



Approved by the School Board  
on 07/07/2022

## **REGULATIONS FOR MSc GRADUATION EXAMS** **(Master's Degree Courses – *Ministerial Decree 270/04*)** **School of Civil, Environmental and Land Management** **Engineering (ICAT)**

Having regard to the General Regulations for Laurea (Bachelor of Science, BSc) and Laurea Magistrale (Master of Science, MSc) Graduation Exams, issued by Rector's Decree Index no. 1315, Prot. No. 24133 Of 16/02/2021 and its areas of application, the ICAT School Board fixes the following Regulations for the MSc Graduation exams:

### **Art. 1) Degree Examination Boards**

The rules governing the nature, composition, and appointment of the Degree Examination Boards (DEB) are those set out in Art. 1 of the above-mentioned General Regulations.

### **Art. 2) Organisation of work**

The general rules governing the Organisation of Work are set out in Art. 2 of the above-mentioned General Regulations.

### **Art. 3) Final examination**

#### **3.1 - Types of final examinations for the MSc**

The final examination for the conferment of the MSc consists in the presentation and discussion of a thesis by the graduating student prepared under the guidance of a supervisor (see Art. 5).

A thesis is a work with elements of originality in terms of scientific, design, or technological content or in terms of complexity and intertwining of different areas of knowledge required to develop it. This work can be:

- wide-ranging and containing the theoretical framework and the formulation of the problem, a critical discussion of the results and its prospects;
- more limited in scope and/or level due to a lack of in-depth coverage of one or more of the above-mentioned aspects.

In the first case, prior to submission, the written thesis is assessed by a Supervisor and a Discussant (thesis with Discussant); in the second case, it is assessed only by a supervisor (thesis without Discussant).

The thesis is usually written in Italian or English. A thesis in another language may be accepted at the graduating student's request, subject to the approval of the Graduate reference person of each degree programme, but in any case the presentation and discussion must be in Italian or English.

If the thesis is written in English or another foreign language, it must contain a summary in Italian.

#### **3.2 – Appropriate use of references**

The final work is the result of the graduating student's personal activity. He/she must use information sources correctly, citing them appropriately in the text and the final bibliography.

In case of plagiarism, disciplinary actions may be taken against the student without prejudice



to the civil and criminal liability arising from personal conduct.

#### **Art. 4) Specific provisions for MSc theses**

##### **4.1 – Thesis submission and maximum duration**

The thesis must be submitted through the Politecnico Online Services, by complying with the University's procedures and the deadlines defined by the Academic Calendar.

The validity of a thesis prepared by more than one author is 2 years from the first discussion unless the Dean grants an exception at the Supervisor's request.

##### **4.2 – Multi-authored theses**

The ICAT School stipulates that a thesis may have one or two authors. Only for particularly complex theses, e.g., with a substantial amount of laboratory work, upon the 'Supervisor's request and the 'Dean's approval, may have three authors.

#### **Art.5) The Supervisor and Discussant**

##### **5.1 –Supervisor**

There may be only one Supervisor, who must be a permanent instructor (professor or researcher) at the Politecnico di Milano, or a contracted instructor who was in charge of courses in the current academic year or in that preceding the graduation exam.

The Supervisor is selected by the graduating student(s). Should the student(s) be unable to identify any potential supervisor, the Coordinator of the Degree Programme will be responsible for identifying one.

The Supervisor may be assisted by one or more co-supervisors.

After the thesis has been submitted by the graduating student, the Supervisor writes a report on the thesis within the established deadline and proposes a score.

For theses with more than one author, the Supervisor specifies each 'author's contribution in the report.

##### **5.2 –Discussant**

If the Supervisor deems the thesis worthy, he proposes to the DEB that a discussant be appointed. To facilitate the identification of a discussant adequate to establish whether the thesis is actually original, and to evaluate it congruently, the Supervisor is invited to propose the name of the Discussant through the specific form prepared by the School. The Supervisor will check the actual availability of the proposed Discussant, preliminarily.

The Discussant, if any, is a recognised expert in the subject.

After the graduating student has submitted the thesis, the Discussant writes a report within the established deadline and proposes a score.

#### **Art. 6) Format of the final examination and evaluation of the graduating student**

##### **6.1 - Thesis presentation and discussion**

The graduating student presents the work and the results obtained and answers questions from the members of the DEB.

For Double Degree Programmes, if the discussion is held at the University where the applicant obtains the second MSc, or in other exceptional cases, at the 'Dean's sole discretion, the student may sit the final exam remotely, using a video link via computer, upon identification of the graduating student by the DEB.

##### **6.2 - Calculation of the degree score**

Regardless of the type of thesis, the MSc score awarded by the DEB is expressed out of a total of 110.

Following the presentation, discussion and evaluation of the Master's thesis, the DEB awards



a score. It is the sum of the average scores obtained by the graduating student in the exams, weighted according to credits and expressed out of 110 and hundredths thereof (without considering surplus exams and honours), and the score awarded by the DEB to the graduation exam (or 'increment', from here onwards), expressed out of 110 and hundredths thereof.

This sum shall be rounded to the nearest integer (0.50 is rounded to 1.00) and limited to 110. The increment is the sum of two scores: the score proposed by the Supervisor and the Discussant, if any, and the score awarded by the DEB. These scores are quantified as follows:

- a) before the graduation exam, the Supervisor and the Discussant, if any, assess the thesis and the commitment of the graduating student and assign a score ranging:
  - from 0 to 2, for a thesis without Discussant;
  - from 0 to 4 for a thesis with Discussant (except for theses deemed ""excellent"", as specified below); the scores proposed by the Supervisor and the Discussant are averaged with equal weights to contribute to the final increment;
- b) the DEB evaluates the presentation and the discussion of the graduating student and assigns a score ranging:
  - from -1 to 2 for a thesis without Discussant;
  - from -1 to 3 for a thesis with Discussant.

Thus, the maximum increments allowed by the ICAT School are:

- **4 points** for a thesis without Discussant;
- **7 points** for a thesis with Discussant.

Exceptionally, a graduation exam that includes a thesis with Discussant can be awarded **8 points**, provided that both the Supervisor and the Discussant indicate that the thesis is excellent in the forms used for their reports and provided that the DEB unanimously approves the increase.

The minimum score required for the degree is 66.

If the Dean finds that a degree score recorded in the transcript exceeds the limits laid down in the General Regulations or the present Regulations, he/she shall, without any further notice, correct the transcript to bring the score within these limits.

### **6.3 – Awarding honours**

The DEB may also award honours.

The honours award signifies the 'DEB's special appreciation of the preparation and maturity achieved by the graduating student, his/her brilliant university career, the quality and originality of the degree thesis.

Honours may be awarded only if the score, calculated as per Art. 6.2 before rounding to the nearest integer, is greater than or equal to the number V defined as follows:

$$V = \max(113 - 0.5L, 111)$$

where L is the number of honours obtained in the exams of the Study Programme (without considering any surplus exams).

Honours are only awarded if all members of the DEB agree.

Honours may be only awarded to theses with Discussant.

### **Art. 7) Invitees**

External experts, especially those who have supervised the graduating student's thesis, may be invited to participate in the work of the DEB without voting rights. The invitation is made by the President of the DEB with justified reasons for doing so.

### **Art. 8) Enrolment of students for the MSc graduation exam**

The application for enrolment in the MSc graduation exam must be submitted by the graduating student to the Student Services Area through the online services in accordance with the procedures set by the University before the deadline for each degree exam session. The dates of the sessions and deadlines for enrolment are published in the University Academic Calendar and the ICAT School Calendar, on the relevant web pages, and in the



notices for graduating students.

**Art. 9) Format of MSc graduation exams**

MSc graduation exams are public. However, the public will have to leave the room at the end of the examination before the DEB begins to discuss the evaluation.

**Art. 10) Graduation ceremony**

The MSc graduation ceremony is held in the solemn public form to highlight the event at the time set by the Dean.

The ceremony must be suited to the image that the Politecnico di Milano intends to project beyond the University. New graduates will be awarded the MSc diploma following the procedures established by the University.

The Dean may suspend the formalization of results that do not comply with the Regulations in force.

**Art. 11) Specific regulations for individual Study Programmes (SP)**

Each SP Board may adopt its own set of regulations depending on the specific requirements and special features of the programme. Regulations specific to the individual MSc programmes shall nevertheless fall within the limits set by the general regulations. Other provisions and standards deemed necessary, or more restrictive conditions for matters already covered by these regulations, may be established.

**Art. 12) Other provisions**

For all matters not expressly addressed in the present regulations, the provisions of the General Regulations of the Politecnico di Milano on BSc and MSc Graduation Exams apply.

**Art. 13) Effective date of the Regulations**

These Regulations shall come into effect for all MSc degrees in the ICAT School starting with the July 2023 MSc graduation session.

Please refer to the Italian version of the present document as the official one.