

**POLITECNICO DI MILANO**

**Consiglio di Corso di Studio in Ingegneria Meccanica**

**Annex 1: Complementary regulation for the presentation of the Master Thesis**

Approved: 29th March 2017

Annex 1 (English)

**Procedure to start the Master’s Thesis – for students willing to carry out their thesis in an area that is different from the academic disciplines (SSD) provided in the approved syllabus (PSPA)**

1. The student delivers to the Administration Office the form (Annex 2) filled in all its parts. The Supervisor must sign the form. The student will also have to submit a written request – addressed to the coordinator of the Study Programme – that includes the clear reason for this choice.
2. The Administration Office will collect these forms and inform the Coordinator of the Study Programme and the Officer of the PSPA of reference.
3. If accepted, the Officer of the PSPA approves the request signing the form. And, if need, he will contact the Officer of the PSPA chosen by the student. Below are the cases in which the Officer of the PSPA may decide not to accept the request:
* the cultural reasons of the students are not considered appropriate;
* as for the PSPA of reference, the number of requests previously accepted in the same academic year exceeds the 5-10% range of the students enrolled.
1. The Administration Office informs the Coordinator of the Study Programme and the Student if the request is not accepted. To know the reasons, the student will be addressed to the PSPA Officer of reference.
2. The Coordinator of the Study Programme signs the forms approved by the Officers of the PSPA and periodically submits the data of each PSPA, comparing the questions asked and the dissertations presented in the graduation sessions.

Annex 2 (English)

## To the Coordinator

## Director of Studies in Mechanical Engineering

## Milan, \_\_\_\_\_\_\_\_\_\_\_\_

## Subject: Authorisation request to carry out the graduation thesis in an area different from the academic disciplines provided in the approved syllabus

For students

I, the undersigned, .……..………………………………………………………………………….. identification number ……………….…

of the Master of Science in Mechanical Engineering submit the authorisation request to start the procedure of graduation thesis

Title of the thesis (temporary) …………………………………………………………………………

………………………………………………………………………………………………………..

Start date for the thesis………………………………………………………………………………. Expected graduation date ………………………………………………………………………….

□ PSPA (i.e. Study programme approved)
(write the study programme, denomination or code)…………………………………….………..

□ internship is planned even if not compulsory

 Student signature

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**Name and Surname of the Supervisor .**…………………….……...……………………………………….

**Supervisor Signature**……………………………… (SSD – academic disciplines …….………….……)

For the Administration Office of the Department of Mechanical Engineering

For approval:

**Study Programme Officer signature – Prof.**……………………………………………………….
**Director of Studies in Mechanical Engineering** …………………………………