



**INSTRUCTIONS FOR ON-LINE THESIS SUBMISSION AND APPROVAL OF POST GRADUATE THESES
(tesi di laurea specialistica / magistrale e vecchio ordinamento)
Last updated 16/06/2011**

JULY 2011

The procedure for submission / approval thesis online involves:

1. Online submission of the final version of the thesis in PDF format via platforms WebPoliself (Graduation session registration/withdrawal) and POLITesi before the deadline;
2. Online approval of the thesis submitted by the supervisor via the Portale Servizi Docenti (Gestione Tesi) before the deadline.

In the period between the submission and the deadlines of approval, the supervisor may:

- a. Approve the thesis definitively
- b. Postpone temporarily the approval of the thesis submitted, in which case the graduation candidate will carry out a new submission, until final approval of the thesis before the deadline.
- c. Reject the thesis definitively, in which case the graduation candidate will not be able to take the exam in the current session.

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A. GRADUATION CANDIDATES: INSTRUCTIONS FOR ON-LINE THESIS SUBMISSION

A0. How to layout and format Post graduate theses and file(s) to upload

Please visit website or administration offices of your own School (Facoltà) and Degree Course to check if they published specific layout guidelines for degree thesis.

http://www.tedoc.polimi.it/download/POLITesi_Specific_info_Schools.pdf

If not, just follow the above layout guidelines

Written reports

1. The title page (the first page of the volume) must contain the following information:
 - a) Politecnico di Milano, indication of the Faculty/School and the Degree Course
 - b) title and, if there is, sub-title
 - c) thesis supervisor's name and surname
 - d) thesis co-supervisor's name and surname, if there is one
 - e) name(s), surname(s), student ID number(s) of the author(s)
 - f) academic year
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

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

Other information

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

Theses that only contain drawings (no report)

In addition to the drawings, there must be a written report with a title page (see point 1), the list of the drawings (see point 7) and an abstract (see points 8 and 9).

Format and naming of file(s) to be submitted

- the thesis must be saved in a single file in PDF format
- 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 A3.2)
- 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
- do not submit files which can be converted into PDF (doc, docx, xls, jpg, tiff etc.)
- if the thesis also includes files that cannot be converted into PDF format (multimedia files), contact the TeDOC Thesis Service (see section D, CONTACTS).



- the file containing the thesis must be named as follows:
 - year, month of graduation session, surname of graduation candidate(s)
e.g. 2011_07_Rossi.PDF or 2011_07_Rossi_Bianchi_Neri.PDF
 - in case of uploading multiple files, these must be named as indicated above with and numbered sequentially
e.g. 2011_07_Rossi_01.PDF, 2011_07_Rossi_02.PDF, 2011_07_Rossi_03.PDF
or 2011_07_Rossi_Bianchi_Neri_01.PDF, 2011_07_Rossi_Bianchi_Neri_02.PDF etc.

A1. Access to POLITesi platform for on-line thesis submission

a. Thesis of a single author not yet enrolled for the graduation session

The graduation candidate enters the Reserved Area via WebPoliself, follows the path → Access to personalised services → Degrees → Graduation session registration/withdrawal: carries out the enrolment procedure and scrolls the application screens to the registration status summary page, at the bottom of which is the button “Submit thesis to POLITesi”: to proceed immediately with submission of the thesis, click on this button to access the POLITesi platform via authentication and proceed to point A2; to submit the thesis at a later time, exit WebPoliself; then, when ready to submit thesis, reconnect to the "Graduation session registration/withdrawal" application via WebPoliself, click on the button “Submit thesis to POLITesi”, access the POLITesi platform via authentication and proceed to point A2.

b. Theses with multiple authors

Each co-author graduation candidate connects to the Reserved Area via WebPoliself → Access to personalised services → Degrees → Graduation session registration/withdrawal 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 “Submit thesis to POLITesi”: to proceed immediately with submission of the thesis, click on this button to access the POLITesi platform via authentication and proceed to point A2; to submit the thesis at a later time, exit WebPoliself; when ready to submit the thesis, reconnect to the "Graduation session registration/withdrawal" application, click on the button “Submit thesis to POLITesi”, access the POLITesi platform via authentication and proceed to point A2.

Co-authors who are not submitters find the button “Go to thesis submission (POLITesi)” 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 "Graduation session registration/withdrawal" he/she clicks on the button “Submit thesis to POLITesi”, accesses the POLITesi platform via authentication and proceeds to point A2.

Should the submitting candidate be unable to continue with submission, one of the co-authors may become submitter: after connecting to the application "Graduation session registration/withdrawal", he/she scrolls the screens to the registration status summary page, at the bottom of which is the button “Become submitter”: clicking on this button he/she takes on the role of submitter; on subsequently entering the application "Graduation session registration/withdrawal" he/she finds the button “Submit thesis to POLITesi”, clicking on which he/she accesses the POLITesi platform via authentication and proceeds to point A2.

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 thesis was submitted in printed format to the library

(that is before the start-up of the online submission procedure in July 2010)

The co-author who has yet to graduate:

- if he/she submits an extended or in any way modified version of the thesis compared to that previously submitted, he/she must register via WebPoliself (→ Access to personalised services → Degrees → Graduation session registration/withdrawal) as a “Single author” and proceed with thesis submission according to point A2.

- if he/she submits an identical thesis to that previously submitted, he/she must register via WebPoliself (→ Access to personalised services → Degrees → Graduation session registration/withdrawal) as a “Single author” and send an e-mail to servizio.tesi@biblio.polimi.it indicating his/her identification number, surname and name as well as those of the other co-author(s) who have already graduated: the appropriate department will associate the names of the co-author(s) with that of the applicant and the graduation candidate can then re-enter WebPoliself (→ Access to personalised services → Degrees → Graduation session registration /



withdrawal) where he/she will find the names of all thesis authors and can proceed with submission according to point A2.

The thesis was submitted online

(therefore from the July 2010 session), the co-author who has yet to graduate, when registering via WebPoliself (→Access to personalised services →Degrees →Graduation session registration/withdrawal) 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 on the contrary the candidate 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 WebPoliself and submit the new version of the thesis according to point A2.

A2. Thesis description (data check and data input)

The submitter click on "Go to the thesis submission (PoliTesi)" (see section E, fig. 1) and goes directly to the submission application / personal space "My POLITesi (see section E, fig. 2). Clicking on “Complete” he/she accesses the page “Thesis description” (see section E, fig. 3) in which the thesis data inserted in WebPoliself 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.

Name given	Origin and status	Compulsory/ Optional	Notes
Author(s) (surname and name)	from WebPoliself cannot be modified	compulsory	Data concerning the Assistant supervisor cannot be modified in POLITesi: if you have made a mistake in inserting the name of the Assistant supervisor you must exit POLITesi and proceed with the modification using WebPoliself (which will show the updated data) to continue with the submission procedure. Only one assistant supervisor may be entered: if the title page of the thesis shows other assistant supervisors, they will be entered later by the archive administrators.
Supervisor (surname and name)	from WebPoliself cannot be modified	compulsory	
Assistant supervisor (surname and name)	from WebPoliself cannot be modified	optional	
School	from WebPoliself cannot be modified	compulsory	Data uploaded automatically from the student master file.
Degree programme			
Type of degree			
Date of discussion			
Academic year			
Thesis Scientific Disciplinary Sector	from WebPoliself cannot be modified	compulsory	The data uploaded automatically corresponds with the SDS of the supervisor, who, if he/she deems it advisable, may later change it using the “Thesis Management” application; if no SDS è associated with the thesis supervisor, this field will remain empty.
Type of thesis	from WebPoliself cannot be modified	optional	For Architecture graduation candidates only one type of "Thesis" is foreseen. For Engineering graduation candidates two types are foreseen: “Theses with co-examiner” and “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 WebPoliself (which will show the updated data) to continue with the submission procedure.



Thesis title	from WebPoliself cannot be modified	compulsory	The title must be identical to that on the first page of the thesis (Title page), but cannot be modified in POLITesi: if after registration the title has changed you must exit POLITesi, re-enter WebPoliself to modify the title and then return to POLITesi (which will show the updated data) to resume the submission procedure.
Abstract in Italian	to be compiled in POLITesi may be modified	optional	Insert a brief summary text of the content of the thesis in Italian.
Abstract in English	to be compiled in POLITesi may be modified	optional	Insert a brief summary text of the content of the thesis in English.
Keywords in Italian	to be compiled in POLITesi may be modified	compulsory	Insert a number of “keywords” (expressions comprising combinations of several words) in Italian to describe the thesis content. Keywords must be separated by a semicolon. To fill in this field, ask the advice of the Supervisor.
Keywords in English	to be compiled in POLITesi may be modified	compulsory	Insert a number of “keywords” (expressions comprising combinations of several words) 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	to be compiled in POLITesi selectable from a list	compulsory	Select the main language of the thesis from the drop-down menu.

A3. Upload of thesis file(s)

A3.1. Selection and file/files format

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

The submitter is now in the “File(s) upload” 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 (see section E, fig. 4 and 5).

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.) .



A3.2. Options for accessing file(s) 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/> 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 (see section E, fig. 6).

Warning! 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.

Possible options are as follows:

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 starting from...	The file will be accessible and downloadable via internet by anyone who may consult the archive POLITesi starting from 1 or 3 years after the date of its 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 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). The list of Shibboleth institutions will be published on POLITesi website.
4. Accessible via Internet only by authorised users (AunicaLogin or Shibboleth) starting from...	The file will be accessible and downloadable by any authenticated user (AunicaLogin or Shibboleth) who may consult the archive POLITesi 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.

A3.3. Upload of thesis file(s)

Click on "Next" to activate file uploading: the orange "bar" indicates the file upload progress(see section D, fig. 7); on termination of the upload the screen shown in section D, fig. 8 will appear.

From the page "Upload successfully completed" which you can see the file to verify if it has actually been uploaded correctly, change the descriptive text, remove the file in case of erroneous uploading, add another file (in this case the procedure described in points A3 and A4 must be repeated).

At the end of upload of the file(s), clicking on "Next" accesses the page "Final verification of submitted file(s)" where the summary form of inserted data and of the uploaded file(s) is shown: using the buttons "Modify data" and "Add/remove files", the submitter can make any further changes (see section D, fig. 9).

→ **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 file(s) of the thesis (and only these: if files with non-final versions of the thesis are present please remove them).



A4. 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" (see section E, fig. 10).

Should the graduation candidate click on "I do not Accept", the inserted data and uploaded file(s) 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 file(s) format" page (see section D, fig. 11). 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: if the system detects any discrepancies between the file(s) 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 file(s) and repeats the procedure until completion (see section D, fig. 12).

After system verification the "Thesis submitted!" page is shown (see section D, fig. 13).

→ From this moment the submission procedure is closed and the submitter graduation candidate cannot intervene further on the data and file(s) inserted (unless the supervisor proceeds with a "Temporary postponement" of the thesis, see A6).

→ Submission must be closed within the deadline indicated in section C of this document.



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.

Warning! 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 "Graduation session registration/withdrawal" and click on "Go to the thesis submission (PoliTesi)" 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.

A5. 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.

The deadline for thesis approval is established as 5 days after the submission deadline (see section C of this document): if the graduation candidate submits the thesis a few days before the submission deadline there is obviously more time available for verification by the supervisor, any changes by the submitter and final approval by the supervisor.

→ When the thesis has been approved by the supervisor, submission is definitively closed: no data or file can be modified.

A6. 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 file/s 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.

Should the thesis be rejected 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 in section C of this document.

A7. 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.

A8. 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 via WebPoliself to "Graduation session registration/withdrawal" application.



B. SUPERVISORS: INSTRUCTIONS FOR ON-LINE THESIS APPROVAL

B1. 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 “Gestione Tesi” platform to immediately approve the thesis, temporarily postpone approval or definitively reject the thesis.

Warning! 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 “Gestione Tesi” form.

→ It is recommended that, when they receive the notification e-mail, supervisors should check and approve the submitted thesis as soon as possible, both to verify that the contents of the file/s submitted and the data entered are correct, and to facilitate the administrative procedures for the graduation session which must be conducted by the Departmental Secretaries and by the Registrar's Offices.

B2. Access to “gestione Tesi” for thesis approval

The supervisor may access the “Gestione Tesi” accessing the site <http://www.polimi.it/> and following the path Servizi per i docenti → Access to personalised services → Degrees → Gestione tesi

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.

B3. 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.

Using the “Gestione Tesi” application, supervisors must:

- 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;
- 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)
- view the file/s submitted by the graduation candidate, and check that they are the correct file/s for the final version of the thesis which will be discussed during the graduation session.

1. **APPROVAL:** If the supervisor judges that the data and the file/s that have been submitted are correct and in the final version, he/she must click on the highlighted text “**Approve thesis**”: the thesis has therefore received final approval and may no longer be modified.

Warning! To confirm this option, you must click “Save”

2. **TEMPORARY POSTPONEMENT:** If the supervisor judges that the data and the file/s of the thesis require modifications/integrations, he/she must click on the highlighted text “**Temporary Postponement**”: a window will then appear in which he/she can enter the reasons for postponement 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.

Warning! To confirm this option, you must click “Save”

3. **DEFINITIVE REJECT:** 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 “**Definitive reject**”: 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.

Warning! To confirm this option, you must click “Save”

B4. Repetition of the approval procedure in the event of previous temporary postponement

After the submitting graduation candidate has made the requested modifications/integrations, the supervisor is notified by e-mail (sent to the institutional e-mail address) that the thesis is again available for approval.

The supervisor can therefore access the “Gestione Tesi” application and, after selecting the thesis in question, once again check the data and the file/s in the thesis and, by clicking on the highlighted text “**Approve thesis**”, give final approval to the thesis. To confirm this option, you must click “Save”.



C. PERIODS AND DEADLINES FOR ON-LINE THESIS SUBMISSION AND APPROVAL

POST-GRADUATE THESIS WITH CO-EXAMINER – SCUOLE DI INGEGNERIA (specialistiche/magistrali and vecchio ordinamento)

Graduation candidates: from 20/06/2011 to 27/06/2011 (h24.00)

Supervisors: from termination of submission by graduation candidates until 02/07/2011 (h24.00)

---> N.B: Engineering graduation candidates who submit a thesis with co-examiner must register and submit the final versions of their theses online no later than 27/06/2011 any engineering candidates registering after that date may graduate only with a thesis without co-examiner.

POST-GRADUATE THESIS WITHOUT CO-EXAMINER – SCUOLE DI INGEGNERIA (specialistiche/magistrali)

POST-GRADUATE THESIS – SCUOLE ARCHITETTURA / DESIGN (specialistiche/magistrali and vecchio ordinamento)

Graduation candidates: from 20/06/2011 to 07/07/2011 (h.24.00)

Supervisors: from termination of submission by graduation candidates until 12/07/2011 (h 24.00)

POST-GRADUATE THESIS WITHOUT CO-EXAMINER - Facoltà di INGEGNERIA (vecchio ordinamento)

No on-line submission

Graduation candidates are also required to:

- comply, if their Schools or degree programmes have not provided specific instructions, with the guidelines for preparation of their theses given on the following website :
http://www.tedoc.polimi.it/download/PoliTesi_Guidelines_layout_thesis.pdf
- consult their institutional e-mail address (polimi.it) to which any communications regarding the online thesis submission and approval procedure will be sent;
- regularly visit the websites of the School, Department or Campus (depending upon the degree programme that you are attending) to view any information and notifications regarding the graduation sessions, the requirements, writing and page layout guidelines;
- keep in touch with their supervisors during the period between thesis submission and the deadline for approval of the thesis.

D. CONTACTS

For information and support contact

TeDOC (Servizio Tesi)	Ufficio reference	02.2399.2667	Monday to Friday, 9-16
TeDOC (Servizio Tesi)	Rossana Zucchinali	02.2399.6911	Monday to Thursday, 9-16
TeDOC (Servizio Tesi)	Marcella Samakovlija	02.2399.2647	Monday to Friday, 9-16

In the event of more complex problems, write to the following address: **servizio.tesi@biblio.polimi.it** 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, 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 page <http://www.polimi.it/studenti/accedi-ai-servizi/>



E. SAMPLE SCREENSHOTS FOR THESIS SUBMISSION IN POLITESI

POLITECNICO DI MILANO Iscrizione ad appello di laurea

Show graduation dates

Exit

Student details
 Identification number: [REDACTED]
 Surname and name: [REDACTED]
 Faculty: **IV FACOLTA DI INGEGNERIA BV**
 Course of studies: **INGEGNERIA ENERGETICA - BV**
 Track: **EN3 Orientamento Idrocarburi**

Degree document data
 Graduation date: [REDACTED]
 Supervisor: [REDACTED]
 LBS_CORRELATORE: [REDACTED]
 Type: **TESI CON CONTRORELATORE**
 Title: [REDACTED]
 SSd Thesis: **ING-IND/13 - MECCANICA APPLICATA ALLE MACCHINE**
 Thesis submission status: **Deposito tesi non ancora iniziato**
 Status of application: **INSERITA**

The degree request has been provisionally recorded and can only be confirmed once Student Administration has:
 - Having verified taking all necessary exams and, where applicable, language test;
 - Having verified that the student has paid all enrolment taxes, if due, and the graduation fees;
 - Having verified the compulsory compilation of the evaluation questionnaire and the CV
 - Verified that the online procedure of thesis submission (by graduation candidate) and the approval of the thesis (by the supervisor) was concluded

N.B.
Any communication or notification of problems concerning the graduation request will be forwarded only to the institutional mail box where the notification of confirmation of the request will also be sent
The student is therefore invited to check it on a daily basis

Politecnico di Milano

Figura 1 e 2 - Access to the POLITesi submission platform. In the summary screen of application "Graduation session registration/withdrawal" click on "Go to the thesis submission (PoliTesi)": in this way you are able to go directly to the submission application, in your personal space "My POLITesi". To start submission click on "Complete".

POLITECNICO DI MILANO english italiano

POLI Tesi
 Servizi Bibliotecari di Ateneo

(Logout) POLITESI - Politecnico di Milano - Test Server >

Search POLITESI Help

Advanced Search

HOME

BROWSE

- TITLE
- AUTHOR
- SUPERVISOR
- DATE
- SCHOOL
- DEGREE COURSE
- DISCIPLINARY SECTOR

SIGN ON TO:

- MY POLITESI authorized users

DEPOSIT HELP

My Thesis

Copy Excel CSV Print PDF

Show 10 entries Search:

Title	Authors	Submitted by	Uri	State	By Date	Submission declaration	
[REDACTED]	[REDACTED]	[REDACTED]	N/A	Workspace	11:35	N/A	<input type="button" value="Complete"/> <input type="button" value="Display"/>

Showing 1 to 1 of 1 entries First Previous 1 Next Last



Figure 3 - Thesis description: verify the metadata imported from "Graduation session registration /withdrawal": should there be errors in the "Authors", "Supervisor", "Assistant Supervisor", "Type of thesis" and "Title" data, exit from POLITesi and return to "Graduation session registration /withdrawal" to make the necessary changes and then return to POLITesi.

Thesis description

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

Author(s)

Supervisor

Assistant supervisor

School

Degree course

Thesis Scientific Disciplinary Sector

Type of degree

Type of thesis

Date of discussion

Academic year

Thesis title

Italian abstract

English abstract

***Italian keywords**

***English keyword**

***Content language**

Next > **Save/Exit**

Figure 3 - Insert abstract in Italian and English (optional), key words in Italian and English (compulsory) and select the main language in which the thesis has been prepared. To interrupt submission and resume later, click on "Save/Exit"



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. [More Help](#)

This 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: Sfoglia... Clear

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

File Description:

File availability:
I want that the file will be:

- 1) Accessible via Internet to all
- 2) Accessible via Internet to all starting from: (select ...)
- 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

Figures 4 and 5 - Click on "Browse" and select the file from the support (hard disk, USB memory, etc.); for information on file format and naming see A0. Enter in the space provided a brief description of the contents of the file (e.g. "Thesis text", "Project Drawing 1")



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. [More Help](#)

This 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.](#)

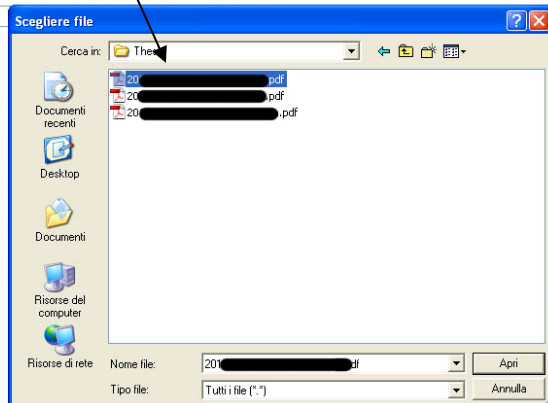
Document File: Sfoglia... Clear

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

File Description:

File availability:
I want that the file will be:

- 1) Accessible via Internet to all
- 2) Accessible via Internet to all starting from:
- 3) Accessible via Internet only by authorised users (AunicaLogin or Shibboleth)
- 4) Accessible via Internet only by authorised users (AunicaLogin or Shibboleth) starting from:
- 5) Not accessible





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. [More Help](#)

This 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:\Thesis20...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

Figure 6-7 - Select the file access option in the on-line POLITesi archive after graduation: before selecting read carefully paragraph A3.2 which explains in detail the meaning of each option; in the event of multiple author theses, consult the co-authors for the appropriate selection. Click on "Next" to activate file uploading: the orange "bar" indicates the file upload progress; on termination of the upload the screen shown in Figure 8 will appear.

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. [More Help](#)

This 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:\Thesis20...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

45%
22728596 of 49970686 bytes sent



Figure 8 - If the thesis consists of multiple files, repeat the upload procedure for each file by clicking on "Add Another File"; if the thesis consists of a single file, click on "Next"

File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files which have uploaded for this item. [More Help](#)

Primary bitstream	File	Size	Description	File Format	Visibility
<input type="radio"/>	██████████.pdf	49969174 bytes	Thesis text <input type="button" value="Change"/>	Adobe PDF (known) <input type="button" value="Change"/>	Accessible via Internet to all starting from: 23/2/2012 <input type="button" value="Change"/> <input type="button" value="Remove"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify.

To upload more files click on "Add Another File" and repeat the procedure

Figure 9 - Carefully check all data and uploaded files: if you need to make changes click on "Correct one of these" or "Add or Remove a File"; if everything is correct, click on "Next"

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. [More Help](#)

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

Author(s) ██████████
 Supervisor ██████████
 Assistant supervisor ██████████
 School ING IV - Facolta' di Ingegneria Industriale
 Degree course INGEGNERIA AERONAUTICA
 Thesis Scientific Disciplinary Sector ING-IND/13 MECCANICA APPLICATA ALLE MACCHINE
 Type of degree LAUREA SPECIALISTICA
 Type of thesis tesi con controtelatore
 Date of discussion 31-Mar-2011
 Academic year 2009/2010
 Thesis title ██████████
 Italian abstract abstract in italiano abstract in italiano abstract in italiano
 English abstract english abstract english abstract english abstract
 *Italian keywords parole chiave in italiano ; parole chiave in italiano ; parole chiave in italiano ; parole chiave in italiano
 *English keyword english keywords ; english keywords ; english keywords ; english keywords ; english keywords
 *Content language English

Uploaded Files: ██████████ - Adobe PDF (Known)



Figure 10 - Read carefully the submission declaration and check again that the data provided is correct, then click on "I accept"

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POLI Tesi
Servizi Bibliotecari di Ateneo

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

Declaration of thesis submission

In order to successfully close the submission procedure you must read and accept the declaration of thesis submission that you find below. Clicking on "I accept" the procedure will go on with the approval by the supervisor. Clicking on "I do not accept", the data and the file(s) submitted will not be deleted but the approval procedure cannot be carried out. [More Help](#)

Dichiarazione di deposito online della tesi / Online thesis submission declaration

In data / On : Wed Feb 23 12:15:22 CET 2011

deposita nella collezione / submits to the collection : Tesi Specialistiche/Magistrali
la tesi / the thesis: [redacted]
autore/i / author(s): [redacted]
relatore / supervisor: [redacted]

La tesi è composta dai/dai seguenti file (tra parentesi è indicata l'opzione scelta per l'accesso ad ogni file da parte di terzi dopo la pubblicazione nell'archivio online delle tesi del Politecnico di Milano)/
The thesis is composed of the following files (in brackets the option chosen for access to each file after publication in the online archive of the Politecnico di Milano is given):

20 [redacted] - Thesis text (Accessibile in internet per tutti a partire dal / Accessible via internet to all starting from 23-02-2012)

dichiara:

- la completa corrispondenza tra il/i file depositato/i e la copia della tesi che sarà presentata e discussa in sede di laurea;
- che il contenuto della tesi è opera originale da lui realizzata e non compromette in alcun modo il diritto di autore né gli obblighi connessi alla salvaguardia di diritti morali o economici di altri autori o di altri aventi diritto, sia per testi, immagini, foto, tabelle o altre parti di cui la tesi è composta (L. 633/1941 e successive modifiche) e che il Politecnico di Milano sarà in ogni caso da lui lasciato esente da qualsiasi responsabilità di qualsivoglia natura, civile, amministrativa o penale e sarà tenuto indenne da qualsiasi richiesta o rivendicazione da parte di terzi;
- che, in caso di tesi di più autori, la scelta sull'opzione di accesso al/ai file da parte di terzi dopo la pubblicazione nell'archivio online delle tesi del Politecnico di Milano è stata presa in accordo con i coautori.

accetta:

- di concedere al Politecnico di Milano il diritto non esclusivo di distribuzione limitatamente alla pubblicazione della propria tesi nell'archivio online delle tesi del Politecnico di Milano e con le condizioni di accessibilità da lui scelte al momento del deposito;
- che il Politecnico di Milano possa, senza modificarne il contenuto, trattare il/i file con ogni mezzo e formato al solo scopo di conservazione;
- che il Politecnico di Milano possa fare copia del/dai file per fini di sicurezza back-up e conservazione.

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 online 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.



Figure 11 - The system checks whether: at least one PDF file has been uploaded, all PDF files are unprotected and at least 1 PDF file has text content as well as any images (has not been scanned). By clicking on "Check & finish" verification starts which, in the case of large files, may take several minutes.

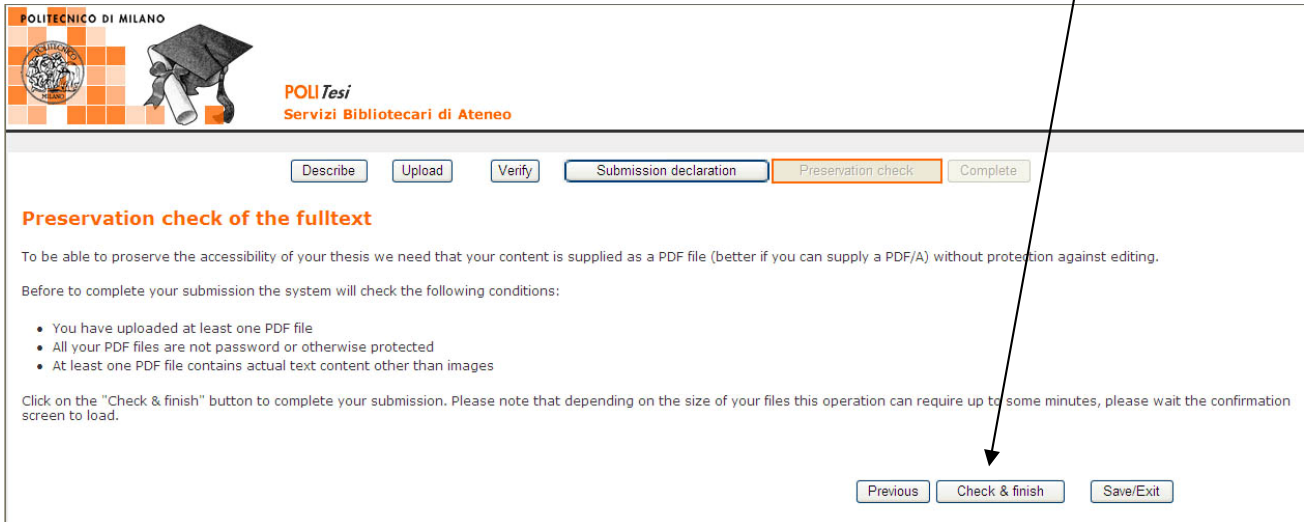


Figure 12 - If the system encounters any incompatibility between the submitted file(s) and the conditions described above, a screen appears explaining the problem; the submitter clicks on "Save/Exit" and returns to MY POLITesi to load the correct file(s) and repeats the process to completion.

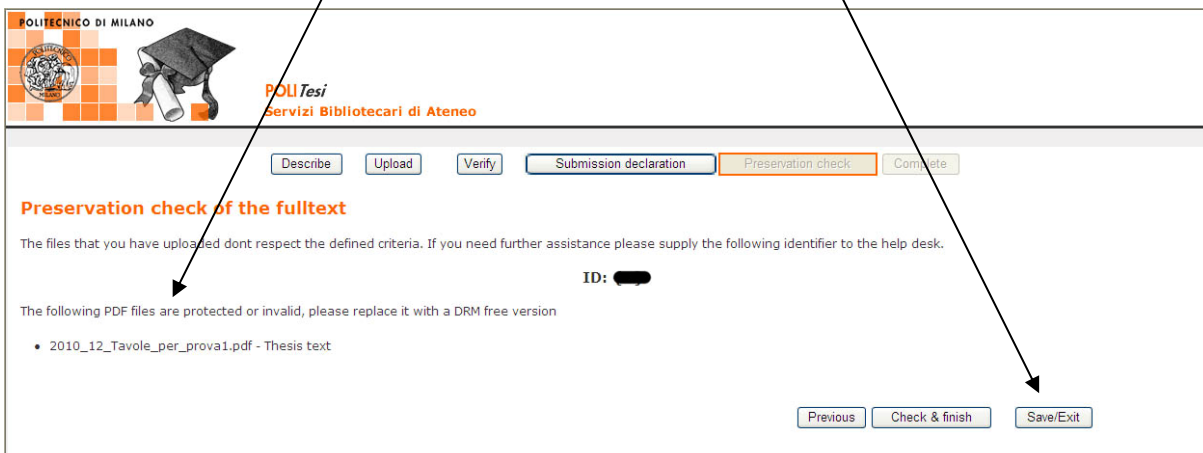




Figure 13 - If the system does not encounter any incompatibility between the submitted file(s) and the conditions described above, this screen appears: submission is completed: to exit the application click on "Go to My POLITesi" then log out; for information on approval and/or possible postponement or rejection by the supervisor, read carefully paragraphs A5, A6, and A7)

