



## **DEGREE EXAMINATIONS – ACADEMIC YEAR 2022/2023**

### **MASTER’S DEGREE COURSES**

Students are invited to consult the *Procedures for the organisation and assessment of the final examination 2022/2023* which can be found at: [iulm.it](http://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 2022/2023 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](http://iulm.it) > [MyIulm](#) > name of degree course > *Elaborato finale/Tesi di laurea [final paper/degree thesis]*).

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](mailto: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.

Students whose title was approved before 1st July 2018 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](mailto: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 prior to the exam session preceding the degree session**. 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](mailto: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 must be **communicated to the Press Centre at [frontespizio@iulm.it](mailto:frontespizio@iulm.it) no later than the degree application deadline**.

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**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](mailto: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 Print Centre to guarantee delivery of the hard copies of the thesis in time for the date of the presentation. In this regard, please note that printed copies of the thesis will be made available for collection on the day and in the room of the presentation (i.e. they are not 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](mailto: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 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 a short form present in the portal [digger.iulm.it](http://digger.iulm.it) of the library whose title is "Nullaosta". Confirmation of clearance can be obtained by accessing your personal area ([digger.iulm.it](http://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. **A detailed timetable will be published no less than twenty days before the start of the session.**

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After graduation the e-mail address [@studenti.iulm.it](mailto:@studenti.iulm.it) will remain active for 12 months, when it will be automatically deactivated.



## SUMMARY OF MAIN DEADLINES FOR GRADUATING

### First session 2022/2023 - 20 to 27 July 2023

Submission of final thesis title.....	15 December 2022 to 16 February 2023
Submission of degree application .....	11 May to 15 June 2023
Notification of special formatting for title to <a href="mailto:frontespizio@iulm.it">frontespizio@iulm.it</a> .....	by 15 June 2023
Request for Library clearance certification .....	prior to thesis upload
Upload of definitive degree thesis file .....	by 26 June 2023
Deadline for approval of the thesis by the supervisor.....	by 27 June 2023
Publication of degree session schedule.....	by 30 June 2023
Sending of multimedia presentation .....	by 6 July 2023
Thesis presentation sessions .....	20 to 27 July 2023

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### Second session 2022/2023 - 6 to 14 November 2023

Submission of final thesis title.....	8 March to 31 May 2023
Submission of degree application.....	31 August to 21 September 2023
Notification of special formatting for title to <a href="mailto:frontespizio@iulm.it">frontespizio@iulm.it</a> .....	by 21 September 2023
Request for Library clearance certification .....	prior to thesis upload
Upload of definitive degree thesis file .....	by 9 October 2023
Deadline for approval of the thesis by the supervisor .....	by 10 October 2023
Publication of degree session schedule .....	by 18 October 2023
Sending of multimedia presentation .....	by 23 October 2023
Thesis presentation sessions .....	6 to 14 November 2023

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### Third session 2022/2023 – 3 to 12 April 2024

Submission of final thesis title.....	27 June to 5 October 2023
Submission of degree application .....	13 December 2023 to 15 February 2024
Notification of special formatting for title to <a href="mailto:frontespizio@iulm.it">frontespizio@iulm.it</a> .....	by 15 February 2024
Request for Library clearance certification .....	prior to thesis upload
Upload of definitive degree thesis file .....	by 7 March 2024
Deadline for approval of the thesis by the supervisor .....	by 8 March 2024
Publication of degree session schedule.....	by 14 March 2024
Sending of multimedia presentation .....	by 21 March 2024
Thesis presentation sessions .....	from 3 to 12 April 2024

The deadlines indicated may be subject to limited variations.



Milan, 20 December 2022

Rev. 8 May 2023

The Registrar's Office