



GRADUATION SESSION FAQs BACHELOR'S AND MASTER'S DEGREES

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1. **Where can I find information on graduation procedures and the relevant deadlines?**

All the information is available in the document "Graduation Deadlines and Requirements", which can be found on the University website, in the MyIULM section. After selecting your degree course, go to "Final Project" / "Thesis".

2. **How is my graduation session organised?**

2.1 Bachelor's Degree: First of all, it is important to arrive promptly at the time indicated in your notification e-mail (see point 5). The session will take place as follows: candidates will be seated in groups (usually four at a time) and will discuss their final projects in the order in which they have been scheduled. Once all the candidates have completed their presentations, they will be asked to leave the room so that the members of the teaching staff can decide on the assessment to be awarded for the final projects. At this point, usually after a wait of around ten minutes, the candidates and their guests will be asked to return to the room, where the final assessment will be announced (good, satisfactory,

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excellent, etc. – see point 13). At the end of this stage, the graduates may leave the University and the next group of candidates will enter the room. Please note that audio or video recordings will not be permitted during the discussion.

2.2 Master's Degree: First of all, it is important to arrive promptly at the time indicated in your notification e-mail (see point 5). The session will take place as follows: candidates will be seated in groups (usually four at a time) and will discuss their theses in the order in which they have been scheduled. Once all the candidates have completed their presentations, they will be asked to leave the room so that the members of the teaching staff can decide on the final grade to be awarded. The candidates and their guests will then be asked to return to the room, where each candidate will be formally awarded their degree and their final grade will be announced. Finally, the graduate will sign to acknowledge receipt of their diploma. At the end of this stage, the graduates may leave the University. Please note that audio or video recordings will not be permitted during the discussion.

3. How should I structure my presentation of the final project?

There are no specific guidelines regarding the presentation: candidates are advised to contact their supervisor for further guidance on how to present their final project. Please bear in mind, however, that the time available for the presentation is limited: on average, approximately 10 minutes for a Bachelor's Degree candidate and 15 minutes for a Master's Degree candidate.

4. Library clearance:

4.1 What is it?

Library clearance is a document certifying that you have no books or other materials on loan from the IULM Library

4.2 How do I request it?

Library clearance must be requested through digger.iulm.it. Once you have received the e-mail in your IULM mailbox and completed the form, if you have no outstanding loans, the clearance certificate will be available within one working day on your personal page on the DIGGER IULM portal, under "La mia Biblioteca" (My Library).

4.3 When do I need to request it?

As indicated in the schedule of deadlines, library clearance must be requested before uploading your thesis/final project.

5. What time do I need to arrive? The start time of the session does not seem to correspond to the time I have been asked to arrive.



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To avoid unnecessary waiting and overcrowding, regardless of the time at which the Committee's proceedings are scheduled to begin, you must arrive promptly at the time indicated in your notification e-mail.

6. Do I need to print my thesis? How many copies?

The printing and delivery of final projects/theses are handled exclusively by the IULM Print Centre..

6.1 Bachelor's Degree: Two copies with soft covers will be printed free of charge for the graduate. The printing of any additional copies must be arranged with the Print Centre, and the relevant costs will be borne by the graduate.

6.2 Master's Degree: Four copies with hard covers and one copy with a soft cover will be printed free of charge for the graduate. The printing of any additional copies must be arranged with the Print Centre, and the relevant costs will be borne by the graduate.

7. Where and when can I collect the copies of my final project/thesis?

7.1 Bachelor's Degree candidates: The printed copies of the final project/thesis will be available for collection on the day of the discussion, starting 30 minutes before the arrival time indicated in the e-mail, from the Library area on the ground floor of IULM 1;

7.2 Master's Degree candidates: The printed copies of the thesis will be available for collection on the day of the discussion, in the entrance hall of the building where the discussion is scheduled to take place.

8. How many guests can I bring?

8.1 Bachelor's Degree: ogni Each Bachelor's Degree candidate may be accompanied by a maximum of 5 people for the discussion and a maximum of 10 people on Graduation Day;

8.2 Master's Degree: Each Master's Degree candidate may be accompanied by a maximum of 13 people for the discussion.

9. One of my guests has particular requirements. How can I notify you?



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If one or more guests have particular requirements (for example, guests with disabilities or mobility difficulties), you can notify the University at least one week in advance by e-mailing eventi@iulm.it.

10. Where can I find the graduation session calendar?

The graduation session calendar will be available on the lauree.iulm.it portal approximately 20 days before the start of the graduation session (the date is indicated in the schedule of deadlines). Graduation candidates will receive an e-mail notifying them when the calendar has been published.

11. Can I bring my multimedia presentation on a USB flash drive on the day of my discussion?

No. Any multimedia presentation (PowerPoint, video, etc.) must be uploaded in advance to the lauree.iulm.it portal by the deadline indicated in the schedule of deadlines for your academic year and degree course, and in agreement with your supervisor. On the day of the discussion, your multimedia presentation will be available on the computer in the room. Please note that a multimedia presentation is not compulsory. However, if you wish to prepare one, it must be agreed in advance with your supervisor. Instructions on how to upload your multimedia presentation are available in the schedule of deadlines (see point 1).

12. Can I request changes to my graduation session or to the Graduation Day group to which I have been assigned?

Due to the organisational complexities involved, individual requests to change the graduation or Graduation Day schedule cannot normally be accommodated, except in exceptional and duly justified cases (serious health reasons supported by an appropriate medical certificate, significant family reasons supported by appropriate documentation, etc.).

13. When will I be told my final grade?

13.1 Bachelor's Degree candidates: During the discussion, the assessment (good, excellent, etc.) will be announced, as indicated in the Procedures for the Organisation and Assessment of the Final Project. The final grade, however, will be announced during Graduation Day;

13.2 Master's Degree candidates: The final grade will be announced at the end of the discussion.

14. Can I bring my pet?

No. Animals are not permitted inside the University's lecture rooms, with the exception of assistance animals, as provided for by current legislation.

15. Will a co-supervisor be assigned for Master's theses?



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Yes. The Faculty Member Responsible for the Master's Degree Course (with the exception of the Master's Degree Course in Specialised Translation and Conference Interpreting) will assign a co-supervisor to each thesis. During the thesis discussion, the co-supervisor will ask questions relating to the thesis.

16. Can I bring my own photographer to Graduation Day?

Yes, you may bring your own photographer provided that they are included among your total allowance of 10 guests. In addition, throughout the ceremony, the photographer must remain in their seat, as an official IULM photographer will be present and will collect contact details directly on the day of the graduation ceremony.

17. Is there a Graduation Day for Master's Degree graduates?

No. Master's Degree candidates are formally awarded their degrees immediately after their discussion (see point 2), whereas Bachelor's Degree candidates are formally awarded their degrees during the Graduation Day ceremony.

18. Is attendance at Graduation Day compulsory?

No. Attendance at Graduation Day is not compulsory in order to obtain your degree. If you do not attend, please notify the Registrar's Office by e-mail at segreteria.studenti@iulm.it. You will be contacted after the ceremony to arrange for your diploma to be collected or sent to you. Your final grade will be available on your IULM Online Services personal page from the afternoon of the Graduation Day itself.

19. Do I need to submit a photography release form to the Registrar's Office?

No. The completed and signed release form must be handed to the photography team on the day of Graduation Day.