

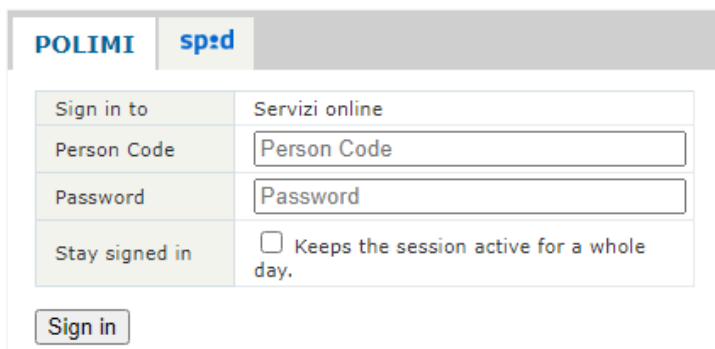
What should I do to request the assignment of a supervisor and start the thesis work?

- Consult the thesis' proposals offered by supervisors on the ACI / BEI THESIS PROPOSALS BULLETIN BOARD

<https://www.auic.polimi.it/en/teaching/thesis-bulletin-board-study-programme-in-architettura-ambiente-costruito-interni-architecture-built-environment-interiors/thesis-bulletin-board-study-programme-in-architecture-built-environment-interiors-architettura-ambiente-costruito-interni>

- Submit the application to participate to the call for selection (from 1st to 7th of each month except August):

1- Access online services



The screenshot shows a login form for POLIMI sp:d. The form is titled "Sign in to Servizi online". It contains three input fields: "Person Code", "Password", and "Stay signed in". The "Stay signed in" field has a checkbox and the text "Keeps the session active for a whole day." Below the input fields is a "Sign in" button.

Sign in to	Servizi online
Person Code	<input type="text" value="Person Code"/>
Password	<input type="password" value="Password"/>
Stay signed in	<input type="checkbox"/> Keeps the session active for a whole day.

2- Click on

[Application forms](#)

[Selection procedures](#)

- 3- Select the call named “AUIC – RICHIESTA ASSEGNAZIONE TESI ACI/BEI – ACI/BEI THESIS ASSIGNMENT REQUEST”:

← Online services > Selection procedures

Calls for economic benefits

- Open calls
- Previous calls
- My online applications
- Logout

View the applications list for which the constraints for the participation are respected. ?

Filter the application list

Open calls

Search

Name	Opening date	End date
AUIC - RICHIESTA ASSEGNAZIONE TESI ACI/BEI - ACI/BEI THESIS ASSIGNMENT REQUEST	01/06/2021	08/06/2021 23:59:00)
Bando borse di studio "Roberto Rocca" a.a.2020/2021	20/05/2021	10/06/2021 12:00:00)
Bando borse di studio "Roberto Rocca" a.a.2020/2021	20/05/2021	10/06/2021 12:00:00)
Bando n. 1 borsa di studio "Ing. Celso Cami" a.a.2021/2022	27/05/2021	30/09/2021 12:00:00)

Help ?

Remember, you will be able to access the procedure only if your study plan meets the following requirements:

- you have earned at least 60 CFU in career
- in the plan there is the line 057200 - PROVA FINALE (16 CFU)

Please note: It will be possible to submit the request even if the study plan is not yet approved.

4- Fill in the section CHOICE OF SUPERVISOR: In the list of exclusive options, select the supervisor or group of supervisors of your choice (**Compulsory** field). The professors or groups are listed in alphabetical order and identified by an ID in the same way they appear on the online bulletin board.

CHOICE OF SUPERVISOR	<ul style="list-style-type: none"><input type="radio"/> Coppola A. (ID 55)<input type="radio"/> Da Silva Ferreira De Carvalho A. - Sabatinelli S. (ID 43)<input type="radio"/> de Curtis A. (ID 33)<input type="radio"/> De Magistris A. - Deambrosis F. - Skansi L. (ID 12)<input type="radio"/> Deambrosis F. - Gritti A. - Landi A. - Pracchi V. - Tagliabue F. - Zanda C. (ID 48)<input type="radio"/> Del Curto D. - Albani F. (ID 52)<input type="radio"/> Del Curto D. (ID 53)<input type="radio"/> Dezio C. - Paris M. (ID 11)<input type="radio"/> Fedele R. (ID 06)<input type="radio"/> Forino I. (ID 05)<input type="radio"/> Gasparini C. (ID 42)<input type="radio"/> Ginelli E. - Acuto F. - Chesi C. - Daglio L. - Formis L.F. - Maistrello M. - Sdino L. con archh. Macchi Cassia T., Pozzi G. e Vignati G. (ID 21)<input type="radio"/> Grimoldi A. (ID 40)<input type="radio"/> Landi A. G. (ID 35)<input type="radio"/> Landi A. G. (ID 36)<input type="radio"/> Landi A. G. (ID 37)<input type="radio"/> Landi A. G. (ID 38)	CHOICE OF SUPERVISOR - Indicate the supervisor of your choice (Compulsory field)
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In the case of a thesis proposed by a group of professors, you can possibly also indicate the preferred supervisor (not mandatory).

Indication of the supervisor in the case of a group of several professors

In the case of a thesis proposed by a group of several professors, it is possible to specify the supervisor of your interest (not mandatory field)

Click on SAVE.

5- GROUP THESIS - In case of a request for assignment of a group thesis (max 3 students), insert the flag on "Yes", the names and personal codes of the co-authors and the provisional title for the thesis in the appropriate field THESIS RECOGNITION. The title must be identical for all members of the group. Then click on SAVE.

In the case of a single thesis, leave all fields blank and click directly on SAVE.

▼ GROUP THESIS

GROUP THESIS	<input type="checkbox"/> Yes	GROUP THESIS - Insert the flag if the thesis assignment request comes from a group
CO-AUTHOR 1	<input type="text"/>	FIRST CO-AUTHOR - Enter name and the personal code of the first co-author
CO-AUTHOR 2	<input type="text"/>	SECOND CO-AUTHOR - Enter name and the personal code of the second co-author
THESIS RECOGNITION	<input type="text"/>	Enter the title (even provisional) for the group thesis. The title must be identical for all members of the group

6- FILES TO UPLOAD - You must upload the CURRICULUM and PORTFOLIO required for participation, by clicking on SCEGLI FILE and then click on SAVE (The maximum size of each file is 10.0 MB)

Quesiti

CURRICULUM	<input type="button" value="Scegli file"/> Nessun file selezionato (massimo 10.0 MB)	CURRICULUM - Carica il tuo Curriculum (Campo obbligatorio)
PORTFOLIO	<input type="button" value="Scegli file"/> Nessun file selezionato (massimo 10.0 MB)	PORTFOLIO - Carica il tuo Portfolio (Campo obbligatorio)

7- SUMMARY

Click on ACCEPT

To close the application you must accept the following condition:

Accept:

I declare that I have read the full text of the application and that the missed satisfaction, also partial, of requirement will exclude me from application.

To submit the application click on CLOSE AND SEND THE APPLICATION FORM – PRINT THE RECEIPT

(It will be no longer possible to modify the application, you will only be able to cancel it and send a new request)

To close the application you must accept the following condition:

Accept:

I declare that I have read the full text of the application and that the missed satisfaction, also partial, of requirement will exclude me from application.

WARNING!

Clicking you will definitively close the application and will not have the possibility of working on it any more.

Close and send the Application form - Print the Receipt

8- Print or save the receipt from the link

Click on the link to print the receipt

[Application receipt](#)

- By the end of the month in which you submitted the request, you will receive a communication about the evaluation of the thesis assignment request.

In case of negative evaluation of the request, you can submit a new request during the call of the following month, always using the same online service.

For any information, send a ticket via the page <https://www.auic.polimi.it/en/service-menu/contact-us-1/send-an-e-mail> by inserting in the subject: "ACI/BEI thesis assignment application procedure"