



POLITECNICO
MILANO 1863

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SCUOLA DI ARCHITETTURA
URBANISTICA INGEGNERIA
DELLE COSTRUZIONI

POLITECNICO DI MILANO
SCHOOL OF ARCHITECTURE URBAN PLANNING CONSTRUCTION ENGINEERING

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

Introduction - Scope of Application

This document regulates the conduct of the Laurea (equivalent to Bachelor of Science and hereafter referred to as L) and Laurea Magistrale (equivalent to Master of Science and hereafter referred to as LM) exams for students enrolled in L and LM programmes with an approved system under Ministerial Decree 270/2004.

It regulates the conduct of final exams for students enrolled in L and Specialising Masters programmes with an approved system according to Ministerial Decree 509/1999.

In the following, any reference to the LM applies to the Specialising Masters. This document regulates the conduct of the final exams of students enrolled in the Old educational system's Five-year Programme (pre-509/99 regulations), for whom the degree score is expressed in hundredths. For these students, any LM reference is applied to the five-year single cycle programme and any reference to a 110-point scale is applied to hundredths. These regulations are drafted under the University Regulations for Laurea (equivalent to Bachelor of Science) and Laurea Magistrale (equivalent to Master of Science) examinations.

Acronyms:

CCS: Study Programme Board

CL: Degree Examination Board

LM: Laurea Magistrale (equivalent to Master of Science)

CU: Single-Cycle Laurea Magistrale (equivalent to a Master of Science)

**ART 1. COMMON RULES TO THE LAUREA (EQUIVALENT TO BACHELOR OF SCIENCE) AND LAUREA
MAGISTRALE (EQUIVALENT TO MASTER OF SCIENCE) FINAL EXAMINATIONS**

Art. 1 - Degree Examination Boards (CL)

1.1- Nature, composition and appointment of the Degree Examination Boards



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The Degree Examination Boards evaluate the Final Examination of graduating students enrolled in a specific L, LM or Single-Cycle exam.

The Degree Examination Boards are formed by the Study Programme Coordinator or their Delegate, in their capacity as Graduations reference person, for each exam session, in an adequate number to guarantee regular conduct.

Each Degree Examination Boards is composed of a minimum of three members. For each Degree Examination Boards, at least one substitute member is identified.

For each Study Programme, the Board members, including substitute, may be selected primarily from among the University full and adjunct professors (Professors and Researchers) who oversaw the Study Programmes in the current or previous academic year.

The Graduations reference person will identify the Board Chairman and Secretary among the Board members.

The board can include additional members such as supervisors, co-supervisors, discussants and external experts.

These additional members may be:

- Emeritus Professors, already in office in the University.
- Professors who have been retired for no more than five years, already in office at the University.
- Adjunct Professors in the current or previous academic year.
- Other University full Professors.
- External experts of recognised value, including representatives of Professional and Sector Associations.
- Research Fellows.

All Board members contribute to the evaluation of assigned students.

Any supervisors and discussants working with graduating students in more than one Board participate in the work of these Boards, limited to the graduating student(s) whose final exam they supervised.

The Rector or their Delegate appoints the Degree Examination Boards.

1.2 - Degree Examination Board Chairman and Secretary

The Degree Examination Board Chairman is a Full Professor who holds official teaching positions in the Study Programme during the academic year.

The Chairman:

- ensures the regular conduct of the Degree Exam session and correct drafting of the minutes
- ascertains the graduating students' identity
- announces the graduates
- digitally signs the Degree Examination Board Minutes.

The Chairman is assisted by a Secretary, who must be a Full Professor, in charge of official teachings of the Study Programme in the current academic year.

Art. 1.3 - University Professor Obligations

The University professors who hold official Study Programmes must participate in the Degree Examination Boards' sessions under Art. 2 paragraph 4 of the Regulations for University External



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Assignments for Professors and Researchers of July 26, 2019, since attendance at Degree sessions is one of the parameters identified for their role.

They must be considered convened for all sessions scheduled in the academic calendar.

According to the rules defined for each Degree Exam session, any unavailability must be reported in advance before the Boards' appointment.

Art. 2 - Organisation

At the Politecnico di Milano premises, the Degree Exam sessions are held in presence, with the exceptions specified in Art. 6.1.

Art. 2.1 - Degree Examination Board Secretarial office

Each board has a Secretarial Office located at the Secretariat of the L or LM programmes of the Dean's Office or Campus. This must provide the necessary personnel for the organisation and management of Final Examinations.

The Secretarial Office, assisted by the ~~Graduation Manager~~ Graduations reference person and working with the Undergraduate and Graduate Students Services, is responsible for:

- Send the convocation for the session to the CL members
- Invite possible auditors to attend the meeting
- Ensure that documents and materials requested from graduating students are made available to the Board timely and under the outlined procedures
- Ensure that Supervisor and discussion reports (where required by the Schools' Supplementary Regulations) are delivered timely.

The Graduations reference person, assisted by the Secretarial Office, is responsible for:

- Appointing thesis Discussants (where this is required);
- Establish the Boards and identify the relevant Chairmen and Secretaries
- Verify the correctness of the procedure and resolve any issues that may arise during examinations, calling on the Dean where necessary.
- Report to the Dean any Professor non-compliance.

Art. 3 LAUREA (EQUIVALENT TO BACHELOR OF SCIENCE) AND LAUREA MAGISTRALE (EQUIVALENT TO MASTER OF SCIENCE) FINAL EXAMINATION

Art. 3.1 - Types of Graduation Final Examination

The Graduation Final Examination may consist of presenting and discussing a paper (Final Examination type A) or evaluating activities carried out by the graduating student during attendance (Final Examination type B).

The Final Examination (type A) consists of the presentation and discussion, in Italian or English, of a written paper, under a Supervisor's guidance. A Paper written in other languages may be accepted at the graduating student's request, subject to the ~~Graduation Manager~~ Graduations reference person's authorisation, but with the presentation and discussion in Italian or English. If the Paper is written in English or another foreign language, it must contain an extract in Italian.



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The type A and B Final Examination's features are specified in the Supplementary Regulations of the Study Programme Boards.

Art. 3.2 - Laurea Magistrale (equivalent to Master of Science) Programme final examination: type

The LM and single-cycle LM Final Examination consists of the graduating student presenting an original Thesis prepared under a Supervisor's guidance. (Ministerial Decree 270/04, Art. 11, paragraph 5). This shall be of a theoretical, experimental or design nature that uses and develops a theme practised during the Study Programme. In the drafting and discussion, It must demonstrate the student's analytical, critical or design skills.

The Thesis may include a Discussant, who formulates a preliminary opinion to be submitted to the Degree Examination Board.

The Thesis is usually written in Italian or English. A Thesis written in other languages may be accepted at the graduating student's request, subject to the ~~Graduation Manager~~ Graduations reference person's authorisation, but with presentation and discussion in Italian or English.

For Study Programmes and plans taught in English, papers may be written in English. The supplementary regulations of the Study Programmes will establish the methods. Upon the Supervisor or Study Programme Coordinator's request, the papers may be written in European Union languages or, for double or joint degrees, in the languages foreseen by the related agreements.

All Thesis papers must contain an Italian and English synopsis.

The Thesis must be written under the guidelines formulated by the School CCS.

Art. 3.3 - Graduating student obligations

The final Thesis is the result of the personal work of the graduating student, who is required to use the sources correctly, citing them adequately in the text and the final bibliography.

If plagiarism is found, disciplinary action may be taken against the student, without prejudice to the civil and criminal liability arising from personal conduct.

The graduating student must apply for the Final Examination according to the procedures and deadlines established by the University.

Article 4 - Specific Provisions for LM and Single-Cycle LM Theses

Art. 4.1- Thesis filing and maximum duration

The Thesis must be filed under the procedures and deadlines established by the University.

The validity maximum duration of a Thesis prepared by more than one author is two years from the first discussion unless the Dean grants an exception at the Supervisor's request.

More stringent limits may be provided for by the Supplementary Regulations of the Schools.

Art. 4.2- Theses with more than one author

The Thesis is individual. In the case of project or experimental papers, it can be carried out by a maximum of three authors, even if enrolled in different LM Programmes, with a recognisable individual contribution.

Further indications can be found in the Supplementary Regulations of the Study Programmes.



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Art. 5 - Supervisor and Discussant

Art. 5.1 - There is only one Supervisor, and they must be a University Full or Adjunct Professor or Researcher (in the current or previous academic year) and can be a member of the Degree Examination Board.

One or more Co-Supervisors may assist the Supervisor.

After the graduating student has filed the Thesis, the Supervisor, within the deadlines established by the Study Programme's Supplementary Regulations, draws up a report and suggests a score.

For theses with more than one author, the Supervisor specifies in their report the contribution of each of them.

Art. 5.2 – Discussant

The Discussant, if any, is a recognised field expert.

After the graduating student has submitted the Thesis, the Discussant, within the established deadlines, draws up a report and suggests a score.

According to the procedures defined in their respective Supplementary Regulations, Study Programmes may activate boards to support the thesis pre-assessment.

Study Programmes are required to:

- guide the student in the choice of the Thesis and Supervisor;
- guarantee the student thesis supervision;
- replace the thesis Supervisor when necessary;
- monitor the timeframe within which the theses are developed and their coherence with the Educational Credits awarded.

Each Study Programme must specify the final exam methods in its Supplementary Regulations and make them public on the School's website.

Art. 6 - Conduct of the Final Examination and Final Evaluation

Art. 6.1-Final Examination: presentation and discussion of the Thesis or Paper

After a presentation by the Supervisor, the graduating student illustrates the work done, the results and answers questions posed by the members of the Degree Examination Board, the Supervisor and Discussant (if any).

The School regulates the presentation and discussion duration.

The Study Programme Supplementary Regulations indicate the papers and theses presentation and discussion methods.

For a Double Degree/LM, which is discussed at the University where the candidate obtains the other L/LM, or in other exceptional cases, at the Dean's sole discretion, it is possible to take the L/LM Examination even when the student is not physically present. This involves a remote video link with computer systems, ascertaining the graduating student identity.



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Art. 6.2 - Graduation Score

Following the evaluation, presentation and discussion of the LM Thesis, or following the Type A or B exams for the Laurea (equivalent to Bachelor of Science) and the student's career within the L/LM Programmes, the Degree Examination Board will assign a score.

The score assigned by the Degree Examination Board has a minimum value of -1 (minus one) hundred decimal point and a maximum value of 8 (eight) hundred decimal points. For single-cycle LM Programmes only (five-year), the maximum score is 10 (ten) hundred-decimal points.

The Study Programme Supplementary Regulations may establish stricter limits to the above score, which cannot be lower than -1 or higher than 8 (10 points for single-cycle LM programmes only).

Regardless of the type of Final Examination (type A or B for the L, Thesis for the LM), the degree score, assigned by the Board, is expressed in using a 110-point scale.

It comprises the average achieved by the graduating student in the courses, weighted based on the credits and expressed in hundredths and hundredths of a hundredth (without considering any additional work or honours) and the score awarded by the Board and expressed hundredths and hundredths of a hundredth. This sum shall be rounded up to the nearest whole number (0.50 is rounded up to 1.00) and limited to 110.

The minimum graduation score is 66.

The Degree Examination Board may award Honours.

Art. 6.3- Awarding Honours

Honours may be suggested by the Supervisor and are a special appreciation by the Degree Examination Board for the preparation and maturity achieved by the graduating student, for their brilliant Curriculum Studiorum and Paper/Thesis quality and originality.

For this purpose, the Board may consider any "cum laude" obtained during the academic career to support any proposal for Honours.

Honours may be awarded if the score formulated as per Art. -6.2 is, before rounding, greater than or equal to 111 (one hundred and eleven) hundred-decimal points.

The Study Programme Supplementary Regulations may establish more detailed and restrictive rules for the assignment of honours, with a threshold not less than 111 points.

Honours are awarded by unanimous decision of the Degree Examination Board members.

Art. 6.4 – Proclamation of Graduates

The Proclamation ceremony of L or LM Graduates is held in a solemn public form, to highlight the event.

The ceremony must be appropriate to the image that Politecnico di Milano intends to give of itself outside the University. New graduates will receive the L or LM Diploma according to University procedures.

Art. 6.5 - Rule of Legitimacy

If the Dean notices that a L or LM score has been assigned that exceeds the limits established by these regulations or has been a material error in its formulation. In that case, they will correct the score, even after the proclamation, and notify the new graduate.



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Art. 7- Study Programme Board autonomy

Art. 7.1 - Supplementary Regulations of Study Programme Boards

The individual Study Programme Board adopts Supplementary Regulations which, while remaining within the scope and limits of these Regulations, better specify the general regulations, for the needs and features of the L/LM Programmes.

The Supplementary Regulations proposed by the Study Programme Boards specify the features and the evaluation method of the Final Examination of type B (Laurea (equivalent to Bachelor of Science), the guidelines for Thesis preparation, contents and type of Papers/Thesis and the minimum and maximum limits of the increases in the L and LM score and the rules for the assignment of honours, the language used in the Thesis, presentations, and proclamation.

The School Council must approve the Supplementary Regulations proposed by the Study Programme Board.

Art. 8 - Final rules and entry into force

Art. 8.1 - Rules of Conduct

Politecnico di Milano considers L/LM graduation exams of great importance and, on these occasions, intends to provide a high-level image of itself to graduating students and those outside the University who come to attend. Accordingly, the Degree Examination Boards members and the students must behave and dress appropriately for the importance and official nature of the event, under the provisions of the University Code of Ethics and Regulations on the rules of conduct within the University spaces and at graduation parties.

Art. 8.2 - Entry into force

These Regulations come into force from the July degree exam session of the 2020/2021 academic year

Art. 8.3 - Supplementary Regulations

The Supplementary Regulations of the Study Programme Boards first come into force, following their approval by the CCS and the School Council, starting from the July degree exam session for the 2020/2021 academic year.

Art. 8.4 - Discontinued Study Programmes

The degree regulations in force until the last session of the academic year of activation are adopted. In the years to follow, the final exams of these programmes will be presented in the Study Programme Boards of the same class present at the Milan Campus or other Campuses, identified by the School Council resolution.

Art. 8.5 - Information to Students

The School Dean Office makes public and disseminates these Regulations and Supplementary Regulations of the Study Programme Board among the Students immediately after their approval.