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SCUOLA DI ARCHITETTURA URBANISTICA
INGEGNERIA DELLE COSTRUZIONI

POLITECNICO DI MILANO

SCHOOL

OF

**ARCHITECTURE URBAN PLANNING CONSTRUCTION
ENGINEERING**

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**SUPPLEMENTARY REGULATIONS OF FINAL EXAMS FOR
LAUREA (EQUIVALENT TO BACHELOR OF SCIENCE) AND
LAUREA MAGISTRALE (EQUIVALENT TO MASTER OF
SCIENCE)**

Introduction - Scope of application

This document provides the rules to conduct the Degree examination of Laurea (equivalent to Bachelor of Science) and of Laurea Magistrale (equivalent to Master of Science), below LM, for students enrolled in Laurea and LM with educational system approved under Ministerial Decree 270/2004.

Upon availability, this document also provides the rules to conduct the degree examinations for students enrolled in Study programmes of Laurea (equivalent to Bachelor of Science) and of Laurea Specialistica with educational system approved under Ministerial Decree 509/1999. In what follows, all references to Laurea Magistrale (equivalent to Master of Science) can be applied also to Laurea Specialistica. This document provides also rules for degree examinations of students enrolled in 5-year single cycle programme of the Old Educational system (pre-509/99 educational systems), with degree score up to one hundred: for these students, all references to LM can be applied to 5-year single cycle programme and all references applied to score up to one hundred and ten must be changed in one hundred.

This regulation is drawn up according to General University Regulations of Degree examination of Laurea (equivalent to Bachelor of Science) and of Laurea Magistrale (equivalent to Master of Science).



TITLE I

GENERAL RULES FOR DEGREE EXAMINATION OF LAUREA (EQUIVALENT TO BACHELOR OF SCIENCE) AND LAUREA MAGISTRALE (EQUIVALENT TO MASTER OF SCIENCE)

Chapter I.1 - Degree examination commissions

Art. I.1.1 – Appointment and Nature of Single Commissions

The Degree examination commissions are Single Commissions (CU) for each Study Programme Board (CCS) and each campus with pertaining courses. If appropriate, it can also be constituted a Single Commission for more than one Study Programme Board and/or for more campuses.

The CUs are appointed by the Rector, by the end of each calendar 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 following tasks specified for them.

Art. I.1.2 – Composition of Single Commissions

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

The CUs are composed by professors (as to say full and associate professors and researchers) of the University that hold, in the current academic year or in one of the previous two years, official courses of the Study Programmes to which the same CU is referred. It is possible also to be members of them, in addition to professors:

- Emeritus professors, former professors of the University.
- Retired professors from no more than five years, previously professors of the University.
- Adjunct professors [holders of teaching contracts or Visiting Professors] of the ongoing academic year, or in one of the two previous years.
- Other professors of the 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 a total number that does not exceed 10% of the professors of the CU:

- External experts with recognized competence, including representatives of Professional and Industry Associations
- Temporary Research Fellows
- Members appointed by Professional Associations, that take part as observers, their presence does not affect the quorum.

University's professors can belong to a maximum number of three CUs, the emeritus, retired and adjunct professors can belong to a maximum number of two CUs. External experts and Temporary Research Fellows can belong to one CU.



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

For each CU, the Dean, after consultation with the Coordinator of the related CCS, appoints, among its members, the President of the Single Commission and a Vice-President, that can replace him in case of absence or impediment.

Chapter I.2. - Operational Commissions

Art. I.2.1 – Appointment, composition and nature of Operational Commissions

The Operational Commissions (CO) assess the Final exam of the Graduating students enrolled in a specific Graduation exam session of Laurea (equivalent to Bachelor of Science) and of Laurea Magistrale (equivalent to Master of Science).

An adequate number of COs is created by the President of the CU (or by the Vice-President in case of impediment) for each exam session, in order to ensure the carrying out of the activity, through the identification of the names among the members of the CU.

The COs consist of at least 7 members, 5 (or more) chosen among the members of the CU, to which it must be added the Dean (or the Vice-Dean, in case of absence or impediment) of the School and the President of the Single Commission (or the Vice-President), as authorities of the regular carrying out of the Graduation exams of Laurea (equivalent to Bachelor of Science) and of LM. For the exams of Laurea (equivalent to Bachelor of Science) and of LM carried out at the Campuses, the Dean can delegate permanently, on his behalf, the Vice Rector of the related Campus.

The inclusion of the names of the CO members in the dedicated application, in which the names of the Graduating students are simultaneously inserted and assessed by that CO, constitutes the formal agreement of appointment of the Operational Commission.

Art. I.2.2 – Obligations of University's Professors

The University's professors, holders of official courses, have the duty to attend the meetings of the Degree Examination Operational Commissions. They must be considered called for all the sessions planned in the academic calendar. In case of impediment, they must produce a reasoned justification for the absence, in time in order to be taken into account in the process of creation of COs.

Art. I.2.3 – Sessions of the Degree Examination Commissions

The Degree exam sessions are moments of great public importance for the School and for the students that finish their study programme. Therefore, the Commissions must ensure the best carrying out of sessions, and be sure to preserve the dignity and solemnity of this event.



The Graduating students and the public must follow the rules and promote the proper carrying out of the meetings, both within classrooms and common areas of the School. Correspondingly, the CO's members, during the carrying out of their duties, are required to have an appropriate behaviour suitable with this important and official event.

Chapter I.3 – Organization of work

Art. I.3.1 – Operational Commissions

Each CO is made up of five members, to which must be added the two authorities. Among them, the President of the Single Commission identifies the President of the Operational Commission, which coordinates the work, and, if deemed useful, the Operative Secretary of the same CO, who looks after the registration.

If necessary, CO can be created in order that one professor is included in more than one CO (but referred to the same CU or also to different CUs, of which the professor is included). 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 lists the names of the Commissioners and of the Graduating students that are taking the exam (with data for their identification) and the final score of Laurea (equivalent to Bachelor of Science)/LM (equivalent to Master of Science). The Minutes must be signed in the space provided, and on each page, by all Commissioners. The Minutes must be signed by the Graduating student.

Art. I.3.2 – Secretary of the Degree Examination Commissions

The Secretariat Office has its seat, for each CU, at the Presidency (or) at the Secretariat of the Laurea (equivalent to Bachelor of Science) or Laurea Magistrale (equivalent to Master of Science) study programmes, or at the Campus, that provide the necessary staff for the organization and management of Final exams.

The Secretariat Office of the Commission, in collaboration with Undergraduate and Graduate Students Services, is responsible for:

- Sending any convocation notices for the meeting to the Committee members.
- Sending the convocation for the meeting to the Operational Sub-commission members.
- Inviting the Assistant Supervisor, Co-Supervisors, optional and external members to attend the session of the Commission.
- Sending to the Campus Presidency or to the Secretariat, well in advance, the composition of the single Operational Sub-commissions and the list of Graduating students assigned to each of them for publication on the website of the School.
- Preparing the documents for the Commission related to each Graduating student, and



in particular:

- Provide details of the scores obtained in each course and the weighted average on credits of the scores obtained (pre-laurea form);
- Ensure that report and co-report, if required, are delivered on time.
- Provide a print of the Minutes of the CO deliberations

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

- appointing the Co-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 carrying out of 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.

Art. I.3.3 – Coordination Committee of Presidents of Degree Examination Single Commissions

The CU Presidents constitute the Coordination Committee of Degree Examination Commissions of the School, which helps the Dean in all matters related to the regulation and organization of the Degree Examinations of Laurea (equivalent to Bachelor of Science)/LM (equivalent to Master of Science). The Committee is chaired by the Dean or his delegate.

TITLE II

FINAL EXAMS OF LAUREA (EQUIVALENT TO BACHELOR OF SCIENCE), LAUREA MAGISTRALE (EQUIVALENT TO MASTER OF SCIENCE) AND ACHIEVEMENT OF QUALIFICATION

Chapter II.1– Types of Final Exams

Art. II.1.1 – Types of Final Exams for Laurea (equivalent to Bachelor of Science)

The Final Exam for the award of the Degree can consist in 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 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 of the Graduating student, 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 extract in Italian. The Supervisor of the Final work of Final Exams type A is only one and he/she must be a member of the CU.

The characteristics of the Final exam type A and B are specified in the Additional Regulations of the Study Programme Boards.

Art. II.1.2 - Type of Final exam of Laurea Magistrale (equivalent to Master of Science) Study Programme

The Final Exam of Laurea Magistrale (equivalent to Master of Science) consists of a presentation and discussion, by the Graduating student with a Final work, written in an original way by the student under the guidance of an Supervisor (Law 270/04, Article 11 paragraph 5), with a theoretical, experimental or design nature, that selects and develops a topic faced during the Study Programme and explains, in its written form and during discussion, the analytical, critical and/or project skills acquired by the graduating student. For the Final work, there can be a Co-Supervisor that provides a previous evaluation to be submitted to the Operational Commission.

The Graduation work is an individual work. In the case of experimental and design final work, it can be written by a maximum number of 3 students, even if enrolled in different laurea magistrale programmes, but with individual recognizable contribution. Any further information can be found in the Additional Regulations of the Study Programmes. Usually, the Final work is written in Italian or English. With a justified reason of the Graduating student, it is also possible to accept a written Final work in other languages, with the approval of the CU President. Even in this case, presentation and discussion is 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 CCS of the School.

Art. II.1.3– Registration to Final Exams

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

Art. II.1.4 - Final exam of Laurea Magistrale (equivalent to Master of Science) Study Programme: The Supervisor and Co-Supervisor

There is only one Supervisor, and he/she must be a member of the Single Commission, or a Professor of the University, provided that he/she is related to specialist, elective or



supplementary DISCIPLINE of the Study Programmes to which the Commission is referred or to other DISCIPLINE explicitly specified in the Additional Regulations of the CCS. He/she can be supported by one or more Assistant Supervisors, even if not part of the CU. The Assistant Supervisor can be also an external expert or professor of other Italian or international University.

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

Usually, the Supervisor is member of the Operational Commission that evaluates the Graduating student.

The Laurea Magistrale (equivalent to Master of Science) Study Programme, in their Additional Regulations, can provide the carrying out of the Final work with or without the Co-Supervisor.

There is one Co-Supervisor and he/she is a recognized expert in the field. After the submission of the Final work by the Graduating student, the Co-Supervisor, within the terms provided, draws up a report on it and provides his proposal of increase of the score.

The Co-Supervisor is invited to take part in the work of the Operational Commission.

The Study Programmes can activate supporting commissions to the pre-evaluation of the final work, in accordance with procedures defined in their additional regulations.

The Study Programmes are required to help the student to choose the final work and the Supervisor; to provide the student with supervision of the final work; to replace, in case of need, the Supervisor; to monitor the amount of time within the final works are developed and their consistency with related educational credits.

Each Study Programme must specify the procedures of the final work in its Additional Regulation and publish them on the Web site of the School.

Art. II.1.5 - Language of writing of the final work

Usually, the final work is written in Italian. For Study Programmes and Study Plans provided in English, the final works can be written in English. The additional regulations of the Study Programmes will specify the procedures. Furthermore, the final works can be written, upon request of the CdS Coordinator, in languages of the European Union or, in case of double degrees or joint degrees, in languages provided in the related agreements.

All final works must include a synopsis in Italian and one in English.

Chapter II.2 – Carrying out of the Final Exam – Final Evaluation

Art. II.2.1 –Final Exam: submission and discussion of the Final work

The Graduating student, after a possible presentation of the Supervisor, explains to the public the work done and the results obtained, and answers questions made by members of the Operational Commission, by the Supervisor and Co-Supervisor (if provided).



The Additional Regulations of the Study Programmes specify the presentation and discussion procedures of final works and graduation works.

In case of achievement of a Double Degree/LM, of which the discussion is held in the University where the candidate follows the other Laurea (equivalent to Bachelor of Science)/LM (equivalent to Master of Science), or in other exceptional cases, at the discretion of the Dean, it is possible to take the Degree Examination of Laurea (equivalent to Bachelor of Science)/LM (equivalent to Master of Science) also with solutions of non-physical presence of the Graduating student, through a remote video connection through IT means (e.g.: Skype), upon sure identification of the Graduating student.

Art. II.2.2 – Creation of the Degree Examination Score

Independently from the type of the Final Exam (type A or B for Laurea (equivalent to Bachelor of Science), Final work for LM (equivalent to Master of Science)), the degree score, assigned by the Operational Commission, is expressed in hundred-tenths. It consists of the sum of the average obtained by the graduating student in the courses, weighted on credits, expressed as hundred-tenths and hundredths of hundred-tenths (without considering any as extra activity and cum laude), and the increase awarded by the Operational Commission expressed as hundred-tenths and hundredths of hundred-tenths. 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”.

To the final exam, it is possible to assign the following ratings:

from -1 to +8 points for Laurea (equivalent to Bachelor of Science) and Laurea Magistrale (equivalent to Master of Science);

from – 1 to +10 points for single cycle programmes.

The proposal for "honours" must be approved by unanimity of the members of Commission.

The minimum degree score will always be 66.

Art.II.2.3 – Award of “honours”

The "honours" has the meaning of a particular appreciation by the Operational Commission for the preparation and skills reached by the Graduating student, for his excellent Curriculum studiorum and the quality and originality of the Final work/Graduation work. For this purpose, the Commission can consider the "honours" obtained during the career as support to its proposal of "honours".

The "honours" can be assigned only if the score assigned as per Article II.3.2 is, before rounding, greater than or equal to 111 (one hundred eleven) points of hundred-tenths.

The CCS Additional regulations can provide more detailed and restrictive rules for the allocation of "honours", however, with a threshold of no less than 111 points.

The "honours" can be awarded only if all the members of the Operational Commission agree on that.



Art. II.2.4 - Proclamation of Graduate student

The ceremony of Proclamation of Graduate students of Laurea (equivalent to Bachelor of Science) and Laurea Magistrale (equivalent to Master of Science) is public and formal, to highlight the event, which should be appropriate to the image that Politecnico di Milano wants to give of itself outside of the University. During the ceremony, to the new Graduate students of Laurea (equivalent to Bachelor of Science) and Laurea Magistrale (equivalent to Master of Science) the Degree is conferred.

Art. II.2.5 – Rule of Legitimacy

The Dean, if it is found that has been assigned a score of Laurea or LM that exceeds the limits set by this Regulation or that there was an error in its formulation, provides to correct the score, even after Proclamation, and to inform the Graduate student.

Chapter II.3 – Authority of the Study Programme Boards

Art. II.3.1 – Additional Regulations

The single Study Programme Boards can have Additional regulations that, within the scope and limits of the provisions of this Regulation, better specify the general regulations in relation to the specific needs and features of the Study Programmes.

The single Study Programme Boards can prepare their Additional regulations, within the scope and limits of the provisions of that of the School, in particular with specific information on characteristics of final works and graduation works and the evaluation procedures of the Final Exam Type B (Laurea) is provided, further possible restrictions to the increase of the L/LM scores, formats and guidelines for writing the Final works.

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

TITLE III

FINAL RULES

Chapter III.1 – Entry into force

Art. III.1.1 – Regulations

This Regulation enters into force from the degree examination session of July of the a.y. 2016-2017.

Art. III.1.2 – Additional Regulations



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As first application, the Additional Regulations of the Study Programme Boards enter into force from the degree examination session of the a.y. 2016-2017.

Art. III.1.3 - Study Programmes upon availability

The degree regulations enters into force until the last session of the academic year of activation are adopted. In the following years, the final exams of these programmes will be presented in the Study programme commissions of the same category available in Milan or in other Campuses, identified by resolution of the School Board.

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Art. III.1.4 – Information to Students

The Presidency of the School makes public and disseminates, among students, this Regulations and the Additional Regulations of the Study Programme Boards immediately after their approval.