

# Guidelines final exam for the two-years Master

**A. Professors of the degree programme assign** experimental thesis to master's degree students, at the request of the interested parties and according to the accommodation capacities of the laboratories within its competence. Degree Programme Boards will find, if required, research facilities available for carrying out experimental thesis providing this opportunity to all the master's degree students.

If the student chooses to prepare the experimental thesis in a laboratory whose head is not a professor of the degree programme, three cases may occur:

- 1) **the laboratory is external to the Department and to the University:** he will have to apply for external thesis authorization (using the appropriate form available online, that must be submitted to Academic Office) and, at the same time, he will have to obtain the approval of the thesis by a professor of the degree programme (holder of subject related to chosen topic) who will carry the burden to follow the student during the different phases of dissertation and of being the official supervisor of the Department in the related degree session. In this case, the head of the laboratory, external to the Department and to the University, will take on the role of co-supervisor and he can be invited for the discussion of the student thesis during the final examination for the conferment of the qualification. As co-supervisor, he will offer his opinion of the work carried out by the candidate, but he cannot take part to the formulation of the final judgment (Degree grade).
- 2) **the laboratory is external to the Department, but it is internal to the University:** he will have to obtain, at the same time, the approval of the thesis by a professor of the degree programme (holder of subject related to chosen topic) who will carry the burden to follow the student during the different phases of dissertation and of being the official supervisor of the Department in the related degree session. In this case, the head of the laboratory, internal to the University, will take on the role of "second supervisor" and he can be invited for the discussion of the student thesis, offering his opinion of the work carried out by the candidate and taking part to the formulation of the final judgment (Degree grade).

3) **the laboratory is internal to the Department, but the professor doesn't belong to the degree programme:** he will have to obtain, at the same time, the approval of the thesis by a professor of the degree programme (holder of subject related to chosen topic) who will carry the burden to follow the student during the different phases of dissertation and of being the official supervisor of the Department in the related degree session. In this case, the head of the laboratory, internal to the Department, will take on the role of "second supervisor" and he can be invited for the discussion of the student thesis, offering his opinion of the work carried out by the candidate and taking part to the formulation of the final judgment (Degree grade).

**C. The application for the assignment of the Thesis** must be submitted by GOMP portal, **no later than 12 months from the expected graduation date.**

**D.** Thesis dissertation, that must be experimental or, however, authentic, requires attendance for at **least 1 year at a laboratory** under the guidance of the supervisor or of the external manager. If the experimental activity of the undergraduate is followed by an expert of the matter qualified and internal to the University who, in its opinion, is not enabled to perform the function of supervisor, the expert can be nominated as "co-supervisor" and he can be invited for the discussion of the student thesis with the same rule of a university external co-supervisor.

**E.** During Thesis dissertation and under the guidance of the supervisor, it is responsibility of the student to gain the cultural background for an aware performance of work; this will happen through a bibliographic research, specific scientific literature knowledge and through participation in seminars, training and lectures that are organized in the context of research group, of the Department or of external facilities.

**F. No later than 6 months from the expected graduation date, the student will submit the apply to the Degree Programme Board President for the assignment of a Co-examiner, who will be selected from the professors of the Department.** The apply must be submitted through the appropriate form available online, that must be returned to Academic Office. it is responsibility of the undergraduate to meet,

as soon as possible and no later than 6 months from the expected graduation date, the co-examiner in order to inform him about the subject covered by the experimental thesis and the potential results obtained. On that occasion the co-examiner, if deemed necessary, will agree with the candidate the schedule for the future interview.

**G.** The student, in order to be admitted to graduation exam, will submit the apply through GOMP portal, **no later than 40 days from the selected graduation session. In order to submit graduation application only 3 exams must be missed to the student, excluding final exam. The training is considered as exam, too. Last exam must be carried out no later than 15 days from the expected graduation date.**

**H.** The student must **upload the thesis** on GOMP portal **no later than 10 days from the expected graduation date and the supervisor must sign it no later than 8 days from the date above-mentioned,** or the student will be excluded from the final examination.

Any copy of the thesis must be consigned to Student Office or Academic Office.

The experimental thesis manuscript, that must be bound in green, must be presented as a "scientific work", so it must be written as the procedure laid down by the major international scientific reviews.

You can check the specific guidelines for the thesis preparation on the Department website.

**I.** **At least 10 days before thesis discussion,** the candidate will submit to Academic Office, via email ([didat.deb@unitus.it](mailto:didat.deb@unitus.it)), **the form providing the information necessary to publicize thesis on social network,** that will be downloaded checking the link available on "HOW TO GRADUATE FROM DEB'S COURSES" section.

**J.**

**L. The Degree grade assignment, of one hundred and ten,** is based on the entire student career, considering apart:

SUPERVISOR                      4 POINTS

CO-EXAMINER                    3 POINTS

COMMISSION                      2 POINTS

further score for:

- DEGREE IN PROGRESS            2 POINTS
- ONE SUPPLEMENTARY YEAR    1 POINT (only in early summer and summer sessions)
- SUPPLEMENTARY YEARS > 1    0 POINT
- ERASMUS MOBILITY            1 POINT
- BASE SCORE FOR AN HONOURS DEGREE: 102
- MINIMUM SCORE FOR AN HONOURS DEGREE: 111