



## INSTRUCTIONS FOR ON-LINE THESIS SUBMISSION AND APPROVAL OF POST GRADUATE THESIS (tesi di laurea specialistica/magistrale e vecchio ordinamento)

### WARNINGS

The online deposit of the thesis and the subsequent approval by the supervisor **are compulsory** to take the master degree exam.

The archived thesis is an **official document** and is the only reference for any certification or in case of dispute. For this reason, the deposited files can not be changed after the discussion.

After each graduation session, the descriptive data of theses are published in the online archive POLITesi and made available for all internet users.

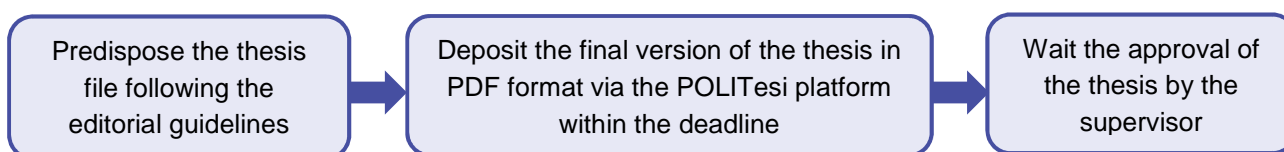
**Access to the thesis file** is allowed (at all or to registered users belonging to the Polytechnic) or prohibited **depending on the option chosen by undergraduates** at the time of online deposit.

### PERIODS AND DEADLINES

#### Procedure

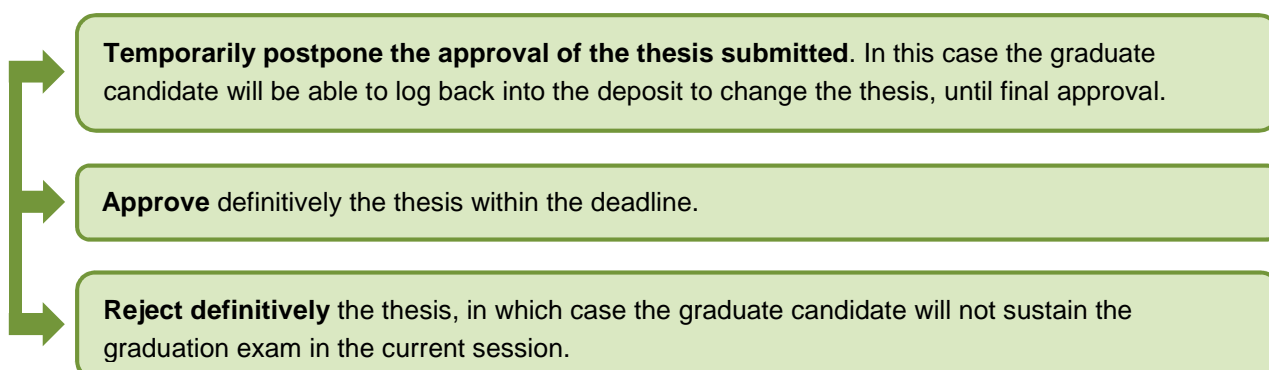
The online thesis submission process and approval is activated **following the registration to the graduation exam**.

According to this procedure, the graduate student must:



The **supervisor** will have to proceed at the approval of the thesis online using Online Services (Management Thesis) by the deadline.

In the period between deposit and approval, the supervisor may:





## Deadlines

All the deadlines to enroll to the degree exam and for submitting a Master of Science thesis are published on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the News section on the ASAB Website <http://www.biblio.polimi.it/en/home/>

We suggest to verify the deadlines considering the thesis type (**WITH** or **WITHOUT** co-examiner).

The deposit and approval deadlines are intended until 24.00 (UTC +1) of the day indicated in the academic calendar.

We remember you that Master of Science thesis **WITHOUT** co-examiner - Scuole di Ingegneria (vecchio ordinamento), has to be enrolled for the degree exam, but do not has to submit the thesis on-line.

### IN THE SPOTLIGHT

Students who have to register with thesis **WITH** co-examiner have up until the date of the end of the "submission period with co-examiner" as registration deadline. After that date they can still register but only with thesis **WITHOUT** co-examiner.

The deadline for submission of thesis **WITHOUT** co-examiner could be later then the registration deadline of the degree examination to give graduating students more time to prepare their thesis.

## GO TO:



**How to layout and format post graduate theses and file to upload ..... 3**

**Access to POLITesi platform for on-line thesis submission ..... 6**

**Verification of thesis submission status and final approval ..... 21**



**Instructions for on-line thesis approval ..... 23**

**Contacts ..... 25**



## HOW TO LAYOUT AND FORMAT POST GRADUATE THESES AND FILE(S) TO UPLOAD

### Thesis framework

The title page (the first page of the volume) must contain the following information

### Other indications

### Format and naming of files to be submitted

Please visit website or Administration Offices of your own School and Degree Course to check if they published specific layout guidelines for degree thesis: <https://www.polimi.it/en/programmes/useful-links-and-resources/schools/>

If not, just follow the above layout guidelines.

### Thesis framework

The editorial guidelines for the writing of the thesis, are to be followed in the event that your school or your degree course has not published specific rules in this matter.

1. The title page
2. Table of contents with chapters titles, (and paragraphs titles) and pages numbers
3. List of figures with captions and page number of each figure
4. List of tables with captions and page number of each table
5. List of graphs with captions and page number of each graph
6. List of annexes with captions and page number of each annex
7. List of drawings with titles of each drawing
8. Abstract (summary of the thesis, of not more than 2,200 characters including spaces between words)
9. Theses written in a foreign language must be prefaced by a substantial summary in Italian, which must be placed after the abstract.
10. Main body of the thesis
11. Bibliography

### IN THE SPOTLIGHT

**Lists from 3 to 7 must be filled out only if in the written report there are figures, tables, graphs, annexes or drawings.**



## The title page (the first page of the volume) must contain the following information

For all theses of all Schools it is mandatory that the title, that is, the first page of the thesis (and therefore the first page of the file PDF deposited) contains the following informations:

- Politecnico di Milano, indication of the Faculty/School and the Degree Course
- title and, if there is, sub-title
- thesis supervisor's name and surname
- thesis co-supervisor's name and surname, if there is one
- name(s), surname(s), student ID number(s) of the author(s)
- academic year

### IN THE SPOTLIGHT

**The title page is mandatory.**

**The presence or absence of the logo and the pagination are at the discretion of the graduating student for most of the Schools**

## Other indications

**Abstract:** It is a brief summary of the thesis in which the graduating candidate describes the objectives of the dissertation, the research approach and the conclusions reached. The abstract, in accordance with ISO 5966: 1982, should be of about 250 words. In any case, the length of the abstract must not exceed 2200 characters including spaces.

**Thesis written in a foreign language:** the thesis written of foreign language should be introduced by a large extract in Italian language, which shall be placed after the abstract.

**Numbering of pages:** the preferred numbering method is to use only Arabic numerals, but it is allowed to use a combination of numerals, with Roman numerals for the title page, contents and abstract pages, and Arabic numerals for the pages that contain the actual text.

**Figures, tables, graphs:** all figures, tables and graphs must have captions and be numbered consecutively.

**Drawings:** (graphics created by the authors): all the drawings must be numbered consecutively and must have a title box with the thesis title, the name and surname of the student(s) and the thesis supervisor, the academic year for the graduation, the drawing title, the drawing number, the scale.

### IN THE SPOTLIGHT

**Theses that only contain drawings (no report)**

**In addition to the drawings, there must be a file that contain the title page, the list of the drawings and an abstract.**



## Format and naming of files to be submitted

The thesis must be saved in a single file in **PDF format** (if possible PDF/A) <sup>1</sup>.

In the case of large dimension files (in particular for Architecture theses) 1 file in PDF format with the text content of the thesis and other files in PDF format containing the project drawings may be uploaded.

The thesis may also be subdivided into several files should the author decide to assign different access conditions to the various parts of the thesis (e.g. thesis text "accessible by all", drawings "accessible only by registered users" or vice versa: for access options see page 13).

The dimension of each file must not exceed 100 MB; make sure therefore to limit the dimensions of files, reducing the physical dimensions of drawings, so as to create PDF files which are not excessively "large"

PDF file(s) must not be protected against modification nor be protected with a password to allow the necessary conversion procedures to ensure long-term storage.

In the case of theses comprising multiple files, each must be submitted individually: files must NOT be submitted in compressed folders saved in zip, rar, etc. format.

If the thesis also includes files that cannot be converted into PDF format (multimedia files), contact the Reference Service at Leonardo Campus Library (see section Contacts at page 24).

Do not submit files which can be converted into PDF (doc, docx, xls, jpg, tiff etc.).

### IN THE SPOTLIGHT

The file containing the thesis **must be named** as follows:

**year\_month of graduation session\_surname of graduation candidate(s)**

- e.g. 2016\_12\_Rossi.PDF or 2016\_12\_Rossi\_Bianchi\_Neri.PDF

In case of uploading multiple files, these must be named as indicated above with and numbered sequentially

- e.g. 2016\_12\_Rossi\_01.PDF, 2016\_12\_Rossi\_02.PDF, 2016\_12\_Rossi\_03.PDF  
or 2016\_12\_Rossi\_Bianchi\_Neri\_01.PDF, 2016\_12\_Rossi\_Bianchi\_Neri\_02.PDF ecc.

<sup>1</sup> PDF/A is the format described in the ISO 19005-1:2005 standard for long-term filing of electronic documents



## Access to POLITesi platform for on-line thesis submission

### Cases

Thesis description (data check and data input)

Upload of thesis file

Verification of thesis submission status and final approval

## CASES

### a) Thesis of a single author

The graduation candidate, after the registration procedure, enters the registration status summary page in the onlineservices, at the left of which is the button “Thesis submission”: to proceed immediately with submission of the thesis, click on this button to access the POLITesi platform or exit to proceed to submit the thesis at a later time.

Proxies > Iscrizione esame finale

**Available functions**

- Registration overview
- Modify registration
- Thesis Submission
- Registration Withdrawal

**Fulfilments legend**

- Check to be done
- Check done

**Information**

Subscription has been correctly saved. Please verify all data inserted and any fulfilment required to student. Now you can proceed with the thesis submission.

**Student**

Student identification number	
Surname	
Name	
School	Design
Course	DESIGN & ENGINEERING - BV
Floor	

**Thesis**

Exam Session	
Registration	
Supervisor	
Thesis Subject	
Scientific Area	LOGIA DEI MATERIALI
Assistant Supervisor	
Type of thesis	TESI
Title	PROVA TESI DESIGN

**Available functions**

- Registration overview
- Modify registration
- Thesis Submission
- Registration Withdrawal

Iscrizione esame finale v. 1.0.42 / 1.0.42

Area Servizi ICT

Fig. 1 - In the summary screen of application "Registration to final exam" click on "Thesis submission": in this way you are able to go directly to the submission application.

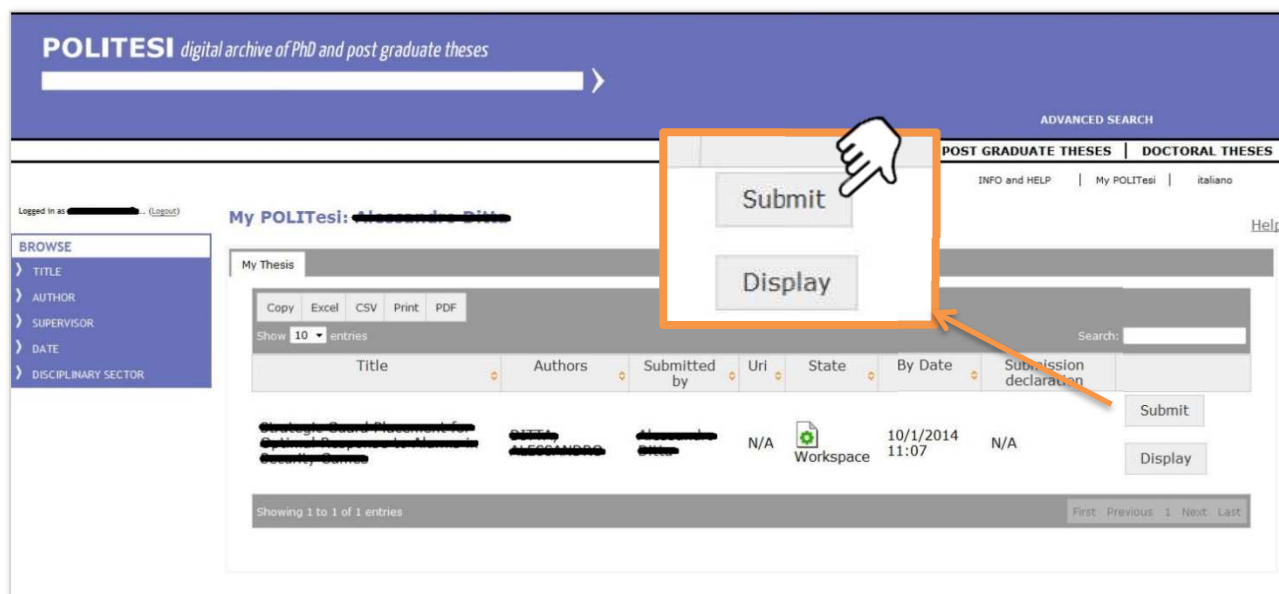


Fig. 2 – In the personal space “My POLITESI”, the candidate can start the deposit by clicking on the button “Submit”.

## b) Theses with multiple authors

Each co-author graduation candidate connects to the "Registration to final exam" and carries out the registration procedure.

The function of thesis **submitter** is assigned to the **first graduation candidate registering** and at the end of the registration procedure, in the summary page, he/she finds the button “Thesis submission”: to proceed immediately with submission of the thesis, click on this button to access the POLITESI platform and proceed or exit to submit the thesis at a later time.

Co-authors who are not submitters find the button “Thesis submission” on terminating registration, clicking on which they can display the submission form and progress in the POLITESI platform.

**Should the submitting candidate withdraw from the graduation session**, the co-author who registered second automatically becomes the thesis submitter; connecting to the application "Registration to final exam" he/she clicks on the button “Thesis submission”, accesses the POLITESI platform and proceeds with the deposit.

**Should the submitting candidate be unable to continue with submission**, one of the co-authors may become submitter: after connecting to the application "Registration to final exam", he/she scrolls the screens to the registration status summary page, at the left of which is the button “Become submitter”: clicking on this button he/she takes on the role of submitter; on subsequently entering the application "Registration to final exam" he/she finds the button “Thesis submission”, clicking on which he/she accesses the POLITESI platform and proceeds with the deposit.



---

### c) Co-authors graduating at different sessions: thesis already submitted for a previous session

When a thesis has already been submitted and discussed at a previous graduation session by one or more co-authors, the co-author who has yet to graduate, when registering via "Online Services → Degrees → Registration to final exam" will find him/herself associated with the authors who have already graduated::

- If he/she submits **an identical thesis to that previously submitted**, by clicking on the "I accept" button he/she will be associated with the thesis already submitted and approved by the supervisor.
- If he/she submits **an extended or in any way modified version of the thesis compared to that previously submitted**, he/she must click on the "I do not accept" button and proceed to insert the data via "Registration to final exam" and submit the new version of the thesis; it's recommended to indicate on the title page of the thesis the names and ID numbers of graduate students and co-authors; furthermore, indicate clearly (in the abstract and in the index) which parts of the thesis was developed jointly by all authors, and which parts was processed individually by the candidate that has extended the thesis.





## Thesis description (data check and data input)

### PLEASE NOTE !

**For a correct operation of the deposit platform, it is necessary that in the browser options used both triggers the execution of JavaScript.**

**We recommend, in any case, the use of browsers such as Google Chrome or Mozilla Firefox.**

The submitter click on "Thesis submission" and goes directly to the submission application / personal space "My POLITesi". Clicking on "Submit" he/she accesses the page "Thesis description" in which the thesis data inserted in OnlineServices upon enrolment are given as well as other fields to be filled in (some cannot be modified, some are compulsory, some are optional), according to the following summary table.



Data entered and editable in "Registration to final exam"	
Name given	Notes
Author(s) (surname and name)	Data concerning the author(s), the supervisor and the assistant supervisor cannot be modified in POLITesi: if you have made a mistake in inserting these data you must exit POLITesi and proceed with the modification using "Registration to final exam", then continue with the submission procedure in POLITesi (which will show the updated data).
Supervisor (surname and name)	
Assistant supervisor (surname and name)	
School	Data uploaded automatically from the student master file; cannot be modified.
Degree programme	
Type of degree	
Date of discussion	
Academic year	



Data entered and editable in "Registration to final exam"	
Name given	Notes
Scientific Disciplinary Sector	The data uploaded automatically corresponds with the SDS of the supervisor, who, if he/she deems it advisable, may later change it using the "Degree theses management" application; if no SDS è associated with the thesis supervisor, this field will remain empty.
Type of thesis	Depending from the type of Study Course, graduation candidates can choose from type "Thesis", "Theses with co-examiner" or "Theses without co-examiner": this data cannot be changed in POLITesi: should you need to change it, you must exit POLITesi and proceed with the modification using "Registration to final exam", then continue with the submission procedure in POLITesi (which will show the updated data).
Thesis title	<b>The title must be identical to that on the first page of the thesis (Title page)</b> , but cannot be modified in POLITesi: if after registration the title has changed you must exit POLITesi, and proceed with the modification using "Registration to final exam", then continue with the submission procedure in POLITesi (which will show the updated data).



Data to be insert in POLITesi	
Name given	Notes
Abstract in Italian Abstract in English	Insert a brief summary text of the content of the thesis in Italian and in English.
Keywords in Italian Keywords in English	Insert a number of "keywords" (expressions comprising combinations of several words) in Italian and in English to describe the thesis content. Keywords must be separated by a semicolon. To fill in this field, ask the advice of the Supervisor.
Content language	Select the main language of the thesis from the drop-down menu.

**If you encounter errors in the data: "Authors", "Supervisor", "Co-supervisor", "Thesis type" and "Title"; exit from POLITesi and return to "Registration to final exam" for making the modifications, then return to POLITesi.**

**If you encounter errors in the data: "Abstract", "Keywords", "Content Language"; change it directly in POLITesi.**



**POLITESI** digital archive of PhD and post graduate theses

ADVANCED SEARCH

ALL THESES | POST GRADUATE THESES | DOCTORAL THESES

INFO and HELP | My POLITESI | italiano

Describe | Upload | Verify | Submission declaration | Preservation check | Complete

### Thesis description

Thesis metadata scheme. Some fields are pre-completed and are unmodifiable (eg title, author, supervisor, etc.). Fields with asterisk are compulsory. [HELP](#)

**Author(s)**

**Supervisor**

**Assistant supervisor**

**School**

**Degree course**

**Thesis Scientific Disciplinary Sector**

**Type of degree**

**Type of thesis**

**Date of discussion** Month:  Day:  Year:

**Academic year**

Title must be identical to the one in the thesis title page and may be edited by accessing the Online Services (Graduation session registration)

**Thesis title**

**Italian abstract**

**English abstract**

**\*Italian keywords**

**\*English keywords**

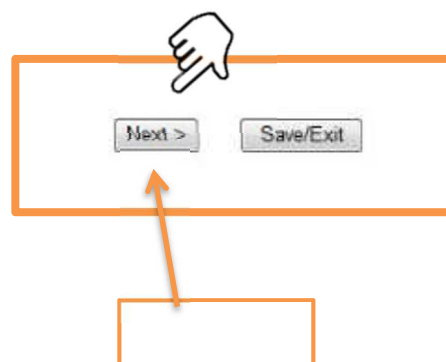
Select the primary language of the content

**\*Content language**

Next > Save/Exit



*Fig.3 - Description of the thesis: check the data imported from "Registration to final exam". Insert abstract in Italian and English (mandatory), keywords in Italian and English (mandatory) and select the main language in which it is written the thesis. To stop the deposit and resume it at a later time click on "Save / Exit", to continue, click on "Next".*



## Upload of thesis file

### Selection and file format

When the submitter has terminated revision and compilation of data, he/she may click on "Next" to proceed with the upload of the file.

The submitter is now in the "Upload file/s" page.

Clicking on "Browse" a window opens by means of which the submitter can access the support (hard disk, memory stick, etc.) from which the file containing the thesis may be selected.

After having selected the file it is advisable to insert a brief description of the file in the specific field (e.g. "Thesis text" or "Project drawing 1" or "Project drawing 2" etc.).

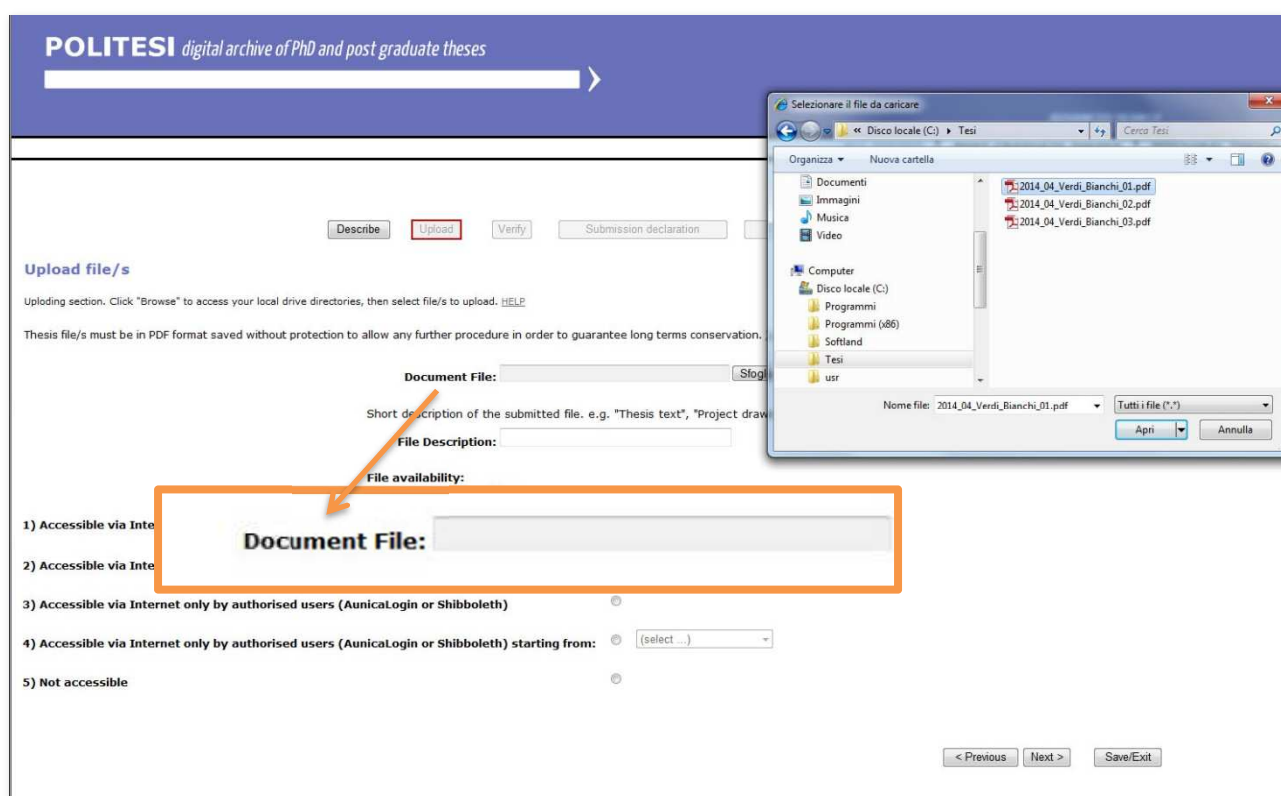


Fig. 4 - Click on "Browse" and select the file; for information about the file format and file name v. "Format and naming of files to be submitted" on page 5.

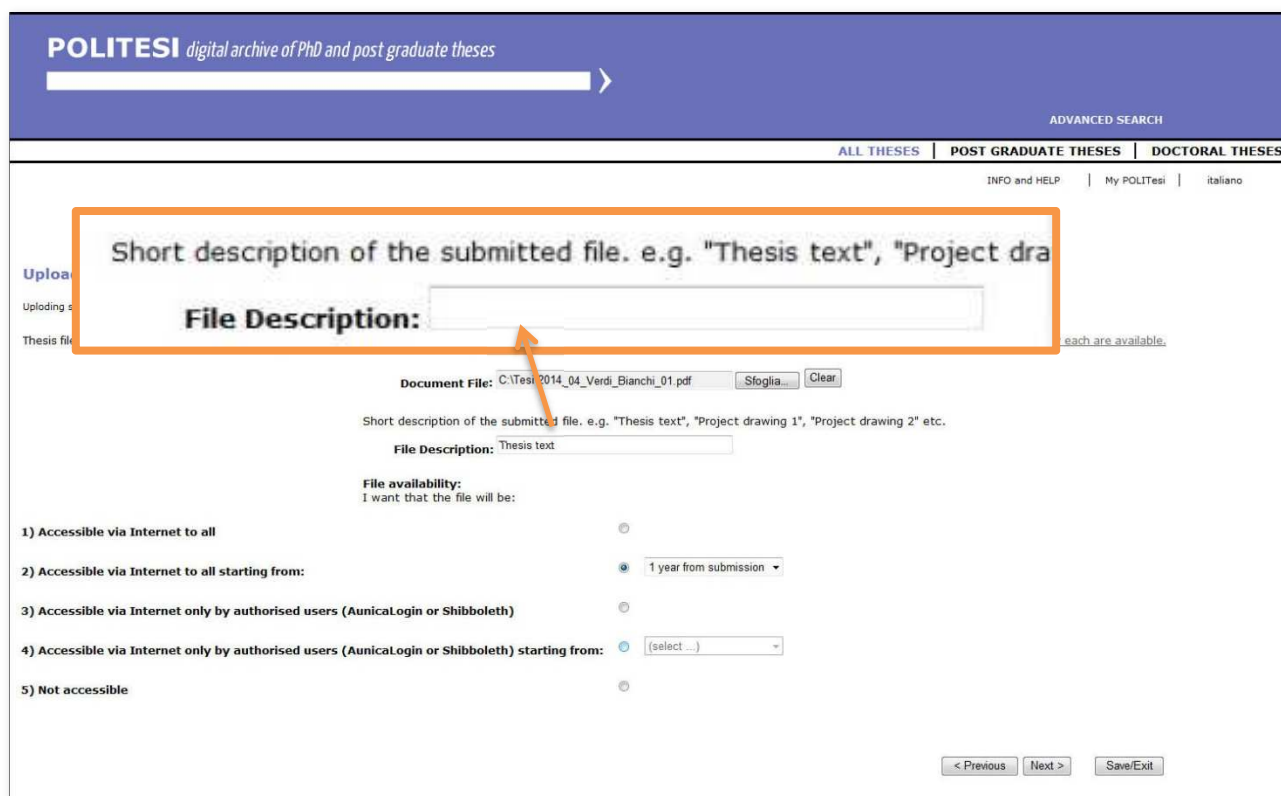


Fig. 5 - Enter in the space provided a brief description of the contents of the file (eg. "Text of the thesis", "Table 1")

## Options for accessing files by third parties in the on-line thesis archive (after degree)

After degree all thesis meta-data (as shown in the table above) will be published on the online archive POLITesi <https://www.politesi.polimi.it/?locale=en> and will be accessible to anyone who may consult the archive. After having selected the file and inserted the descriptive text, the submitter must indicate the access option to the file by third parties when, following graduation, it will be published in the on-line archive of the Politecnico di Milano.

**In the case of theses with multiple authors, the submitting graduation candidate must select the option corresponding to the common will of all co-authors.**

In the case of theses that contain third-party data (companies, research projects, etc.), we recommend you to consult your supervisor in order to select the most appropriate accessibility option.

Access option	Note
1. Accessible via Internet to all	The file will be accessible and downloadable via internet by anyone who may consult the archive POLITesi
2. Accessible via Internet to all	As option 1.but starting from 1 or 3 years after the date of its



Access option	Note
starting from...	submission.
3. Accessible via Internet only by authorised users (AunicaLogin or Shibboleth)	The file will be accessible and downloadable by any authenticated user (AunicaLogin or Shibboleth) who may consult the archive POLITesi At the present time authorized users are: professors and all Politecnico staff, Politecnico students and ex-students with AunicaLogin active credentials. In the future authorized users could be also anyone with Shibboleth credentials (people from other universities and research institutions that have agreements with Politecnico di Milano).
4. Accessible via Internet only by authorised users (AunicaLogin or Shibboleth) starting from...	As option 3 but starting from 1 or 3 years after the date of its submission.
5. Not accessible	The file will be accessible and downloadable in the archive POLITesi only by the author/s, by the supervisor and by the Politecnico Administration Staff.

**POLITESI** digital archive of PhD and post graduate theses

ADVANCED SEARCH

ALL THESES | POST GRADUATE THESES | DOCTORAL THESES

INFO and HELP | My POLITesi | italiano

Describe Upload Verify Submission declaration Preservation check Complete

**Upload file/s**

Uploading section. Click "Browse" to access your local drive directories, then select file/s to upload. [HELP](#)

Thesis file/s must be in PDF format saved without protection to allow any further procedure in order to guarantee long terms conservation. [Information about file types and levels of support for each are available.](#)

Document File: C:\Tesi\2014\_04\_Verdi\_Bianchi\_01.pdf Sfoglia... Clear

Short description of the submitted file. e.g. "Thesis text", "Project drawing 1", "Project drawing 2" etc.

File Description: Thesis text

File availability:  
I want that the file will be:

1) Accessible via Internet to all ☐

2) Accessible via Internet to all starting from: ☒ 1 year from submission

3) Accessible via Internet only by authorised users (AunicaLogin or Shibboleth) ☐

4) Accessible via Internet only by authorised users (AunicaLogin or Shibboleth) starting from: ☐ (select ...)

5) Not accessible ☐

< Previous Next > Save/Exit

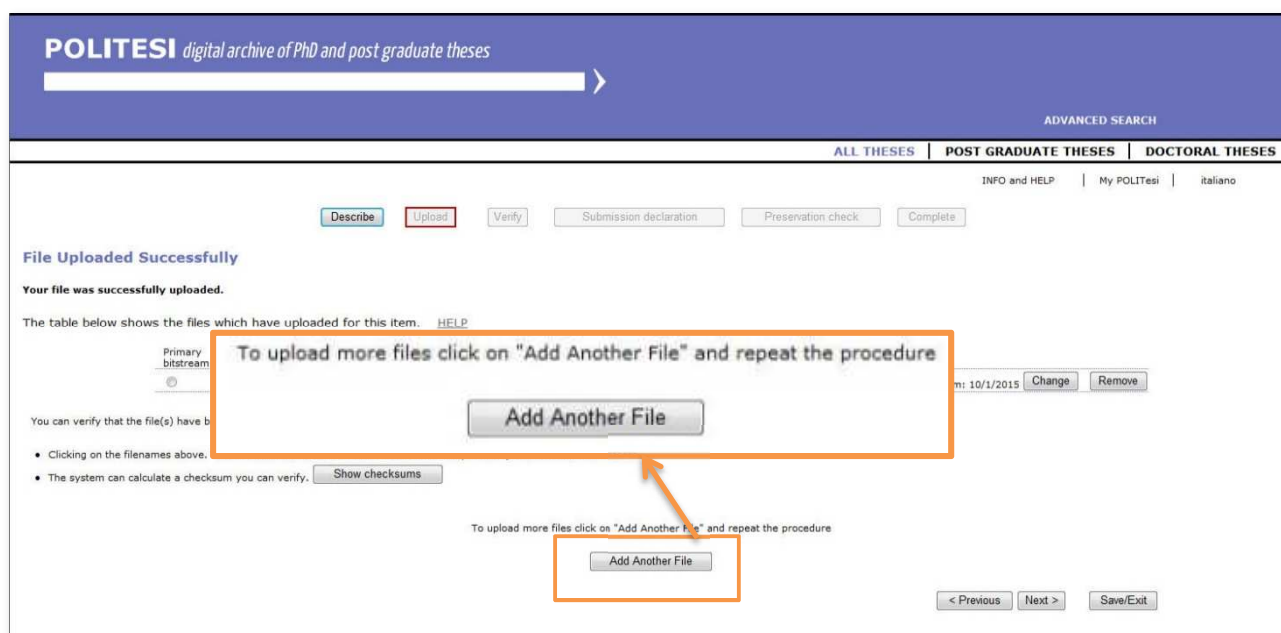
Fig. 6 - Select the option of access to POLITesi after graduation: before choosing carefully read the meaning of each option. In case of theses with more authors, refer to the co-authors for chose the option.

## Upload of thesis file

Click on "Next" to activate file uploading: the orange "bar" indicates the file upload progress; on termination of the upload the screen shown the message "Upload completed!".

From the page "Upload successfully completed" which you can:

- see the file to verify if it has actually been uploaded correctly,
- change the accessibility option of the file before the degree exam,
- change the descriptive text,
- remove the file in case of erroneous uploading,
- add another file.



The screenshot shows the POLITESI digital archive interface. At the top, there is a header with the POLITESI logo and navigation links. Below the header, there is a section titled "File Uploaded Successfully" with a message "Your file was successfully uploaded." and a table showing the uploaded files. The table has columns for "Primary bitstream" and "Date". The "Add Another File" button is highlighted with an orange box and an arrow pointing to it. The button is located below the table and above the "Previous", "Next", and "Save/Exit" buttons.

If the thesis is composed of several files, click on "Add another file" and proceed to load as described in the preceding paragraphs.

At the end of upload of the files, clicking on "Next" accesses the page "Final check of file(s) and metadata" where the summary form of inserted data and of the uploaded files is shown: using the buttons "Correct one of these" and "Add/remove files", the submitter can make any further change.

### IN THE SPOTLIGHT

**Before proceeding with conclusion of submission it is advisable to carefully check the correctness and completeness of inserted data and files and, in particular:**

- **check the correctness of inserted data**
- **view the files from the first to the last page to verify there are no errors in the table of contents, images, formulas, etc)**
- **check you have submitted the final files of the thesis (and only these: if files with non-final versions of the thesis are present please remove them).**





**POLITESI** digital archive of PhD and post graduate theses

ADVANCED SEARCH

ALL THESES | POST GRADUATE THESES | DOCTORAL THESES

INFO and HELP | My POLITESI | Italiano


Describe Upload Verify Submission declaration Preservation check Complete

### Final check of file(s) and metadata

The submission is almost complete.

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [HELP](#)

If everything is OK, please click the "Next" button at the bottom of the page.



<b>Author(s)</b>	<del>XXXXXXXXXX</del>
<b>Supervisor</b>	<del>XXXXXXXXXX</del>
<b>Assistant supervisor</b>	<del>XXXXXXXXXX</del>
<b>School</b>	ING - Scuola di Ingegneria Industriale e dell'Informazione
<b>Degree course</b>	INGEGNERIA INFORMATICA
<b>Thesis Scientific Disciplinary Sector</b>	ING-INF/05 SISTEMI DI ELABORAZIONE DELLE INFORMAZIONI
<b>Type of degree</b>	LAUREA MAGISTRALE
<b>Type of thesis</b>	tesi con controrelatore
<b>Date of discussion</b>	18-Dec-2013
<b>Academic year</b>	2012/2013
<b>Thesis title</b>	<del>Strategie di Controllo e Pianificazione Ottimale per la Gestione della Sicurezza in Sistemi di Trasporto</del>
<b>Italian abstract</b>	abstract in italiano abstract in italiano abstract in italiano abstract in italiano abstract in italiano abstract in italiano abstract in italiano abstract in italiano abstract in italiano abstract in italiano
<b>English abstract</b>	english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract english abstract
<b>*Italian keywords</b>	parole chiave in italiano; parole chiave in italiano; parole chiave in italiano; parole chiave in italiano
<b>*English keywords</b>	english keywords; english keywords; english keywords; english keywords
<b>*Content keywords</b>	

Correct one of these

Uploaded Files: 2014\_04\_V... 10/1/2015

< Previous Next >

Internet to all starting from: Add or Remove a File

< Previous Next > Save/Exit

Fig. 7 - Check all the data and uploaded files carefully: if you need to make changes click "Correct one of these" or "Add or Remove a file"; if everything is correct, click on "Next".



## Declaration of thesis submission and conclusion of procedure

Having terminated the final check, clicking on "Next" accesses the page containing the thesis submission declaration: in order to complete the submission procedure correctly it is necessary to read and accept the thesis submission declaration.

The text of the thesis submission declaration is shown in the frame below

### On-line thesis submission declaration

On: [today's date]

[surname name (e-mail)]

submits in the collection: [name of collection]

the thesis: [title]

author(s): [surname, name graduation candidate(s)]

supervisor: [surname, name supervisor]

The thesis is composed of the following files (in brackets the option chosen for access to each file after publication in the on-line thesis archive of the Politecnico di Milano is given):

[filename – description – file access option]

#### declares:

- the complete correspondence between the file(s) submitted and the copy of the thesis which will be presented and discussed in the graduation session;
- that the content of the thesis is an original work created by him/her and in no way jeopardises the copyright nor the obligations related to safeguard of moral or economic rights of other authors or others with rightful claim, both as far as text, images, photos, tables or other parts comprising the thesis (Legge 633/1941 and subsequent amendments) and that the Politecnico di Milano will in any case be exempt from any responsibility of any civil, administrative or penal nature and will be kept unharmed from any request or claim by third parties;
- that, in the case of theses with multiple authors, the choice of access option to the file(s) by third parties after publication in the on-line thesis archive of the Politecnico di Milano has been taken in agreement with the co-authors.

#### accepts:

- to give the Politecnico di Milano the non-exclusive right of distribution, limited to the publication of the thesis in the on-line thesis archive of the Politecnico di Milano with the access conditions chosen at the time of submission;
- that the Politecnico di Milano may, without modifying the contents, process the file(s) with any means and in any format for retention purposes;
- that the Politecnico di Milano may make copies of the file(s) for security, back-up and retention purposes.

At the end of the Declaration of thesis submission, you can find the buttons "Accept" and "I do not Accept".

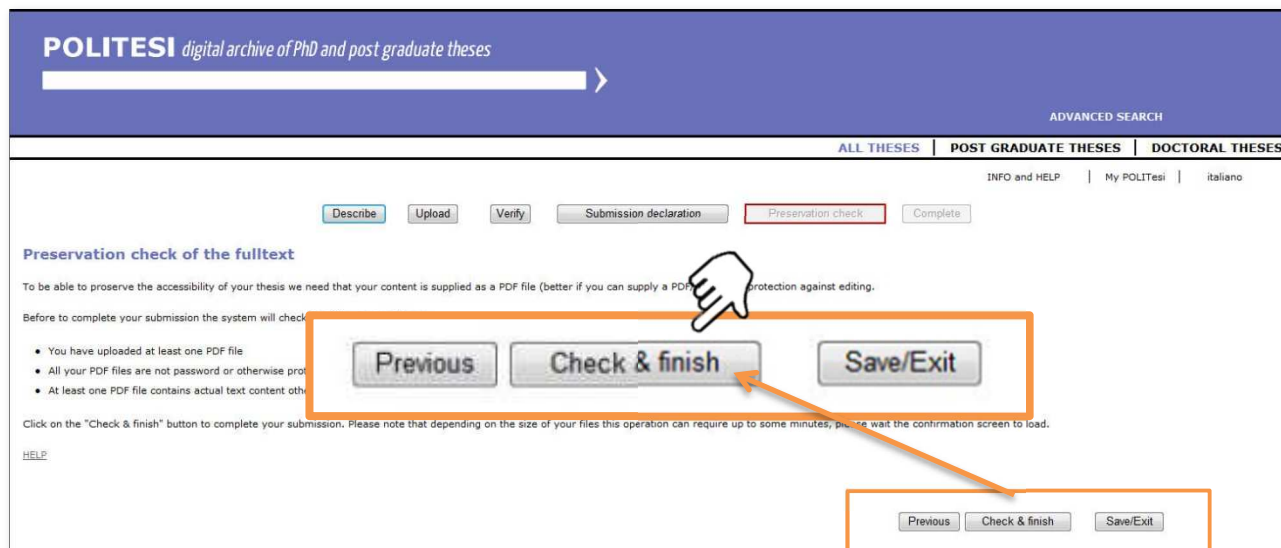
**Should the graduation candidate click on "I do not Accept"**, the inserted data and uploaded files will not be cancelled but the on-line Supervisor approval procedure cannot be activated: the procedure may be activated only once the submitter accepts the thesis submission declaration.

**Should the graduation candidate click on "I Accept"**, he/she accesses the "System verification of submitted files format" page.

The system checks whether:

- at least one PDF file has been uploaded,
- all PDF files are without protection,
- 1 PDF file has text content as well as any images (has not been scanned).

Clicking on “Verify & send” activates verification which, in the case of large files, may take several minutes.



**POLITESI** digital archive of PhD and post graduate theses

ADVANCED SEARCH

ALL THESES | POST GRADUATE THESES | DOCTORAL THESES

INFO and HELP | My POLITESI | italiano

Describe Upload Verify Submission declaration Preservation check Complete

### Preservation check of the fulltext

To be able to preserve the accessibility of your thesis we need that your content is supplied as a PDF file (better if you can supply a PDF file with digital rights management protection against editing).

Before to complete your submission the system will check:

- You have uploaded at least one PDF file.
- All your PDF files are not password or otherwise protected.
- At least one PDF file contains actual text content other than images.

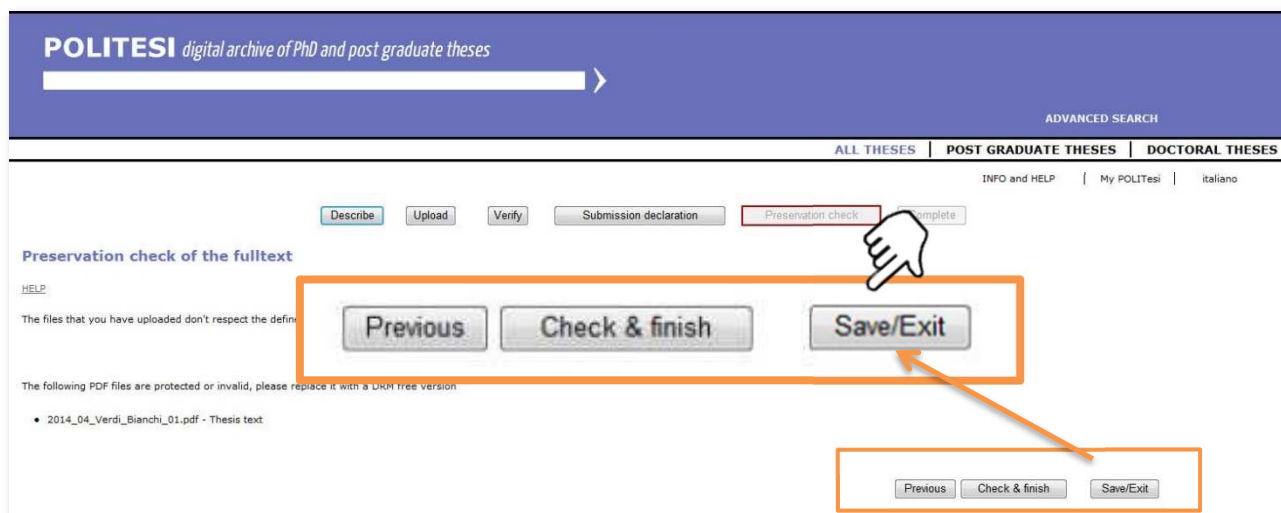
Click on the “Check & finish” button to complete your submission. Please note that depending on the size of your files this operation can require up to some minutes, please wait the confirmation screen to load.

HELP

Previous Check & finish Save/Exit

Previous Check & finish Save/Exit

If the system detects any discrepancies between the files submitted and the conditions described above, a screen appears describing the problem encountered: the submitter clicks on “Save/Exit”, re-enters MYPOLITESI and proceeds to upload the correct files and repeats the procedure until completion.



**POLITESI** digital archive of PhD and post graduate theses

ADVANCED SEARCH

ALL THESES | POST GRADUATE THESES | DOCTORAL THESES

INFO and HELP | My POLITESI | italiano

Describe Upload Verify Submission declaration Preservation check Complete

### Preservation check of the fulltext

HELP

The files that you have uploaded don't respect the definition of a PDF file.

The following PDF files are protected or invalid, please replace it with a DRM free version

- 2014\_04\_Verdi\_Bianchi\_01.pdf - Thesis text

Previous Check & finish Save/Exit

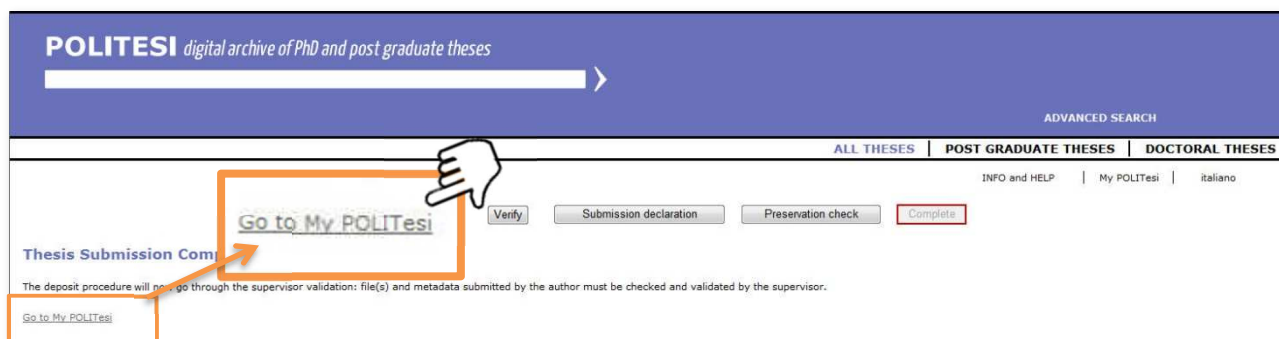
Previous Check & finish Save/Exit

## IN THE SPOTLIGHT

**After system verification the “Thesis submitted!” page is shown: from this moment the submission procedure is closed and the submitter graduation candidate cannot intervene further on the data and files inserted (unless the supervisor proceeds with a “Temporary postponement” of the thesis.**



To exit the application click on "Go to My POLITesi" then logout.



## IN THE SPOTLIGHT

**Submission must be closed within the deadline indicated on the academic calendar**  
<https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the news section on  
the Archive and Library system website <http://www.biblio.polimi.it/en/home/>

A this point, an e-mail with a file attached containing the text of the declaration of submission will be sent to the institutional e-mail address (...@polimi.it) of the submitter as confirmation that it has been submitted.

This e-mail will only be sent to the candidate submitting the thesis who, in cases where theses have several authors, is required to notify the co-authors that he/she has submitted the thesis. In any case, the co-authors may access to "Registration to final exam" and click on "Thesis submission" to access to the personal space "My POLITesi". Here, the co-authors can check data and files submitted and access the text of the "submission declaration" accepted by the submitter.



## Verification of thesis submission status and final approval

During the period between submission and final approval by the supervisor, the submitter and any co-authors may monitor the various stages in the submission status of their thesis by connecting to "Registration to final exam".

## Eventual temporary postponement of approval of the thesis by the supervisor

It is possible that the supervisor, having noticed inaccuracies in the data or in the files submitted, may decide to postpone approval of the thesis: an automatically generated e-mail will be sent to the submitter and to any co-authors giving the reason for this postponement by the supervisor and a link to "My POLITesi".

By logging on to "My POLITesi" the submitter may once again access the submission procedure, change the data that can be modified, remove and upload the file/s again, etc.

Once the submitter has completed the check procedure, the thesis submission declaration will be displayed again: by clicking "I accept" the procedure will be terminated and an e-mail (sent to the institutional e-mail address) will notify the supervisor once again that he/she may once again carry out the thesis approval procedure.

### IN THE SPOTLIGHT

Should the thesis be "temporary postponed" by the supervisor, the consequent upload of new data and files by the submitter and final approval by the supervisor must take place within the deadline established for thesis approval are published on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the news section on the Archive and Library system website <http://www.biblio.polimi.it/en/home/>

## Approval of the thesis by the supervisor

As soon as the submitter has terminated submission of the thesis an e-mail is sent to the institutional e-mail address of the supervisor, notifying him/her that he/she may begin checking the data and the file/s submitted and then approve the thesis, temporarily postpone or finally refuse approval.

If the supervisor immediately approves the thesis, an automatically generated e-mail will be sent to the submitter and to any co-authors (sent to their institutional e-mail addresses) notifying them that the thesis has been approved.

### IN THE SPOTLIGHT

The deadline for thesis approval is indicated on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the news section on or in the news section on the Archive and Library system website <http://www.biblio.polimi.it/en/home/>; when the thesis has been approved by the supervisor, submission is definitively closed: no data or file can be modified.



### Eventual definitive reject of the thesis by the supervisor

It is possible that the supervisor may judge the thesis to be insufficiently complete for presentation at the current graduation session and that he/she may therefore decide to definitively reject the thesis that has been submitted; in this case the application for registration at the graduation session by the submitter and any co-authors is automatically withdrawn.

An automatically generated e-mail will be sent to the submitter and any co-authors (to the institutional e-mail address) giving the reasons for the definitive rejection of the thesis.



## SUPERVISORS: INSTRUCTIONS FOR ON-LINE THESIS APPROVAL

### Communication concerning presence of a thesis in POLITesi to be approved

When a submitting graduation candidate has terminated the on-line submission procedure, the professor indicated as supervisor on registration for the graduation session receives an e-mail (sent to the institutional e-mail address) notifying that he/she may access the "Degree theses management" platform to temporarily postpone approval, immediately approve the thesis or definitively reject the thesis.

#### IN THE SPOTLIGHT

**In the e-mail only the name of the submitting graduation candidate will be indicated; in the case of theses with multiple authors, the names of the co-authors will be shown only in the "Degree theses management" form.**

#### PLEASE NOTE

**If you have been erroneously listed as supervisor of a thesis that you have not followed, you have to access the application "Degree theses management" to make the "Temporary Postponement" of the thesis in order to enable the graduate candidate to indicate the correct supervisor.**

### Access to "Gestione Tesi" for thesis approval

The supervisor may access the "Degree theses management" accessing the site <https://www.polimi.it/en/> and following the "Online Services → Degrees → Degree theses management"

Logging on with his/her University username and password, the supervisor will access the page where he/she can view the list of theses submitted for the graduation session; each thesis to be approved can be accessed by clicking on the relevant identification code.

### Procedure for approval, temporary postponement of approval or definitive rejection of the thesis

The supervisor must use the form displayed to perform the operations regarding the thesis. This document describes the thesis approval procedure.

<b>Using the "Degree theses management" application, supervisor must:</b>	<ul style="list-style-type: none"> <li>- check that the Scientific Disciplinary Sector automatically loaded (which is the one associated with the supervisor him/herself) is correct for the thesis in question; if he/she deems that it should be changed, he/she must select the correct sector from the pull-down menu;</li> <li>- view the data entered by the graduation candidate and check that it is correct: keywords in Italian and English (compulsory), abstract in Italian and English (optional)</li> <li>- view the files submitted by the graduation candidate, and <b>check that they are the correct files for the final version of the thesis which will be discussed during the graduation session</b></li> </ul>
---	---





<b>TEMPORARY POSTPONEMENT</b>	If the supervisor judges that the data and the files of the thesis require modifications or integrations, he/she must click on the highlighted text <b>“Temporary Postponement”</b> : a window will then appear in which he/she can <b>enter the reasons for postponement</b> which will be sent by e-mail (to the institutional e-mail address) to the submitting graduation candidate and any co-authors; the submitter must access the submission platform to make the required changes. <b>To confirm this option, you must click “Save”</b>
<b>APPROVAL</b>	If the supervisor judges that the data and the files that have been submitted are correct and in the final version, he/she must click on the highlighted text <b>“Approve thesis”</b> : the thesis has therefore received final approval and may no longer be modified. <b>To confirm this option, you must click “Save”</b>
<b>DEFINITIVE REJECT</b>	If the supervisor judges that the thesis is not sufficiently complete to be discussed at the current graduation session, he/she must click on the highlighted text <b>“Definitive reject”</b> : a window will then appear in which he/she can enter the reasons for rejection which will be sent by e-mail (to the institutional e-mail address) to the submitting graduation candidate and any co-authors who will automatically be withdrawn from the graduation session together with any co-authors. <b>To confirm this option, you must click “Save”</b>

### IN THE SPOTLIGHT

The deadline for thesis approval is indicated are published on the academic calendar <https://www.polimi.it/en/current-students/calendar-and-deadlines/> or in the news section on the Archive and Library system website <http://www.biblio.polimi.it/en/home/> ; when the thesis has been approved by the supervisor, submission is definitively closed: no data or file can be modified.

Should the thesis be postpone by the supervisor, the consequent upload of new data and files by the submitter and final approval by the supervisor must take place within the deadline established for thesis approval.





## CONTACTS

### Information and support for registration to degree session

Deadlines and information on registration to degree session

<https://www.polimi.it/en/current-students/didactic-activities-and-degree-examination/degree-examination/>

How to hit the Segreteria Studenti for problem on registration to degree session:

<https://www.polimi.it/en/current-students/contacts/>

### Information and support for online thesis submission and approval in POLITesi

#### By phone and in presence:

Reference service in Leonardo Campus Library: 02.2399.2667 (Monday to Friday, 9 am-12.30 pm/1.30-4 pm)

#### Online:

Fill in the online form: "POST GRADUATE THESES submission and approval"

[https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id\\_servizio=671&lang=EN](https://aunicalogin.polimi.it/aunicalogin/getservizio.xml?id_servizio=671&lang=EN)

clearly stating the following information in the text of the message:

- graduation candidate: surname, name, student ID number, school, degree programme, phone number, supervisor: surname and name;
- a detailed description of the request or the problem encountered;
- in the event of technical problems it will certainly be useful to attach an image file showing the error screen.

If you experience difficulty in uploading large-size files (this applies particularly to Architecture and Design graduate candidates) you may go to the computer rooms available at the various campuses of the Politecnico. You can find a list of these computer rooms on the Politecnico website at the following path <https://www.polimi.it/en/> → Tools → Search for classrooms

It's also possible to go to the Leonardo Campus Library – Reference Service (by appointment) to execute the procedure of thesis submission with the support of competent staff.

### Specific information for individual Schools

Any information and notifications regarding the graduation sessions, the requirements, writing and page layout guidelines and eventual delivery of hard copy of the thesis, are published on websites of the School.

### Notice about registration, online thesis submission and approval

Any notice about registration, online thesis submission and approval will be sent to the institutional email address (@polimi.it) of the graduation candidates or of the supervisor: It is recommended to consult daily the mail to that address.