



POLITECNICO
MILANO 1863

POLITECNICO DI MILANO
SCHOOL
OF
INDUSTRIAL AND INFORMATION ENGINEERING

REGULATIONS OF THE FINAL EXAM OF LAUREA (equivalent to BACHELOR OF SCIENCE) AND LAUREA MAGISTRALE (equivalent to MASTER OF SCIENCE)

Introduction - Scope of application

This document provides the rules that apply to the Final Graduation Exam of Laurea (equivalent to Bachelor of Science) and of Laurea Magistrale (equivalent to Master of Science), indicated in following as LM, for students enrolled in Laurea and LM programmes with current educational system approved under Ministerial Decree 270/2004.

This document applies also to students enrolled in Laurea (BSc) and Laurea Specialistica (MSc) programmes previously approved under Ministerial Decree 509/1999, until there are still students enrolled. In what follows, all references to Laurea Magistrale are also applied to Laurea Specialistica. Finally, the rules defined for LM in this document also apply to students enrolled in five-year programmes with educational systems approved before Ministerial Decree 509/1999 (note that for these students final mark is expressed in scale up to 100 and not up to 110 and all grading criteria must be coherently converted according to the scale).

This document includes the additional regulations set by the School of Industrial and Information Engineering, as requested by the University Regulation. The modified or added paragraphs with respect to University Regulation are typed in italic.

This document may be integrated by the Additional Regulations of the Study Programme Boards, which could provide further indications, according to what here stated (students are suggested to check with their Study Program Board).

ACRONYMS

CCS Study Programme Boards
CO Operational Commission
CU General Commission
LM Laurea Magistrale (equivalent to Master of Science)

Art. 1 – General Commissions (CU)

1.1 – Appointment and nature of General Commissions

Each Study Programme Board (CCS), for every pertaining study program (including those on different campuses), designates a General Commission (CU) for the Graduation Exam. If appropriate, a single CU can also be designated for more than one study program and/or for more campuses.

The CUs are appointed by the Rector, by the end of each solar year, upon proposal of the Dean of the School. The Rector's decree for appointment of the CUs guarantees the suitability and qualification of members to perform the duties specified as follow.

The Rector delegates the Dean of the School to modify the composition of the CUs during the

academic year when and if necessary, to assure the correct progress of the examinations.

1.2 – Composition of General Commissions

The CUs consist of a number of members in order to have, for each Final Exam session, an appropriate number of Operational Commissions as defined below.

The CUs are composed by professors (full, associate and assistant professors) of this University, holding official courses of the Study Programmes Board to which the same CU is referred, in the current academic year or in one of the previous two years,.

In addition to professors, other members of the CUs can be:

- Emeritus professors of this University.
- Retired professors of this University, from no more than five years.
- Adjunct professors [holders of teaching contracts or Visiting Professors] of the ongoing academic year, or in one of the two previous years.
- Other professors, employed by this University.

In cases where it is deemed necessary or desirable to further increase the number of members of the Commissions, it is possible to include, up to a total number not exceeding 10% of the professors:

- External experts with recognized competence, including representatives of Professional and Industry Associations
- Temporary Research Fellows

Professors of the University, Emeritus professors, Retired professors and Adjunct professors can belong to a maximum number of CUs fixed by the Regulations of the School. External experts and Temporary Research Fellows can belong to no more than one CU.

The Dean proposes to the Rector the annual composition of CUs, according to the criteria previously mentioned, after consultation with related Coordinators of the Study Programme Boards (CCS). The names proposed by the Dean are included in a dedicated software application by the Dean Offices.

For each CU, the related Study Programme Boards (CCS) appoints, among its members, the President of the General Commission and a Vice-President, who can replace him in case of absence or impediment.

Art. 2 – Operational Commissions

2.1 – Appointment, composition and nature of Operational Commissions

The Operational Commissions (CO) evaluate the Final Exam of the graduating students, enrolled in a specific examination session of Laurea (BSc) and of Laurea Magistrale (MSc).

An adequate number of COs is created by the President of the CU (or by the Vice-President in case of impediment) for each examination session, in order to ensure that every activity is properly carried out in due time. Members of the COs are selected among the members of the CU.

Each CO consists of at least 7 members. The Dean of the School (or the Vice-Dean, in case of absence or impediment) and the President of the General Commission (or the Vice-President) are considered members of the CO, to guarantee the regular operations of the Final Exams. The other 5 (or more) members are selected among the other members of the CU. For exams carried out in Campuses outside Milan, the Dean can delegate permanently, on his behalf, the Deputy Rector of the related Campus (or her/his delegate).

The input of the names of the CO members in the dedicated software application, matching with the names of the graduating students, constitutes the formal act of appointment of the Operational Commissions.

2.2 – Duties of University’s Professors

The University's professors, holders of official courses, have the duty to participate to the operations of Operational Commissions. They must consider themselves as involved in all the sessions planned in the academic calendar. In case of impediment, they must provide a reasonable justification for the absence, in proper time to make a substitution possible.

The Final Graduation Exam sessions are moments of great public importance. Therefore, the Commissions must ensure the best management of the sessions, and must be sure to preserve the dignity and solemnity of this event. Correspondingly, the COs members, during the execution of their duties, are required to have an appropriate behaviour suitable for this official event.

Art. 3 – Organization of works

3.1 – Operational Commissions (CO)

Each CO is made up of five (or more) members, plus the Dean and the President of the CU. Among them, the President of the CU identifies the President of the CO, which coordinates the work. The President of the CU can also identify, if deemed useful, the Operative Secretary of the same CO, who looks after the registration.

If necessary, COs can be created in such a way that one professor is included in more than one CO (referring to the same CU or also to different CUs). In these cases, however, the composition of the CO and the timetable of presentations must be organized in order to allow the presence of at least five members, as requested above.

The Minutes of the CO deliberations list the names of the CO members and of the Graduating students to be examined (with data for their identification) and the final grade of Laurea/LM. The Minutes must be signed on each page by all Commissioners. The Minutes must be signed, in the designate space, by each Graduating student.

3.2 – Secretary of the Final Exam Commissions

The Secretariat Office of the Commission is located, for each CU, in the Dean’s Office, or in the Campus, or in the Department, providing the necessary staff for the organization and management of the Final Exams.

The Secretariat Office of the Commission, in collaboration with the Dean’s Office staff and assisted by the CU President, is responsible for:

- Sending convocation notices for the meeting to the Commission members.
- Sending the convocation for the meeting to the CO members with the list of Graduating students to be examined.
- Inviting the Counter-Supervisor and the external members to attend the sessions
- Preparing the documents for the Commission related to each Graduating student, and in particular:
 - Providing details of the marks obtained in each course and the weighted average on credits of the marks obtained (pre-laurea form);
 - Providing a printing of the Minutes of the CO deliberations;
 - Ensuring that report and counter-report, if required, are delivered on time.

The CU President, with the help of the Secretariat Office of the Commission, is responsible for:

- Appointing the Counter-Supervisors of the final works (where required).
- Appointing the Operational Commissions and their Presidents and Secretaries, and taking care, with the help of the Secretariat Office, of the correct entry of names in the dedicated application (formal appointment decision), and assign to them the Graduating students.
- Carrying out the general management and the correct verbalization of the meeting as a whole.

- Verifying the correctness of procedures and helping to solve any issues that can arise during the exams, asking to the Dean if required.
- Keeping note of attendances and absences of the CO members.
- Reporting to the Dean any defaults of professors.

3.3 – Coordination Committee of Presidents of General Commissions

The CU Presidents constitute the Coordination Committee of Final Exam Commission of the School, helping the Dean in all matters related to the regulation and organization of the Final Graduation Exams of Laurea/LM. The Committee is chaired by the Dean or by her/ his delegate.

Art. 4 - Types of Final Exams

4.1 - Types of Final Exams for Laurea (equivalent to Bachelor of Science)

The Final Exam for awarding the Laurea Degree can consist in the presentation and discussion of a final work (Final Exam type A) or in the final evaluation of specific activities carried out by the graduating student during the years (Final Exam type B).

The Final Exam type A consists in the presentation and discussion, in Italian or English, by the graduating student, of a written final work, carried out under the guidance of a Supervisor. With a justified reason, it is also possible to accept a written final work in other languages, with the approval of the CU President, but, in any case, with presentation and discussion in Italian or English. If the final work is written in English or in other foreign language, it must have also an abstract in Italian. The Supervisor of the final work of Final Exams type A is just one and she/he must be a member of the CU.

The requirements of the Final Exam type B are specified in the Additional Regulations of the Study Programme Boards.

4.2 - Type of Final Exam of Laurea Magistrale (equivalent to Master of Science)

The Final Exam of Laurea Magistrale (equivalent to Master of Science) consists of a presentation and discussion, by the graduating student, of a final original work, written by the student under the guidance of a Supervisor (Law 270/04, Article 11 paragraph 5), with a theoretical, experimental or design nature.

For the Final work, there can be a Counter-Supervisor (Reviewer) that provides an additional evaluation report to be submitted to the Operational Commission.

Usually, the Final work is written in Italian or English. With a justified reason, it is also possible to accept a written work in other languages, with the approval of the CU President. Even in this case, presentation and discussion must be carried out in Italian or English. If the Final work is written in English or in other foreign language, it must have also an extract in Italian. The Final work must comply the writing guidelines made available by the Study Programme Board of the School.

4.3 – Application to the Final Exam

The graduating student must submit the application to the Final Exam according to the procedures and deadlines provided by the University.

Art. 5 – Specific regulations for the final work of Laurea Magistrale (equivalent to Master of Science)

5.1 – Submission of final work and maximum validity

The final work must be submitted according to the procedures and deadlines provided by the University and within the terms set up by the academic calendar of the School. The final work with more than one author is valid within 2 years from the first discussion, except for dispensation

conceded by the Dean of the School upon request of the Supervisor

5.2 - Final work with more authors

No more than two authors can write the final work of Laurea Magistrale (equivalent to Master of Science), even if enrolled in different LM programmes. A maximum number of authors is not fixed for the Final Examination of Laurea (equivalent to Bachelor of Science).

5.3 - The Supervisor

There is just one Supervisor, and she/he must be a member of the General Commission or a Professor of the University, provided that she/he refers to a scientific sector (SSD in Italian Regulations) that characterize or that it is elective of the Study Programme or to other SSD explicitly specified in the Additional Regulations of the School or of the CCS. She/he can be supported by one or more Assistant Supervisors, who may also be non-members of the CU.

After the submission of the Final work by the graduating student, the Supervisor, within the terms provided, draws up a report on it and provides his proposal of increase of the graduation mark. In case of final works with multiple authors, the Supervisor specifies the contribution of each of them.

Usually, the Supervisor is a member of the CO that evaluates the Graduating student.

5.4 - The Counter-Supervisor

There is one Counter-Supervisor (Reviewer) and she/he is a recognized expert in the field. After the submission of the Final work by the graduating student, the Counter-Supervisor, within the terms provided, draws up a report on it and provides her/his proposal of increase of the graduation mark. The Counter-Supervisor is invited to be present and to contribute to the discussions of the Operational Commission.

5.5 - Evaluation of the final work and of Curriculum Studiorum

Following the discussion of the final work, the Supervisor, the Assistant Supervisor and the Counter-Supervisor if provided, give their opinion on the work done, consistently with the content of the two reports. The Operational Commission assigns the graduation mark (art. 6.2 and following additions), after evaluating the final work, its presentation and its discussion, as well as the Curriculum Studiorum of the candidate.

Art. 6 – Execution of the Final Exam – Final Evaluation

6.1 - Submission and discussion of the Final work

The graduating student, after being introduced by her/his Supervisor, describes to the public the work done and the results obtained, and then answers questions asked by members of the Operational Commission, by the Supervisor and by the Counter-Supervisor (if present).

In the case of a Double Degree of Laurea/LM, with a discussion held at the partner University or in other exceptional cases, at the judgement of the Dean, the Final Exam can also be undertaken remotely. The Graduating student can connect to the CO through a remote video call made by specific software (e.g.: Skype), and her/his identity has to be properly checked.

6.2 – Composition of the Final Graduation Mark

Independently from the type of the Final Exam (type A or B for Laurea, Final work for LM) the graduation mark, assigned by the Operational Commission, is expressed in a scale of 110 (hundred-tenths). It consists of the sum of the average mark obtained by the graduating student in the courses, weighted on their credits and translated in the scale of 110 with two decimal digits (without considering any extra-activity and marks cum laude), and the increase points awarded by the Operational Commission expressed in a scale of 110 with two decimal digits. This sum must be rounded to the closer whole number (0.50 is rounded to 1.00) and limited to 110. The CO can also

award the honours, i.e. "cum laude".

The increase points awarded can range from a minimum of -1 (minus one) to maximum +7 (plus seven) points.

For a Final Work of Laurea Magistrale (equivalent to Master of Science) without Counter-Supervisor, the maximum increase is +4 (plus four) points.

Exceptionally the Operational Commission can assign an additional increase of maximum 1 (one) point, for a total of 8 (eight) points or for at maximum 5 (five) points for Final Work of LM without Counter-Supervisor. The additional increase for at maximum 1 (one) point could be assigned only if all the following terms are met:

- *The Supervisor of the Final Exam (type A or B for Laurea, Final work for LM) has provided a written justified request to the Secretariat Office, before the discussion;*
- *The Operational Commission is informed of the proposal before the discussion;*
- *Each member of the Operational Commission agrees on the additional increase;*
- *In case of Final Work with Counter-Supervisor, she/he agrees on the request of exceptional increase, after being previously informed of the proposal of the Supervisor,;*

The CU President is responsible for verifying the accuracy of this procedure.

Additional regulations of the single Study Programme Boards can set up narrower ratings, however not lower than -1 points or greater than 7 points (before the potential exceptional increase). The minimum Final Graduation mark will always be 66.

6.3 - Award of "cum laude" (honours)

The "cum laude" has the meaning of a particular appreciation by the Operational Commission for the preparation and skills achieved by the graduating student, for his excellent Curriculum Studiorum and the quality and originality of the Final work/Graduation work.

The "cum laude" can be assigned only if the following terms are met:

- *For Final Work of LM, the candidate has submitted a final work with Counter-Supervisor;*
- *The mark assigned as per Article 6.2 is, before rounding, greater than or equal to the number V specified as: $V = \max(113 - 0.5L, 111)$ where L stands for the number of "cum laude" marks obtained in career, without considering any extra- activity (additional exams – sovrannumero in Italian);*
- *All the members of the Operational Commission agree on the award of "cum laude".*

6.4 - Proclamation of the Graduates

The ceremony of Proclamation of Graduates of Laurea/LM is public and formal, to highlight the event. It has to be appropriate to the relevance that Politecnico di Milano wants to give outside of the University. During the ceremony, the Certification of the Degree is conferred to the new Graduates of Laurea (Bachelor of Science) and Laurea Magistrale (Master of Science).

6.5 – Rule of Legitimacy

The Dean, in the case of a graduation mark exceeding the limits set by this Regulation or of an error in its formulation, provides to correct the mark, even after Proclamation, and to inform the Graduate.

Art. 7 - Autonomy of the Study Programme Boards

Art. 7.1 – Additional Regulations

Each Study Programme Boards can have Additional Regulations, better specifying the specific needs and features of the Study Programme, within the scope and limits of the present provisions.

In particular, the Additional Regulations specify the contents and features of the Final Work/ Graduation Work, explain in detail the limits of the maximum and minimum ratings for the Graduation Mark and the rules for the award of “honours”, the language to be used for the Final Work/Graduation Work, during the presentation and the proclamation. The Additional Regulations can also specify the characteristics of final works and graduation works, the evaluation procedures of the Final Exam Type B (Laurea) and the formats and guidelines for writing the Final works.

The Additional Regulations proposed by the Study Programme Boards must be approved by the School Board.

Art. 8 - Final Rules and Entry into force

8.1 - Entry into force

After approval of the general Regulation by the Academic Senate, the School Board prepares its Additional Regulations to be approved by the School Board. The Additional Regulations enter into force immediately after the approval, but the School Board can establish temporary rules for the transfer from the previous to the new Regulations. The Additional Regulations of the Study Programme Boards, in cases where it is deemed necessary, entry into force after the approval within the Study Programme Boards and the School Board.

Each Study Programme Board or School can edit a single text in order to inform easily and clearly with regard to the contents of all the Regulations here quoted.

8.2 - Information to Students

The Dean’s Office makes public and disseminates among students this Regulations and the Additional Regulations of the Study Programme Boards, immediately after their approval.

8.3 - Controversy

In the case of dispute or controversy, the Italian version of the present Regulations has to be taken as the official one, overriding the content of this English version.