



ITMO UNIVERSITY GRADUATES' GUIDE

7 STEPS TO YOUR DIPLOMA



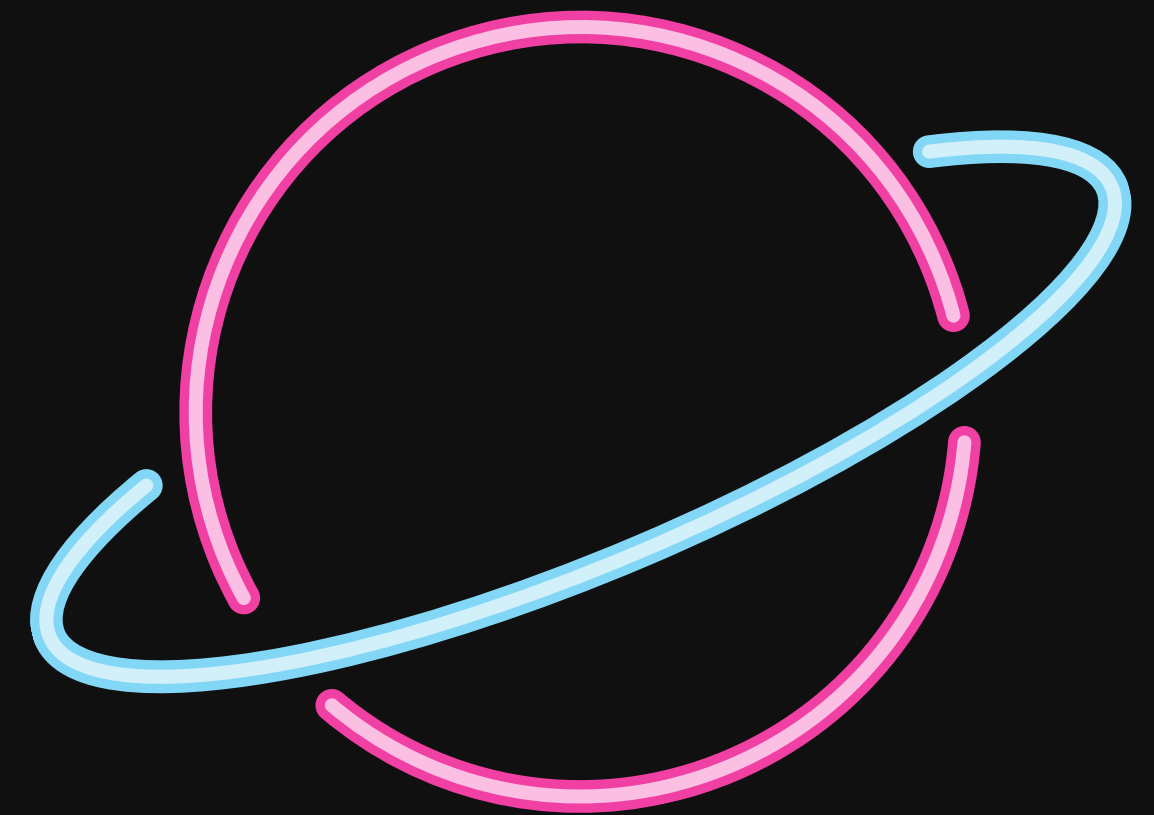
PROGRAMMED FOR SUCCESS



You are students of the final year at ITMO University and bearers of the university's unique ITMO.CODE. But to prove that, you'll need to complete the final 7 steps.

7 STEPS TO YOUR DIPLOMA

- 1 Choose your thesis topic and supervisor
- 2 Check the data in your Diploma Supplement
- 3 Pass the Antiplagiat check
- 4 Complete your pre-defense
- 5 Complete your thesis defense
- 6 Fill out your exit checklist in ISU
- 7 Pick up your diploma



STATE FINAL EXAMINATION (SFE) TIMELINE

SEPTEMBER-NOVEMBER

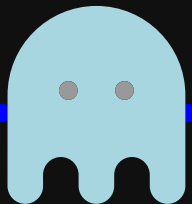
- Attend a coordination meeting with the head of your educational program\$
- Apply for participation in the Startup as Thesis, Art Project as Thesis, or Scientific Article as Thesis initiatives (optional).



DECEMBER-JANUARY

By January31:

- submit an ISU request for the approval of your thesis topic, thesis supervisor, and consultant.



JANUARY

Exams or regular classes.

JANUARY-MARCH

Work on your thesis with your supervisor.

By March 31:

tweak your thesis topic (if necessary).

APRIL

By April 30:

- fill out an application for inclusion of additional information in your Diploma Supplement;
- check the information in your Diploma Supplement;
- check the information in your European Diploma Supplement (for students of international programs).

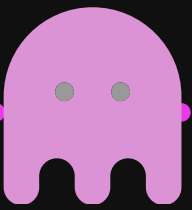
MAY-JUNE

By May 31:

- submit via ISU a request for days off following your successful completion of SFE.

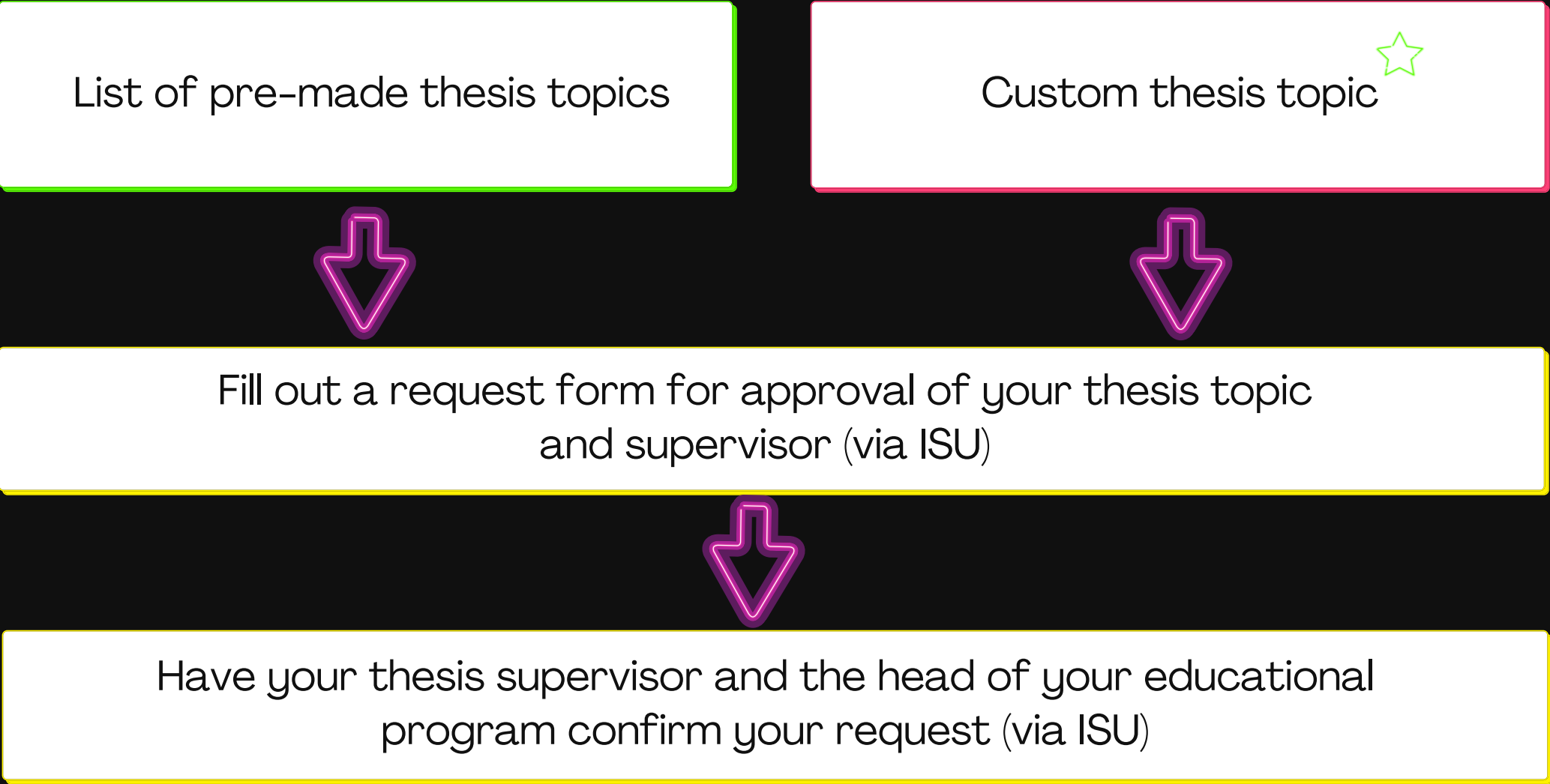
Depending on the date of your thesis defense:

- **no later than 2-3 weeks before your thesis defense** – pass an Antiplagiat check and a pre-defense;
- **no later than 10 days before your thesis defense** – upload a final copy of the thesis to ISU;
- **5 days before thesis defense** – familiarize yourself with reviews from your supervisor and expert reviewer;
- **2 days before your thesis defense** – present all additional material (presentation, blueprints, etc) for your defense to the secretary of SEC (all primary material is uploaded via ISU);
- defend your thesis and fill out the exit checklist in ISU;
- receive your diploma.



HOW TO CHOOSE YOUR THESIS TOPIC AND SUPERVISOR

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★ A custom thesis topic is one suggested by a student, as well as any topic picked as part of the Art Project as Thesis and Startup as Thesis initiatives.

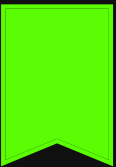
WHERE TO FIND THE FORM?

ИСУ-Личный кабинет-Образование и наука – ВКР
/ My ISU – Education – Student's thesis [RU]

WHO CAN HELP?

- Your thesis supervisor
- Head of your program
- Secretary of SEC

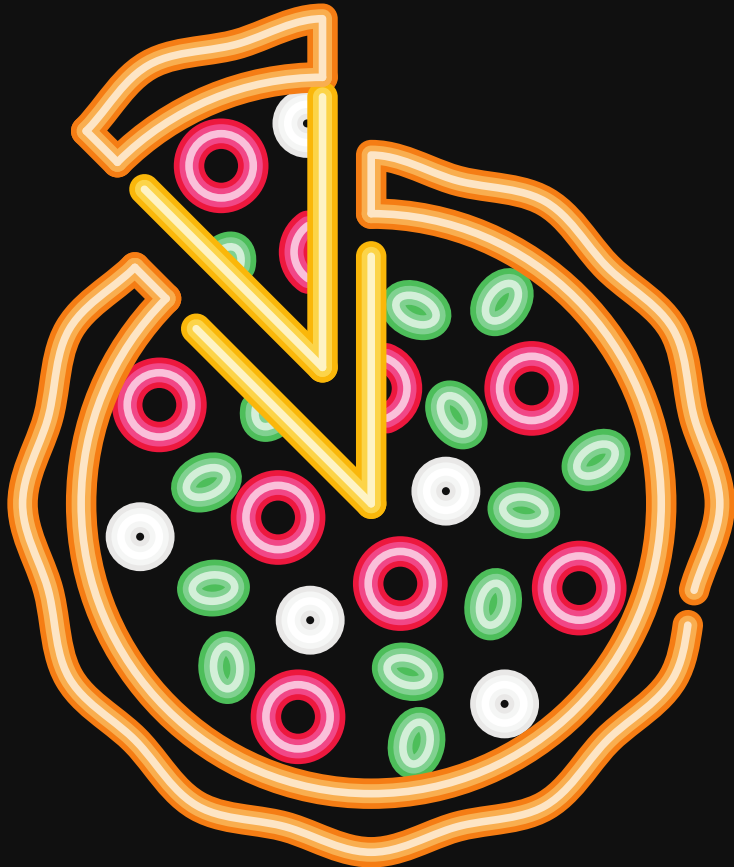
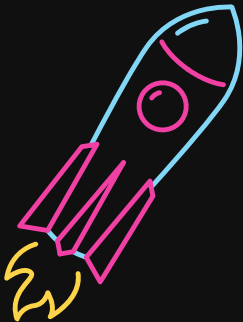
TYPES OF THESES:



Conventional thesis

Unconventional thesis:

- Startup as Thesis
- Art Project as Thesis
- Scientific Article as Thesis



WANT TO LEARN MORE?



STARTUP AS THESIS: –
GATE@ITMOTECH.COM



ART PROJECT AS THESIS: –
ART@ITMO.RU



SCIENTIFIC ARTICLE AS THESIS –
LEARN MORE AT YOUR FACULTY

- September
- October
- November
- December
- January
- February
- March
- April
- May
- June

SENIOR THESIS PREPARATION

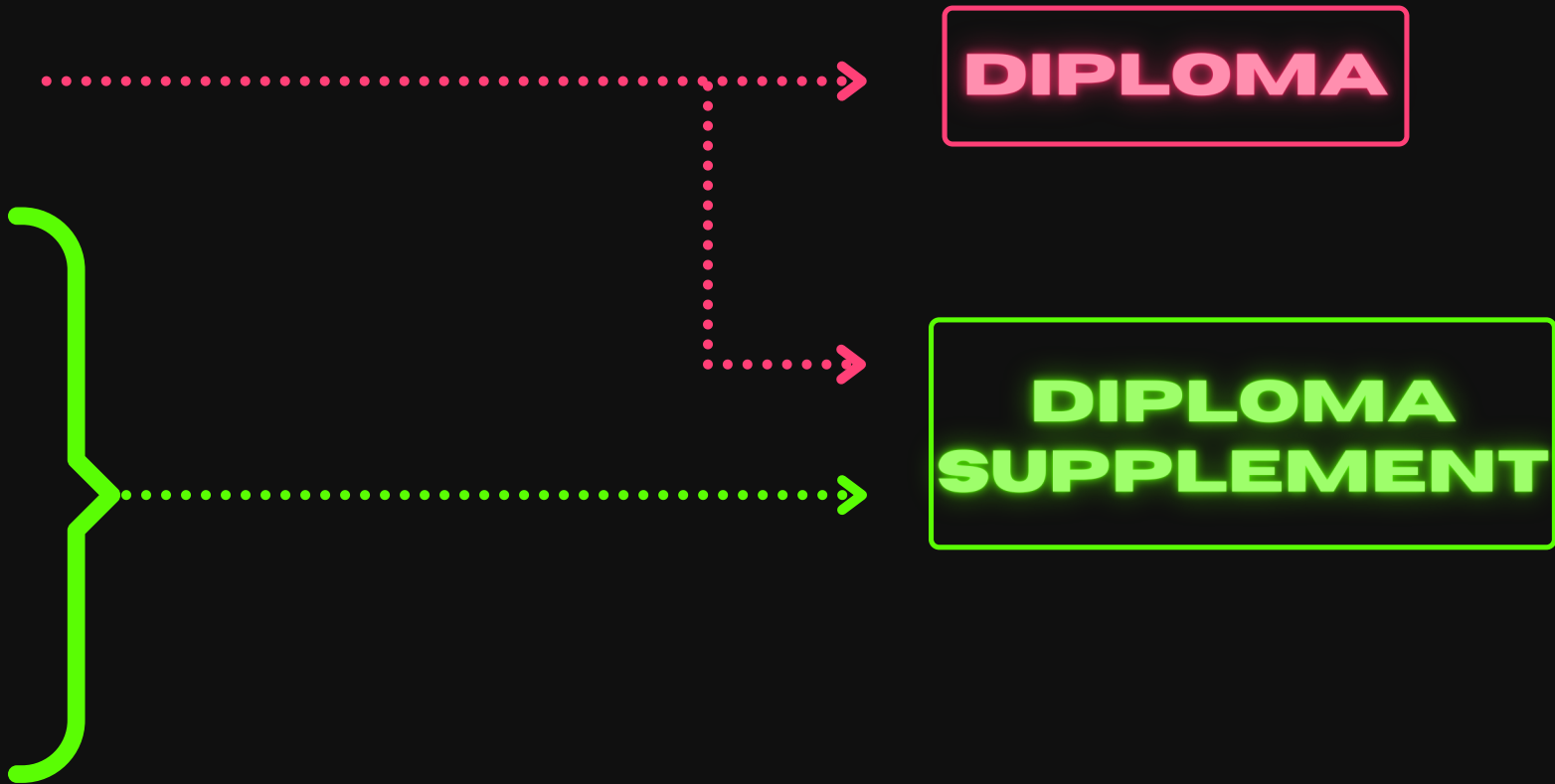


CHECK YOUR DIPLOMA SUPPLEMENT

What to check:

- ✓ your name, surname, and patronymic/ middle name (if applicable);
- ✓ your date of birth;
- ✓ certificate of previous education:
 - the name
 - date of issue
 - the country in which the above document was issued (not applicable if issued in Russia).

Where does your ISU data go?



WHERE TO CHECK?

ИСУ – Личный кабинет – Образование и наука – Диплом – Приложение к диплому/ My ISU – Education – Diploma – Diploma Supplement

WHO CAN HELP?

- The secretary of SEC
- Student Services Office

What else should you check?

- Your program’s language
(even one course in Russian means your stated language of studies will be “partially in English”)
- Names of your completed disciplines and internships
- Your grades
- Your thesis topic

What else to include in your Diploma Supplement (optional):

- Form of studies
- Information about accelerated studies
- Information about partial completion of the educational program at another university
- Elective disciplines

How do I qualify for an honors diploma?

- Average grade ≥ 4.75 including:
 - grades for all disciplines included in the curriculum;
 - grade for thesis defense.
- An "excellent" grade on your thesis defense.
- Absence of "satisfactory" grades from your Diploma Supplement including:
 - grades for all disciplines included from the curriculum*;
 - elective disciplines.

- *If a single discipline was studied over several semesters, the Diploma Supplement includes the average grade for that discipline.

HOW TO CHOOSE?

BY APRIL 30

Fill out an application via ISU:

ИСУ – Личный кабинет – Образование и наука – Диплом – Приложение к диплому/

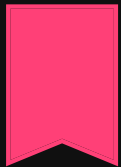
My ISU – Education – Diploma – Diploma Supplement


WHO CAN HELP?

- The secretary of SEC



WHY DO YOU NEED DAYS OFF AFTER DEFENSE?



HOW TO APPLY: BY MAY 31 

My ISU – Student Services Office – E-Requests – Holiday due to successful graduation

WHO CAN HELP? 

- Student Services Office

Advantages:

- Continue to receive your stipend during the break when planning to enroll in another program
- Retain the use of your student transit pass

REQUEST SUBMITTED?

Yes
Expulsion after the end of the days off period (no later than August 31)

No
Expulsion after the end of the SFE



THESIS VERIFICATION VIA THE ANTIPLAGIAT SYSTEM3

WHERE TO LEARN MORE?

PROVISION ON THE VERIFICATION OF STUDENTS' GRADUATION THESES AT ITMO UNIVERSITY WITH THE USE OF THE ANTIPLAGIAT SYSTEM

GOALS:	ELIGIBLE FOR VERIFICATION:	CARRIED OUT BY:
<ul style="list-style-type: none">to evaluate the degree of independence with which a student has completed their thesis;to ensure compliance with intellectual property regulations.	<ul style="list-style-type: none">theses written by Bachelor's, Master's, and Specialist's degree students in the Russian or English languages.	<ul style="list-style-type: none">the secretary of SEC / a staff member of the faculty (expert).

MAXIMUM ALLOWED AMOUNT OF BORROWED TEXT IN A THESIS:

Theses written by Bachelor's and Specialist's degree students – no more than 35%
Theses written by Master's degree students – no more than 20%

The verified thesis is published via ISU no later than 10 days before the date of its defense

THESIS PRE-DEFENSE

The text of your thesis must be complete by the time of your pre-defense

WHEN DOES IT TAKE PLACE?

The pre-defense is held no later than 2-3 weeks before the defense

WHAT SHOULD I DO?

Find out the schedule of pre-defenses and defenses

WHERE DO I FIND IT?

Your program's SFE documentation

WHO CAN HELP?

- Your thesis supervisor
- The secretary of SEC

☆ The pre-defense committee provides suggestions on how to further improve your thesis

IMPORTANT

Only students without an academic backlog are approved for the pre-defense



IN WHICH FORMAT CAN THE DEFENSE TAKE PLACE?

OFFLINE – ON ITMO
UNIVERSITY PREMISES

REMOTELY:

- ONLINE THESIS DEFENSE (ZOOM);
- BY CORRESPONDENCE.

WHERE TO FIND OUT THE FORMAT OF YOUR DEFENSE

- From the secretary of SEC
- From the official order on the schedule of SFE

GRADUATION THESIS REQUIREMENTS

MANDATORY ELEMENTS		
Title page		
Thesis objectives		
Abstract		
Table of contents		
Text:		
introduction	main text	conclusion
List of references		
OPTIONAL ELEMENTS		
List of abbreviations and shorthands		
Glossary of terms		
List of illustrations		
Appendices		

- ☆ The text of the thesis must be provided in digital form.
- ☆ The title page, thesis objectives, and abstract are approved and formatted via ISU.
- ☆ You can learn about your educational program’s specific requirements for theses from documents on SFE procedure

WHERE TO LEARN MORE ABOUT SPECIAL THESIS FORMATS:

IN REGULATIONS ON THE IMPLEMENTATION AND DEFENSE OF STARTUPS / ART PROJECTS / SCIENTIFIC ARTICLES AS THESES



THE FINAL QUEST



5 days before thesis defense



Familiarize yourself with the reviews written by your thesis supervisor and expert reviewer, prepare answers to questions and remarks

2 days before thesis defense



Present all additional material (presentation, blueprints, etc) for your defense to the secretary of SEC (all primary material is uploaded via ISU)

Date of the defense



Come to the defense according to the schedule



MAKING AN APPEAL



Can I submit an appeal after my defense?

Yes, but only in cases of SFE procedure breach.
You cannot appeal based on your grade!

To whom and where should I appeal?

Secretary of the Appeals Commission - appealcommission@itmo.ru

When should I appeal?

No later than the next business day following the day of the defense

In what format should the appeal be?

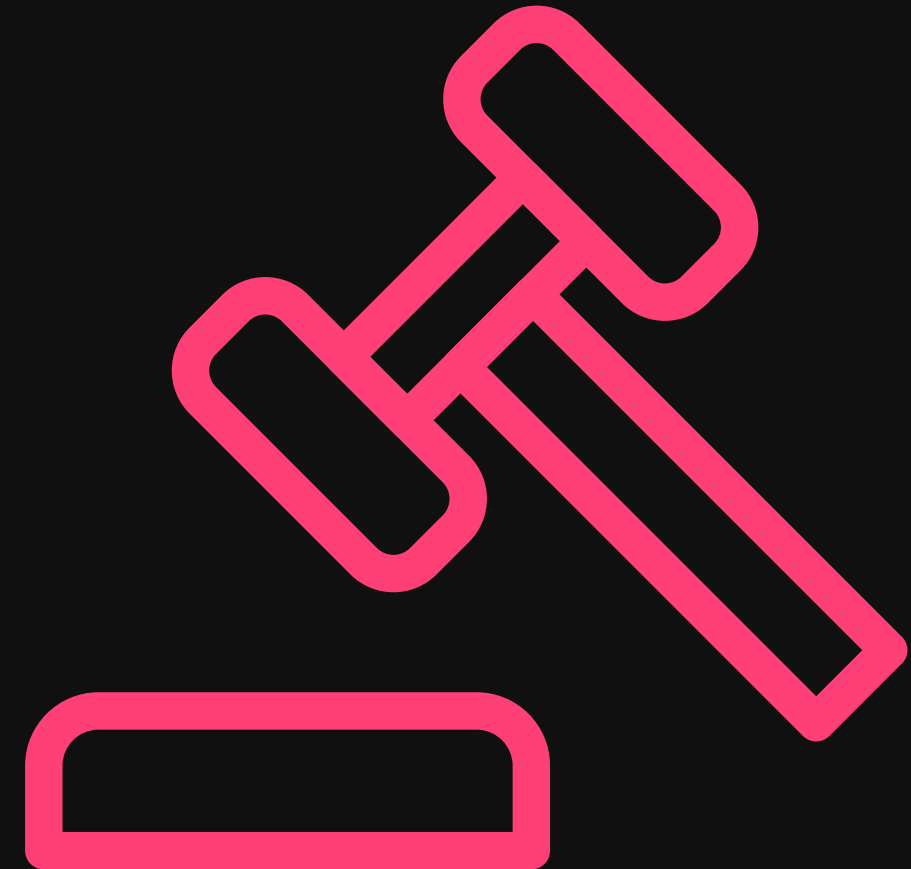
See Appendix 1 to the regulations on the functions of
ITMO University's appeals committee

What possible outcomes are there?

Appeal dismissed (final grade remains unchanged)
Appeal allowed (final grade is annulled and a repeat defense
is scheduled)

When should I expect a decision?

No later than 2 business days following the day of the appeal



**WHERE CAN I FIND
OUT THE DETAILS?**



**REGULATIONS ON THE FUNCTIONS
OF ITMO UNIVERSITY'S APPEALS
COMMITTEE**

WHAT TO DO IF YOU'VE MISSED YOUR GROUP'S SEC SESSIONS?



For valid reasons
(*with documental proof*):

- temporary incapacity;
- absence due to state or civil duties;
- court summons;
- transportation issues (cancellation, lack of tickets, weather conditions).



Thesis defense
within **6 months**
following
the SFE



An additional day
of defense during
the period of the SFE

Without valid reasons:



- expulsion from ITMO;
- issuing of a study certificate in the format used at ITMO University;
- re-enrollment for repeat completion of the SFE.



Thesis defense **no earlier**
than 10 months
and no later than 5 years after the SFE

ONLINE EXIT CHECKLIST

SUBSECTIONS
Faculty
Accounting
Dormitory
Library
+ FOR FOREIGN CITIZENS
Migration Services Oce
International Students Learning and Support Center



COLOR	STATUS	REASONS
-	Subsection missing	Subsection was approved automatically when compiling the exit checklist
GREEN	Approved	No obligations left for this subsection
RED	Not approved	Obligations remain
YELLOW	Pending	Information is being checked

FILL OUT YOUR GRADUATE'S QUESTIONNAIRE TO STAY PART OF ITMO.FAMILY!

★ Once your exit checklist is filled out and your graduation documents are ready, you'll receive an email from the Student Services Office with instructions on how to pick up and verify your documents.



GETTING YOUR EUROPEAN DIPLOMA SUPPLEMENT (EDS)

Students of international programs

Check your EDS data in ISU (by April 30)



Prepare and defend your thesis



Verify your EDS online



Receive your EDS with your diploma
(digital copy; original physical copy is provided by request)

Other students

Prepare and defend your thesis



Check your diploma and diploma supplement
once they're ready



Write to the International Admission Office
(e.rassolenko@itmo.ru)



Receive your EDS
(within three weeks after your application)

WHO TO CONTACT?



INTERNATIONAL ADMISSION OFFICE
EKATERINA RASSOLENKO
E.RASSOLENKO@ITMO.RU



GETTING YOUR DIPLOMA 7

GAME

OVER



SFE-RELATED DOCUMENTS AT ITMO UNIVERSITY

- Regulations on graduation theses
- Requirements for graduation theses
- Regulations on the verification of students' graduation theses at ITMO University with the use of the Antiplagiat system
- Regulations on the functions of the State Examination Committee during the conduct of the State Final Examination
- Regulations on the functions of ITMO University's appeals committee
- Regulations on the procedure for graduation thesis defense with the use of digital learning technologies.
- Regulations on the implementation and defense of business projects (startup-theses) at ITMO University
- Regulations on the implementation and defense of art projects at ITMO University

WHERE TO FIND THEM? 

On the Student Services Office website



CONTACTS

OFFICE OF ACADEMIC RECORDS
LOMONOSOVA ST. 9, ROOM 1419
PHONE: +7 (812) 607-04-80
EMAIL: OGA@ITMO.RU

STUDENT SERVICES OFFICE
LOMONOSOVA ST. 9, ROOM 1400
PHONE: +7 (812) 607-04-74
EMAIL: SO@ITMO.RU

**INTERNATIONAL EDUCATIONAL
PROGRAMS OFFICE**
LOMONOSOVA ST. 9, ROOM 2139K
GEORGY MASLOV, HEAD OF OFFICE
PHONE: +7 (812) 607-02-58
EMAIL: MASLOV@ITMO.RU

