



POLITECNICO
MILANO 1863

SCUOLA DI ARCHITETTURA URBANISTICA
INGEGNERIA DELLE COSTRUZIONI

POLITECNICO DI MILANO **SCHOOL OF ARCHITECTURE URBAN PLANNING** **CONSTRUCTION ENGINEERING - AUIC**

ADDITIONAL REGULATIONS FOR THE CONSTRUCTION AND BUILDING **ENGINEERING STUDY PROGRAMME FINAL EXAMINATION**

DEGREE EXAMINATION BOARD COMPOSITION

Art.1 - Degree Examination Boards

1.1- Nature, composition and appointment of the Degree Examination Boards The Degree Examination Boards assess the final examination of graduating students enrolled in a call for a specific graduation exam session. The Degree Examination Boards are formed by the Course Coordinator or their delegate in their capacity as Graduate reference person for each exam session, in an adequate number to guarantee regular activity.

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

The Board members, including substitutes, may be selected primarily from among University full and adjunct Professors and Researchers who oversaw Study Programmes in the current or previous academic year.

The Graduate 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, with a former position at 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 tenured Professors.



20133 Milan, Italy

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

The Degree Examination Board Chairman shall be a full professor who holds an official teaching position in the Study Programme during the current 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 with official teaching duties in the Study Programme during the current academic year.

Art. 2 – Organisation

Graduations are normally held in person on Politecnico di Milano premises, with the exceptions specified in Art. 6.1 of the Supplementary Regulations for the final examination of Laurea (equivalent to Bachelor of Science) and Laurea Magistrale (equivalent to Master of Science) of the School of Architecture Urban Planning Construction Engineering.

Art.3 - Degree Examination Board Secretarial office

Each Board has a Secretarial Office located at the Secretariat of the BSc programmes of the Dean's Office. This must provide the necessary personnel for the organisation and management of Final Examinations. The Secretarial Office, assisted by the Graduate reference person and working with the Undergraduate and Graduate Students Services, is responsible for:

- Sending the convocation for the session to the Board members.



- inviting possible auditors to attend the meeting.
- Ensuring that documents and materials requested from graduating students are made available to the Board on time and under the outlined procedures.
- Ensuring that graduation papers are delivered on time.

The Graduate reference person, assisted by the secretarial office, is responsible for:

- Establishing the Boards and identifying the relevant Chairmen and Secretaries.
- Verifying the correctness of the procedure and resolve any issues that may arise during examinations, calling on the Dean where necessary.
- Reporting to the Dean any Professor non-compliance.

EXAM AND GRADUATION SCORE

Art 4. - Examination Method

Students may take the Study Programme in Building and Construction Engineering - IEC exam in two ways:

1. *Final examination type A* - presentation and discussion of a monographic thesis (graduation thesis);
2. *Final examination type B* - presentation and discussion of a research paper (final graduation report).

Type A Final Examination - monographic thesis (graduation thesis)

In particular cases, i.e., when an experimental research activity is carried out in a laboratory (see annex 1 reference Studios for the IEC Study Programmes) or in research groups inside or outside Politecnico di Milano, the graduating student may access the graduation exam with a monographic thesis. Access to the graduation exam in this way is subject to authorisation by a Board made up as follows: Course Coordinator, Vice-Coordinator and the Chairmen of the Degree Examination Boards. The application for second access this modality to the degree exam must be sent by email to the course coordinator of studies by the student at least 90 days before the Degree Appeal.

Together with the application, the Board must receive the following: the cover page of the thesis with the title (and any subtitle) and the applicant references, an extended abstract, the table of contents and bibliographical references. The monographic work may be of an experimental or analytical design and must be carried out under the guidance of a supervisor who teaches one of the study programmes. The supervisor must express an opinion on the applicant's work. This opinion will be an integral part of the documentation that the applicant must submit when applying for the degree exam session.



The paper produced in the form of a report or report accompanied by graphics will be presented and discussed in the classroom during the graduation exam (slide presentation; maximum duration 15 min.). At the end of the presentation, the Board reserves the right to ask the applicant questions on the topic presented.

The thesis is individual. No indication/limitation is given regarding the number of thesis pages.

Type B Final Examination - Research paper (final graduation report)

The applicant must draw up and discuss a document known as the final graduation report. The topic may be chosen by the applicant autonomously.

The paper title will be shown by the applicant when registering for the final examination, via online services. The paper must be filed online.

Research paper purpose. Collect, analyse and critically present the main scientific literature or anything else considered significant - books, articles, reports, product/material data sheets, etc. - relating to the chosen topic. The student will prepare a critical review in the form of an article (there is no indication/limitation on the number of pages).

The paper produced will be presented and discussed in the classroom during the graduation exam (presentation of five slides to be discussed over five minutes.). At the end of the presentation, the Board reserves the right to ask the applicant questions about the work submitted.

For the paper development the applicant may refer to a professor belonging to the Study Programme.

Topic/subject. The applicant is asked to choose a topic that meets and reflects their personal interests, with reference to the Study Programme contents. It may be a topic addressed in one or more of the "construction sector" courses that has stimulated curiosity and interest, to the point of wanting to devote time to it.

Sector-specific courses. The basic course features include: Building materials, Building design Laboratory, Fundamentals of construction and building organisation, Structural mechanics, Building physics, Technology of building and plant components and systems, Building ergotechnics, Technical architecture design, Plant systems design, Building site design, Construction technology, and construction sector economics. There are optional courses in the third year, which enrich and increase the construction engineer's skills.



Access to the graduation exam is conditional on attendance of an online MOOCs course (soft skills, innovative teaching). The student can select one of the following courses from the POLIMI Open Knowledge Platform (<https://www.pok.polimi.it/>):

1. Managing change: From University to job
(https://www.pok.polimi.it/courses/coursev1:Polimi+GestCamb101+2019_M2/about);
2. Managing conflicts: From University to job
(https://www.pok.polimi.it/courses/course-1:Polimi+MANCONF101+2019_M2/about);
3. Working in Multidisciplinary Teams: From University to job
(https://www.pok.polimi.it/courses/coursev1:Polimi+WMT101+2019_M2/about).

At the end of the course and after passing the final test, the student will be issued with a certificate of attendance which will be an integral part of the graduation paper. The certificate must be submitted with both Type A and Type B paper.

Rules for the recognition of MOOC courses

Students can access the three identified courses without time restrictions.

Students **must** access the **MOOC** course **ONLY** and **EXCLUSIVELY with their POLIMI credentials** (otherwise attendance will not be recognised and therefore credits for preparation for the graduation exam will not be assigned).

Once one of the MOOC courses has been passed, a certificate of attendance will be issued, which the student must file with the graduation paper.

The certificate can be requested and downloaded from the Progress page within the MOOC. Before requesting the certificate, the student must check that the Full Name entered is correct (this is the name that will appear on the certificate). To check, just click on the black arrow that appears next to the name and select "Account".

Art 5. - Number of authors

Collaborative works are not normally allowed.

Art 6. – Paper language

All graduation papers shall normally be written in Italian. Upon request, the papers may be written in another official language of the European Union. A large summary in Italian or English must be attached to each paper written in another language, for the Board members.



Art 7. - Graduation score

The graduation score is awarded in hundredths. In awarding the score, the Board considers the average number of examinations taken, disregarding the number of extra-curriculum examinations, to which it adds a score of between - 1 and + 8 points determined in the following way:

- *for the monographic thesis (Final examination type A)* up to: 8 points.

- *for the final graduation report (Final exam type B)* up to: 4 points;

Honours may be awarded only in cases where, with the increase decided by the Board, the score reaches 111/110 and all the Board members are in favour of awarding it.

A score of - 1 will be awarded if the applicant is found to be inadequate in the performance under assessment.

If the Dean establishes that a graduation score recorded exceeds the limits set by these regulations, the scores will be automatically adjusted.

GRADUATION EXAMS ORGANISATION AND COORDINATION

Art 8. - Conduct of graduation exams

Graduation exams are public. The public will only be removed from the room at the end of the examinations, during the discussion of the scores to be awarded to the applicants.

Art.9 - Graduation

Graduation will take place at the end of the graduation exams, at a time set in advance by the Course Coordinator. The Coordinator has the right to suspend formalisation of results that do not comply with the General Regulations or the Bachelor study programme Regulations.

APPLICATION OF REGULATIONS AND TRANSITIONAL RULES

Art.10 – Regulations effective date

These Regulations come into force from the July 2024 degree exam session.



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Urgent changes may be decided by the programme in the event of organisational changes required by the University.
