THE FINAL EXAMINATION FOR MASTER'S DEGREE PROGRAMMES

ENGINEERING

REQUIREMENTS TO REGISTER

- You must be regularly enrolled in the current academic year.
- You must have included the THESIS module in your APSP and submitted your thesis application (according to the deadlines in the student guide).
- You must have passed all the exams of your Personal Study Plan and acquired the English language certificate (if requested by your degree programme)
- You must have paid all your tuition fees.
- You must have obtained the **thesis conclusion confirmation** from your supervisor.
- You must not have any unreturned book borrowed from the library.

1

THE THESIS CONCLUSION CONFIRMATION REQUEST

THESIS CONCLUSION CONFIRMATION

In order to request the thesis conclusion confirmation to your supervisor, login to your personal page and go to the **Thesis section**.

Click on «Go to your Thesis page»

THESIS CONCLUSION CONFIRMATION

Click on «**Ask your Supervisor to approve your thesis conclusion confirmation**».

THESIS CONCLUSION CONFIRMATION

Conferma conclusione e titolo della tesi

Tipo Elaborato:

Sessione:

Relatore *

Aggiungi Corelatore

Per rimuovere un correlatore cancellare il nome nel campo

Argomento

Titolo nella lingua dell'elaborato *

Traduzione in inglese del titolo (Se il titolo dell'elaborato è già in lingua inglese, non compilare questo campo)

Richiesta secretazione della tesi
☐ NON AUTORIZZO il Politecnico di Torino a dare libera consultazione, per il tramite della Biblioteca Centrale di afferenza

Riassunto per la commissione in formato pdf (dimensione massima 20 MB)

Seleziona il file pdf

- A window will appear on the screen. Enter the data of your thesis where requested (these can no longer be changed unless authorized by your supervisor).

- If necessary, you can request the **confidentiality** of the thesis.

To request the thesis confidentiality, check the box «**I DO NOT AUTHORIZE**».

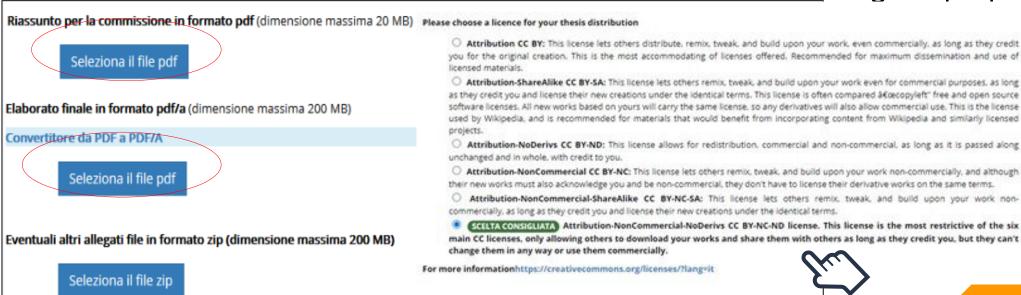**Thesis withhold request**
☐ **I DO NOT AUTHORIZE Politecnico di Torino to make my thesis available for consultation through the Central Library**

Richiesta secretazione della tesi
☑ NON AUTORIZZO il Politecnico di Torino a dare libera consultazione, per il tramite della Biblioteca Centrale di afferenza

PER I SEGUENTI MOTIVI:
☐ Necessità di evitare la divulgazione di risultati potenzialmente brevettabili contenuti all'interno della tesi, al fine di preservare il requisito della novità necessario per la brevettazione;;
☐ Esistenza di accordi di riservatezza o impegni al rispetto della segretezza contenuti in contratti o convenzioni con società o Enti terzi;;
☐ Segretezza e/o di proprietà dei risultati e informazioni di enti esterni o aziende private che hanno partecipato alla realizzazione del lavoro di ricerca;;
☐ Pubblicazione editoriale;;
☐ Pubblica sicurezza (il contenuto della tesi può in qualche modo mettere a rischio la sicurezza pubblica o nazionale);;
☐ Privacy (il contenuto dell'elaborato verte su una persona ancora in vita o deceduta di recente per la quale si teme di violare il diritto alla privacy). ;
Altro: _____

per il seguente periodo:
○ Dopo 12 mesi dal deposito
○ Dopo 18 mesi dal deposito
○ Dopo 3 anni dal deposito
○ Dopo esplicito consenso
Sarà comunque consultabile sul catalogo online delle Biblioteche la scheda catalografica relativa alla tesi con tutti i metadati del laureato (nome, cognome, titolo tesi e relatore/i).

A section will appear in which you will be asked to specify the reasons why you want your thesis to be withheld and the duration of the embargo.

THESIS CONCLUSION CONFIRMATION

- Upload the summary, if required by your degree programme.
- Upload your thesis in **PDF/A** format by clicking on «**Select pdf file**» (which can still be edited).
- On this page you can also upload other attachments (click on «**Select zip file**»).
- Select the license with which the thesis will be distributed among the proposed ones.

THESIS CONCLUSION CONFIRMATION

After reading and checking the statements regarding the plagiarism service, send the Thesis conclusion confirmation request to your supervisor by clicking on "**Request confirmation**". As soon as your supervisor **confirms** the conclusion of your thesis, you will receive a notification via e-mail.

Lo studente, autore dell'elaborato, dichiara sotto la propria responsabilità:

☐ di essere al corrente che il Politecnico ha adottato un servizio web-based di rilevazione del plagio attraverso un software denominato "Compilatio.net".

☐ di autorizzare espressamente il caricamento, l'archiviazione, la trasmissione, la riproduzione e l'utilizzo dell'elaborato, a tempo indeterminato, nel database di "Compilatio.net" al solo fine di consentirne il confronto per rilevazione del plagio con contenuti già presenti nella banca dati nonché con contenuti inseriti successivamente (solo per le tesi non segretate).

☐ di essere consapevole che il servizio offerto da "Compilatio.net" sarà di supporto al lavoro di supervisione del docente sebbene non sostituisca in alcun modo la valutazione della qualità e dell'originalità dell'elaborato da parte della Commissione di laurea.

☐ che la tesi allegata è un prodotto originale e non viola la normativa in materia di diritti di proprietà intellettuale.

☐ di sollevare e tenere indenne l'Ateneo per qualsiasi responsabilità di qualsivoglia natura che dovesse derivare da pretese e rivendicazioni di terzi in relazione ai contenuti e/o all'organizzazione della propria tesi di laurea, ivi comprese eventuali violazioni di diritti di proprietà intellettuale di terzi.

☐ che i propri dati personali saranno comunicati al fornitore del Servizio "Compilatio.net" per l'accesso al servizio base e "Studium" nel rispetto di quanto previsto dal D.Lgs. 30 giugno 2003, n. 196 al solo fine di consentire il funzionamento dei Servizi e con esclusione di qualsiasi altro utilizzo.

Richiedi conferma

Please note
Once the request has been sent, it will no longer be possible to modify the data entered!

2

THE FINAL EXAMINATION REGISTRATION

Before proceeding with the registration to the final exam, you must fill out the **AlmaLaurea questionnaire (www.almalaurea.it).**

👉

Prossimi step per conseguire il titolo

- Richiedi conferma della conclusione della tesi al Relatore (conclusione confermata in data ✔
- Compila il questionario Almalaurea ✔
- Iscriviti all'esame finale
- Carica la versione definitiva della tesi

- It is useful to the graduates because at the end of their study cycle, they can express their opinions and contribute to improve their University.
- It is useful to the Universities, because it collects and analyzes the graduates' opinions about their experience and their dossiers every year.
- It is useful for companies because it is a fast, affordable and reliable tool for selecting new and experienced graduates.
- Be careful to put «**Laurea magistrale**» and not «**Master**» in the Studies section.

REGISTERING FOR THE FINAL EXAMINATION

Once you have completed the **Almalaurea questionnaire**, go back to the Thesis section of your personal page and click on «**REGISTER FOR THE FINAL EXAMINATION**» to proceed with the registration.

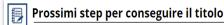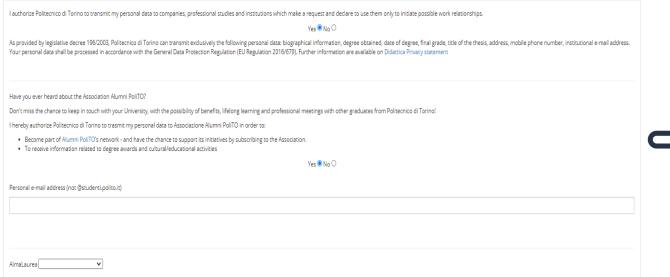**Prossimi step per conseguire il titolo**

- Richiedi conferma della conclusione della tesi al Relatore (conclusione confermata in data 18/02/2021) ✔
- Compila il questionario Almalaurea ✔
- Compila il questionario di fine corso ✔
- Iscriviti all'esame finale
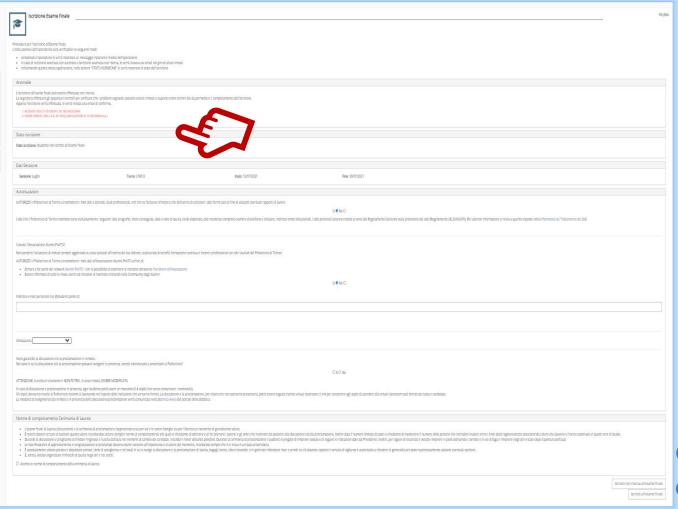- Carica la versione definitiva della tesi

A window will be displayed on the screen where all the data related to the graduation session and your thesis will appear automatically.

You will have to choose «**yes**» or «**no**» to authorize / not authorize Politecnico to transmit your data.

Authorization

I authorize Politecnico di Torino to transmit my personal data to companies, professional studies and institutions which make a request and declare to use them only to initiate possible work relationships.

Yes ⦿ No ◯

As provided by legislative decree 196/2003, Politecnico di Torino can transmit exclusively the following personal data: biographical information, degree obtained, date of degree, final grade, title of the thesis, address, mobile phone number, institutional e-mail address. Your personal data shall be processed in accordance with the General Data Protection Regulation (EU Regulation 2016/679). Further information are available on Didattica Privacy statement

Have you ever heard about the Association Alumni PoliTO?

Don't miss the chance to keep in touch with your University, with the possibility of benefits, lifelong learning and professional meetings with other graduates from Politecnico di Torino!

I hereby authorize Politecnico di Torino to trasmit my personal data to Associazione Alumni PoliTO in order to:

- Become part of Alumni PoliTO's network - and have the chance to support its initiatives by subscribing to the Association.
- To receive information related to degree awards and cultural/educational activities

Yes ⦿ No ◯

Personal e-mail address (not @studenti.polito.it)

AlmaLaurea [▾]

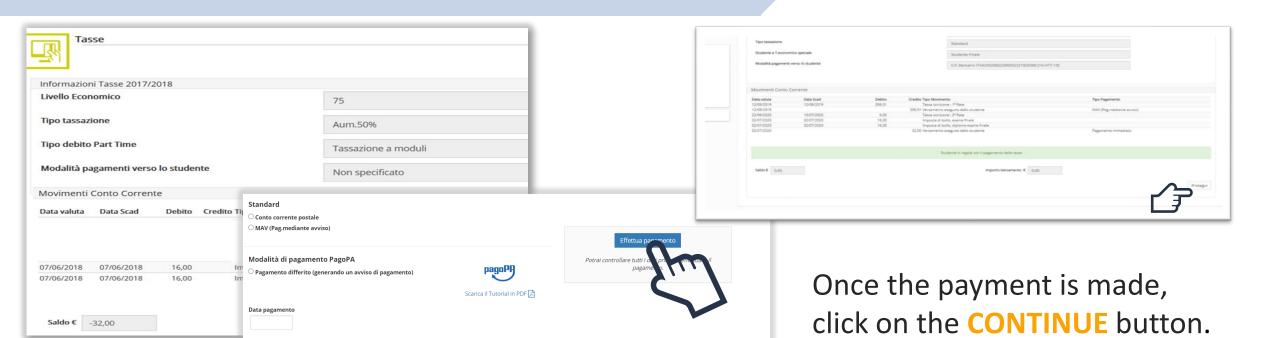# REGISTERING TO THE FINAL EXAMINATION

You are allowed to do a **conditional registration** to the Final Examination ("iscrizione con riserva") if there are some **irregularities** (for instance, if some of your exams have not been recorded in your transcript yet). Irregularities are marked in red on the top left.

After clicking «**yes**» or «**no**» to authorize / not authorize Politecnico to transmit your data, click on «**SIGN UP FOR THE FINAL EXAM**».
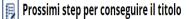
REGISTERING TO THE FINAL EXAMINATION

Once the payment is made, click on the **CONTINUE** button.

Pay the amount displayed at the end of the procedure, including pending debts, by selecting one of the available methods and clicking «**Make payment**».

⊙ REGISTERING FOR THE FINAL EXAMINATION

- At this stage, the registration procedure for the final exam is complete. You will receive **an e-mail in your Polito mailbox which confirms your registration to the final exam**.
- If you signed up **with condition**, once the irregularities are solved, this status will be lifted by the Office of Student Services and you will receive *a new e-mail confirming your final registration*.
- You must upload the final version of your digital thesis online (PDF/A + annexes, if any) at least **7 days** before the date of the oral defence
(including Saturday and Sunday).

📑 **Prossimi step per conseguire il titolo**
_____

- Richiedi conferma della conclusione della tesi al Relatore (conclusione confermata in data 08/02/2021) ✔
- Compila il questionario Almalaurea ✔
- Compila il questionario di fine corso
- Visualizza lo stato dell'iscrizione all'esame finale ✔
- Carica la versione definitiva della tesi

👉

ATTENTION: Please note that when you upload the final version of your electronic thesis **you will no longer be able to modify it for any reason.**

I WANT TO REGISTER FOR THE FINAL EXAMINATION BUT …

- I am not in compliance with fees: **Contact the fees office and pay your debts**

- I made a mistake when filling out the AlmaLaurea questionnaire: **Contact ALMALAUREA assistance**

- I do not have the result and / or registration of one or more exams: **Sign up with CONDITION**

- I do not know if I have to deliver paper copies of the thesis: **No, you don't have to deliver any copies to the Office of Student Services**

- I do not know when my oral defense and / or graduation ceremony will be held: **Consult the GENERAL NOTICE BOARD, the one of your DEGREE PROGRAMME and the section NOTICES of your personal page**

ORAL DEFENCE AND GRADUATION CEREMONY JULY 2021

- In this session, all the Master's Degrees graduation ceremonies will be held in presence.

- Each *Collegio* might decide to schedule the oral defence session in presence.

- Each student will have a right to bring a maximum of **4 guests**. All guests will have to comply to the Politecnico regulations that will be provided.

- **In any case, the oral defence and/or the graduation ceremony on line are guaranteed.**

- During the registration to the final exam, it will be possible to confirm the availability to come to the oral defence/ graduation ceremony in presence, if scheduled.

All information regarding the graduation session will be delivered with the official convocations, prepared by the Secretariat of the Collegio of each degree programme, sent via e-mail to all the subscribed students and published on the Notice Board of each degree programme after the deadline for registration to the final exam.

ORAL DEFENCE AND GRADUATION CEREMONY JULY 2021

- The oral defence sessions and the graduation ceremonies will be delivered online via virtualclassroom for all those who will not be able to come. The link will be sent with the official convocation and may be shared with the guests. It will also be available in the **News** section on your portal.

- When registering for the final exam it is possible to confirm your presence, in the event that the oral defence / graduation ceremony takes place in person.

- **General notice board:** https://didattica.polito.it/bacheca/gen/

- **Notice boards of each degree programme:** https://didattica.polito.it/bacheca/area_ing2/

DEGREE PARCHMENT

- For those who are not able to attend the ceremony in person, it will be possible to book an appointment to collect the **parchment**, in person or by proxy, to the **Office of University Registrar/ Segreteria Generale** <u>as soon as the graduation grade is recorded.</u> This can be done on your personal page from:

My Academic Progress > Reservation Tool > Office of the University Registrar/ Segreteria generale studenti > Consegna Pergamene di Laurea

- You can also ask for the **shipment**: https://didattica.polito.it/certificati_autocertificazioni/en/degree_parchments_and_professional_license_diplomas

MORE INFORMATION

For more information see:

- the **Student's Guide:** https://didattica.polito.it/guida/2021/en/home

- the **General Notice Board and the one of your Degree Programme:** https://didattica.polito.it/bacheca/

- **Contact us** through the **Ticketing** service.

    (ACADEMIC PROGRESS, RULES AND OTHER INFORMATION - FINAL EXAMINATION BACHELOR AND MASTER'S THESIS)

FOR MORE INFORMATION

We remind you that:

- You will find the *Segreteria Didattica* webinar recordings at this page: https://didattica.polito.it/webinar/it/home

- The recordings will be available a few days after the date in which they have been held and it will also be possible to download this presentation.

- You will later receive a link where you can fill out an assessment questionnaire about this webinar (your feedback is important to us).

FOR MORE INFORMATION

These slides are only intended to support students, providing an overview of the main rules and deadlines in force for the academic year 2020/21; therefore they are necessarily synthetic and have no legal value.

Please refer to the Student Guide and the Calendar for the complete information, updates and communications.