

UNIVERSITY REGULATION FOR THE BACHELOR'S AND MASTER'S DEGREE EXAMS With specific provisions of the School of Industrial and Information Engineering

Preamble - Scope of the document

This document regulates the conduct of Graduation Exams of the Bachelor's Degree (Laurea) and Master's Degree (Laurea Magistrale, LM) for students enrolled in the related Study Programmes within regulations approved in accordance with Ministerial Decree 270/2004. In addition, it also regulates the conduct of Graduation Exams for students enrolled in Study Programmes and Specialized Study Programmes with regulations approved in accordance with D.M. 509/1999. In the following, any reference to the Laurea Magistrale also applies to the Laurea Specialistica.

The document also regulates the conduct of Graduation Exams of students enrolled in the old five-year system (pre-509/99 systems), for whom, however, the graduation grade is expressed in hundredths; for these, any reference to the LM applies to the five-year degree and any reference to the hundred and tenths must be reported to the hundredths.

This document contains the specific provisions of the School of Industrial and Information Engineering, as required by the University Regulations.

This document is supplemented by the Supplementary Regulations of the Degree and LM Exams of the Study Programme Councils (hereinafter CCS), if any, to which reference is made for further provisions on the subject as specified below.

Art. 1 – Graduation Committee (CG)

1.1. - Definition, composition and appointment of the Graduation Committees

The Graduation Committees evaluate the Final Exam of Graduating students enrolled in a specific Bachelor's and Master's Degree Exams session. The Graduation Committees are defined by the Coordinator of the Study Programme or his/her delegate, in his/her role as Head of Graduation Exams, for each session of examinations, in an adequate number to guarantee their regular course.

Each Graduation Committee has a minimum number of 3 members. At least one additional member is to be identified as substitute for each Committee.

For each Study Programme, the members of the Graduation Committees, including the substitutes, shall be selected first and foremost from among tenured professors (Professors and Researchers) and contract lecturers at the University holding official courses of the Study Programme in the current academic year or in the previous one.

The Head of Graduation Exams shall identify the President and Secretary of the Graduation Committee among its members.

The Graduation Committee can be integrated by further members such as supervisors, co-supervisors, opponents and external experts. These additional members can be:

- Emeritus Professors, formerly in tenure at the University.
- Professors who have retired for no more than 5 years, formerly in tenure at the University.
- Contract Lecturers in the current or previous academic year.
- Other Full Professors at the University.
- External experts of recognized knowledge, including representatives of professional associations and sector associations.

- Research fellows.

All the members of the Graduation Committee concur in assessing the candidates assigned to it. Any supervisor/opponent, involved in several Committees, shall participate in the work of the committee, limited to the discussion related to the student(s) they were supervisor/opponent.

The Graduation Committees are appointed by the Rector or his/her Delegate.

1.2 - President and Secretary of the Graduation Committee

The President of the Graduation Committee is a tenured professor at the University, who holds official courses of the Study Programme in the current academic year.

The President shall:

- Guarantee the regular course of the graduation session and ensure proper drafting of the evaluation report.
- Proceed with the identification of the candidates.
- As a rule, proclaim the Graduates.
- Digitally sign the report of the Graduation Committee's work.

In his/her role, the President is assisted by a Secretary, who is also a tenured professor at the University and holds official courses of the Study Programme in the current academic year.

1.3 - Obligations of University professors

University professors holding official courses have the duty to participate in the sessions of the Graduation Committees, also for the purposes of the application of Article 2 paragraph 4 of the Regulations for external collaboration to the University for Professors and Researchers of 26 July 2019. Attendance at the graduation sessions is one of the requirements for the fulfilment of the institutional duty.

They must be considered convened for all the sessions scheduled in the academic calendar. Any unavailability must be communicated well in advance, before the nomination of the Graduation Committees, according to a timeline defined for each examination session.

Art.2 - Organization of the graduation

Graduations are usually held in presence, at the premises of Politecnico di Milano, subject to the exceptions indicated in art. 6.1.

2.1 - Secretariat of the Graduation Commissions

The Secretariat Office is located, for each Graduation Committee, at a specific School, Department or Territorial Campus, which provides the necessary staff for the organization and management of the Graduation Exams.

The Secretariat Office, in collaboration with the Dean of the School and assisted by the Head of Graduation Exams, shall:

- Send the convocation for the graduation to the members of the CG.
- Invite any co-supervisor to attend the session.

- Ensure that all the documents and materials required for the graduation are made available to the CG in due course and appropriate form.
- Ensure that evaluation reports by the supervisor and opponent (if any) are delivered in due time.

The Head of Graduation Exams, assisted by the Secretariat Office, shall:

- Appoint the opponents of the Master's Degree Theses (if required).
- Assemble the Graduation Committees and identify the relative Presidents and Secretaries.
- Verify the correctness of the procedures and collaborate in solving any issues that may arise during the exams, by consulting the Dean of School where deemed appropriate.
- Report to the Dean any non-compliance by professors.

Art. 3 – Final exam

3.1 - Types of Graduation Exam for the Bachelor's Degree

The Graduation Exam for awarding the Degree may consist in the presentation and discussion, by the Candidate, of a written elaborate (Final Exam Type A) or in the reporting of specifically defined activities carried out by the Candidate during the educational path (Final Exam Type B).

The Final Exam Type A consists in the preparation of a written report and in its presentation and discussion. The report, written in Italian or English, is carried out under the guidance of a Supervisor. Upon motivated request by the Candidate, the report may be written in another language, prior to the authorization of the Head of Graduation Exams. The presentation and discussion will take place either in Italian or in English. If the thesis is written in English or another foreign language, it must always include a summary in Italian.

The characteristics of the Final Exam Type B are specified in the Supplementary Regulations of the Degree Exams for the Study Programmes.

3.2 - Types of the Graduation Exam for the Master's Degree

The Graduation Exam consists in the presentation and discussion, by the Candidate, of a theoretical, experimental or design Thesis, developed in an original way under the guidance of a Supervisor (Ministerial Decree 270/04, art. 11 paragraph 5).

The Master Thesis is usually written in Italian or English. Upon motivated request by the Candidate, the Thesis may be written in another language, prior to the authorization of the Head of Graduation Exams. The presentation and discussion will take place either in Italian or in English. If the Thesis is written in English or another foreign language, it must always include a summary in Italian.

If the Supervisor considers the Thesis to be of particular relevance for the original contents of scientific research and/or technological innovation and for the personal contribution of the student, an Opponent (see Art. 5.2) is appointed, who evaluates the work carried out and submit his/her evaluation to the Graduation Committee. The Thesis with Opponent must be accompanied by an Executive Summary in English, drawn up in compliance with the specific provisions defined by the School.

3.3 - Obligations of the student

The final work is the result of the Candidate's personal activity, who is required to use sources and references correctly, citing them adequately in the text and in the bibliography.

In cases where plagiarism is found, a disciplinary measure may be applied, in addition to the civil and criminal liability arising from personal conduct.

The Candidate must register to the Graduation Exam in accordance with the procedures and deadlines set by the University.

Art.4 - Specific provisions for the Master Thesis

4.1 - Filing of the thesis and maximum validity

The Master Thesis must be filed with the methods and deadlines set by the University.

The maximum validity duration of a Master Thesis developed by several authors is set to 2 years from the first discussion, unless an exception is granted by the Dean on request of the Supervisor.

4.2 - Thesis with several authors

The Master Thesis can be carried out by a maximum of two authors, who may be enrolled in different Master's Study Programmes.

Art.5 - Supervisor and Opponent

5.1 - Supervisor

The Supervisor is unique and must be a tenured professor (Professor or Researcher) of the University or a contract professor in the current or previous academic year.

The Supervisor can be part of the Graduation Committee.

The Supervisor can be supported by one or more Co-Supervisors.

For the Master's Degree Graduation Exam, after the Candidate has filed the Thesis, the Supervisor, within the established terms, draws up a report including the evaluation. In the case of a Thesis with several authors, the Supervisor specifies the contribution of each of them in the report.

5.2 - Opponent

For the Master's Degree Graduation Exam, an Opponent may be appointed, who is a recognized expert in the subject.

After the Candidate has filed the Thesis, the Opponent, within the established terms, prepares a report assessing the evaluation of the work.

Art.6 - Conduct of the Graduation Exam and Evaluation of the Candidate

6.1 - Presentation and discussion of the thesis or elaborate

After a brief presentation by the Supervisor, if any, the Candidate illustrates the work done and the results obtained and answers questions posed by the members of the Graduation Committee, the Supervisor and the Opponent (if any).

The duration of the presentation and discussion is regulated by the School.

In case of a Double Degree/MSc, the discussion of which is held in the University where the Candidate obtains the other Degree/MSc, or in other exceptional cases, at the unquestionable judgment of the Dean, it is possible to take the Graduation Exam in virtual mode by means of a remote video connection after the identification of the Candidate.

6.2 – Criteria for the evaluation assessment

After the presentation, discussion and evaluation of the Master Thesis or after completing the procedures for Final Exam Type A or B in case of the Bachelor's Degree, also considering the entire career of the Candidate within the Master's / Bachelor's Study Programme, the Graduation Committee shall assign an evaluation to the Graduation Exam.

For the Bachelor's Degree Graduation Exam (see Art. 3.1), the evaluation assigned by the GC ranges between a minimum value of -1 (minus one)/110 (one hundred and ten) and a maximum value of 7 (seven)/ 110 (one hundred and ten).

For the Master's Degree Graduation Exam (see Art.3.2), the evaluation assigned by the GC ranges between a minimum value of -1 (minus one)/110 (one hundred and ten) and a maximum as specified below:

- Maximum value of 4 (four)/110 (one hundred and ten) for a Thesis without Opponent.
- Maximum value of 7 (seven)/110 (one hundred and ten) for a Thesis with Opponent.
- Maximum value of 8 (eight)/110 (one hundred and ten) for a Thesis with Opponent, if it is considered excellent in the assessment by both the Supervisor and the Opponent and all the members of the Graduation Committee agree.

Regardless of the type of Graduation Exam (type A or B for the BSc, Master Thesis), the degree evaluation, assigned by the Committee, is expressed in one hundred and tenths.

It consists of the sum of:

- The average of the grades obtained by the Candidate in the courses, weighted on the effective credits and expressed in hundred-tenths with double decimals (without considering any additional activity and cum laude awards).
- The evaluation assigned by the Graduation Committee, expressed in hundred-tenths with double decimals.

This sum is to be rounded to the nearest integer (0.50 is rounded up to 1.00) and limited to 110. The minimum degree mark will always be 66.

The Graduation Committee can also assign “cum laude” award.

6.3 - Awarding of “cum laude”

The meaning of the “cum laude” award is a particular appreciation by the Graduation Committee for the preparation and maturity reached by the Candidate, for the brilliant curriculum and manner of exposition, the ability to argue, the quality and originality of the thesis work/Master Thesis. “Cum laude” can be awarded only if the grade formulated as per Art. 6.2, before rounding to the nearest integer, is higher than or equal to the number V defined as follows:

$$V = \max (113-0.5L, 111)$$

where L is the number of exam evaluations with “cum laude” award reported for effective courses, with the exclusion of excess courses. “Cum laude” can be awarded only with the unanimous judgment of the members of the Graduation Committee. For the Master's Degree Graduation Exam, the award can be assigned only in the case of a Thesis with Opponent.

6.4 - Proclamation

The Graduates Proclamation Ceremony shall be held in a solemn public form, in order to give prominence to the event. The ceremony shall be appropriate to the image that Politecnico di Milano

intends to give of itself outside the University. Graduates will receive the Bachelor's or Master's Degree Diploma in accordance with the procedures established by the University.

6.5 - Legitimacy rules

If the Dean finds that a BSc or MSc Degree final evaluation was assigned in disconformity with these Regulations or there was a material error in its formulation, he/she will automatically correct the evaluation, even after the Proclamation, notifying the Graduate.

Art.7 - Autonomy of the Degree Programme Councils

7.1 - Supplementary regulations of the Degree Programme Councils

The individual Degree Programme Councils may provide their own Supplementary Regulations, within the limitations set by these Regulations. In particular, they can specify the characteristics and methods of evaluation of the Type B Final Exam (BSc), any further restrictions on the scores of the BSc/MSc (if any), formats and guidelines for the preparation of the BSc report and Master Thesis.

The supplementary Regulations proposed by the CCS must be approved by the School Board.

Art.8 - Final rules and entry into force

8.1 - Rules of conduct

Politecnico di Milano considers BSc/MSc examinations to be moments of great importance and on such occasions intends to provide a high-level image of itself to the Graduates and people from outside the University who attend. Accordingly, the components of the Graduation Committees and the Candidates are required to behave and dress appropriately to the importance and official nature of the event, in accordance with the provisions of the University Code of Ethics and the Regulations on Standards of Behaviour in University areas and on the occasion of graduation parties.

8.2 - Entry into force

These Regulations come into force starting from the BSc and MSc exam sessions of July 2021, with the exception of the rule related to the Executive Summary for Master Thesis with Opponent (see Art.3.2), which is applied starting from the MSc examination session of December 2021.

The supplementary Regulations of the Degree Programme Councils, if any, come into force following their approval by the CCS and the School Board.

8.3 - Information to students

The Dean of the School publishes these Regulations and the Supplementary Regulations of the Degree Programme Councils, if any, immediately after their approval and shares them among the students.