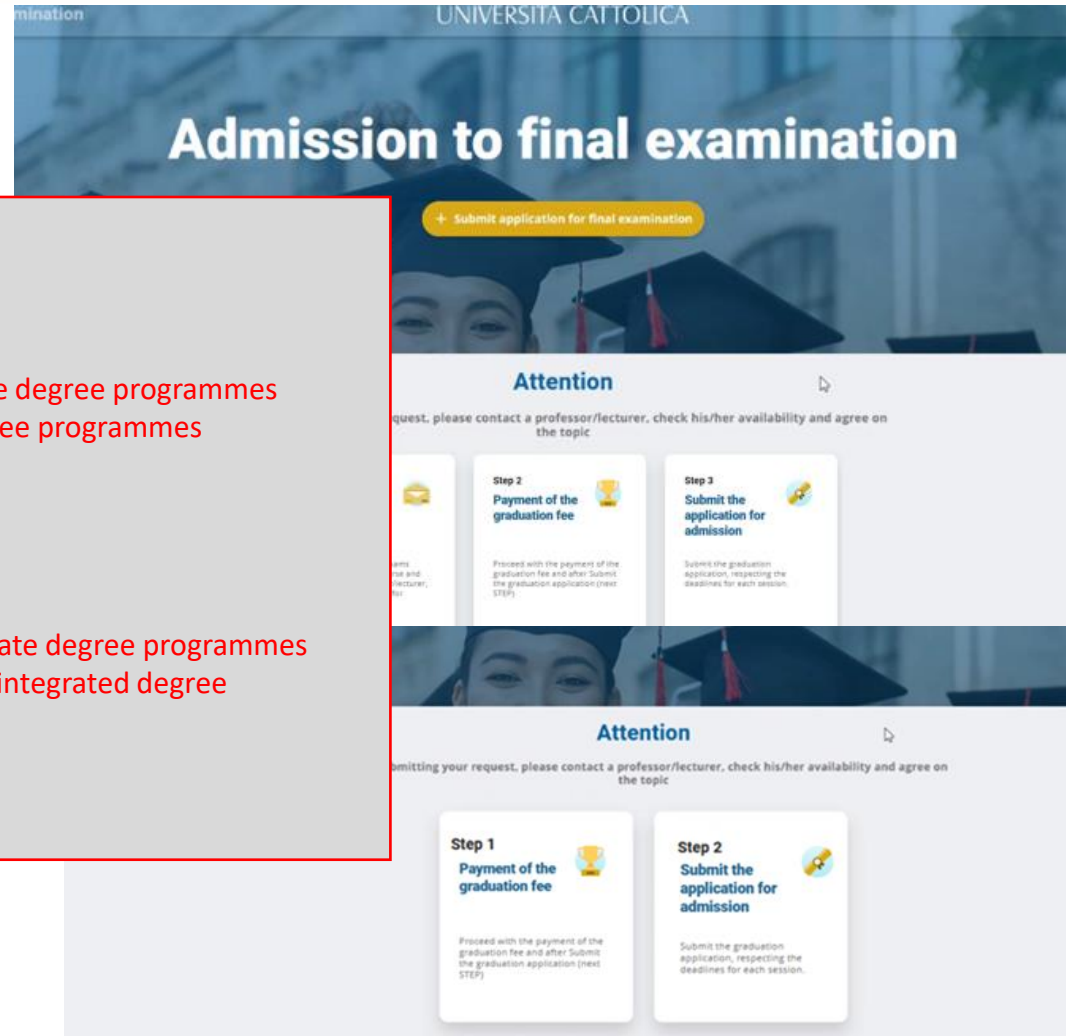
Submit the graduation application, respecting the deadlines for each session.

See

## **WARNING!**

### **Before submitting your request:**

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



## Admission to final examination

+ Submit application for final examination

### Attention

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

**Step 2**  
**Payment of the graduation fee**

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

**Step 3**  
**Submit the application for admission**

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

**Step 1**  
**Payment of the graduation fee**

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

**Step 2**  
**Submit the application for admission**

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



### A. Pay the graduation fee

- **Step 1** Undergraduate degree programmes
- **Step 1** Graduate degree programmes

### B. Submit the application

- **Step 2/3** Undergraduate degree programmes
- **Step 2** Graduate and integrated degree programmes



# FINAL EXAMINATION - Submission of application for admission



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## SUBMIT THE TOPIC (if required)

- A. Verify your personal data and home address
- B. Indicate the address where to send your certificate if it is different from your home address.
- C. Choose the course and the professor
- D. Indicate the topic/title of the final examination
- E. Forward the application to your professor for approval and wait for an answer



### 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. Choice of Final Examination Topic 2 3

Personal data > Exam list > Course and professor/lecturer > Confirm

Course and professor/lecturer

Course

Supervisor



# FINAL EXAMINATION - Submission of application for admission

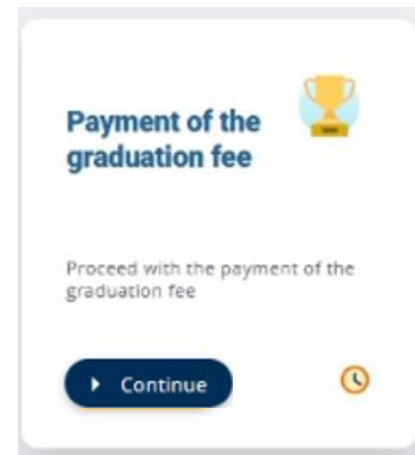
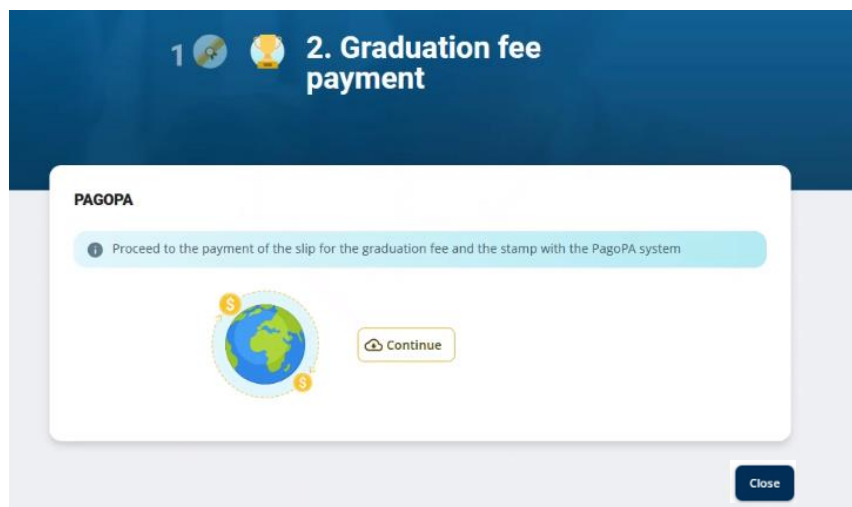


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## PAY THE GRADUATION FEE

### 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



Creditore	Debitore
0203102050 Università Cattolica del Sacro Cuore Largo A. Gemelli 1 20123 Milano (MI) IT E-Mail: <input type="text"/>	
<b>Scelta Mezzo di Pagamento</b>	
<b>ON LINE</b> <small>Scelta di credito, bonifico o bollettino postale on line, tra i fornitori del sistema di pagamento.</small>	<b>PAGA PIU' TARDI</b> <small>Stampa un bollettino AgD e paga con un qualsiasi fornitore di sistema di pagamento aderente al circuito PagoPA.</small>

#### 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.pagopa.gov.it](http://www.pagopa.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



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## SUBMIT THE APPLICATION

### A. Verify your personal data and shipping address

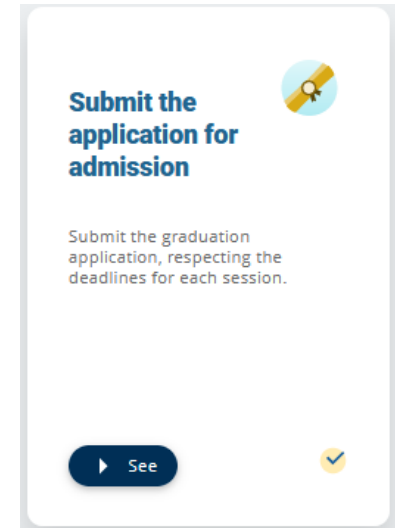
If you want to receive your final examination certificate (parchment) at a different address from the one present in our archives, please remember to specify it in this area.

### B. Confirm or change final examination title

### C. Read and accept Final requirements

### D. Choose Thesis consultation mode

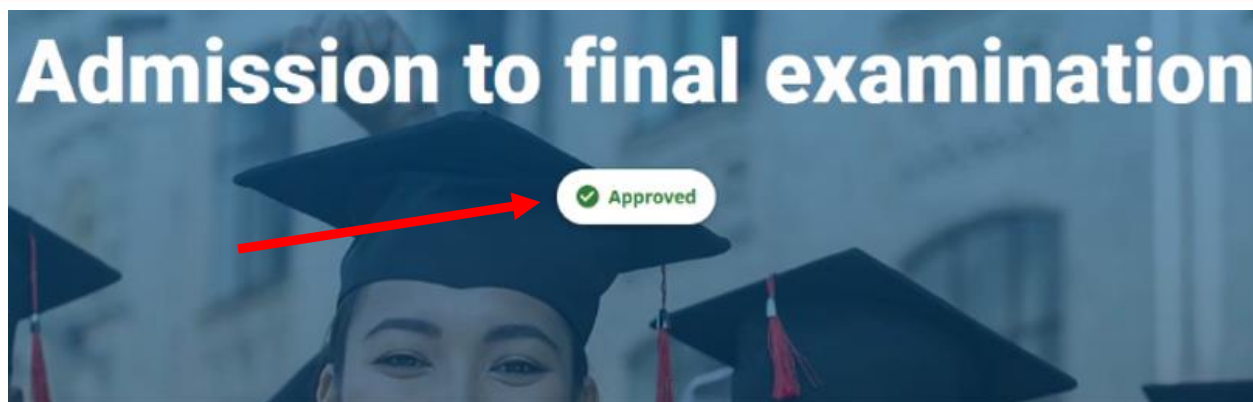
### E. Forward the application to your professor/lecturer for approval and wait for an answer



# FINAL EXAMINATION- Checking the result of the admission application

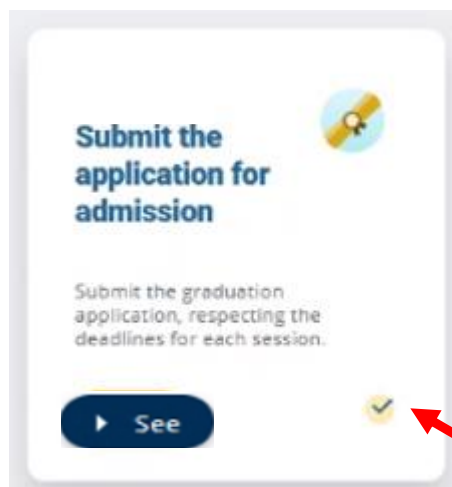


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**Your application for admission to the final examination has been approved by the professor/lecturer**

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.

# FINAL EXAMINATION - Checking your payment status




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

**Payment of the graduation fee** 

Proceed with the payment of the graduation fee

[▶ See](#) 

**PAGOPA**

 The payment was successful

[Close](#)

## Checking requirements

By accessing the portal you can check whether all the requirements have been met:

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

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## Admission to final examination

Approved

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.

**Step 2**  
Payment of the graduation fee  
Proceed with the payment of the graduation fee and after Submit the graduation application (next STEP)

**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 (iCatt > Online secretariat > Evaluation questionnaires or by clicking this link (accedi).

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



At the end of the procedure:

- ✓ Application accepted/authorised by the professor
- ✓ 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.*

*(Segreteria online - prova finale)*

*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.*

*(Segreteria online - final examination)*



**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

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

- ETICA DELLA FINANZA

Supervisor  
ANOLLI MARIO

Application title

Application modality

Students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages of the thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library. We request your permission to consult and photocopy. We will be grateful to receive both consultation and photocopying.

## **WARNING!**

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

Please contact the Student Services (Polo Studenti) via iCatt.

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.**

If you have any problem 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)

# FINAL EXAMINATION - Course selection



## Course and professor/lecturer

To choose a course that is not in your study plan, if your Faculty allows for it, contact the Student Services Centre

Degree programme  
Bachelor degree

Course  
ETICA DELLA FINANZA

Supervisor  
ANOLLI MARIO

## Course

SEARCH  
COURSE

Search I

JDC395	ANALISI E GESTIONE FINANZIARIA
JA0024	DIRITTO COMMERCIALE
JD1417	DIRITTO EUROPEO DELL'ECONOMIA
JA0053	ECONOMIA AZIENDALE
JA0478	ECONOMIA DEGLI INTERMEDIARI FINANZIARI
JD2165	ECONOMIA DELLE AZIENDE DI CREDITO

1 - 20 of 23

« ‹ › »

Close

## GRADUATE DEGREE

If you are a graduate degree programme student, and you have attended an undergraduate degree programme at Università Cattolica, you will also find the courses of your previous career in the list of courses.

*N.B. If provided for by your Faculty.*

# FINAL EXAMINATION – Dissertation title



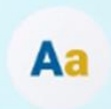
**i** When writing the title, it is important to strictly adhere to the following criteria in order to be able to include the data in the most correct form in official documents (degree report, academic certificates, University Yearbook)



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



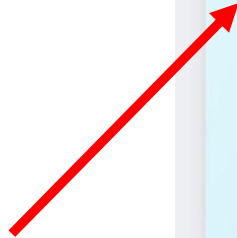
All other characters in the title must be lower case.



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  
Test title

Message

# FINAL EXAMINATION – Address for sending the certificate



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**Residence address**

Please tell us your residence address. Once you have your title, we will send you the parchment.

Country: ITALY | Province: MILANO | Municipality: MILANO

Address: via taggia 16 | Postal code: 20153



## **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, 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

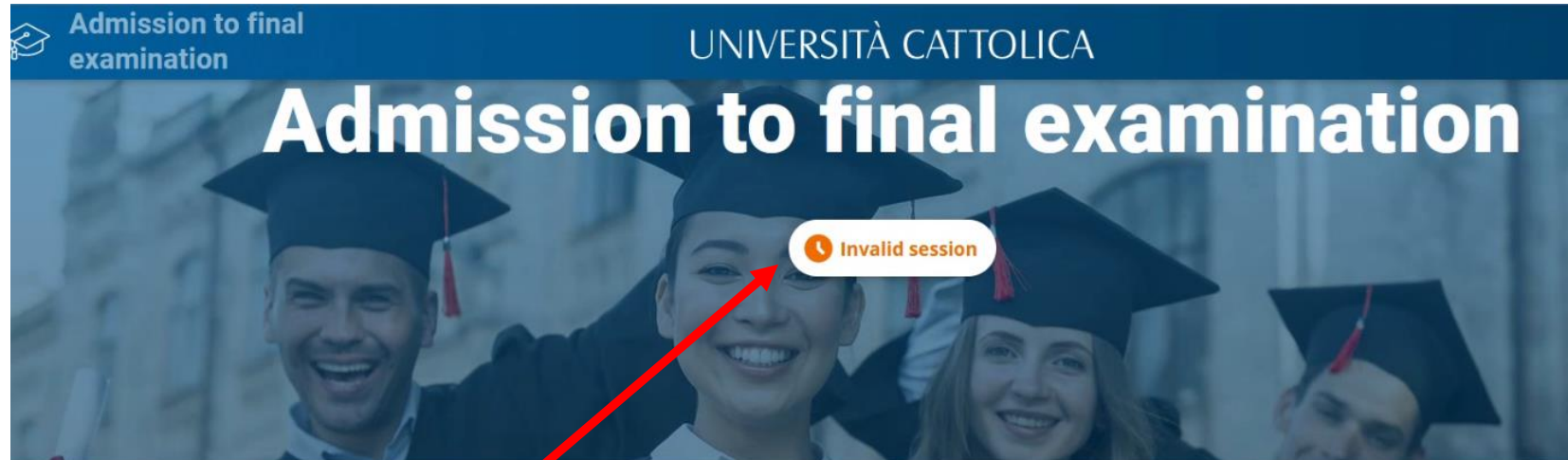
For further information, please contact the student services centre. When you are ready, you can return to the portal and fill in the request in 3 simple steps.

You do not meet the necessary curricular requirements

# FINAL EXAMINATION – Application out of time (early/late)



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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.

## Date of submission

You are almost there, please wait a little longer

graduation sessions available at the moment. Please return to the portal in a few days

Step 1

Submit the  
application for  
admission



Step 2

Payment of the  
graduation fee





# FINAL EXAMINATION - In the event of any issues



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UNIVERSITÀ CATTOLICA del Sacro Cuore

English

Home Page Exams Online regis

PERSONAL DETAILS

UNIVERSITY CARD

Click on ACCESS to activate or check the activation status of your Ateneo+ University card

YOUR MESSAGES

Date	Topic	Subject
28/03/2022	Highlights	Quarta e quinta rata della contribuzione universitaria – a.a. 2021/22 / Fourth and fifth instalment
20/05/2022		Quinta rata della contribuzione universitaria – a.a. 2021/22 / Fifth instalment of university fees fo
19/05/2022		Appelli straordinari per verbalizzazione attività
27/04/2022		Comunicazione per prossimi esami di profitto
27/04/2022		Valutazione soddisfazione degli studenti - On-line evaluation of the satisfaction for the courses
22/12/2021		Blackboard Ally
04/11/2021		Premio di laurea in memoria di Tina Venturi
27/05/2021	GESTIONE CARRIERA E SERVIZI DI SEGRETERIA	RE: ps
26/05/2021	GESTIONE CARRIERA E SERVIZI DI SEGRETERIA	RE: prova allegato 2
28/04/2021	GESTIONE CARRIERA E SERVIZI DI SEGRETERIA	RE: prova

Request for information form:

Refers to\*

Topic\*

Subject\*

Message\*

Scegli file Nessun file selezionato

SEND

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

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