DEGREE EXAMINATIONS – ACADEMIC YEAR 2021/2022

MASTER'S DEGREE COURSES

REGISTRATION OF THESIS TITLE FOR MASTER'S DEGREE

Students regularly enrolled in the academic year 2021/2022 who have acquired and registered at least 60 CFU credits can present the title of their thesis for their Master's degree.

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 that it is consistent with their course of study) to assign the title.

After definitively agreeing on the title, students can complete the online registration procedures through the Online Services in the section *Laurea > Conseguimento titolo*.

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 may be made within the deadline set for the registration of the title for each session and prior to the approval of the teacher. 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.

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.

Procedures regarding the organisation and assessment of the final exam 2021/2022 can be found at: MyIulm > on the page for each Master's Degree course > *Elaborato finale/Tesi di laurea*.

Students whose title was approved more than five years ago (titles approved before 1 July 2017) are required to contact their supervisor to check that their title is not obsolete. Failure to do so will render it invalid.

You will be informed in advance of any partial modifications in the technical procedures for presenting the title which may take place during the academic year.

WRITING OF MASTER'S 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 a request well in advance together with the supervisor's approval to segreteria.studenti@iulm.it. The text in the foreign language must be accompanied by a summary in Italian.

REGISTRATION FOR DEGREE SESSION AND PRESENTATION OF APPLICATION

Students may submit an application for admission to the degree examination ("application for a degree") if:

- 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.

*Amount approved by the Board of Directors in the seat of February 28th, 2022.

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: **it is the specific responsibility of students to verify the correctness (including spelling) of the title registered before submitting their degree application**. Any requests for special formatting of the title, such as special characters, a subtitle, line breaks etc., must be reported to the Registrar's Office (only using the address frontespizio@iulm.it - communications sent to other addresses will not be considered).

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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.

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 teacher-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.

You will be informed in advance of any partial modifications which may take place during the academic year in the technical procedures for uploading the thesis file.

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 segreteria.studenti@iulm.it.

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 handed in to and validated by 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 sending an email to nullaosta.biblioteca@iulm.it from your institutional email @studenti.iulm.it, indicating your name, surname and student ID number. 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"* 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 MASTER'S DEGREE THESIS

Presentation sessions for the degree thesis will take place during the graduation session. **A detailed timetable will be published no less than ten days before the start of the session**.

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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 GRADUATION

First session 2021/2022 - 18 to 22 July 2022

Submission online of title of Master's degree thesis ....9 December 2021 to 10 February 2022

Submission online of degree application .... 3 May to 8 June 2022

Notification of special formatting for title to frontespizio@iulm.it .... by 8 June 2022

Acquisition of all CFU credits required by study plan ……………….…….…… by 30 June 2022

Upload of Master's degree thesis file .... by 13 June 2022

Request for Library clearance certification...prior to thesis upload

Sending of multimedia presentation..by 4 July 2022

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Second session 2021/2022 - 7 to 15 November 2022

Submission online of title of Master's degree thesis..............................   8 March to 31 May 2022

Submission online of degree application ....31 August to 22 September 2022

Notification of special formatting for title to frontespizio@iulm.it ....by 22 September 2022

Acquisition of all CFU credits required by study plan....................................... by 23 September 2022

Upload of Master's degree thesis file .... by 29 September 2022

Request for Library clearance certification...prior to thesis upload

Sending of multimedia presentation ....by 11 October 2022

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Third session 2021/2022 - 20 to 28 March 2023

Submission online of title of Master's degree thesis....................................12 July to 29 September 2022

Submission online of degree application..13 December to 9 February 2023

Notification of special formatting for title to frontespizio@iulm.it .... by 9 February 2023

Acquisition of all CFU credits required by study plan .... by 10 February 2023

Upload of Master's degree thesis file ....   by 16 February 2023

Request for Library clearance certification ....   prior to thesis upload

Sending of multimedia presentation ....   by 28 February 2023

The deadlines indicated may be subject to limited variations.

Registrar's Office

Milan, 3 December 2021

(rev. 3 May 2022)