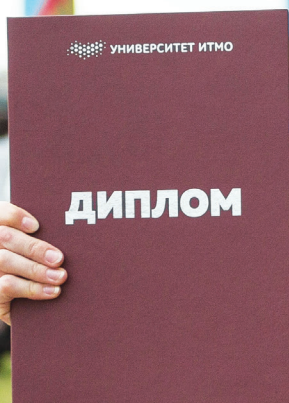




**ITMO UNIVERSITY**

Saint Petersburg, Russia



**7 STEPS**

**TO YOUR DIPLOMA**

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ITMO Graduate's Calendar

## STEP 1

### Choose your thesis topic and research supervisor by December 31

To do	Who can help
Fill out your application in ISU and find a research supervisor	Research supervisor/secretary of the State Examination Board/head of your program
Print out your application and hand it in	Secretary of the State Examination Board

## STEP 2

### Check your data March to May

To do	Who can help	Deadline
Verify your full name Verify the details of your prior educational diploma/certificate	International Students Learning and Support Center/secretary of the State Examination Board	March 1
Go to ISU and fill out an application stating which information you'd like to include in your diploma supplement	Secretary of the State Examination Board/research supervisor/head of your program	April 30
Check and approve the draft of your diploma supplement	Secretary of the State Examination Board	May 15
Fill out an application to get days off after your state exams	Secretary of the State Examination Board/head of your program	May 31

## STEP 3

### Run your thesis through the Antiplagiat system May

To do	Who can help
Upload your thesis to the Antiplagiat system	Head of your program
Fill out and submit a request to have your thesis verified by the Antiplagiat system	Secretary of the State Examination Board

## STEP 4

### Pre-defense May

To do	Who can help	
Take part in your thesis pre-defense (submit completed thesis, report, and presentation)	Head of your program/research supervisor/secretary of the State Examination Board	
Submit your thesis for review	Research supervisor/head of your program/secretary of the State Examination	no less than 2 days before the pre-defense


**STEP 5****Thesis defense June**

To do	Who can help	Deadline
Familiarize yourself with the reports by your research supervisor and reviewer	Secretary of the State Examination Board/research supervisor/head of your program	5 days before the defense
Submit your finalized thesis	Secretary of the State Examination Board	2 days before the defense
Take part in your thesis defense (present thesis to the State Examination Board)	Secretary of the State Examination Board	the day of defense

**STEP 6****Complete your exit checklist June**

To do	Who can help
Fill out your exit checklist in ISU	Research supervisor/secretary of the State Examination Board
Wait for an email confirming that your exit checklist has been approved and that your diploma is ready	Await confirmation by email
Use ISU to sign up for an appointment at the Student Services Office and pick up your prior education paperwork	Research supervisor/secretary of the State Examination Board
Use ISU to sign up for an appointment at the Office of Academic Records and check over the final draft of your diploma	Research supervisor/secretary of the State Examination Board/Office of Academic Records

**STEP 7****RECEIVE YOUR DIPLOMA AT THE ITMO.LIVE GRADUATION PARTY!****Additional information****Formatting and content requirements for theses**

Style, formatting, and structure	Documents in Russian
<b>Cover page</b> <b>Individual task</b> <b>Abstract</b> <b>Table of contents</b> <b>Text of the thesis</b> <ul style="list-style-type: none"> <li>Introduction</li> <li>Main body</li> <li>Conclusion</li> </ul> <b>References</b>	<b>Cover page</b> <b>Individual task</b> <b>Abstract</b> 

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## Contact info

Office of Academic Records  
Lomonosova St. 9, rooms 1421, 1419  
Email: [oga@itmo.ru](mailto:oga@itmo.ru)

International Students Learning and Support Center  
Lomonosova St. 9, room 2139b