



УНИВЕРСИТЕТ ИТМО

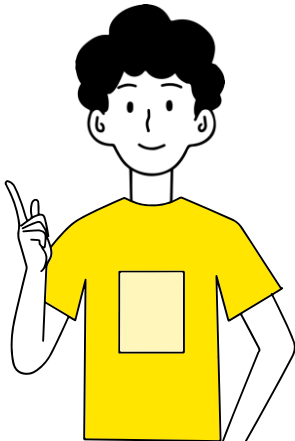
SFE-2021

Organisational and methodological issues

Office of Academic Records
oga@itmo.ru

On today's meeting

- Objectives for a graduation thesis
- Data validation for the diploma supplement
- Forming a title page and an abstract through the ISU
- Uploading the thesis to the ISU
- Rules for thesis preparation



Data validation for the diploma supplement

If I have not studied any electives, do I need to fill in the application?

If I don't want to include any of my electives into the diploma supplement, do I need to fill in the application?

If I did not have any exchange programs, do I need to fill in the application?

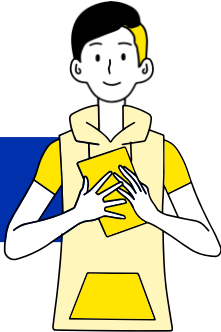
YES

Your way to relevant diploma:

Additional information

Data validation for the diploma supplement

Your diploma



Data validation for the diploma supplement

Each block can be validated separately

Сведения о выпускнике / Information about the graduate

Фамилия: Иванов

Имя: Иван

Отчество: Семёнович

Дата рождения: 10 июля 1991г.

VALIDATED

Подтверждение сведений приложения к диплому

Сведения о выпускнике

Дисциплины

Курсовые работы

Дополнительные сведения

Подтвердить

All info may be validated at once

Сведения о выпускнике / Information about the graduate **VALIDATED**

Дисциплины / Grades **VALIDATED**

Курсовые работы / Term paper **VALIDATED**

Дополнительные сведения / Additional information **VALIDATED**

Подтверждение сведений приложения к диплому

Сведения о выпускнике

Дисциплины

Курсовые работы

Дополнительные сведения

Подтвердить

Deadline for data validation is May 15!



If you find an error –
do not confirm the info!



Who will help you to correct the data?



Your SEC Secretary or Office of Academic
Records oga@itmo.ru *

* Electronic business communication rules:

- Always include a subject line
- Write your full name and group number
- Describe the problem clearly
- Attach screenshots



Objectives for the thesis confirmation

Deadline for submitting the finished paper: May 31



Filled in the objectives yet?

Yes

No

Are you sure you want to graduate?



Sent the objectives to your supervisor for confirmation?

Yes

Is it confirmed by the thesis supervisor?

No

Remind your supervisor to conform your objectives

Yes

Sign the objectives!

Cover page and the abstract for the thesis

Grants, publications and conferences must be included in your **ISU portfolio**



Once the supervisor's signature is obtained, you can download the signed documents and add them to the text of the thesis

1

Create an Abstract for the thesis

2

Fill in all sections

3

Check your cover page and click "Sign"

4

Sign the abstract and send it to the supervisor

The thesis must be uploaded no later than **10 days** before the defense*

ПН	ВТ	СР	ЧТ	ПТ	СБ	ВС
				thesis supervisor gives a review on thesis		
	Download thesis	9	8	7	6	5
4	3	2	1	Defense		Read the review and review
		Submit all materials				

*The thesis must be uploaded through ISU: Personal account → Education → **Student's thesis**

The defense schedule will be available in May on the Student services office website



ITMO.
STUDENTS

[НАЖМИ НА МЕНЯ](#)

The students must upload their thesis' **themselves!**

Thesis file consists of:

- **Cover page;**
- **objectives;**
- **abstract;**
- **table of contents;**
- list of abbreviations and symbols;
- terms and definitions;
- **text of the thesis;**
- **list of references;**
- list of illustrations;
- attachments.

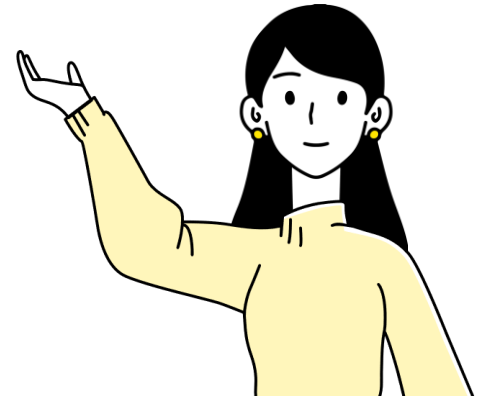


Merge into one
PDF and upload
to ISU

Highlighted points are compulsory, the rest are at the discretion of the student and the supervisor

Key points of the meeting

- Additional information to be confirmed for all graduates
- If you find an error - don't confirm this information
- After the objectives have been signed by the supervisor, it must be signed by the student
- The student uploads his/her thesis to the ISU no later than 10 days before the defense
- The title page and the abstract are formed through the ISU



Useful links

SFE page on the Student Services Office website

[ПОСМОТРЕТЬ](#)

Your Secretary of SEC

[ПОСМОТРЕТЬ](#)

Office of Academic Records
Lomonosova st, bldg. 9, office 1419
Tel.: (812) 607-04-80
E-mail: oga@itmo.ru



Emailing oga@itmo.ru?

Please don't forget to include the subject, your full name and group number!

Questions

ITMO *More than a*
UNIVERSITY

