



REGULATIONS FOR 2ND LEVEL GRADUATION EXAMS **(Master's Degree Courses – Ministerial Decree 270/04)** **School of Civil, Environmental and Land Management** **Engineering (ICAT)**

With regard to the General Regulations on 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 del 16/02/2021 and its areas of application, the ICAT School Board hereby replaces the Regulations for 2nd Level Graduation Exams definitively approved at its meeting on 22/06/2017 with the following:

Art. 1) Degree Examination Boards and Organisation of Work

The rules governing the nature, composition and appointment of 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.

2.1 - Degree Examination Board Coordination

The Dean, Vice Dean and delegates of the Study Programme Board (SPB) form a Coordination Committee which may express its opinion on matters relating to the regulations and organisation of the MSc graduation exams. The Dean may entrust the Vice Dean with the task of coordinating the Committee's work on his/her behalf.

Art. 3) Final examination

3.1 - Types of final examinations for the MSc

The final examination for the conferment of the MSc consists of the presentation and discussion of a thesis by the graduating student prepared in an original manner under the guidance of a supervisor (Ministerial Decree 270/04 Art. 11, clause 5).

A thesis is an item of work that is original in terms of scientific (theoretical, numerical or experimental), 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 of the problem, the definition 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).



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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 Graduate reference person, but with the presentation and discussion in Italian or English.

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

3.2 – Conduct expected of the graduating student

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

In the event of plagiarism, disciplinary action 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 under the procedures and deadlines established by the University.

The maximum 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-author theses

The ICAT School stipulates that there may be one or two authors of a thesis. Only for particularly complex theses, e.g. with a substantial amount of laboratory work, and at the request of the supervisor, may there be three authors.

Art.5) The supervisor and discussant

5.1 – The supervisor

There may be only one supervisor, who must be a permanent or contracted instructor (professor or researcher) at the Politecnico di Milano (in the current or previous academic year), and may be a member of the DEB.

He/she may be accompanied 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, **where provided for in the Schools' Supplementary Regulations**, proposes a score.

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

5.2 – The discussant

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 suggests 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 members of the DEB, the supervisor and discussant (if applicable).

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 without being physically present, instead using a remote video link via computer, upon positive identification of the graduating student.

6.2 - Calculation of the degree score



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

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

This consists of the sum of the average scores obtained by the graduating student in the courses, weighted according to credits and expressed out of 110 and hundredths thereof (without considering any extra work or honours), and the score awarded by the Degree Examination Board, expressed out of 110 and hundredths thereof.

The increase has a minimum value of -1 (minus one) and a maximum value of 8 (eight) points out of 110.

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 score required for the degree is 66.

The DEB may also award honours.

The maximum incremental score values allowed by the ICAT are:

- for theses with discussant: **8 points**
- for theses without discussant: **5 points**

In principle, the increases are as follows:

- a) as proposed by the supervisor and discussant, evaluating the work done and the applicant's commitment
 - for theses with discussant: up to 5 points
 - for theses without discussant: up to 3 points
- b) as proposed by the DEB assessing the presentation and discussion
 - for theses with discussant: up to 3 points
 - for theses without discussant: up to 2 points

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 action, correct the transcript and score to bring it within these limits.

6.3 – Awarding honours

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

As stipulated in Art. 6.3 of the University's Regulations on BSc and MSc Graduation Exams, honours may be awarded only if the score calculated before rounding is greater than or equal to 111 (one hundred and eleven) out of 110.

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

Art. 7) Invitees

External experts, particularly if they have supervised applicants' theses, may be invited to participate without voting rights in the work of the DEB. The invitation to participate 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 WebPoliself services before the deadline set by the University 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.

With the application form, the graduating applicant is required to use the online thesis submission procedures, in accordance with the procedures and deadlines set by the University.

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 Committee begins to discuss the evaluation.



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Art. 10) Graduation

The ceremony for MSc graduates is held in solemn public form to highlight the event at a 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 in accordance with the procedures established by the University.

The Dean may suspend the formalization of results that do not comply with these Regulations, the General Regulations or the Regulations of the relevant MSc course.

Art. 11) Specific regulations for individual study programmes (SP)

Each SPB may adopt its own set of regulations depending on the specific requirements and special features of the MSc. Regulations specific to the individual MSc degrees 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 these 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 2021 MSc graduation call.

Thereafter, unless determined otherwise, any amendment made to these Regulations shall come into effect starting with the first MSc graduation call in the academic year following the year the decision was made, and always in compliance with the regulations established by the Politecnico di Milano Academic Senate.