

FACULTY OF ARTS, TOURISM AND MARKETS**MASTER'S DEGREE COURSE IN ARTS, HERITAGE AND MARKETS****MASTER'S DEGREE COURSE IN HOSPITALITY AND TOURISM MANAGEMENT****DEGREE EXAMINATIONS - THIRD SESSION ACADEMIC YEAR 2018/2019****(23rd – 28th MARCH 2020)****DEGREE APPLICATION**

From 25th November 2019 it will be possible to submit applications for graduation in the third session of the academic year 2018/2019, to be held from 23rd to 28th March 2020, through the online services of the Students Office (<http://servizionline.iulm.it>).

Students still requiring no more than 36 CFU credits (not including the final examination) may apply for admission to the final examination, in accordance with the ruling of the Academic Senate of 9th October 2012.

Candidates who have not met the CFU credit requirements of their study plan **must acquire the credits no later than 8th February 2020**, the end date of the fourth examination session for the academic year 2018/2019. After this date, the degree applications of those who have not passed all the examinations included in their study plan will be officially annulled.

The degree application, signed by the Supervisor and complete with a €16 revenue stamp, **must be handed in to the Students Office no later than 31st January 2020.**

The following must be attached to the degree application:

- **proof of compilation of the Almalaurea questionnaire**, accessible from the personal page of the online Services;
- **MAV payment slip receipt as proof of payment of the €300 graduation fee** (those who have already paid the graduation fee for a previous session during which they did not graduate, will not be obliged to make a further payment).

Applicants who for any reason do not intend and/or are unable to sit the final examination after registering, must immediately inform the Students Office.

PRINTING THE MASTER'S DEGREE THESIS

The complete file of the degree thesis (excluding title page) must be copied to a CD in PDF format and handed in to the IULM Print Centre from 12th to 14th February 2020.

The file must be marked as follows: Student ID number_Surname_First Name (e.g. 116172_Rossi_Mario; the same data must be written on the CD with an indelible marker.

It will not be possible to replace the CD containing the final version of the thesis once it has been handed in to the Print Centre: students are therefore advised to check the work carefully also from the point of view of formatting

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 by them and approved by the Head of Faculty. 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.** In this regard, by 31st January 2020 any requests for special formatting of the title, such as special characters, a subtitle, line breaks etc., must be reported to the Students

Office (only using the address frontespizio@iulm.it - communications sent to other addresses will not be considered).

4 copies of the degree thesis are printed for each type of course of study. The printing of further copies is the responsibility of the student, as is the printing of copies with non-standard characteristics, by direct agreement between the student and the Print Centre.

Students must give a paper copy of the degree thesis to their supervisor and co-supervisor at least seven days before their Final Examination.

Candidates who are already in possession of the printed and bound copies of their degree thesis (having printed them expecting to graduate in a previous session) must notify the Students Office (segreteria.studenti@iulm.it).

Printed copies of the degree thesis will be distributed from 9th to 11th March 2020 following procedures which will be specified by the Print Centre.

The formatting procedures for the degree thesis and all necessary technical information, which students are required to follow in the utmost detail, can be consulted on the page of the University website.

MULTIMEDIA PRESENTATION

If the candidate so wishes, and in agreement with their Supervisor, they may prepare a multimedia presentation to be shown during the final examination of their thesis in front of the Examination Board. The presentation must be sent **by 11th March 2020** 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 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 Students Office: it is therefore not permitted to use USB flash drives or similar media on the day of the presentation.

UNIVERSITY LIBRARY CLEARANCE

Students must return books and/or any other material borrowed from the IULM University Library prior to the date when the degree thesis is given in to the Print Centre. Once all the borrowed documents have been returned, students must request the Library's clearance certification by sending an email to nullaosta.biblioteca@iulm.it from their institutional email @studenti.iulm.it, indicating their 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.

The library will send the certification of clearance directly to the Press Centre.

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

PRESENTATION OF MASTER'S DEGREE THESIS

Presentation sessions for the Master's thesis will take place during the graduation session from 23rd to 28th March 2020. **A detailed timetable will be published no less than ten days before the start of the session.**

The graduating student must report to the Examination Board on the day, at the time and in the classroom indicated to present their degree thesis.

At the end of the session, the proclamation ceremony will take place, when the students will be given their mark and presented with their degree parchment. In the rooms used for the presentations it is not permitted to take photographs or make audio or video recordings.

Procedures for photographic services are published on the University website.

After graduation the email address @studenti.iulm.it will be deactivated.

SUMMARY OF MAIN DEADLINES FOR GRADUATION

Presentation of degree application	25th November 2019 to 31st January 2020
Notification of special formatting for title of thesis	by 31st January 2020
Acquisition of CFU credits required by study plan.....	by 8th February 2020
Handing in of file with Master's degree thesis to Print Centre	12th to 14th February 2020
Return of all borrowed materials to Library	by 14th February 2020
Sending of multimedia presentation.....	by 11th March 2020

Head of Faculty
(Prof. Vincenzo Trione)

Milan, 22nd November 2019