



ABSTRACT OF REGULATIONS FOR THE FINAL GRADUATION EXAMS OF THE BACHELOR'S DEGREE PROGRAM

[approved by the Department of Business Sciences Council on 12.12.2022]

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1 - THE FINAL EXAMINATION

1.1 - Summary

The final examination represents a critical component of the student's academic journey, emphasizing individual development rather than requiring originality. It entails the preparation of a written report that showcases the student's proficiency in the methodological tools and their applications, as well as the ability to effectively reference bibliographic sources and critically analyze collected materials.

1.2- Typology, topic and language

Two types of final exams are provided: the "thesis" and the "report".

The Thesis: The thesis is a written work involving research and an in-depth analysis of topics consistent with the student's academic program. It may only be requested by students who have achieved an average grade of no less than 99/110, having already completed exams for at least 120 ECTS credits.

The Report: The report is a written work based on internship experience or a critical review and re-elaboration of scientific publications and/or data. In either case, the written work must be between 2,500 and 4,000 words and include a bibliography with at least three scientific publications. The report may only be requested by students who have already acquired at least 150 ECTS credits.

Public defense of the thesis/report is not required.

The topic of the thesis or report must be agreed upon with the supervisor and must concern themes coherent with the academic program.

The thesis and report are typically written in Italian. However, with the supervisor's approval, they may also be written in English.

2 - THE CANDIDATE'S DUTIES

2.1 - Application for admission to the final exam and possible withdrawal



The student will choose the supervisor according to the assignment methods defined by the school.

Candidates who, for any reason, withdraw from the defence/submission of their thesis must promptly notify the Students Office and their supervisor.

3 – THE REFERENTS

3.1 – The Supervisor

The supervisor may be a university professor, researcher, or adjunct lecturer from the University of Bergamo. The school defines procedures for allocating theses and reports to supervisors, ensuring the broadest utilization of the school's available expertise and a balanced distribution of workloads.

Thesis Supervisor

If a professor or university researcher ceases their institutional relationship with the University of Bergamo before the thesis is evaluated, they may serve as a co-supervisor.

Adjunct lecturers supervising theses are required to complete all degree sessions, including any extraordinary sessions, for the academic year in which they are assigned the teaching module.

The thesis supervisor is responsible for agreeing on the title and bibliographic references with the student and overseeing its preparation. The supervisor must also evaluate the work and propose a grade to the Committee.

Report Supervisor

The supervisor for reports must be in service at the University of Bergamo at the time of the online approval of the title report (as per Art. 2.1).

Adjunct lecturers supervising reports are required to complete all degree sessions, including any extraordinary sessions, for the academic year in which they are assigned the teaching module.

The report supervisor limits their role in agreeing on the title and bibliographic references with the student. The supervisor must also evaluate the work and propose a grade to the Committee.

3.2 – The co-supervisor

For the thesis, the supervisor may propose the appointment of a co-supervisor, particularly if they are an expert in the subject matter. The co-supervisor assists in the preparatory phase and may, in agreement with the supervisor, propose a grade to the Committee. The co-supervisor does not necessarily need to be part of the university faculty.



4 – THE COMMITTEE

4.1 – Nominee, chair, composition, and substitutions

The Committee and its Chair are appointed by the Department Director. No member may be retired, on leave, or otherwise unable to participate. The Committee meets according to a calendar defined annually by the school. The Chair of the Committee is, when possible, the President of the Degree Program Council or the most senior full or associate professor in the department.

The Committee consists of at least three members, including full or associate professors, researchers, and adjunct lecturers, with the majority belonging to the Department. At least one member must be a full or associate professor. For interdepartmental programs, the Committee includes faculty from the relevant departments in proportions defined by academic regulations.

Committee members must attend sessions continuously. Members unable to attend must promptly arrange a substitute. The Chair may only be replaced by another full or associate professor from the department. Other members may be replaced by university faculty or researchers, provided the composition requirements in Art. 4.3 are maintained.

5 – EVALUATION

5.1 – Data for the base evaluation, the grade, and the completion of the exam

The "base score" is the weighted average of grades earned in coursework, expressed out of 110 and rounded to the nearest whole number (rounded up if .5). The Students' Office will provide the Committee with the base score, the type of final exam (thesis or report), the transcript of completed coursework (including international credits) and corresponding grades.

As per Art. 22.1 of the University Academic Regulations, the following articles govern the evaluation process. The scoring limits are binding for the Committees.

For theses, the Committee may assign up to 7 additional points beyond the base score, except when the base score is 102/110.

For reports, the Committee may assign up to 3 additional points beyond the base score, except when the base score is 106/110.



The minimum passing grade is 66/110. The maximum grade is 110/110, with honors awarded only by unanimous decision. After assigning the final grade, the Chair will complete and sign the online final exam report.

5.2 – Proclamation

Graduation takes place in a public ceremony according to a calendar set annually by the school. The graduation Committee and its Chair are appointed by the Department Director. The Committee includes at least three members, with the majority belonging to the Department, and at least one being a full or associate professor.

6 – FINAL PROVISIONS

Even if it is not addressed in these regulations or covered by specific rules, the Department Council is responsible for issuing necessary provisions.