UNIVERSITÀ IULM

DEGREE EXAMINATIONS – ACADEMIC YEAR 2019/2020 – BACHELOR'S DEGREE COURSES

REGISTRATION OF THESIS TITLE

Students regularly enrolled in the academic year 2019/2020 who have acquired and registered at least 90 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) to assign the title.

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

At this point, notification will be sent automatically by e-mail to the supervisor and the student, with the Students Office copied in, with the subject line "Presentation of thesis title November 2020 – student ID XXXXX". It will contain the title that has been registered and the student's references.

Any changes made to the title in agreement with the supervisor will lead to the receipt of a new email notification that will invalidate the previous one. Changes may be made within the deadline set for the registration of the title.

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 Students Office of the need to invalidate the title.

Students on the Bachelor's Degree Course in Interpreting and Communication must also send a scan in PDF format of the form with their choice of language tutor, available at iulm.it > MyIulm > Interpretariato e comunicazione > Elaborato finale/Tesi di laurea, signed by themselves and the Language Tutor. It must be named with their student ID_Surname_Name, and sent by e-mail (using the account @studenti.iulm.it) to segreteria.studenti@iulm.it, with the language tutor copied in, with the subject line: Language Tutor Choice_studentID_Surname_Name.

Procedures regarding the organisation and assessment of the final exam 2019/2020 can be found at **iulm.it> MyIulm > on the page for each Course of Study > Elaborato finale/Tesi di laurea.**

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

WRITING OF THESIS IN A FOREIGN LANGUAGE

Students who intend to write their thesis in a foreign language must submit a request well in advance to the Dean of Faculty providing reasons and the consent of the supervisor.

The request must be sent to segreteria.studenti@iulm.it.

The text in the foreign language must be accompanied by an extensive 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 Degree Course in Interpreting and Communication;

- they still require no more than 36 CFUs if enrolled in any other 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:

- **compilation of the Almalaurea questionnaire**;

- **submission of degree application;**

- **creation of MAV payment slip for payment of graduation fee of €316** in the section *Segreteria/Tasse* (those who have already paid the graduation fee for a previous session without having graduated are not required to pay it again).

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 Dean. 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 Students 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.

HANDING IN OF THESIS

The delivery of the final version of the final work must be made through the [Online Services](#), in the section *Laurea > Conseguimento titolo*.

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

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 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 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 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 be deactivated.

SUMMARY OF MAIN DEADLINES FOR GRADUATION

First session 2019/2020 - 15 to 22 July 2020

Submission of the title of thesis…..............……………………......…………….……..no later than 20 January 2020

Submission of degree application.. 4 May to 5 June 2020

Notification of special formatting for title of thesis ....by 5 June 2020

Acquisition of CFU credits required by study plan... by 4 July 2020

Handing in of file with degree thesis to Print Centre... 12 to 14 June 2020

Return of all borrowed materials to Library (Library clearance)....................................... by 12 June 2020

Sending of multimedia presentation... by 1 July 2020

Sending of summary to language tutor (only for degree in Interpreting and Communication) by 10 June 2020

Graduation Day:

.....Faculty of Communication, Public Relations and Advertising ....21 July 2020

.....Faculty of Arts, Tourism and Markets...22 July 2020

.....Faculty of Interpreting, Translation and Linguistic and Cultural Studies...........................22 July 2020

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Second session 2019/2020 - 2 to 7 November 2020

Submission of the title of thesis .... by 11 May 2020

Submission of degree application.. 27 July to 18 September 2020

Notification of special formatting for title of thesis ....by 18 September 2020

Acquisition of CFU credits required by study plan..by 19 September 2020

Handing in of file with degree thesis to Print Centre...25 to 27 September 2020

Return of all borrowed materials to Library (Library clearance)…..........….…….……...by 25 September 2020

Sending of multimedia presentation…...………….…...........……………………………. by 19 October 2020

Sending of summary to language tutor (only for degree in Interpreting and Communication) by 21 September 2020

Graduation Day:

.....Faculty of Arts, Tourism and Markets ....November 6, 2020

.....Faculty of Interpreting, Translation and Linguistic and Cultural Studies .... November 6, 2020

.....Faculty of Communication, Public Relations and Advertising ....November 7, 2020

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Third session 2019/2020 - 22 to 27 March 2021

Submission of the title of thesis ....8 June to 11 September 2020

Submission of degree application..16 November to 5 February 2021

Notification of special formatting for title of thesis .... by 5 February 2021

Acquisition of CFU credits required by study plan... by 6 February 2021

Handing in of file with degree thesis to Print Centre... 12 to 14 February 2021

Return of all borrowed materials to Library (Library clearance)................................by 12 February 2021

Sending of multimedia presentation...by 8 March 2021

Sending of summary to language tutor (only for degree in Interpreting and Communication)..by 3 February 2021

Graduation Day:

.....Faculty of Communication, Public Relations and Advertising ....26 March 2021

.....Faculty of Arts, Tourism and Markets ....27 March 2021

.....Faculty of Interpreting, Translation and Linguistic and Cultural Studies ....27 March 2021

The deadlines indicated may be subject to limited variations.

Students Office

Milan, 4 May 2020

(updated on 7 May 2020)