



UNIVERSITÀ  
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# GRADUATION PORTAL

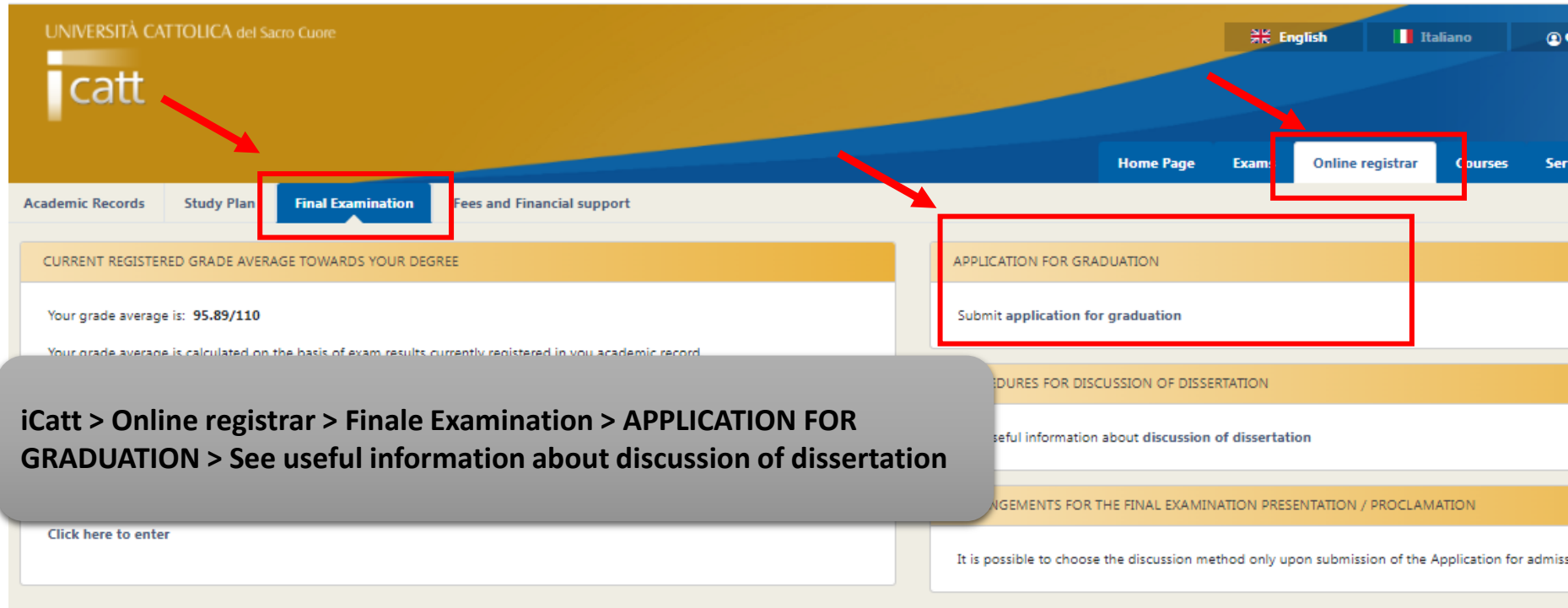
## Student Tutorial

## Faculty of Economics

v. 1.1

Ultimo aggiornamento 05/05/2022

# GRADUATION PORTAL – Application for Graduation



The screenshot shows the iCatt Graduation Portal interface. The navigation path is highlighted as follows:

- Final Examination** (in the main menu)
- Online registrar** (in the top navigation bar)
- APPLICATION FOR GRADUATION** (in the left sidebar)
- Submit application for graduation** (in the right sidebar)

A grey callout box contains the following text:

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

Other visible elements include the University of the Sacred Heart logo, the iCatt logo, language selection (English/Italiano), and a section titled "CURRENT REGISTERED GRADE AVERAGE TOWARDS YOUR DEGREE" showing a grade average of 95.89/110.

# GRADUATION PORTAL– Application for Graduation



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## 3 STEPS

Admission to final examination

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# 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

Student Career Services Management - Graduation Portal

3

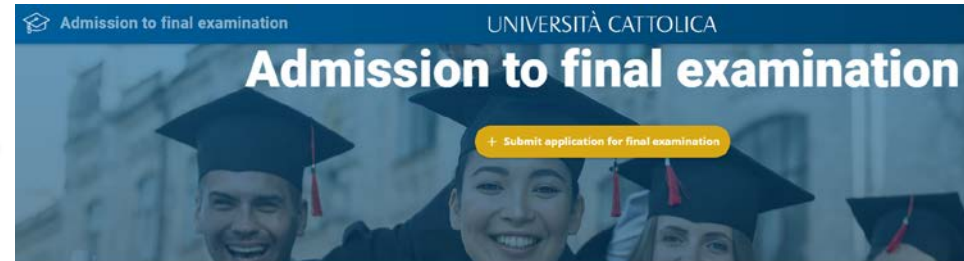
# GRADUATION PORTAL – Application for Graduation [Service Management]



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2 Steps

Service Management ONLY



## Attention

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

**Passo 1**  
**Payment of the graduation fee**



Proceed with the payment of the graduation fee

**Passo 2**  
**Submit the application for admission**



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

## Proceed with the payment

**Step 1**

**Payment of the graduation fee**



Proceed with the payment of the graduation fee

1

## Submit the application for admission

**Step 2**

**Submit the application for admission**



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

2



Admission to final examination

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Undergraduate/Graduate programmes

## Admission to final examination

+ Submit application for final examination



### **WARNING!**

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

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

### **Attention**

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

# FINAL EXAMINATION - Submission of application for admission



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## STEP 1 – Final examination topic submission

### A. Verify your personal

To correct your personal data contact the Student Services (Polo studenti)

### A. Choose the course and the professor/lecturer

### B. Indicate the topic/title of the final examination




### C. 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.

 **1. Choice of Final Examination Topic** **2**  **3** 

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

**Course and professor/lecturer**

# FINAL EXAMINATION - Course selection



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## 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.

Course

Supervisor

Search

Search

CEJ85 1	MET. DET. QUANT. D'AZ. (BIL. CONSOLIDATO E ANALISI DI BIL.)	ALESSANDRI ANDREA
AGOR7	STRATEGIA E	

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 - Payment of the graduation fee

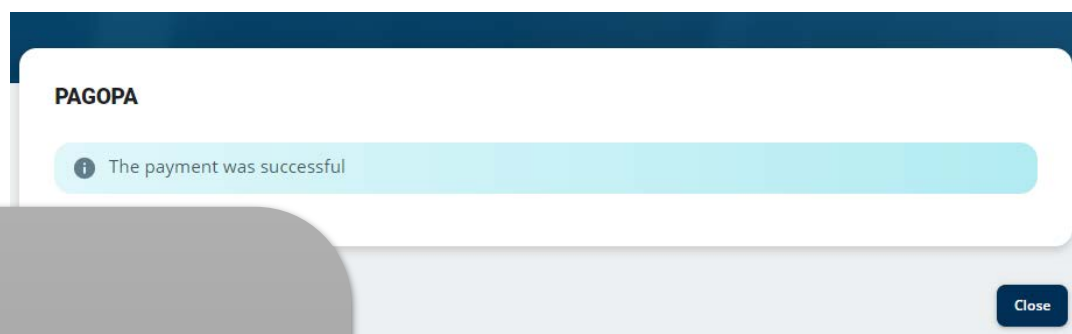
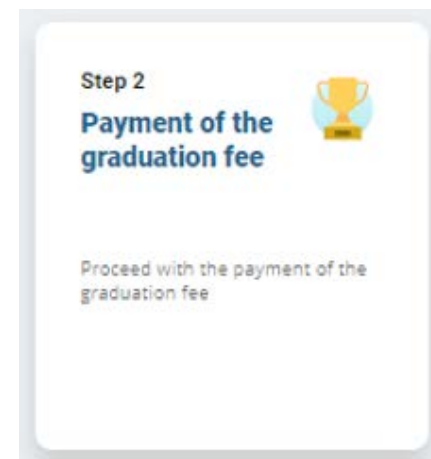


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## STEP 2 – Payment of the graduation fee

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](http://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

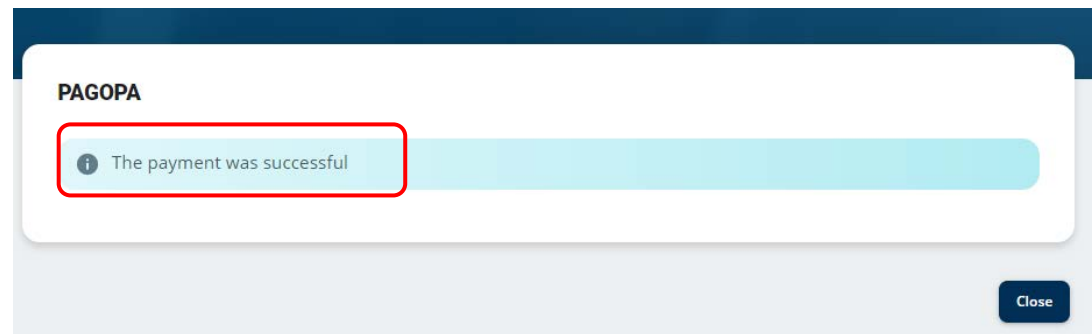
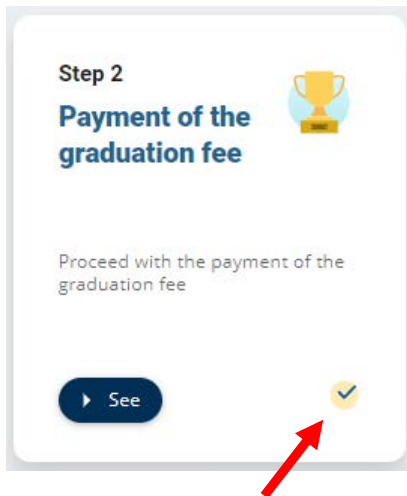
Creditore	Debitore
620300950 Università Cattolica del Sacro Cuore Largo A. Gerardi 1 20021 Milano (MI) IT	CULTURPROMESBIZ CANTO RILIPPO via Sagga 16 20053 MILANO IT
E-Mail	ES

Scelta Mezzo di Pagamento

**PAGA PIU' TARDI**  
Stampa un bollettino AgID e paga con un qualsiasi fornitore di sistemi di pagamento aderente al circuito PagoPA.



## STEP 2 – Checking your payment status



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

## STEP 3 – submit the application for admission

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

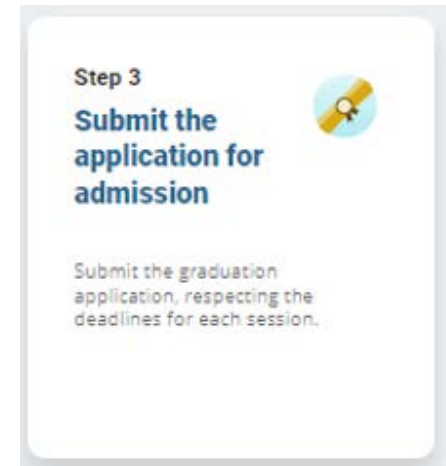
If you want to receive your final examination certificate (parchment) at a different address from the one present in our archives, please remember to specify it in this area.

### B. Confirm 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



To unlock the STEP 3 you must have complete STEP 2

# 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.

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



Application is pending waiting for professor approval.

# 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

### Step 3

#### Submit the application for admission

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

► See



#### 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



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  
ione 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

# FINAL EXAMINATION – Dissertation title



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 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



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## 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.

[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**

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.

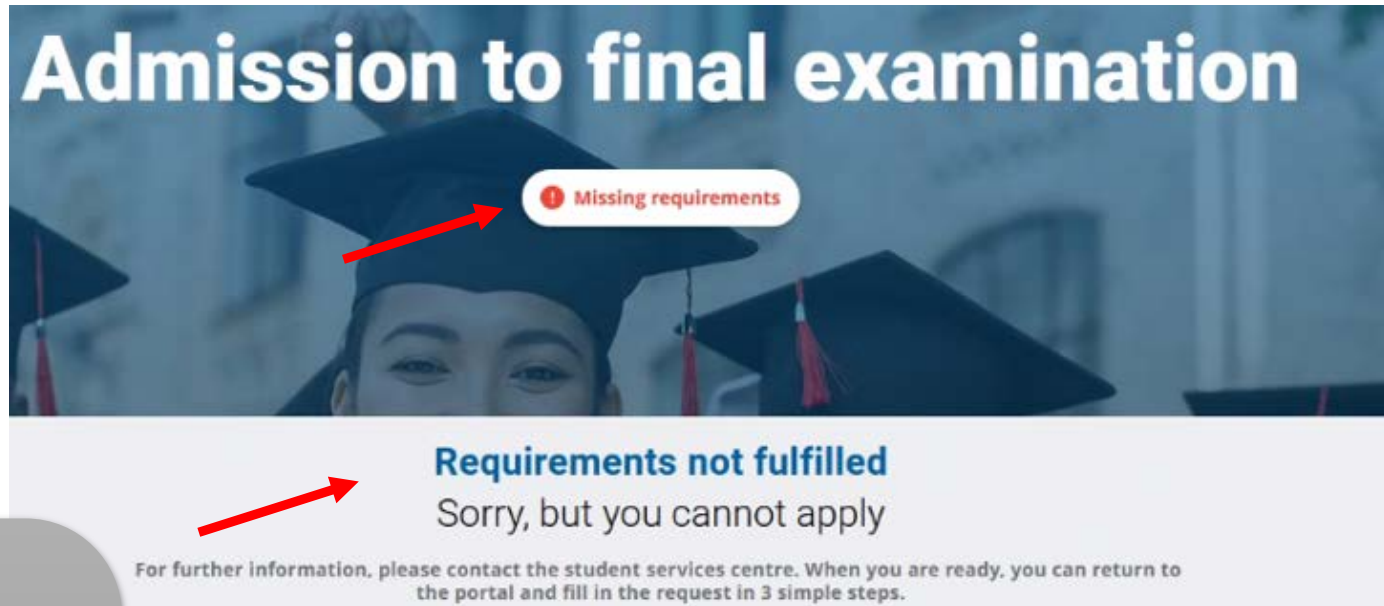
If you have any problem contact the Student Services (Polo studenti) Area Esami e prova finale (Exams and Final Examination Area) using **iCatt** Home Page > REQUEST FOR INFORMATION

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

# FINAL EXAMINATION – Application rejected due to missing requirements



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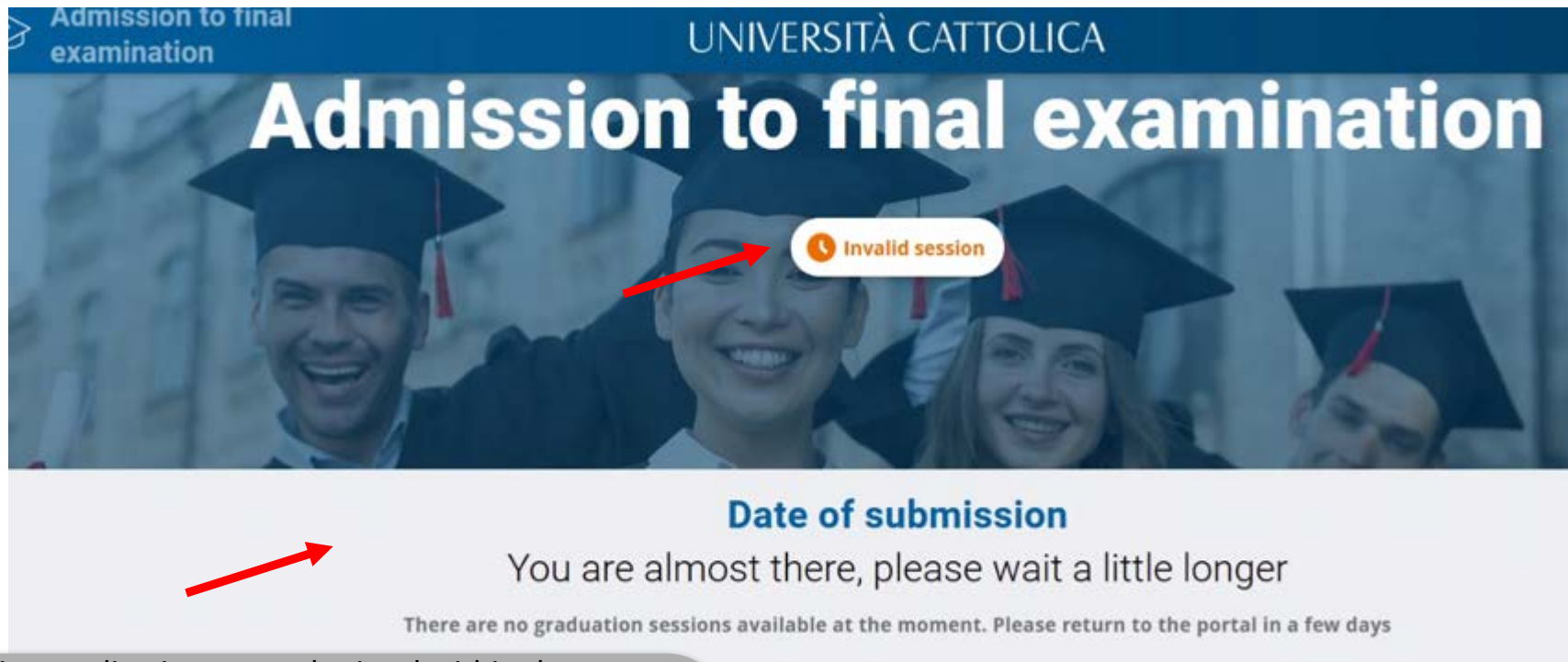


You do not meet the necessary curricular requirements

# 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.

# FINAL EXAMINATION - In the event of any issues



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Home Page Exams Online registrar Courses Service

PERSONAL DETAILS

UNIVERSITY CARD

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

YOUR MESSAGES

Manage your profile  
Modify your data

ATTENDANCE LIST

REQUEST FOR INFORMATION

References, please use i

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'ATNEO  
STAGE E PLACEMENT  
SUPPORTO TECNICO  
AMMISSIONI E ISCRIZIONI

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 > REQUEST FOR INFORMATION

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