DEPARTMENT OF MANAGEMENT, ECONOMICS, AND INDUSTRIAL ENGINEERING

GRADUATION PROCEDURE FOR INTERNATIONAL DOUBLE DEGREE STUDENTS

If you are earning an international MSc double degree – based on an agreement between Polimi and an international University – you are required to submit and discuss a final thesis at Politecnico di Milano, as all Polimi graduating students.

Each agreement may differ however on one key aspect: while Politecnico di Milano offers its regular students the option to choose between two types of final work, other institutions may have more specific or binding requirements regarding the thesis contents and outputs (eg. for some universities it may be required to complete a research-based work; in this case, students would be required to do a dissertation).

Therefore, you must **always check with your home institution before opting for one type of final thesis work**. Should your home institution not have any specific requirement, you may consider yourself free to select one of the two types of thesis work available to Polimi students (described below).

HOW TO IDENTIFY THE PREFERRED TYPE OF THESIS WORK

To learn about Graduation procedures and requirements, Management Engineering students should always refer to the *School of Industrial and Information Engineering Degree Regulations* and to the DIG Department (Ingegneria Gestionale) *Supplementary Regulations*.

In particular, in the Supplementary Regulations, you will find a detailed description of the type of work, of the workload and of the points associated to each of the two thesis types:

- Thesis without Reviewer
- Thesis with Reviewer

Type	Points/Grade	Weight %	Work Duration/Load	Presentation
Thesis without Reviewer	-1/+4 on 110	Supervisor increment 50% Commission increment 50%	4-7 months	Max 10 minutes + Questions
Thesis with Reviewer	-1/+7 on 110	Supervisor increment 30% Reviewer increment 20% Commission increment 50%	8-12 months	Max 15 minutes + Questions

For further details please read here.

It is important to know that if you are interested and able to graduate *cum laude (honors)* you are **required** to do a Dissertation.

FINDING A THESIS SUPERVISOR AND A THESIS TOPIC

All students graduating from Politecnico di Milano must identify a Polimi faculty member as their thesis supervisor. Normally, you will identify the faculty member based on his/her research interests, or field of study (often it is a professor whose course you have attended). It is up to you to approach the professor and ask if he/she would be available to be a supervisor. It is good to have topic proposals in mind, but this is also a part of the discussion with the professor.

You should not feel discouraged if a professor is unable to be your supervisor and continue your search among the Department's Faculty.

You may also browse the Management Engineering website section dedicated to thesis projects posted by the Faculty.

Here you might find a proposal that suits your needs and interests; in which case, you will contact the faculty member writing to the address you find on the announcement.

If, having tried these routes, you still struggle to find a supervisor, you can revert to the Programme Office for further advice: management-engineering@polimi.it. The Programme Office may be able to submit your case to the President of the Graduation Commission, but only if you have already made an appropriate effort to find a thesis supervisor.

REGISTERING FOR THE GRADUATION SESSION

In order to graduate, you must first of all inform the Double Degrees Office staff (doubledegrees@polimi.it), so they are made aware of your intention and can coordinate with your Home University for any steps that may be required by the agreement.

You will also need to provide your Mobility Manager at Polimi with a written confirmation by your Home University International Office that you can graduate (an official email will be ok).

It is also important that you make sure you entered the GRADUATION THESIS AND FINAL WORK code into your PoliMi study plan. PAY ATTENTION: for technical reasons you need to enter the Graduation Thesis and Final work as belonging to the second semester.

Then you must also officially register for the graduation session and pay the graduation fee, as all Polimi students do. Any emails you might receive from the Polimi offices involved in the graduation process (Registrar, Programme Office, etc.) must be read carefully (**please always check your Polimi account!).** Any outstanding fees must be paid. Deadlines must also be met, to avoid not being admitted to the graduation session and discussion.

In order to register, you will follow the instructions posted on the Polimi website.

Here you will also find other useful information, such as important dates and deadlines for the Session you have chosen.

SUBMITTING THE FINAL THESIS WORK

You will be working closely with your supervisor on your thesis. However, to participate in the graduation session, you must also be sure to meet the deadlines to submit your thesis, and this needs to be done online.

Faculty members are **not** required to know deadlines or to be informed of procedures, so students must first of all look at the website.

If you are seeking assistance for the final deposit of your thesis, including editorial tips, you can contact the **Library Services** here.

We strongly recommend reading through the link above, where you will find useful practical information, such as tutorials, guidelines, a FAQ section, and a help desk number. The Programme and Registrar's Office will not be able to assist you with any issues related to these aspects.

UPLOADING ANY ADDITIONAL DOCUMENTS

Graduating students may be asked to upload other documents, in addition to the thesis, such as: a valid ID, a recent photo, the presentation for the discussion.

It is therefore very important to check emails for any updates and for more specific information regarding procedures for the chosen session.

MANDATORY SURVEY ON THE POLIMI EXPERIENCE

All graduating students are also **required** to take part in a mandatory survey on their experience at Politecnico di Milano. Close to the graduation date, you will receive an email prompting you to fill out an online questionnaire (please check your Polimi account on a regular basis, even if you have completed your Polimi courses several months before graduation). **The survey MUST be completed by the deadline, in order to participate in the graduation session**.

FINAL THESIS DISCUSSION

On the day of graduation students will be presenting and discussing their work in front of an Examination Board, as described in the School's Regulations. If prompted to do so by the Polimi staff, please be sure to upload your presentation on the online services, and any other relevant files, by the required deadlines.

In some cases - upon agreement conditions - it is possible to graduate by videoconference. Further information and instructions on this can be found here.

TRANSCRIPT OF RECORDS (ToR) & DEGREE CERTIFICATE

As soon as all your grades are recorded online, the authorized administrative personnel (Nominators) at your home institution will be able to download the Official Transcript of Records through the Nomination tool.

PLEASE NOTE: Only if you registered correctly for the exams the grades will appear in your Transcript of Records. It is also important to know that PoliMi will not send a hard copy of the ToR, neither to you nor to your home institution.

You can check online the complete registration of your results entering the Online Services > Career.

If your home institution requires it, the International Mobility Unit can provide the international office of your Home University with your Degree certificate upon request via email to doubledegrees@polimi.it.