



ABSTRACT OF REGULATIONS FOR THE FINAL EXAMINATION OF THE MASTER'S DEGREE

[with amendments approved by the DIPSA Council in the meeting of June 19, 2023]

Full version available in Italian at this [LINK](#)

1 - THE FINAL EXAMINATION

Summary

The final examination plays an important role as an individual formative opportunity to complete the student's academic journey. The final exam for the Master's degree consists of a thesis developed by the student under the guidance of a professor or researcher (the "supervisor"). The thesis is discussed in a public session in front of a committee that will provide the final evaluation, awarding the degree and assigning the corresponding grade. The discussion is preceded by a presentation by the supervisor and possibly by observations given by an expert on the subject (the "co-supervisor"). The thesis topic must be agreed upon with the supervisor and should be related to themes consistent with the student's academic path. For students enrolled in a Master's degree program in Italian, the thesis is typically written and discussed in Italian. By agreement with the supervisor, the thesis can be written and discussed in English. In this case, the student must also provide a summary of the thesis in Italian. For students enrolled in an English-language Master's degree program, the thesis is written and discussed in English.

2 - THE CANDIDATE'S DUTIES

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 can be a professor, a university researcher, or a contract professor at the University of Bergamo. The school defines the methods for assigning theses to supervisors, ensuring the broadest possible use of the competencies available within the school and a balanced distribution of the associated workloads. If the professor or university researcher supervising the thesis ends their institutional relationship with the University of Bergamo before the thesis is discussed, they may act as a co-



supervisor. A contract professor supervising a thesis is required to complete the graduation sessions, including any extraordinary sessions, for the academic year in which they are the course/module instructor.

3.2 - The co-supervisor

If considered necessary, the supervisor may propose the appointment of a second expert (the "co-supervisor"), particularly knowledgeable about the thesis topic. The co-supervisor will assist the supervisor during the preparatory phase and provide their testimony to the Committee before the final vote is given. The co-supervisor may not necessarily be from the academic field.

4 - THE COMMITTEE

Nominee, chair, composition, and substitutions

The Committee and its chair are appointed by the Department Director, who groups candidates based on the affinity of their thesis topics or the disciplinary areas involved. The functions of the Committee chair are performed, when present, by the chair of the Degree Program Council or the most senior first- or second-tier professor.

The Committee consists of at least 5 official members, including first- and second-tier professors, researchers, and contract professors from the University, the majority of whom must belong to the Department. At least one member of the Committee must be a first- or second-tier professor. The Committee can have up to eleven members. For the validity of the meetings, the presence of at least 5 official members is required. All members of the Committee have the duty to participate, with continuous presence, in the related sessions.

If a member of the Committee is unable to attend a session, they must promptly arrange for a substitute. The chair can only be replaced by a first- or second-tier professor from the Department. All other members can be replaced only by university professors or researchers, not necessarily of the same rank, as long as the composition of the Committee is respected. The search for a substitute is the responsibility of the initially appointed member.



5 – EVALUATION

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

The "base score" is calculated as a weighted average of the grades obtained during academic activities, expressed in hundredths and rounded to the nearest whole number. The Students Secretariat will provide the Committee with the base score, the curriculum for exams taken (including those abroad), and the corresponding grades.

The Committee has up to 9 additional points available beyond the base score, except in cases where the final score is 100 out of 110. If the additional points exceed 7, the supervisor must send a detailed letter to the Committee at least one week before the discussion to explain the merits of the thesis. The letter is not required for a score of 8 points on a thesis with a base score of 91 or 102 out of 110. The minimum passing grade is 66 out of 110, while the maximum is 110 out of 110, with honours granted only unanimously. For the Master's degree, the Committee may award the "dignity of printing" unanimously.

Once the grade is assigned, the chair signs the final exam report online.

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.