



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

GRADUATION PORTAL

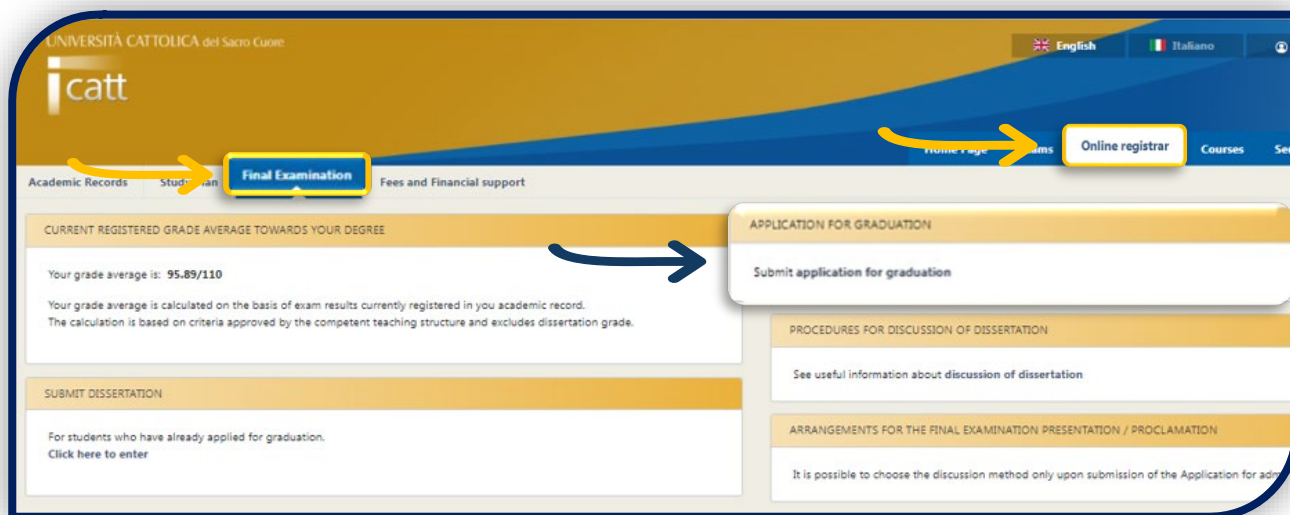
STUDENT TUTORIAL

INDEX

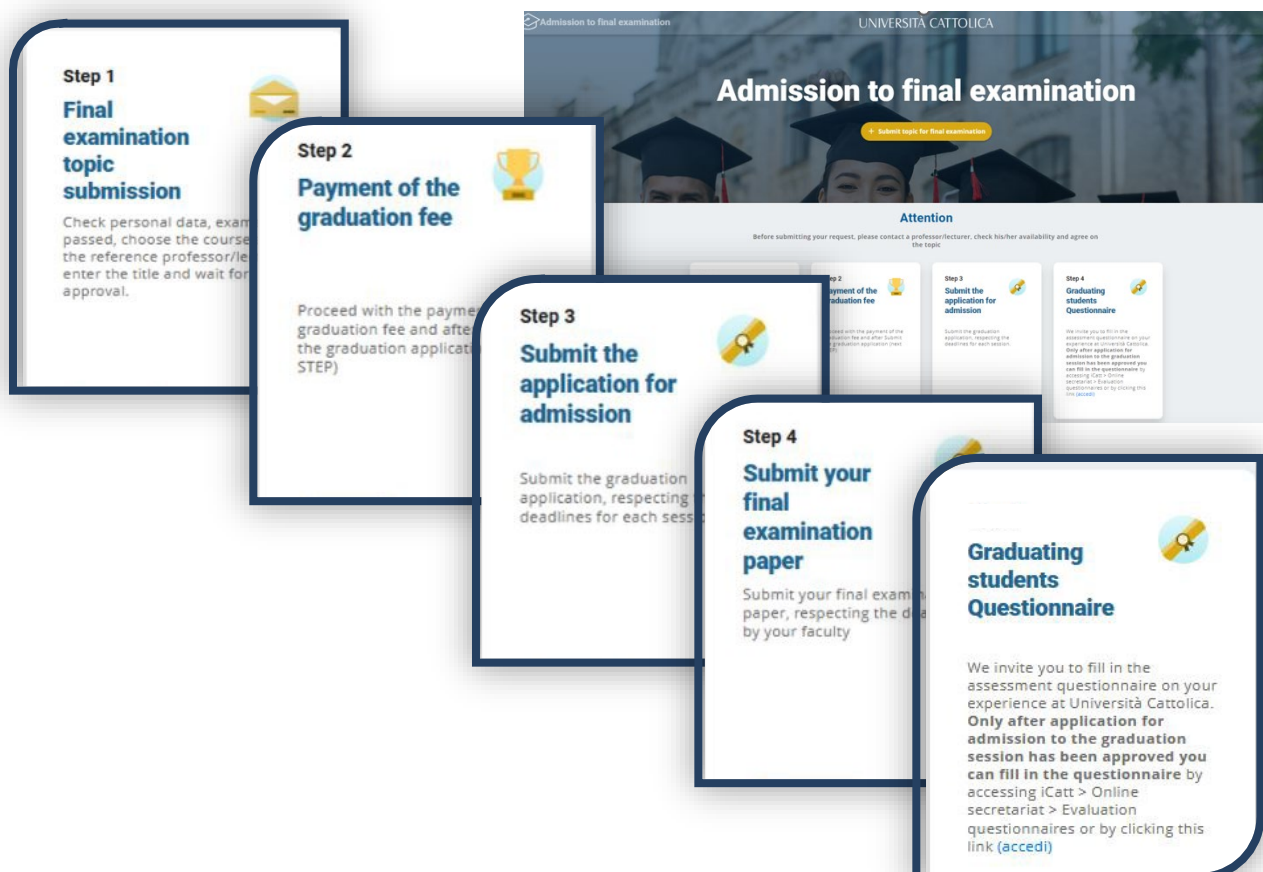
3	Portal access
4	The procedure
5	Topic – title of the final paper
8	Graduation fee payment
9	Submission of application for admission
13	Submit of the final examination paper
15	Final requirements
16	Revoking the Graduation Application
17	Psychology
19	Banking – Undergraduate degree
20	Banking – ESIR
22	Political Sc.– DD Halle
25	Economics and Law

PORTAL ACCESS

The Graduation Portal is accessed from the personal iCatt page. Enter the "Online Registrar" section, then click on "Final Examination." In the box "Application for Graduation", click on "Submit application for graduation".



THE PROCEDURE



THE PROCEDURE



The procedure is divided into three or four steps based on the provision of the Faculty:

1. Payment of the graduation fee;
2. Submission of the application for admission to the final examination;
3. Final examination paper submission.

1. Final examination topic submission;
2. Payment of the graduation fee;
3. Submission of application for admission to final examination;
4. Submission of the final examination paper.

Once you have completed the procedure, remember to fill out the Graduating students Questionnaire

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](#))

1 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 for admission

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

3 Submit your final examination paper

Submit your final examination paper, respecting the deadline set by your faculty

1 Final examination topic submission

Check personal data, if passed, choose the color, the reference professor, enter the title and wait for approval.

2 Payment of the graduation fee

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

3 Submit the application for admission

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

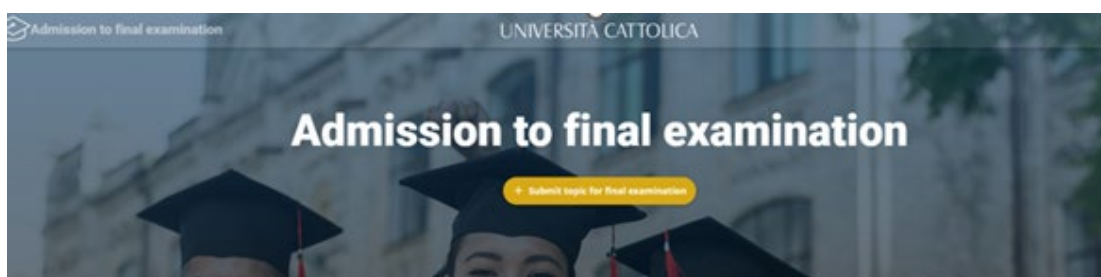
4 Submit your final examination paper

Submit your final examination paper, respecting the deadline set by your faculty

TOPIC –TITLE OF THE FINAL PAPER



Before submitting your topic for the final exam you need to check **submission deadlines**, **contact a professor/lecturer**, **check his/her availability** and **agree on a topic**.



Verify and observe submission timelines established by faculty



1. Choice of Final Examination Topic

1 Verify personal data: in case of errors or changes contact the Polo Studenti.

Personal data

Name Jacopo	enrolled in Secondo anno di corso	
Surname De Poli	academic year 2023/2024	degree programme Management
born in Milano	Date 11/03/2000	

Exams passed

Exam	Date	ECTS	Grade
Advanced Excel - CER571	14/07/2023	4	Approvato
Attività Inerenti International Career Card - +NA000	24/08/2023	1	Approvato

Exams to be taken

Exam	ECTS
Business Lab: Introductory Course - CEH280	4
Fieldwork Activities (Internship Or Field Project) - CER046	8
International Corporate Finance - CEB067	8

Here appears the summary of exams taken, exams to be taken and any supernumerary exams.

2

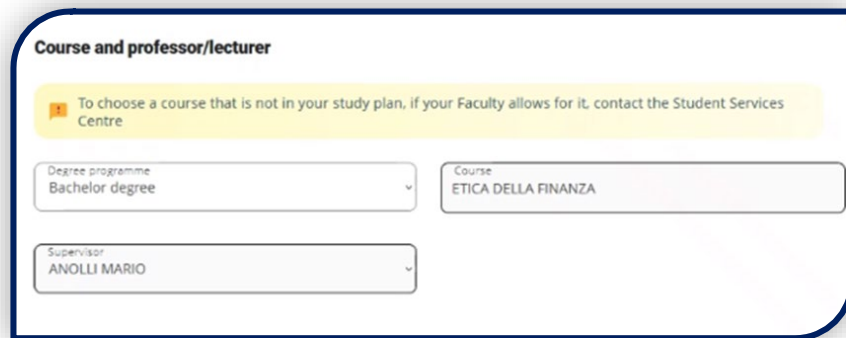
3 Select the teaching and supervisor.

Course and professor/lecturer

Course Choice of Supervisor at UC

TOPIC –TITLE OF THE FINAL PAPER

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



Course and professor/lecturer

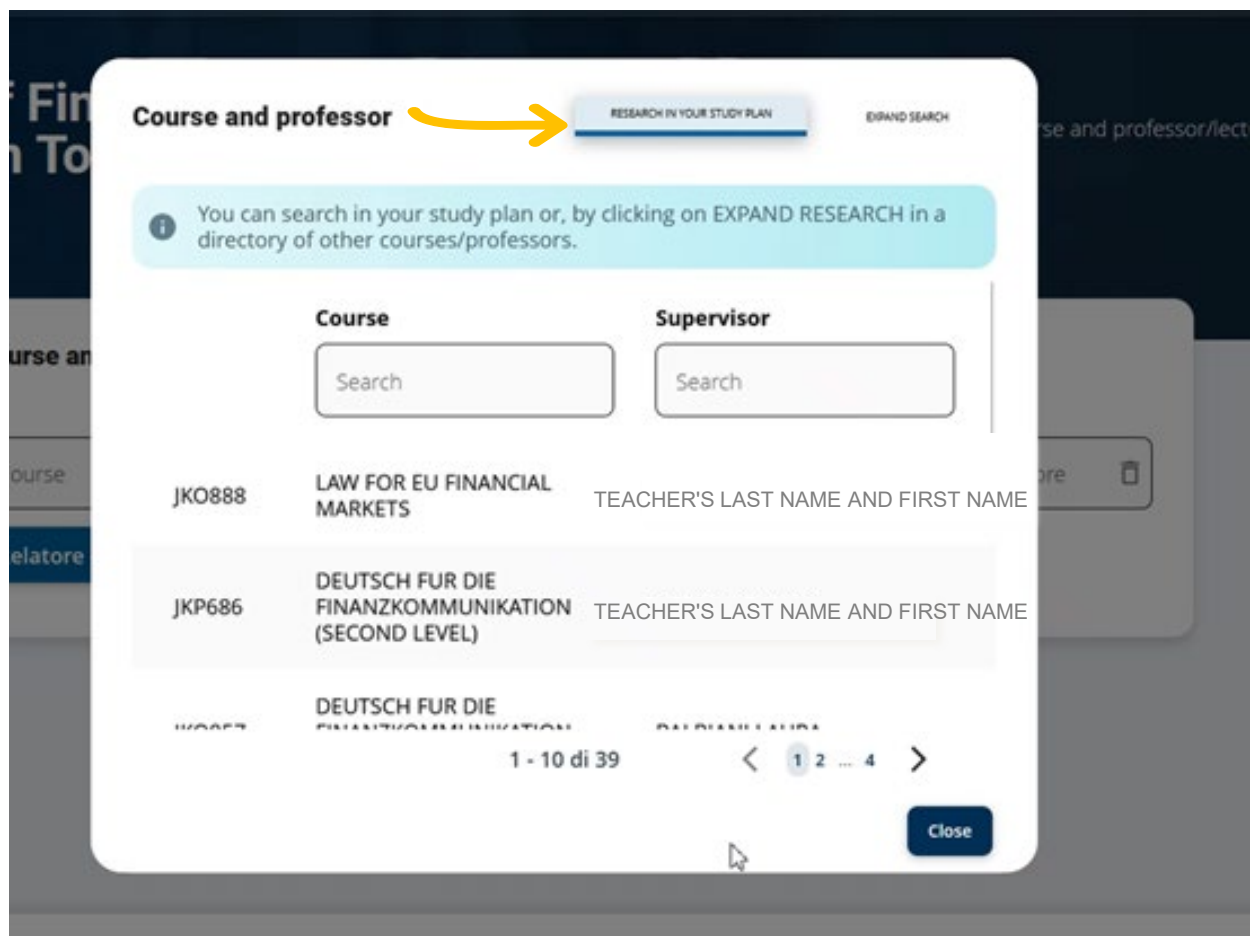
To choose a course that is not in your study plan, if your Faculty allows for it, contact the Student Services Centre

Degree programme
Bachelor degree

Course
ETICA DELLA FINANZA

Supervisor
ANOLLI MARIO

If provided by the Faculty it is visible and you can use the "Expand Research" button, which allows you to search through an additional list. (E.g., if you are a master's student, with a three-year career at Università Cattolica, within the list of teachings you will also find the teachings from your three-year career).



Course and professor RESEARCH IN YOUR STUDY PLAN EXPAND RESEARCH

You can search in your study plan or, by clicking on EXPAND RESEARCH in a directory of other courses/professors.

Course **Supervisor**

Search Search

JKO888	LAW FOR EU FINANCIAL MARKETS	TEACHER'S LAST NAME AND FIRST NAME
JKP686	DEUTSCH FÜR DIE FINANZKOMMUNIKATION (SECOND LEVEL)	TEACHER'S LAST NAME AND FIRST NAME
JKP687	DEUTSCH FÜR DIE FINANZKOMMUNIKATION	TEACHER'S LAST NAME AND FIRST NAME

1 - 10 di 39 < 1 2 ... 4 >

Close

TOPIC –TITLE OF THE FINAL PAPER



1. Choice of Final Examination Topic

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.



Read the warnings carefully, choose the topic/title of the final paper, forward to the supervisor for approval, and await the outcome.

Final examination title

Final examination title
Test title

Met

Admission to final examination

The title is pending - waiting for professor/lecturer approval

The title has been sent to the professor/lecturer for approval

You will receive an email of approval or rejection

To check the status of your request you need to re-enter the procedure

Step 1

Final examination



Step 2

Payment of the graduation fee



Step 3

Submit the application for




GRADUATION FEE PAYMENT

1 2. Graduation fee payment

PAGOPA

1 Proceed to the payment of the slip for the graduation fee and the stamp with the PagoPA system



Continue

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

Scelta Mezzo di Pagamento



PAGA ON LINE

Paga con carta di credito, bonifico o bollettino postale on line, scegliendo tra i fornitori dei sistemi di pagamento.



PAGA PIU TARDI


Stampa un bollettino AgID e paga con un qualsiasi fornitore di sistemi di pagamento aderente al circuito PagoPA.



If you do not make the payment, you will not be able to submit the graduation application. In order to change the title of your final paper, you must first make payment.

Step 2

Payment of the graduation fee



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

PAGOPA

1 The payment was successful

Close

SUBMISSION OF APPLICATION FOR ADMISSION



Select the supernumerary examinations that you do not intend to take and indicate any training activities still to be registered.

Supernumerary exams



Select which supernumerary exams **you do not intend to take**.

The system will send a request to cancel those exams from the study plan. You can check the request on ICATT in the 'Communications for you' section, following which the Student Services Centre will send you a confirmation after the due checks.

Exam	ECTS
<input type="checkbox"/> CER571 - Advanced Excel	4

1 - 1 of 1

« < > »

Training activities to be registered

Report any training activities yet to be registered relating to the following types.
N.B. Any debit training activities not included in the types listed below should not be reported.

Examinations taken abroad	Yes <input checked="" type="radio"/> No <input type="radio"/>
Internships/Traineeships	Yes <input checked="" type="radio"/> No <input type="radio"/>
Seminars	Yes <input type="radio"/> No <input checked="" type="radio"/>



Please consult the summary before proceeding. You will be notified on iCatt of the request to cancel the supernumerary examinations.

Final examination topic



Click Next to submit for professor/lecturer approval. Click previous to correct

Relatore
RIGAMONTI SILVIA

Dissertation title
Sustainable Investments: Impact of ESG drivers on MeAs

Course
CEB067 - INTERNATIONAL CORPORATE FINANCE

If students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages of my thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library
I authorise No consultation No photocopying

Training activities to be registered
Examinations taken abroad
Internships/Traineeships

SUBMISSION OF APPLICATION FOR ADMISSION



3. Submission of final examination admission application

- 1 Check personal data: in case of errors or changes contact the Polo Studenti.

Personal data

Name Jacopo	enrolled in Secondo anno di corso	
Surname De Poli	academic year 2023/2024	degree programme Management
born in Milano	Date 11/03/2000	

- 2 Verify the parchment shipping address.

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

- 3 Confirm or change the final examination title.

Final examination title

Final examination title
Test title

- 4 Read the final requirements carefully and click "Continue For Acceptance".

Warning! Final requirements

Loaned books from the library and books from the EDUCatt Loan Service must be returned at least two working days before the final examination date.

In addition, you must not be in arrears with EDUCatt in order to graduate (e.g. payment for services such as colleges, catering, health care, etc.).

N.B. AUTHENTICITY OF THE DISSERTATION

The dissertation (both for undergraduate and graduate degree programmes) must be entirely the product of personal (re)elaboration. The sources used, of whatever type, must be indicated clearly, completely and correctly according to the methods used for the different types of research. Quotations from even partially copied, translated or paraphrased texts must also be indicated as such and accompanied by the source used. Plagiarism and forgery of the works of others are infringements of copyright and entail consequences in terms of the personal liability of the author.

RECORDING OF EXAMS

In order to graduate, you must close your career, understood as the recording of all exams, within 7 calendar days from the start of the graduation session.

[Continue For Acceptance](#)

SUBMISSION OF APPLICATION FOR ADMISSION



3. Submission of final examination admission application

Thesis consultation

If students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages of my thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library

I authorise ☒

both consultation and photocopying

I authorise ☐

Consultation only

I authorise ☐

No consultation No photocopying

Forward to Teacher for approval and await outcome:



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

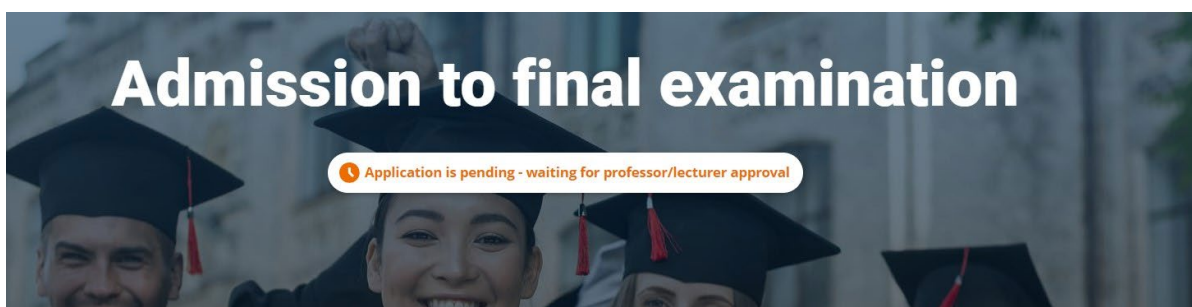
To check the status of your application you need to go back to the procedure

Course JXC399 - ETICA DELLA FINANZA	Supervisor ANOLLI MARIO
Dissertation title Test title	
Dissertation modality Report	

If students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages of my thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library
I authorise both consultation and photocopying

DELETE FINAL EXAMINATION APPLICATION SUBMISSION

Close



SUBMISSION OF APPLICATION FOR ADMISSION

Step 3
Submit the application for admission

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

[See](#)

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.



When the lecturer approves the graduation application, a confirmation email notification is also sent to your @icatt.it mailbox. From this moment on, the graduation application can no longer be cancelled independently. Please contact the Polo Studenti for cancellation.

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 - online



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

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

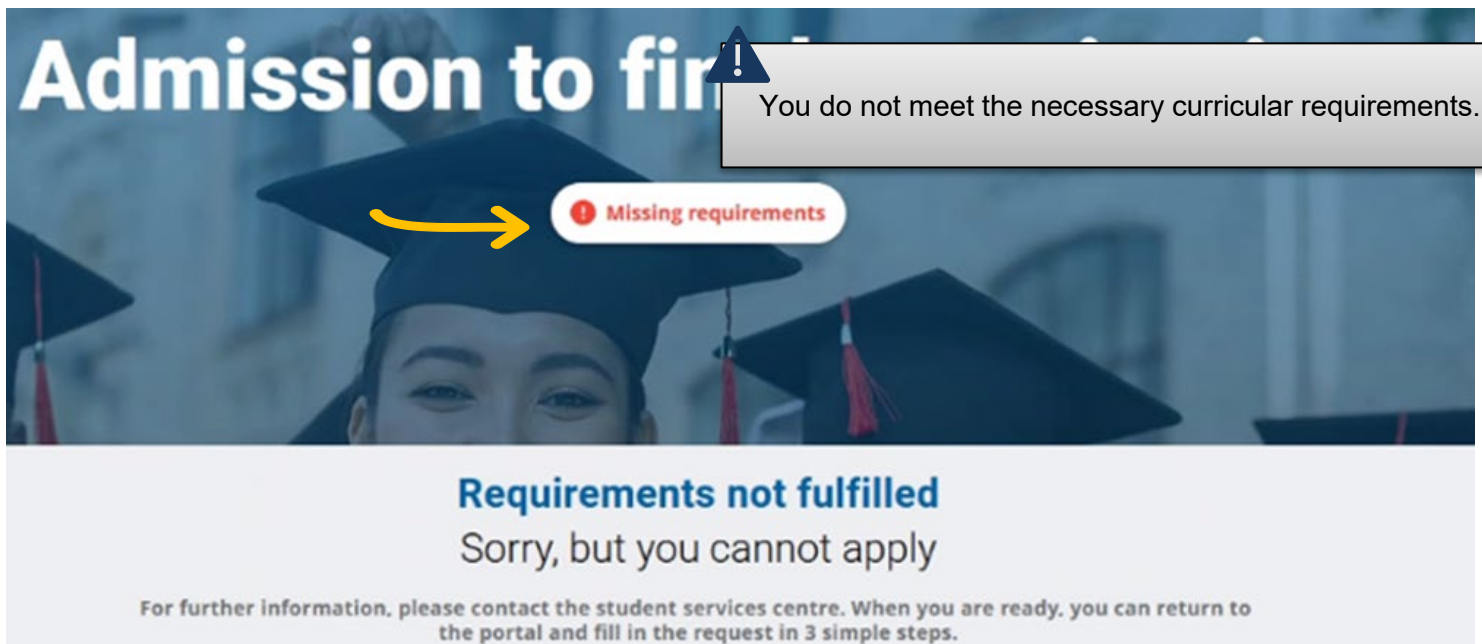
CURRENT REGISTERED GRADE AVERAGE TOWARDS YOUR DEGREE

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

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

FINAL EXAMINATION

Application rejected due to missing requirements



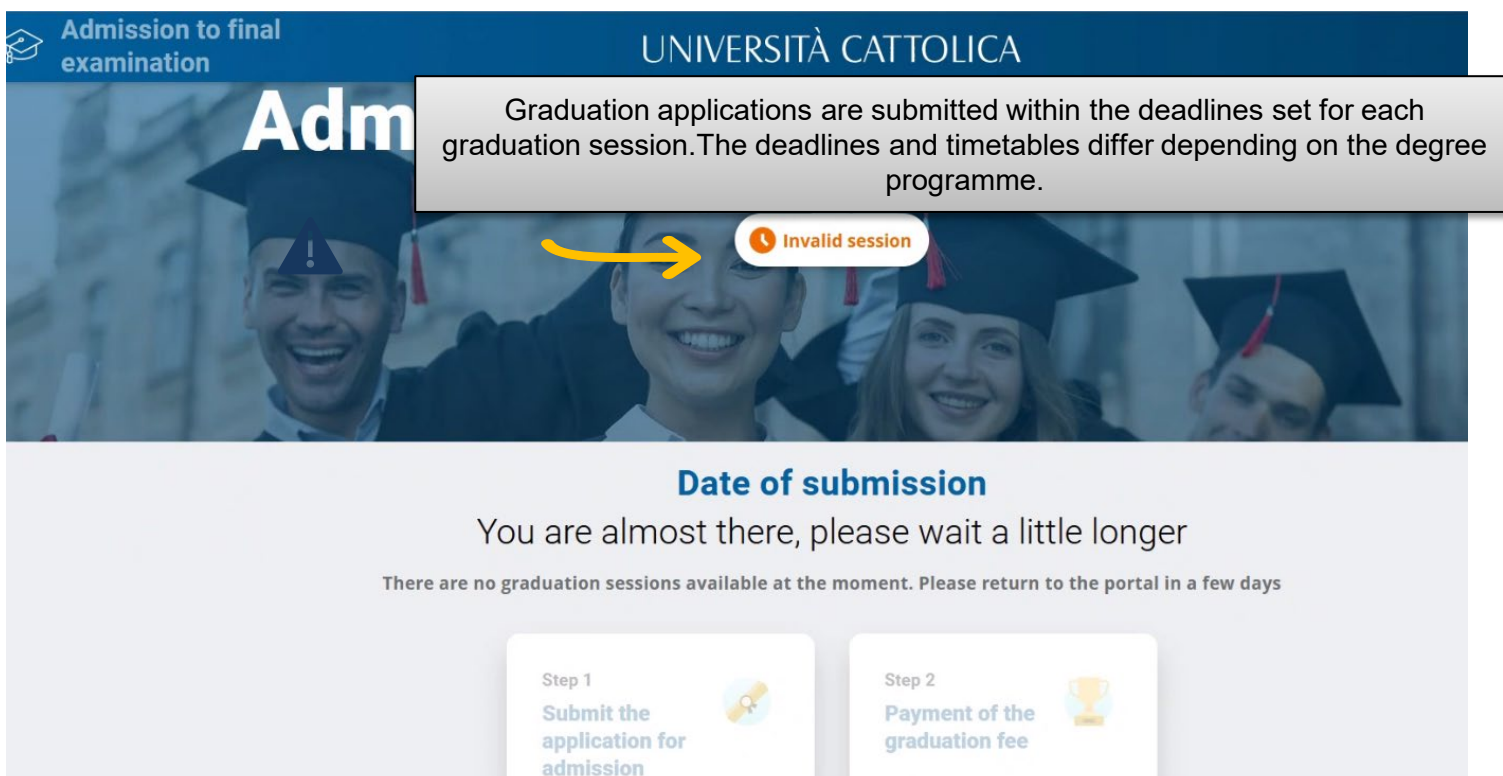
Admission to final examination

Missing requirements

You do not meet the necessary curricular 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.



Admission to final examination

UNIVERSITÀ CATTOLICA

Invalid session

Graduation applications are submitted within the deadlines set for each graduation session. The deadlines and timetables differ depending on the degree programme.

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

Step 1
Submit the application for admission

Step 2
Payment of the graduation fee

To find out the requirements the deadlines consult in the STUDENT PORTAL the section Graduation > Procedures and deadlines.


SUBMIT THE FINAL EXAMINATION PAPER

Step 3

Submit your final examination paper

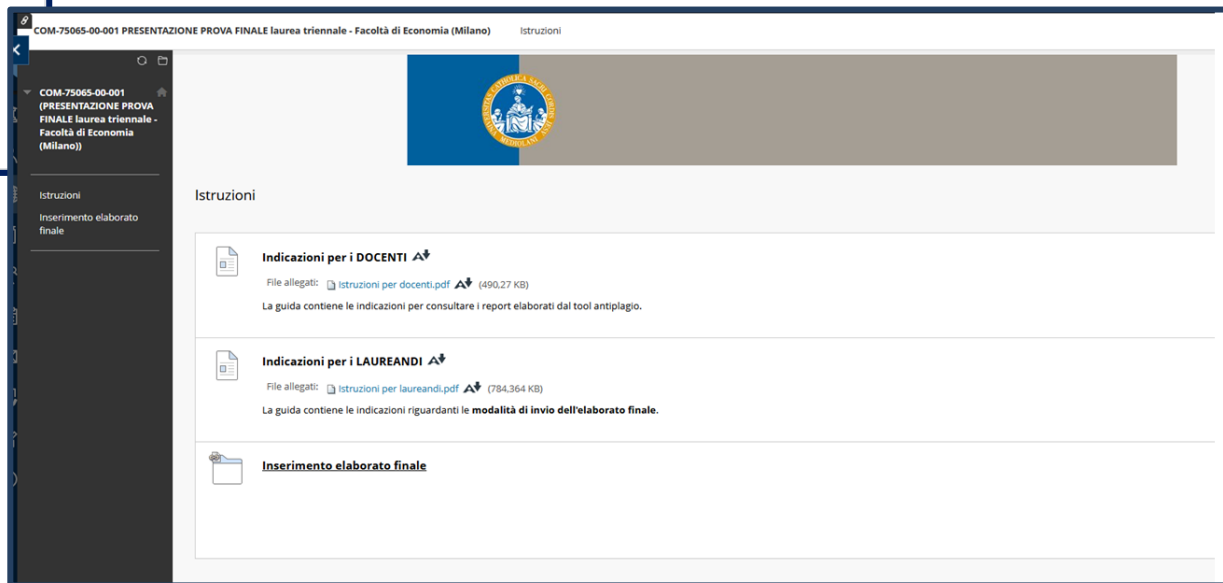
Submit your final examination paper, respecting the deadline set by your faculty



 Sign In



Click on "Sign In" and upload the final paper.



The screenshot displays the 'COM-75065-00-001 PRESENTAZIONE PROVA FINALE laurea triennale - Facoltà di Economia (Milano)' page. The left sidebar contains a menu with 'Istruzioni' and 'Inserimento elaborato finale'. The main content area, titled 'Istruzioni', features the university logo and three sections: 'Indicazioni per i DOCENTI' (with a PDF file 'Istruzioni per docenti.pdf' of 490.27 KB), 'Indicazioni per i LAUREANDI' (with a PDF file 'Istruzioni per laureandi.pdf' of 784.364 KB), and 'Inserimento elaborato finale' (with a folder icon).

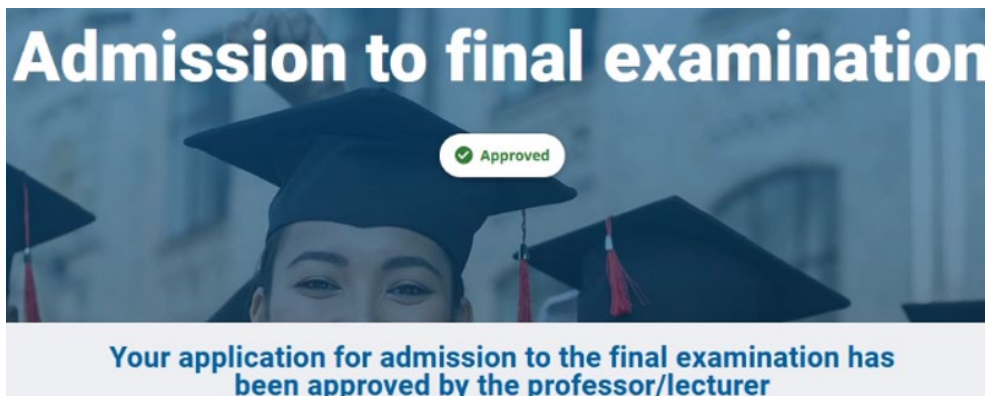
FINAL REQUIREMENTS

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](#))



Once your application for admission to the graduation session has been approved by the professor, you can fill in questionnaire about your experience at Università Cattolica. Log in to iCatt, to the “Online Secretariat” section and finally to “Evaluation Questionnaires”.

CONTACTS AND ASSISTANCE

If you have any problem, contact the Polo Studenti using the Request for information form on your iCatt page:

REQUEST FOR INFORMATION

Refers to*

Topic*

Subject*

Message*

CORSI ONLINE BLACKBOARD

CONTRIBUTI STUDENTI

GESTIONE CARRIERA E SERVIZI DI SEGRETERIA

LEZIONI, ESAMI E PROVA FINALE

ORIENTAMENTO E TUTORATO

SERVIZI BIBLIOTECARI

SERVIZI EDUCATT

SERVIZIO LINGUISTICO D'ATENEO

STAGE E PLACEMENT

SUPPORTO TECNICO

AMMISSIONI E ISCRIZIONI

Scegli file

Nessun file selezionato

SEND

REVOKING THE GRADUATION APPLICATION

Admission to final examination

✓ Convocation

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.

See Revoke

You must revoke your application for graduation if:

- you decide not to graduate in this session,
- you have not completed all your exams,
- your final examination paper is not ready.

Your application has been approved by the professor/lecturer
To check the status of your application you need to go back to the procedure

Supervisor
BECCALLI ELENA

Dissertation modality
Report

Dissertation title
Analisi comparata dell'assetto organizzativo dei principali sistemi finanziari a livello internazionale

Course
JA7037 - SISTEMI FINANZIARI COMPARATI

If students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting any of my thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library I authorise Consultation only

Training activities to be registered
Examinations taken abroad

Revoke

Once the revocation request has been completed, the application status will change to

Application revocation pending

Please note that the Revoke operation is irreversible and once it is completed, you will only be able to graduate in a session subsequent to the one revoked by resubmitting your application within the deadlines.

CANCEL OK

Admission to final examination

Application revocation pending




The acceptance of the request and confirmation of revocation is notified on Icat

PSYCHOLOGY – UNDERGRADUATE DEGREES (courses delivered in Italian)

Teacher evaluator and keyword

Step 3
Submit the application for admission



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

The student who intends to graduate must make the Key Word choice according to the directions and deadlines set by the Faculty.

Without this choice, it will not be possible to submit the graduation application.

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: Payment of the graduation fee
Step 2: Submit the application for admission
Step 3: Submit your final examination paper

- Check personal data: in case of errors or changes contact the Polo Studenti.
- Verify parchment shipping address.

Continuing on, the application will show the evaluating teacher at the time chosen

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

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

- Enter the topic/title of the final paper.
- Read the final requirements carefully and click "Continue For Acceptance".
- Forward to Teacher for approval and await outcome.

Final examination title

Final examination title: Test title

Warning! Final requirements

Loaned books from the library and books from the library before the final examination date.

In addition, you must not be in arrears with EDU catering, health care, etc.).

N.B. AUTHENTICITY OF THE DISSERTATION
The dissertation (both for undergraduate and graduate) must be original. The sources used, of whatever type, must be indicated as such. Paraphrased texts must also be indicated as such. Works of others are infringements of copyright and author.

RECORDING OF EXAMS
In order to graduate, you must close your career from the start of the graduation session.

Thesis consultation

If students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages of my thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library

I authorise both consultation and photocopying
I authorise Consultation only
I authorise No consultation No photocopying

Continue For Acceptance

Click on “Continue”:

Close

Once payments have been made, indicate the date and upload the receipt of the government tax paid:

select the file [maximum size: 5MB - file types allowed: pdf, jpg, tiff]

BANKING, FINANCE AND INSURANCE SCIENCES – UNDERGRADUATE DEGREE ESIR

After choosing the topic/title of the final test, students in the three-year courses of the Faculty of Banking, Finance and Insurance must also indicate the modality of the final test: report or thesis.

At this stage, the choice of mode is indicative. If the "Thesis" modality is chosen, the student must then maintain the average requirement when applying for graduation as well.



Final examination modality

REPORT: this should be completed by students with a minimum weighted average of 25/30 (at the end of second year) and a number of credits lower than 90 obtained at the end of the second year after the last call available. It can also be chosen by students who have a higher average and more credits than those indicated above.

THESIS: this should be completed only by students with a minimum weighted average of at least 25/30 (at the end of second year) and at least 90 credits obtained at the end of the second year (after the last call available).

Close

Final examination title

Credits earned: 85 ; Weighted average: 27.7 (of witch at the end of the second year: **88** with weighted average **23.5**)



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
Prova titolo ESIR

Message for the professor/lecturer

Final examination modality
Report

When submitting your graduation application, check the requirements and choose the "Report" or "Thesis".

If you do not meet the requirements for the "Thesis" mode, the system will only show the "Report" mode.

BANKING, FINANCE AND INSURANCE SCIENCES - GRADUATE DEGREE ESIR

European studies in investor relations and financial communication

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.



- Verify your personal data
- Choose the course and the professor/lecturer

If you need help, click this button:



Final Examination 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](#)

Choosing a supervisor at UCSC:

- Select 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

Choosing a supervisor at USI:

A. Download module

[Final Thesis Topic Approval Form](#)

B. Fill in all its parts and sign

C. Send an e-mail at:
laurea.esir.tesi@unicatt.it

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.

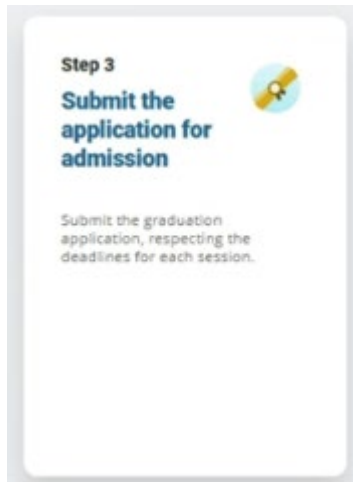
In the subject line of the email indicate: THESIS TOPIC - University id - Last name First name

Example
Subject: THESIS TOPIC - 5999999 - Smith John

[Close](#)

BANKING, FINANCE AND INSURANCE SCIENCES - GRADUATE DEGREE ESIR

European studies in investor relations and financial communication



Supervisor at UC

- 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.
- Confirm final examination title
- Read and accept Final requirements
- Choose Thesis consultation mode
- Forward the application to your professor/lecturer for approval and wait for an answer

Choosing a supervisor at USI:

A. Download module

Application For Admission

B. Fill in all its parts and sign

C. Send an e-mail at:

laurea.esir.tesi@unicatt.it

POLITICAL AND SOCIAL SCIENCES – GRADUATE DEGREE– DD HALLE

DD Graduate Degree in European and International Politics - Master of Science Europäische und Internationale Wirtschaft of the Martin-Luther-Universität Halle-Wittenberg (MLU-Halle).

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.

- Verify your personal
- Choose the course and the professor

If you need help, click this button:

Choosing a supervisor at UCSC:

- Select the course and the professor
- Indicate the topic/title of the final examination
- Forward the examination topic to your professor for approval and wait for an answer



The topic of the final examination must be related to a course included in the study plan and the title must be agreed upon with the reference professor.
In order to obtain approval for the topic, it is necessary to contact the professor.
Please refer to the Faculty Guide for further details on the final examination.

Close

Choosing a professor at HALLE:

A. Download module

Final Thesis Topic Approval Form

B. Fill in all its parts and sign

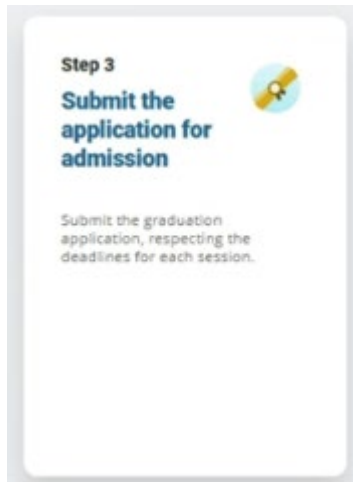
C. Send an e-mail at:

gestione.carriera.studenti-mi@unicatt.it

Close

POLITICAL AND SOCIAL SCIENCES – GRADUATE DEGREE– DD HALLE

DD Graduate Degree in European and International Politics - Master of Science Europäische und Internationale Wirtschaft of the Martin-Luther-Universität Halle-Wittenberg (MLU-Halle).



Supervisor at UC

- 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.
- Confirm final examination title
- Read and accept Final requirements
- Choose Thesis consultation mode
- Forward the application to your professor/lecturer for approval and wait for an answer

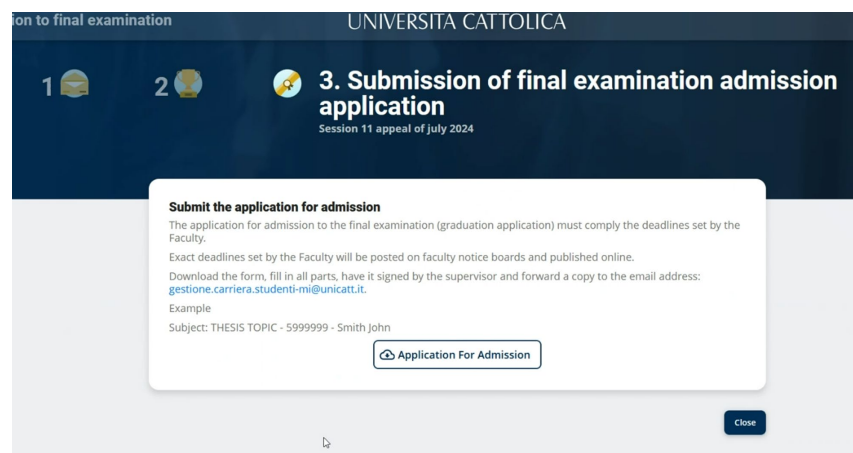
Choosing a professor at HALLE:

A. Download module



B. Fill in all its parts and sign

C. Send an e-mail at: gestione.carriera.studenti-mi@unicatt.it



UNIVERSITÀ CATTOLICA
del Sacro Cuore

APPLICATION FOR FINAL GRADUATION EXAMINATION
(GRADUATE DEGREE - LAUREA MAGISTRALE)

TO THE RECTOR OF UNIVERSITÀ CATTOLICA DEL SACRO CUORE

I, the undersigned,
born in _____ student ID number _____
at _____
enrolled for the 20____/20____ academic year, on programme year _____
of the graduate degree programme in _____

Faculty of _____

HEREBY:

- **REQUEST** to be admitted to the final graduation examination in the _____ session _____ of the _____ (academic year)
- **REQUEST** that the undersigned be admitted to the final examination (if admitted upon enrollment), the name of the original diploma for this graduate degree: _____

INFORM that my graduation thesis title is: _____

Assigned to Faculty member: _____ Related to the course: _____

(If permitted by the Faculty, the course associated with the topic of the thesis may not need to be part of the student's study plan; however, the supervising faculty is requested to select a course within the student's study plan that is most closely related to the thesis topic.)

The undersigned that: _____ certifies that the student: _____
capable of completing a thesis on the above topic by the examination session for which this application is submitted _____

Date of approval of the thesis topic: _____ Name of examiner supervisor (if applicable): _____
Date: _____ Position of examiner supervisor (if applicable): _____

and bearing in mind the needs of scholars, faculty members, researchers, students and other interested parties,

I AUTHORISE my thesis to be consulted and photocopied

Pursuant to Resolution of the Board of Studies of 20 November 2010 and subsequent changes and additions thereto, and in the knowledge that legal questions may arise about documents to be made or furnished, I hereby declare that I have read and understood the provisions of the University Statute and the regulations of the University of the Sacred Heart, which in these cases are valid for the consultation of any document submitted.

I hereby state, under my sole responsibility, that:

- the thesis I will submit by the prescribed deadline, submitted as in accordance with the University Statute of the Sacred Heart, will be identical to the copy that will be presented at the final examination;
- I have provided the examiners with my study plan, or that I will have the relevant supporting documents or academic requirements (grades, transcripts, etc.), including any extra-curricular exams;

I HEREBY confirm the accuracy of the personal information below (or as amended); this address should be used if making of the diploma is requested:

Date: _____ Student signature: _____

NB: The list of students admitted to the final examination will be posted on the Faculty notice board.

I also DECLARE that I have been informed that notification of the procedures for discussion of the thesis will be communicated exclusively to me by my CARR system in due time, or, later than ten days before the final examination date.

Date: _____ Student signature: _____

NB: This application is only valid for the examination set referred to above.
A new application must be made if you postpone your final examination to a later session.

POLITICAL AND SOCIAL SCIENCES

After choosing the topic of the final examination and submitting the graduation application, the reference professor must approve the admission to the final exam:

Step 3
Admission to final exam

Ask your reference professor if you can submit the request for admission to the final exam, respecting the deadlines for each session.

Continue

Once you get to “Step 3” of the procedure click on “Continue”, then wait for the approval or rejection e-mail:

Admission to final exam
Proceed with the request for admission to the final exam and wait for the outcome. After evaluating the progress of your work, the professor in charge will decide whether to approve or reject your request. If rejected, you will have to withdraw your request.

Continue



✓ **Your request to be admitted to the final exam has been approved by the professor**

Admission to final exam

Your request to be admitted to the final exam has been approved by the professor. Remember to upload your final version of the research work by the official deadline and to fill in the questionnaire.

Close



! **Your request to be admitted to the final exam has NOT been approved by the professor**

Admission to final exam

Your request to be admitted to the final exam has NOT been approved by the professor. Remember to CANCEL your request. You can submit a new request for admission to the final exam for a later session, respecting the deadlines.

Close

ECONOMICS AND LAW – UNDERGRADUATE DEGREES (FINAL PAPER) – MASTER DEGREE

TOPIC – TITLE OF THE FINAL PAPER

The student who intends to graduate should contact the faculty member assigned by the Thesis Committee and agree on a topic, adhering to the timelines set by the Faculty.

- Check personal data: in case of errors or changes contact the Polo Studenti.
- Verify parchment shipping address.

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 Payment of the graduation fee

Step 2 Submit the application for admission

Step 3 Submit your final examination paper

Personal data

Name: Jacopo

enrolled in: Secondo anno di corso

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

Course and professor/lecturer

Course

Choice of Supervisor at UC

[Choice Of Supervisor At USI](#)

The teacher supervisor and teaching are automatically entered based on the Thesis Committee assignment.

- Enter the topic/title of the final paper.

In case your graduation mode is "Final paper from Thesis Lab," enter the title of the lab.

- Forward to the teacher for approval and await the outcome.

Final examination title

Final examination title

Test title

Warning! Final requirements

Loaned books from the library and books from the before the final examination date.

In addition, you must not be in arrears with EDU catering, health care, etc.).

N.B. AUTHENTICITY OF THE DISSERTATION

The dissertation (both for undergraduate and graduate) must be original. The sources used, of whatever type, must also be indicated as such. Paraphrased texts must also be indicated as such. Works of others are infringements of copyright and author.

RECORDING OF EXAMS

In order to graduate, you must close your career from the start of the graduation session.

Theses consultation

If students and professors/lecturers of Università Cattolica del Sacro Cuore are interested in consulting and possibly photocopying some pages of my thesis owned by Università Cattolica del Sacro Cuore, campus of Milano - University Library

I authorise	I authorise	I authorise
both consultation and photocopying	Consultation only	No consultation No photocopying

[Continue For Acceptance](#)