

ITMO GRADUATE'S CALENDAR:

# STATE FINAL EXAMINATION TIMELINE

## GRADUATION THESIS PREPARATION

### SEPTEMBER 1 - NOVEMBER 30

- 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).

#### WHO CAN HELP? 🔍

- HEAD OF YOUR PROGRAM
- THE SECRETARY OF SEC

### DECEMBER 1 - JANUARY 31

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

GO TO:

ИСУ-ЛИЧНЫЙ КАБИНЕТ-ОБРАЗОВАНИЕ И НАУКА - ВКР/

MY ISU - EDUCATION - STUDENT'S THESIS [RU]

Coordinate your application with your supervisor and head of educational program.

#### WHO CAN HELP? 🔍

- HEAD OF YOUR PROGRAM
- YOUR THESIS SUPERVISOR
- THE SECRETARY OF SEC

### JANUARY-MARCH

Write your thesis with your supervisor.

By March 31:

- tweak your thesis topic (if necessary).

#### WHO CAN HELP? 🔍

- YOUR THESIS SUPERVISOR

#### WHO CAN HELP? 🔍

- HEAD OF YOUR PROGRAM
- YOUR THESIS SUPERVISOR
- THE SECRETARY OF SEC

### APRIL 1 - APRIL 30

By April 30:

- fill out an application for inclusion of additional information in your Diploma Supplement;
- check the information in your Diploma Supplement;

GO TO:

ИСУ-ЛИЧНЫЙ КАБИНЕТ-ОБРАЗОВАНИЕ И НАУКА-ДИПЛОМ - ПРИЛОЖЕНИЕ К ДИПЛОМУ/

MY ISU - EDUCATION - STUDENT'S THESIS [RU] - DIPLOMA - DIPLOMA SUPPLEMENT

- Check the information in your European Diploma Supplement (for students of international programs).

#### WHO CAN HELP? 🔍

- THE SECRETARY OF SEC
- OFFICE OF ACADEMIC RECORDS

### MAY 1 - MAY 31

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

GO TO:

ИСУ-ЛИЧНЫЙ КАБИНЕТ-АДМИНИСТРАТИВНЫЕ СЕРВИСЫ-ЭЛЕКТРОННЫЕ ЗАЯВЛЕНИЯ/

MY ISU - STUDENT SERVICES OFFICE - E-REQUESTS -HOLIDAY DUE TO SUCCESSFUL GRADUATION

#### WHO CAN HELP? 🔍

- THE SECRETARY OF SEC
- STUDENT SERVICES OFFICE

### JUNE (DEPENDING ON THE DATE OF YOUR 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);

#### WHO CAN HELP? 🔍

- THE SECRETARY OF SEC
- EXPERT ON VERIFICATION IN THE ANTIPLAGIAT SYSTEM

## THESIS DEFENSE

### JUNE

Successfully defend your thesis on the scheduled day.

## RECEIVE YOUR DIPLOMA

### AFTER THESIS DEFENSE

- Fill out the exit checklist in ISU;
- Fill out the graduate questionnaire;
- Receive your diploma.

#### WHO CAN HELP? 🔍

- STUDENT SERVICES OFFICE
- OFFICE OF ACADEMIC RECORDS