THE FINAL EXAMINATION FOR MASTER'S DEGREE PROGRAMMES

Engineering

Politecnico di Torino

23/06/2022

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, acquired the English language certificate, and eligibility requirements (if requested by your study plan).
- You must have paid all your tuition fees.
- You must have obtained the **thesis conclusion confirmation** from your supervisor.
- You must pay off any loan with the library.

1 REQUEST THE THESIS CONCLUSION CONFIRMATION

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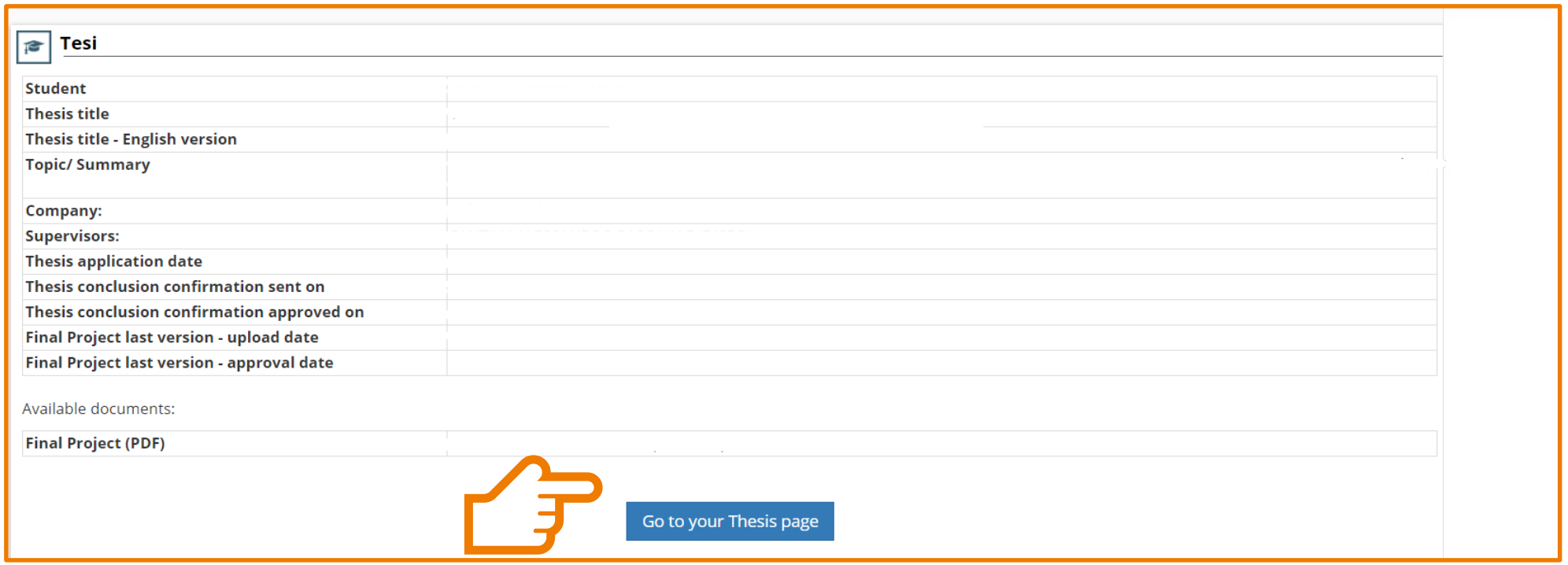
THESIS CONCLUSION CONFIRMATION

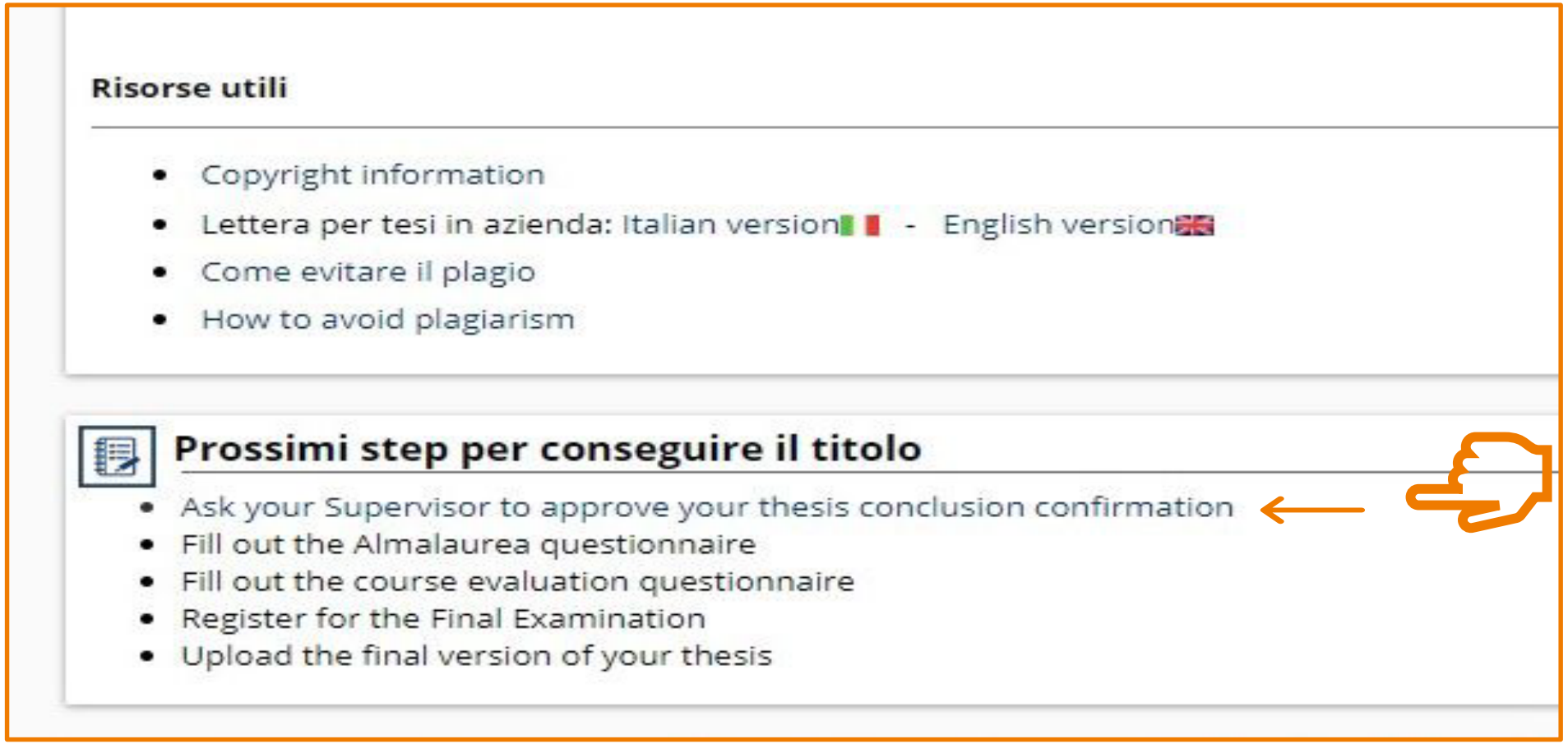
To request the thesis conclusion confirmation from your supervisor, access your personal page and go to the **Thesis section**.

Click on «Go to your Thesis page»

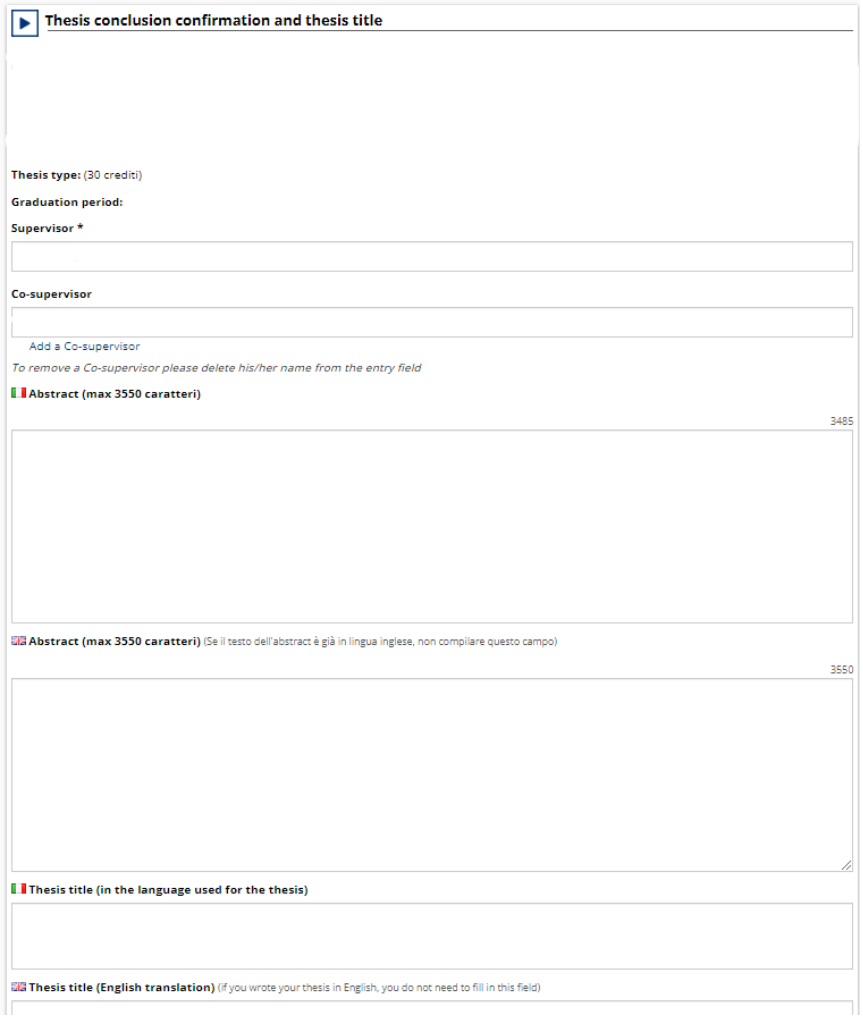


THESIS CONCLUSION CONFIRMATION

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



THESIS CONCLUSION CONFIRMATION



A window will open, where you will have to enter the data of your thesis (which can no longer be changed unless authorized by the supervisor). The data are:

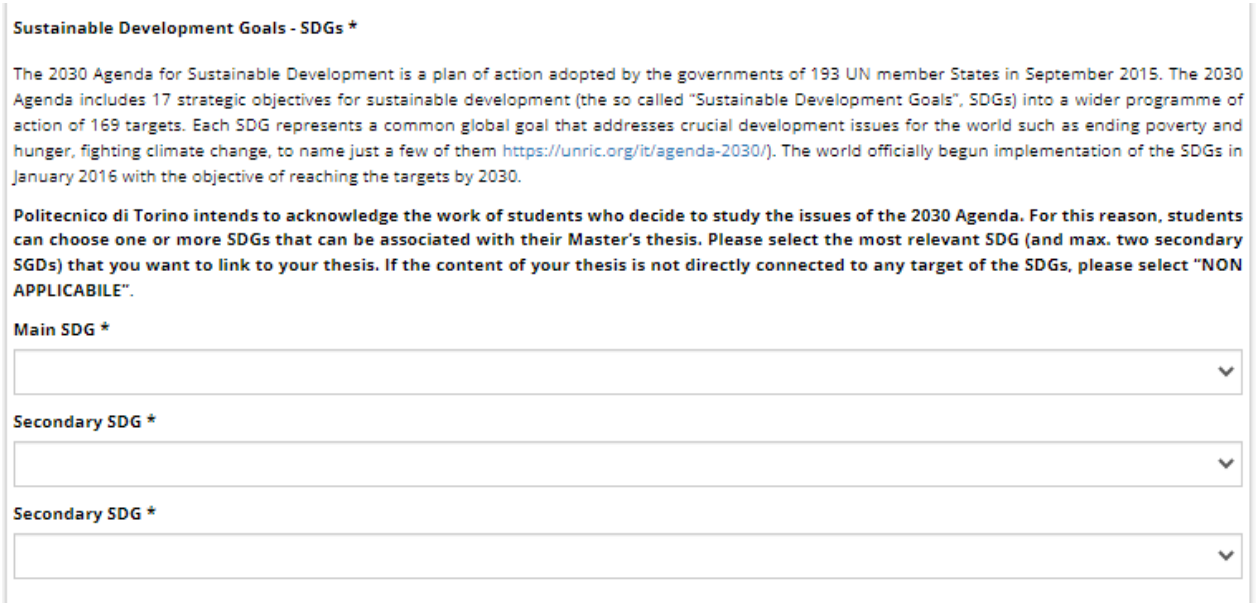
- ✓ The abstract – compulsory in Italian and in English (max 3550 characters). The abstract will be available on the webpage **Webthesis - Biblioteche d'ateneo.**

- ✓ The title of the thesis – compulsory in Italian and in English - CANNOT be modified later

THESIS CONCLUSION CONFIRMATION

Sustainable Development Goals - SDGs *

On 25 September 2015, the United Nations approved the Global Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs), articulated in **169 Targets to be reached by 2030**. It is an historical event, because a clear judgment has been expressed on the unsustainability of the current development model, not only on the environmental level, but also on the economic and social one. (https://www.campus-sostenibile.polito.it/it/sdgs).



Sustainable Development Goals - SDGs *

The 2030 Agenda for Sustainable Development is a plan of action adopted by the governments of 193 UN member States in September 2015. The 2030 Agenda includes 17 strategic objectives for sustainable development (the so called "Sustainable Development Goals", SDGs) into a wider programme of action of 169 targets. Each SDG represents a common global goal that addresses crucial development issues for the world such as ending poverty and hunger, fighting climate change, to name just a few of them https://unric.org/it/agenda-2030/). The world officially begun implementation of the SDGs in January 2016 with the objective of reaching the targets by 2030.

Politecnico di Torino intends to acknowledge the work of students who decide to study the issues of the 2030 Agenda. For this reason, students can choose one or more SDGs that can be associated with their Master's thesis. Please select the most relevant SDG (and max. two secondary SGDs) that you want to link to your thesis. If the content of your thesis is not directly connected to any target of the SDGs, please select "NON APPLICABILE".

Main SDG *

Secondary SDG *

Secondary SDG *

Choose one or more **SDGs** that can be associated with their Master's thesis. Please select the most relevant SDG (and max. two secondary **SGDs**) (that you want to link to your thesis. If the content of your thesis is not directly connected to any target of the SDGs, please select "NON APPLICABILE")

During the approval process the supervisor can modify it/insert the **SDGs**

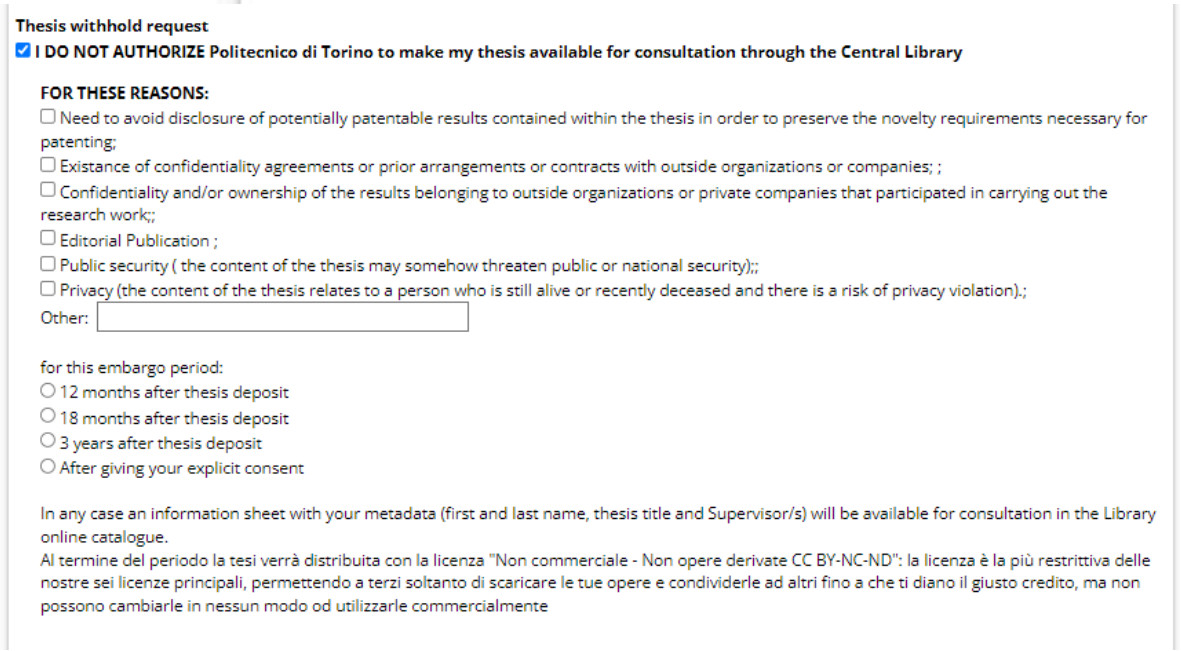
The chosen **SDGS**, during the thesis conclusion confirmation, will be visible on webthesis, together to the Thesis file, after graduation

THESIS CONCLUSION CONFIRMATION

If necessary, you can 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**



Thesis withhold request

☑ **I DO NOT AUTHORIZE Politecnico di Torino to make my thesis available for consultation through the Central Library**

FOR THESE REASONS:

- ☐ Need to avoid disclosure of potentially patentable results contained within the thesis in order to preserve the novelty requirements necessary for patenting;
- ☐ Existance of confidentiality agreements or prior arrangements or contracts with outside organizations or companies; ;
- ☐ Confidentiality and/or ownership of the results belonging to outside organizations or private companies that participated in carrying out the research work;;
- ☐ Editorial Publication ;
- ☐ Public security (the content of the thesis may somehow threaten public or national security);;
- ☐ Privacy (the content of the thesis relates to a person who is still alive or recently deceased and there is a risk of privacy violation).;

Other: ☐

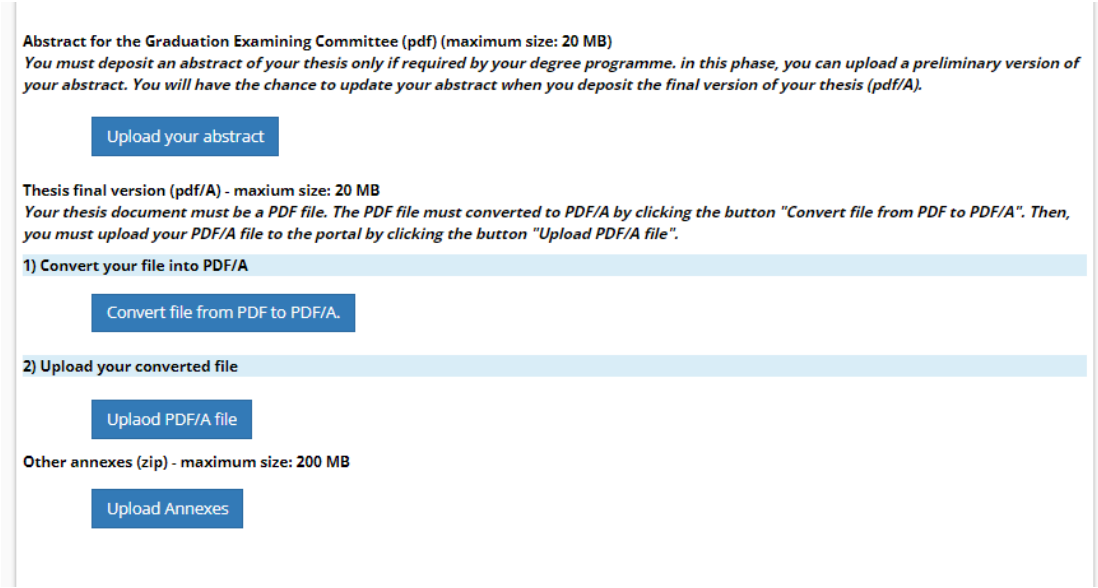
for this embargo period:

- ○ 12 months after thesis deposit
- ○ 18 months after thesis deposit
- ○ 3 years after thesis deposit
- ○ After giving your explicit consent

In any case an information sheet with your metadata (first and last name, thesis title and Supervisor/s) will be available for consultation in the Library online catalogue.
Al termine del periodo la tesi verrà distribuita con la licenza "Non commerciale - Non opere derivate CC BY-NC-ND": la licenza è la più restrittiva delle nostre sei licenze principali, permettendo a terzi soltanto di scaricare le tue opere e condividerle ad altri fino a che ti diano il giusto credito, ma non possono cambiarle in nessun modo od utilizzarle commercialmente

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

THESIS CONCLUSION CONFIRMATION

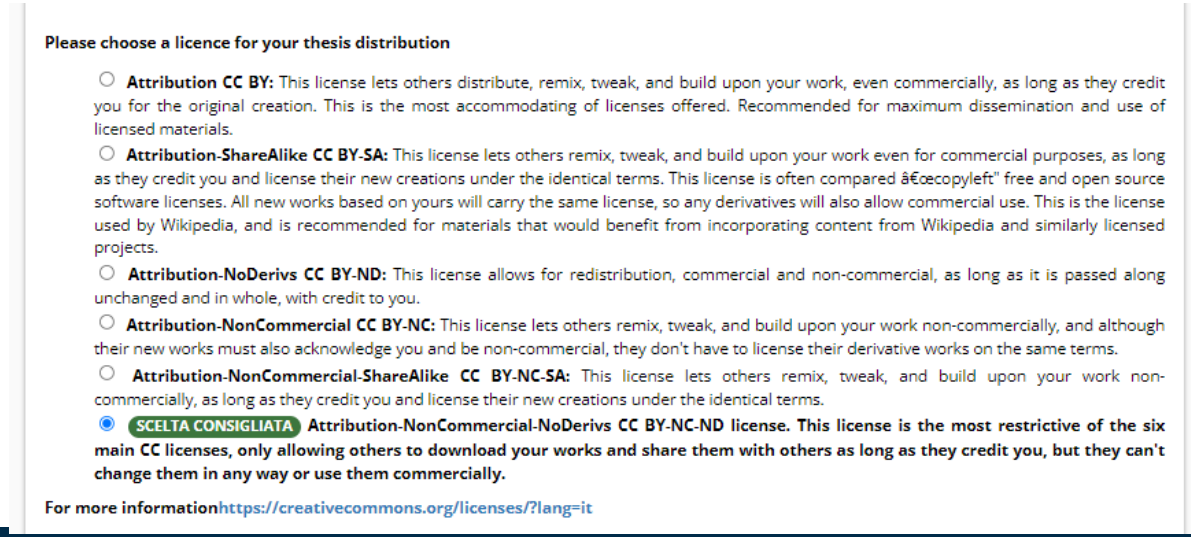


Upload the summary, if required by your degree program (20 MB).

Upload your thesis in **PDF/A** format (you can use the converter) by clicking on «**Select the pdf file**» (which can still be edited – 200 MB).

On this page you can also upload any other attachments (click on «**Select zip file**» - 200 MB).

- 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**". When the supervisor confirms the conclusion of your thesis, you will receive a confirmation e-mail.

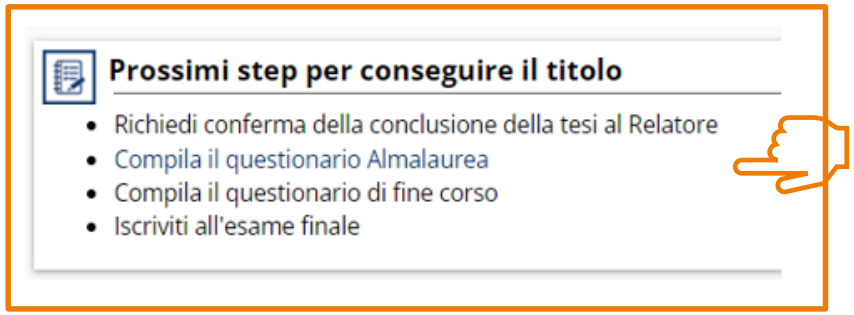
PleaseNote

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

2 REGISTERING FOR THE FINAL EXAMINATION

Politecnico di Torino

REGISTERING FOR THE FINAL EXAMINATION



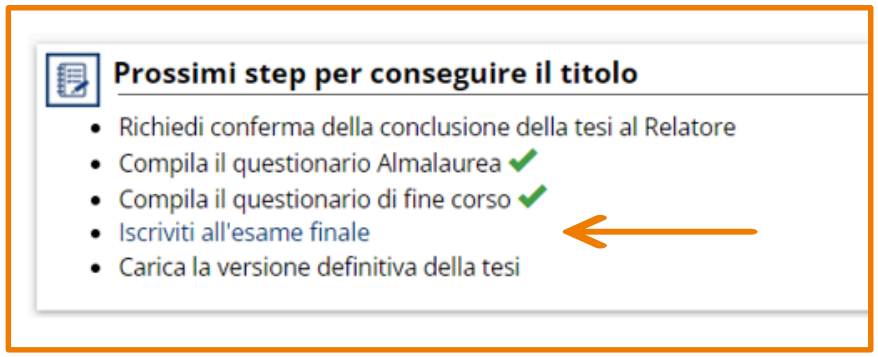
Before proceeding with registering for the final exam,
you must fill out **the Almalaurea questionnaire (www.almalaurea.it).**

- It is useful for graduates because at the end of your career you will support your University to improve by reporting your opinions.
- It is useful for universities because every year it collects and analyzes the documentation and opinions of all undergraduates about their University experience.
- It is useful for companies because it is a fast, cheap, and reliable tool for selecting new and experienced graduates.

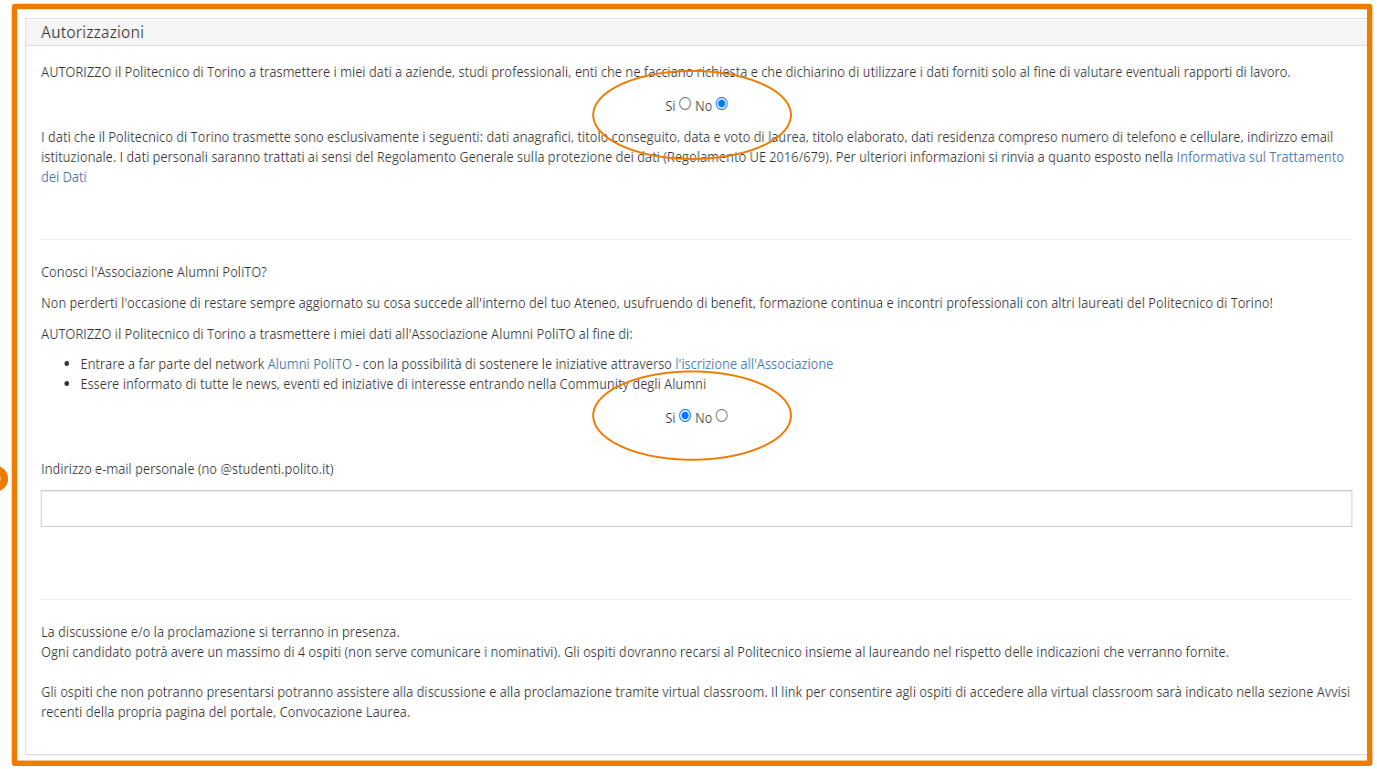
FOREIGN STUDENTS:
Be careful to put «**Laurea magistrale**» and not «**Master**» in the Studies section.

REGISTERING FOR THE FINAL EXAMINATION

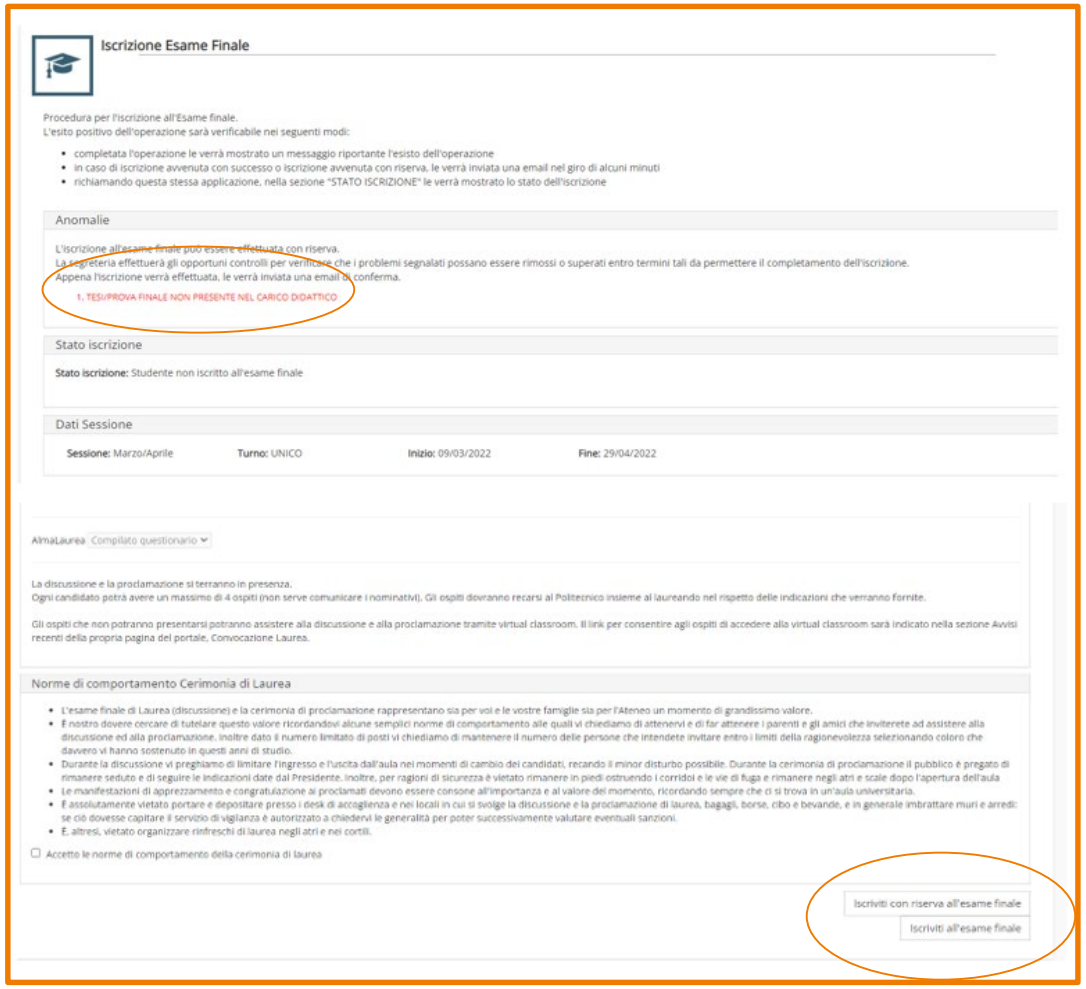
Once you have completed the **Almalaurea questionnaire** and the course evaluation questionnaire (not compulsory - where you can give your opinions about your university career), click on «**REGISTER TO THE FINAL EXAMINATION**» to continue with the registration.



A window will be displayed on the screen. There, you will see all the data related to the graduation session and your thesis. You will have to choose «**yes**» or «**no**» to authorize / not authorize Politecnico to transmit your data.

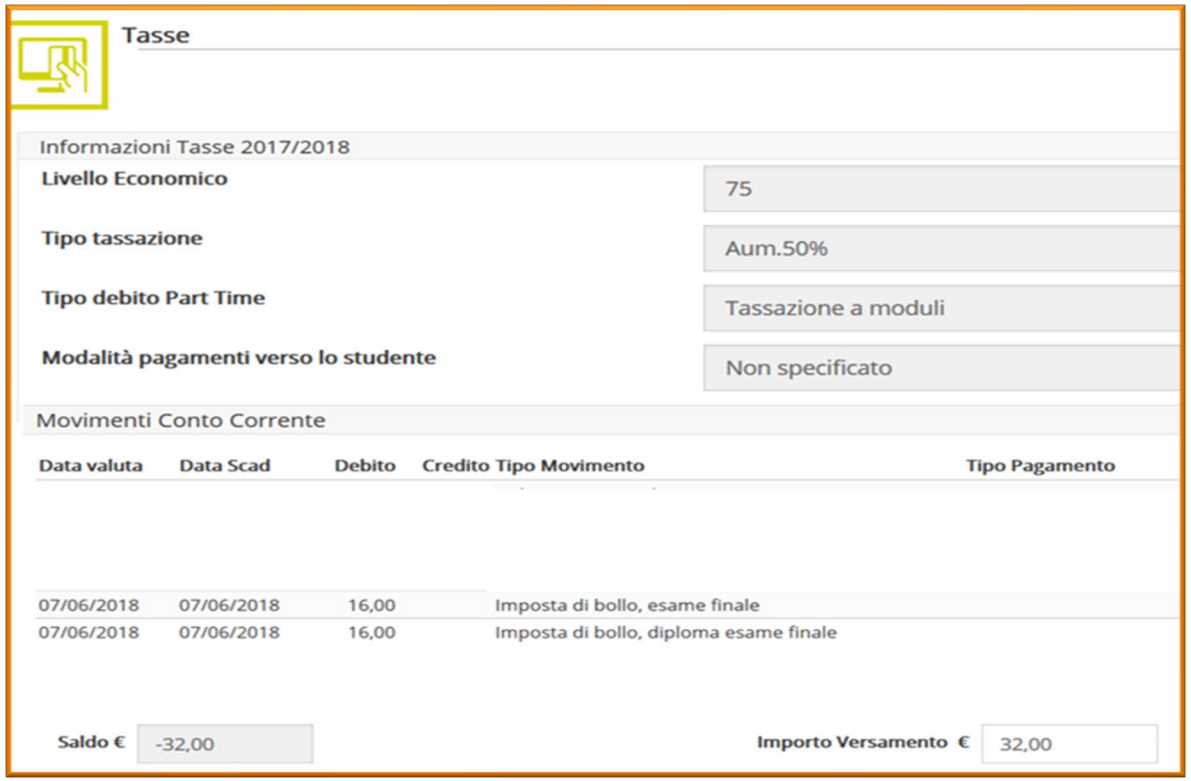


REGISTERING FOR THE FINAL EXAMINATION



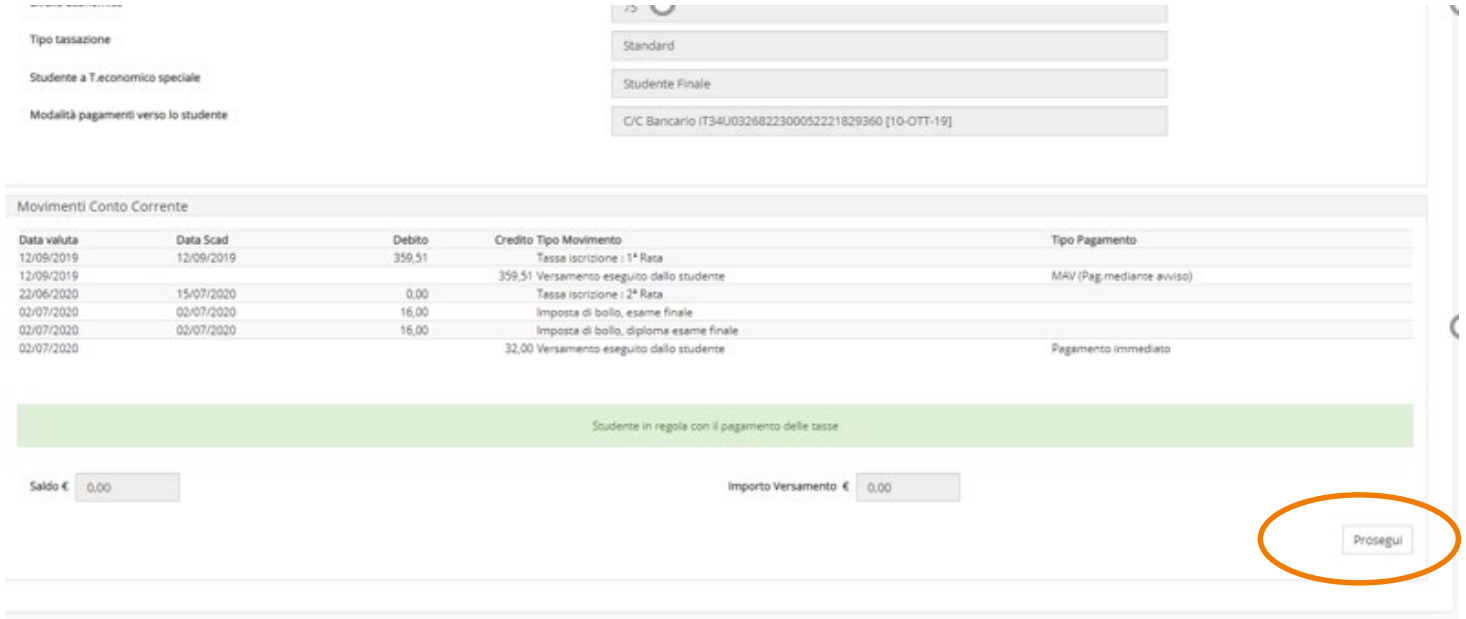
If there are some **irregularities** (for instance, if some of your exams have not been recorded in your transcript yet) you are allowed to do a conditional registration for the Final Examination ("iscrizione con **RISERVA**")
Irregularities are marked in red on the top left.

REGISTERING FOR THE FINAL EXAMINATION



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

REGISTERING FOR THE FINAL EXAMINATION



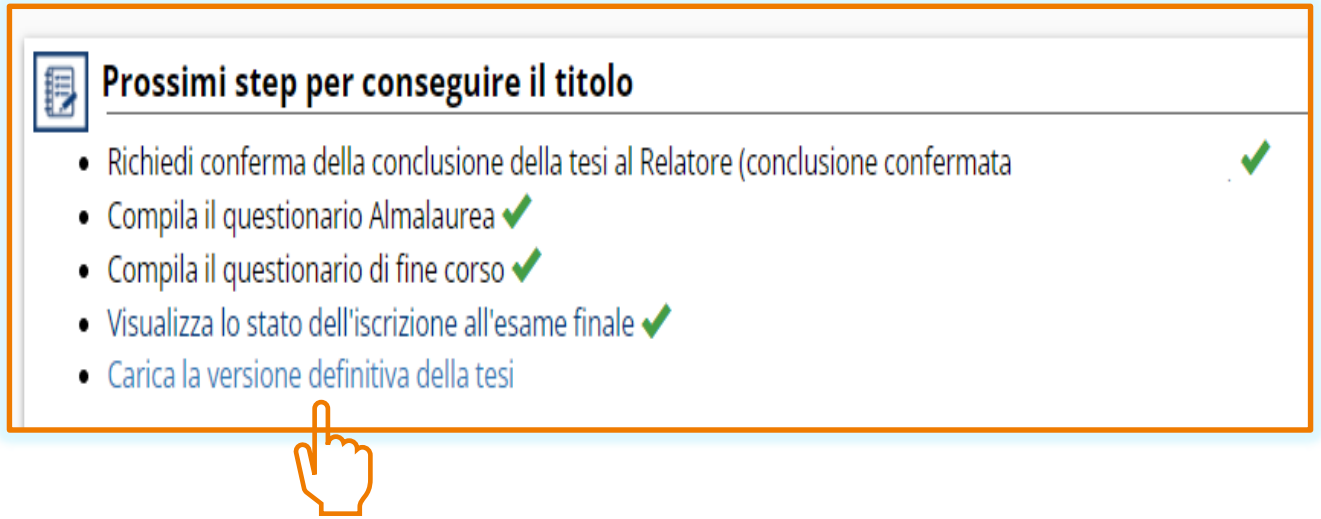
Once the payment is made, click on the **CONTINUE** button.

At this point, the registration procedure for the final exam is complete.
You will receive a **REGISTRATION CONFIRMATION message** on your Polito mailbox.

If you signed up **with condition**, once the irregularities are solved, the provisional condition will be lifted by the Office of Student Services and you will receive a new email confirming the final registration.

REGISTERING FOR THE FINAL EXAMINATION

- You must upload the final version of your electronic thesis online (PDF/A + annexes, if any) at least **7 days** before the date of the beginning of the oral defence (**including Saturday and Sunday**).



ATTENTION – *Please note that when you upload the final version of your electronic thesis you will no longer be able to modify it.*
The supervisor, after accepting the final version of your thesis, can withhold your thesis , if necessary.

Degree courses that require the upload of a summary
(Thesis conclusion confirmation and upload of the Thesis final version)

The following are the Degree programmes that require the upload of a summary, during the Thesis conclusion confirmation procedure and during the upload of the final version

INGEGNERIA CHIMICA E DEI PROCESSI SOSTENIBILI
INGEGNERIA DEI MATERIALI
COMMUNICATIONS AND COMPUTER NETWORKS ENGINEERING (ING. TELEMATICA E DELLE COMUNICAZIONI) - ETF
ICT FOR SMART SOCIETIES (ICT PER LA SOCIETA' DEL FUTURO) - ETF
INGEGNERIA DELLE TELECOMUNICAZIONI (TELECOMMUNICATIONS ENGINEERING) - ETF
INGEGNERIA ELETTRONICA (ELECTRONIC ENGINEERING) - ETF
INGEGNERIA TELEMATICA (COMPUTER AND COMMUNICATION NETWORKS ENGINEERING) - ETF
NANOTECHNOLOGIES FOR ICTs (NANOTECNOLOGIE PER LE ICT) - ETF
PHYSICS OF COMPLEX SYSTEMS (FISICA DEI SISTEMI COMPLESSI) - ETF
INGEGNERIA DEL CINEMA E DEI MEZZI DI COMUNICAZIONE - ICM
INGEGNERIA INFORMATICA (COMPUTER ENGINEERING) - ICM
INGEGNERIA MECCATRONICA - ICM
MECHATRONIC ENGINEERING (INGEGNERIA MECCATRONICA) - ICM

I want to register for the final examination but … …

- I am not up to date with taxes:
  Contact the Fee 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 copies of the thesis:
  No, you do not 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:
  Check the GENERAL NOTICE BOARD and the one of your DEGREE PROGRAMME https://didattica.polito.it/bacheca/gen/

Further information

abstract ...

A synthesis of the thesis, required for all courses, it must be written in Italian and English. It must be made of maximum 3550 characters The abstract will available on the Webthesis - University Libraries website.

summary ...

Short but detailed reworking of the most important information of the thesis. Required ONLY for some degree courses (for all the others the Summary section is not provided). It must take up a maximum of 200MB.

pdf/a ...

File format required by the procedure - a converter is available in the procedure.

embargo of the thesis...

Prohibition of disclosure of the thesis - it is possible to keep the thesis confidential by clicking on the section I DO NOT AUTHORIZE and according to the provided scheme writing the reason and the period of embargo.

graduation calendar...

You can check the graduation calendar on the General Board at the following link: https://didattica.polito.it/bacheca/gen/calendarilauree.html

registration with condition ...

The end of the condition does not have a precise deadline and it is a responsibility of the Engineering Registrar's Office.

ORAL DEFENCES AND GRADUATION CEREMONIES

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ORAL DEFENCES AND GRADUATION CEREMONIES JULY 2022

- The **oral defences and graduation ceremonies** will take place in **person**.
- Each student can bring a maximum of 4 guests.(there is no need to communicate their names) Guests must arrive at Politecnico together with the graduand in compliance with the instructions that will be provided.
- The guests that will not be able to come to the oral defence and graduation ceremony can connect online via **virtual classroom**. **The link** that you can share with the guests will be available in the News section of your portal, **Official call.**
- To all the guest is strongly advised to wear **the mask (FFP2),** to access at Politecnico and wear it during all the event. Possible changes will be pubblished in the General Notice Board
- **Guests:** to access the graduation session Guests should take note at the instructions that will be provided on the Official call e-mail.

ORAL DEFENCES AND GRADUATION CEREMONIES JULY 2022

- All information regarding the graduation session will be delivered with the official **Convocations**, prepared by the Secretariat of the Collegio of each degree program, sent via e-mail to all the subscribed students, and published on the **Notice Board** of each degree program after the **deadline to register to the final exam**.
- Due to the sanitary emergency, if students cannot graduate in person at University, they can request to take the final examination remotely as already provided for the examination session.

* (positive for COVID 19/ Students residing abroad who are unable to return to Italy due to international travel restrictions.)

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 **degree parchment**, in person or by proxy, to the **Office of University Registrar/ Segreteria Generale** as soon as the graduation grade is recorded.

- Opening time: Monday and Friday 09:00 am - 12:30 pm; Wednesday 12:30 - 15:30
- You can also ask for the **shipment**: https://didattica.polito.it/certificati_autocertificazioni/en/degree_parchments_and_professional_license_diplomas

Further information …

- Check the **Student Guide**: https://didattica.polito.it/guida/2022/en/home

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

  https://didattica.polito.it/bacheca/area_ing2/

- Contact us by **the Ticketing service:**
  (ACADEMIC PROGRESS, RULES, AND OTHER INFORMATION –FINAL EXAMINATION BACHELOR AND MASTER'S THESIS (ENGINEERING)).

- You will find the Segreteria Didattica webinar recordings at this page: https://didattica.polito.it/webinar/en/home. The recordings will be available a few days after the date on which they have been held and it will also be possible to download this presentation.

- Follow our Telegram channel to receive all updatings about registrations, academic career, student services: https://t.me/InfostudentiPoliTO

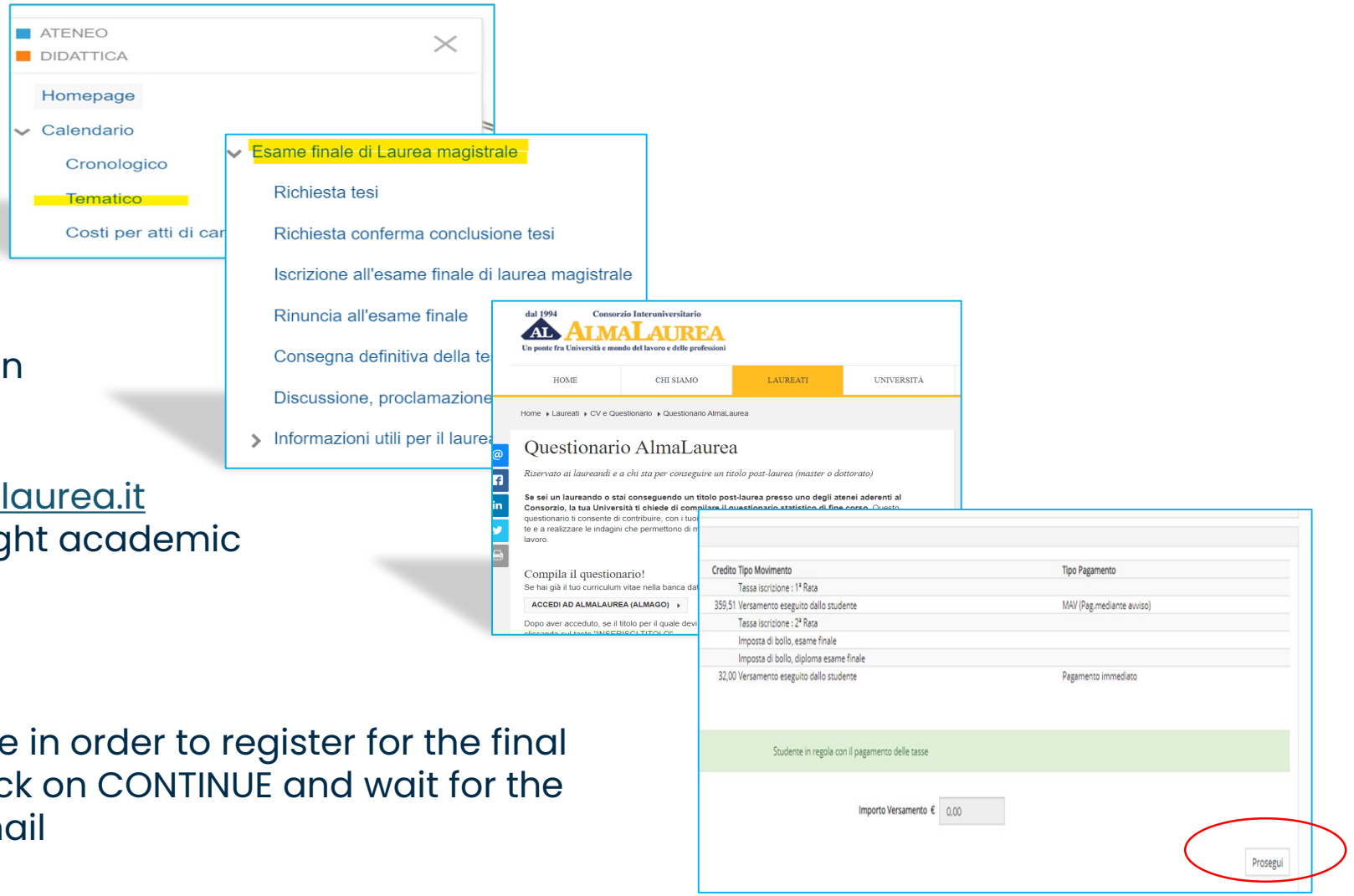
… TO SUMMARISE

DEADLINES:
on the Student Guide –
thematic calendar section

PROCEDURE:
on the Student Guide –
Master's Final Examination section

ALMALAUREA:
official website www.almalaurea.it
Pay attention to put the right academic title –
DO NOT put MASTER

PAYMENT:
end the procedure in order to register for the final examination – click on CONTINUE and wait for the confirmation e-mail



INFORMATION ABOUT TAKING THE MASTER'S FINAL EXAMINATION REMOTELY

Politecnico di Torino

ORAL DEFENCES AND GRADUATION CEREMONIES JULY 2022

- If you are in one of the following situations, you can request to take your **final examination** remotely:
  - You are still testing positive to COVID-19 after an extended period of time (positive di lungo termine, i.e. you are still testing positive to COVID-19 after more than 21 days but you have a certificate issued by the Italian Health Authority-ASL that allows you to end isolation even without testing negative to COVID);
  - You live abroad and you are unable to travel to Italy due to international mobility restrictions.

ORAL DEFENCES AND GRADUATION CEREMONIES JULY 2022

- The request must be sent **on – line only ,** from the personal page, on the portlet **«Degree and Final examination», «Request for taking the final examination remotely»** section.
  - The procedure to request to take the final examination remotely, will be available **AFTER** the definition of the official call (you receive your official call by email and on your personal page on the "News" section);
  - Engineering Registrar's office will evaluate your request and you will find the outcome of the evaluation on the same page where you filled out the form;
  - Students will have to send as an attachment the request and even the certificate that proves the positivity, quarantine and self-isolation status;
  - If the oral defence and the graduation ceremony take place on different days, you will have to fill **2 request forms;**
  - If the request is approved, an email will be automatically sent to the Secretariat of the Collegio that will work in order to enable the students to take the final examination remotely;
  - Before and even after the oral defence/graduation ceremony, Engineering Registrar's Office can verify the truthfulness of the documents. If the certificates will be evaluated as false, the student will be reported to the Disciplinary Board.

These slides are only intended to support students, providing an overview of the main rules and deadlines in force for the academic year 2021/22; therefore they are necessarily synthetic.
Please, always refer to the updated information on the main Portal of Politecnico.

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