



DEGREE EXAMINATIONS – ACADEMIC YEAR 2023/2024

MASTER'S DEGREE COURSES

Students are invited to consult the *Procedures for the organisation and assessment of the final examination 2023/2024* which can be found at: iulm.it > [MyIulm](#) > name of degree course > *Elaborato finale/Tesi di laurea (final paper/degree thesis)*.

REGISTRATION OF FINAL THESIS TITLE

Students regularly enrolled in the academic year 2023/2024 who have acquired and registered at least 60 CFU credits can present the title of their thesis for the final exam.

Students who intend to graduate may, on the basis of previous interviews and/or agreements made, ask a teacher (who officially teaches a course for which they have taken an examination or intend to take an examination provided it is consistent with their course of study) to assign the title. This teacher will be their “supervisor”.

After definitively agreeing on the title, students can complete the online registration procedures through the [Online services](#), in the section *Laurea > Conseguimento titolo* (in accordance with the *Technical guidelines for the final paper /degree thesis* which can be found at: iulm.it > [MyIulm](#) > name of degree course > *Elaborato finale/Tesi di laurea [final paper/degree thesis]*) entering the topic of the final examination, the name of the supervisor and the course taught.

For example: title of thesis: *Fruizione del cinema nelle aree montane*; course: *Sociologia del cinema*; supervisor: *Prof. Maria Bianchi*

At this point notification will automatically be sent by e-mail to the supervisor and the student, with the Registrar's Office copied in, with the message containing the title that has been registered and the student's references. The title will be approved by the teacher online. The student will receive notification of the approval by e-mail.

Changes to the title may be made within the deadline set for the registration of the title for each session and prior to the approval of the supervisor. For any changes made to the title subsequent to approval and registration, the supervisor must send an email with the student copied in to segreteria.studenti@iulm.it with the subject: Modification of thesis title - and in the text the final title, student ID number, Surname and First Name. The change will be made automatically by the Registrar's Office.

Under no circumstances will it be possible to change the title once the application for graduation has been submitted.

Please note: **the title presented and approved will be the one on the title page of the final work, without any revision by either the Registrar's Office or the Print Centre.** It is therefore the student's precise responsibility, in agreement with the supervisor, to check the accuracy (including spelling) of the title presented and compliance with the relevant publishing regulations before submitting the degree application.

If the student has inserted the title on their own initiative, in the absence of any agreement with the supervisor, the registration is considered null and void: in this case the teacher will inform both the student and the Registrar's Office of the need to invalidate the title.

In addition to the name of the Supervisor, **students on the Master's degree course in Specialised Translation and Conference Interpreting**, must also indicate their choice of co-supervisor when registering the title of their thesis (in accordance with the *Guide to Master's Degree Courses – Conference Interpreting/Specialised Translation* on the website iulm.it > [MyIulm](#) > *Interpretariato e comunicazione* > *Elaborato finale/Tesi di laurea*).



Students whose title was approved before 1st July 2019 are required to contact their supervisor to check that their title is not obsolete. Failure to do so will render it invalid.

WRITING OF DEGREE THESIS IN A FOREIGN LANGUAGE

Students who intend to write their thesis in English (with the exception of the Master's degree courses in Strategic Communication and Hospitality and Tourism Management) must submit their request well in advance, together with the supervisor's approval, to segreteria.studenti@iulm.it. The final text in English must be accompanied by a summary in Italian,

REGISTRATION FOR DEGREE SESSION AND SUBMISSION OF DEGREE APPLICATION

Applications for admission to the degree examination ('degree application') may be submitted by students whose final dissertation title has been approved on condition that:

- they still require no more than 45 CFUs if enrolled in the Master's degree course in Specialised Translation and Conference Interpreting;
- they still require no more than 36 CFUs if enrolled in any other Master's degree course.

Any missing CFUs **must be acquired by the last day of the exam session prior to the graduation session; the deadline refers to the date on which the exam is actually taken, not the date on which it is registered by the teacher (which could take place in the days following the actual exam date)**. After this date, the degree applications of those who have not passed all of the exams in their study plan will be automatically invalidated.

Students can complete the application procedure using the [Online services](#) in the section *Laurea > Conseguimento titolo*. It is divided into the following stages to be followed in the order shown below:

- **compilation of the Almalaurea questionnaire;**
- **submission of degree application;**
- **creation of PagoPA payment slip for payment of the graduation fee of €350**, in the section *Segreteria/Tasse*. Those who may have already paid the graduation fee for a previous session without having graduated are required to pay only the €16 revenue stamp using a PagoPA payment slip.

At this point notification will automatically be sent by e-mail to the supervisor and the student, with the Registrar's Office copied in. The degree application will be approved by the teacher online. The student will receive notification of the approval by e-mail.

A copy of the End of Internship/Field Project certification (or partial completion of the Internship) issued by the Internship Office for the purpose of registering CFU credits should be sent to segreteria.studenti@iulm.it.

On the personal page of the Online Services (in the section *Laurea > Conseguimento titolo*) candidates will find the title of their degree thesis as registered and approved. The title registered will be the one written by the Print Centre on the title page of the thesis: **once the degree application has been approved, it will no longer be possible to make any changes to the title of the thesis**. Any requests for special characters, italics and/or particular punctuation ((i.e. punctuation and/or characters not found on standard Italian language keyboards) must be **communicated to the Press Centre at frontespizio@iulm.it no later than the degree application deadline**. For any further clarifications, please contact frontespizio@iulm.it directly.

Candidates who, for any reason, after registering for the degree examination do not intend and/or are unable to take it, must promptly notify segreteria.studenti@iulm.it.



The deadline for submitting the degree application is binding. Any applications submitted after the deadline will only be considered if adequately justified and at the specific request of the supervisor to be submitted to segreteria.studenti@iulm.it

THESIS UPLOAD

The upload of the final version of your thesis can be made after approval of the degree application through the [Online services](#), in the section *Laurea > Conseguimento titolo*, **subject to clearance certification from the University library.**

The supervisor will check the final version of the thesis and enter their required approval (preliminary versions of the thesis, drafts, individual chapters etc. can be shared with the supervisor directly via email, without needing to upload them during the procedure).

At this point notification will automatically be sent by e-mail to the student regarding approval of the thesis upload.

If, at the time of printing, purely technical changes are necessary (layout, image quality etc.), the Print Centre will make a request and the file can be replaced ex officio; if, on the other hand, the technical changes have even marginal repercussions on the contents of the document, a request may be made for further approval by the supervisor.

The thesis upload must be named as follows: student ID number_Surname_First name (e.g. 116172_Verdi_Maria.pdf).

The deadlines for uploading the final version of the thesis are to be considered as binding and therefore cannot be extended. Failure to respect them will make it impossible for the Press Centre to guarantee delivery of the hard copies of the thesis in time for the date of the presentation.

PRINTING AND DELIVERY OF FINAL DISSERTATION

The printing and delivery of the final dissertation is the sole responsibility of the IULM Print Centre; 4 hardcover copies and 1 softcover copy will be printed. The printing of any additional copies will have to be agreed upon with the Print Centre and the costs will be borne by the student.

Printed copies of the final dissertation will be made available for collection on the day and in the room where the presentation is to be held (i.e. they will not have to be collected in advance from the Print Centre).

MULTIMEDIA PRESENTATION

If the candidate so wishes, and in agreement with their Supervisor, they may prepare a PDF or PowerPoint multimedia presentation to be shown during the final examination of their thesis in front of the Examination Board. The presentation must be sent exclusively to the Registrar's Office (segreteria.studenti@iulm.it), who will make it available to the Examination Board on the day of the presentation. Validation of the content of the multimedia presentation is the responsibility of the student in agreement with the supervisor; the Registrar's Office will not carry out any checks on the content and format of the multimedia presentation submitted.

The file of the presentation must be named as follows: student ID number_Surname_First name (e.g. 116172_Verdi_Maria.ppt). Files named in other ways and sent after the deadline will not be accepted.

The multimedia presentation **may not contain the IULM logo.**

During the presentation of the degree thesis it will not be possible to show any multimedia document that has not been previously sent to the Registrar's Office: it is therefore not permitted to use USB flash drives or similar media on the day of the presentation.



UNIVERSITY LIBRARY CLEARANCE

In order to be able to upload their thesis, students must obtain clearance certification from the Library. **The request for clearance certification is mandatory for all candidates, even for those who never borrowed books and/or other material from IULM University Library** and can be requested by filling in the short "Nullaosta" [clearance] form on the Library website digger.iulm.it. Confirmation of clearance can be obtained by accessing your personal area (digger.iulm.it) in the section "*la mia biblioteca*", where the message "*nullaosta confermato in data...*" will appear if all the material has been returned.

In case of pending issues, the certification will not be issued and you will be notified by e-mail. Only when all the borrowed material has been returned will the Library issue the certification.

PRESENTATION OF THE DEGREE THESIS

Presentation sessions for the degree thesis will take place during the graduation session. The detailed schedule of presentation sessions will be published twenty days before the start of the session.

After graduation the e-mail address @studenti.iulm.it will remain active for 12 months, when it will be automatically deactivated.



SUMMARY OF MAIN DEADLINES FOR GRADUATING

First session 2023/2024 - 19 to 26 July 2024

Submission of final thesis title	14 December 2022 to 22 February 2024
Submission of degree application	9 May to 13 June 2024
Notification of special formatting for title to frontespizio@iulm.it	by 13 June 2024
Request for Library clearance certification	prior to thesis upload
Upload of definitive degree thesis file	by 25 June 2024
Deadline for approval of the thesis by the supervisor	by 26 June 2024
Publication of degree session schedule	by 28 June 2024
Sending of multimedia presentation	by 4 July 2024
Thesis presentation sessions	19 to 26 July 2024

Second session 2023/2024 - 4 to 13 November 2024

Submission of final thesis title	7 March to 6 June 2024
Submission of degree application	29 August to 19 September 2024
Notification of special formatting for title to frontespizio@iulm.it	by 19 September 2024
Request for Library clearance certification	prior to thesis upload
Upload of definitive degree thesis file	by 10 October 2024
Deadline for approval of the thesis by the supervisor	by 11 October 2024
Publication of degree session schedule	by 15 October 2024
Sending of multimedia presentation	by 17 October 2024
Thesis presentation sessions	4 to 13 November 2024

Third session 2023/2024 – 31 March to 9 April 2025

Submission of final thesis title	27 June to 3 October 2024
Submission of degree application	12 December 2024 to 13 February 2025
Notification of special formatting for title to frontespizio@iulm.it	by 13 February 2025
Request for Library clearance certification	prior to thesis upload
Upload of definitive degree thesis file	by 6 March 2025
Deadline for approval of the thesis by the supervisor	by 7 March 2025
Publication of degree session schedule	by 11 March 2025
Sending of multimedia presentation	by 17 March 2025
Thesis presentation sessions	31 March to 9 April 2025

The deadlines indicated may be subject to limited variations.



Milan, 29 November 2023

The Registrar's Office