



### Final Thesis Topic Approval Form (Graduate level)

Students must submit this form to Student Services some time prior to the final examination session they intend to apply for. Exact deadlines set by each Faculty will be posted on faculty notice boards and published online. Thesis topics must be approved by the relevant supervising faculty who must also sign this form.

Forms must be submitted in person to Student Services by the published deadline.

Before submission, procedures must be carried out at UC Points as instructed in the notes to this form.

I, the undersigned, ..., student ID number... born in ... on ... enrolled on the 20.../20... academic year on programme year... - repeating year - beyond prescribed programme duration on graduate degree programme in ... track...

submit for approval the following topic for my final thesis

(Your thesis title will appear on all official documents i.e. final examination report, academic certificates and university annual publications record. NB 1) Use one box per letter; 2) Use both upper and lower case [not just upper case]; 3) Leave just one space between words; 4) Be precise when using acute or grave accents, umlauts, cedillas etc.)

Grid for writing the thesis topic

The thesis will be written under the supervision of Professor.....

The thesis topic is linked to the following course

..... course code

(If permitted by the Faculty, the course associated with the thesis topic need not be part of the student's study plan. However, the supervising faculty is requested to select the most relevant course within the student's study plan.)

..... most relevant course title course code

Piacenza, Student signature.....

Seen by supervising faculty member

Seen by the Dean of the Faculty

(The completed form, signed by the student requesting approval and the supervising faculty member, must be submitted to Student Services together with a photocopy of this completed document. NB two photocopies must be submitted for the degree programme in "Gestione d'Azienda" (Business Management).)

## SUBMITTING FINAL THESIS TITLE FOR APPROVAL PROCEDURE AND RULES FOR COMPLETION OF THE FORM

1. Follow the procedure set down by the Faculty Council to obtain approval for your thesis title. Depending on your expected final examination session, keep to the submission deadlines as set down in the academic calendar. Documents must be submitted to Student Services by these deadlines.
2. Obtain approval for your thesis topic and have this form signed by the supervising faculty member.
3. Upon approval, use a UC Point to carry out the "Submitting the final thesis topic" (*Presentazione del titolo della tesi*) procedure. Follow the instructions on the screen. NB Follow the specific instructions for putting in the thesis title as explained in the "Rules for typing in thesis title" below.
4. Once the procedure has been completed at a UC Point, submit this form plus a photocopy to Student Services in person. NB two photocopies must be submitted for the degree programme in "Gestione d'Azienda" (Business Management).

**N.B. Completion of the UC Point procedure does not constitute submission of your thesis topic approval. Submission will not be complete until you have handed in this form and the relevant photocopy(ies) to Student Services.**

### MAKING CHANGES TO YOUR THESIS TITLE AFTER SUBMISSION

- a) If your thesis topic **remains unchanged** but you wish to change the title, the new title must be specified and approved by the supervising faculty member on the Request for Graduation form. It is not necessary to inform Student Services or submit the change via a UC Point beforehand.
- b) If your thesis topic is **changed** (with the agreement of the primary or secondary supervising faculty member), you will need to submit **a new form for the approval of the new topic**. In this case you are not required to put new information in via a UC Point but you must submit the new form directly to Student Services and this new submission date will be used to calculate the next possible final exam session.

### RULES FOR TYPING IN THESIS TITLE

It is imperative that students **follow closely the instructions** below in order to ensure that their thesis title is properly recorded since it will appear in a number of **official documents** i.e. final examination report, academic certificates and university annual publications record.

1. Do not use single (') or double (") quotation marks or guillemets («»): the title must begin with an upper-case letter.
2. Upper case must **only** be used for the first letter of the first word in the title, with the exception of any word following a full stop, any proper name, or as required by rules of a relevant foreign language, such as German.
3. **All other words in the title must begin with a lower-case letter.**
4. UC Point keyboards cannot put in diacritic marks such as acute accents, grave accents, diaeresis, cedillas etc., so
  - a. if a word ends with an accented vowel, type in an apostrophe (') immediately after the vowel.
  - b. if the accent or diacritic mark (as found in foreign languages) is in the middle of the word, type in the letter without the accent or diacritic mark, but when given the menu choice, select "contiene caratteri speciali" ("contains special characters"), and make sure that the diacritic marks are included on the paper form that you submit.
5. When typing in your thesis title **do not use the return key**: put the title in as if the cells on the screen were one continuous line.