



POLITECNICO
MILANO 1863

SCHOOL OF CIVIL,
ENVIRONMENTAL AND
LAND MANAGEMENT
ENGINEERING

Approved by the GdS at its meeting on
08/04/2021

REGULATIONS FOR 1ST LEVEL GRADUATION EXAMS **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) and Laurea Magistrale (Master of Science) 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 1st Level Degree Examinations definitively approved at its meeting on 19/09/2018 with the following:

Art. 1 – Degree Examination Boards and Organisation of Work

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

In application of Art. 1 of the General Regulations on BSc and MSc Graduation Exams, the ICAT School defines the Degree Examination Boards (DEB) for the BSc and MSc Graduation Exams for each Study Programme Board (SPB) and for each location where its courses are held.

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 Programme Coordinator or their delegate in their capacity as Graduate reference person for each exam session, in an adequate number to guarantee regular activity.

Each DEB is composed of a minimum of 3 members. For each DEB at least one substitute member is identified.

For each programme, the Board members, including substitutes, may be selected primarily from among full and adjunct instructors (professors and researchers) who oversaw programmes in the current or previous academic year.

The Graduate reference person will identify the Board President and Secretary from among the Board members.

The Board may be supplemented by additional members such as supervisors, co-supervisors 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 5 years with a former position at the University.
- Professors contracted for the current academic year or one of the two previous years.
- Other full professors at the University.

1.2) Degree Examination Board President and Secretary

The Degree Examination Board President shall be a tenured professor who holds an official teaching position in the programme during the current academic year.

The President is responsible for:

- ensuring the regular conduct of the degree exam session and correctly drafting the minutes



- ascertaining the graduating students' identity
- announcing the graduates
- digitally signing the Degree Examination Board minutes.

The President is assisted by a Secretary, who must be a tenured professor with official teaching duties in the degree programme during the current academic year.

1.3) University professor obligations

University professors with official teaching duties must participate in the DEB sessions under Art. 2 section 4 of the Regulations for External Assignments for Professors and Researchers of 26 July 2019, since attendance at degree sessions is one aspect of their institutional service.

They must attend all sessions scheduled in the Academic Calendar. According to the timeframe defined for each degree exam session, any unavailability must be reported in advance before the Boards are appointed.

Art. 2 – Organisation of work

The graduation exams of BSc programmes are normally held in person on Politecnico di Milano premises, with the exceptions specified in Art. 6.1.

2.1 - Degree Examination Board secretarial office

For each Board, the secretarial office is located at the prevailing department or campus of the respective SP. It provides the necessary personnel to organise and manage the graduation exams. The secretarial office works in concert with the School Dean and is assisted by the Graduate reference person for the following tasks:

- Sending invitations for the session to the DEB 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 reports (where required by the Supplementary Regulations of the Study Programmes) are delivered on time.

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

- Establishing the Boards and identifying the related Presidents and Secretaries
- Verifying the correctness of the procedure and resolving any issues that may arise during examinations, calling on the Dean when necessary
- Reporting any Professor non-compliance to the Dean.

Art. 3 – Final examination

3.1) Types of final examinations for BSc

As stipulated in the General Regulations on BSc and MSc Graduation Exams Art. 3.1 – Types of final examination, the final examination for conferral of the BSc degree may consist of the presentation and discussion of a dissertation (Type A final examination), or the assessment of specific activities carried out by the graduating student during the years of attendance (Type B final examination).

For the ICAT, both types of examination are provided for in the Teaching Regulations for the Study Programmes. The types of final examination and their format are described in the Teaching Regulations for the Study Programmes and below:



- a) **Type A final examination:** this consists of the presentation and discussion of a dissertation by the graduating student, written in Italian or English under the guidance of a supervisor.
At the graduating student's request, a dissertation written in another language may be accepted, subject to the authorisation of the Graduate reference person, but with the presentation and discussion in Italian or English.
If the dissertation is written in English or another foreign language, it must contain a summary in Italian.
- b) **Type B final examination:** this consists of a final assessment of specific activities carried out by the graduating student during the years of attendance and entrusted to the professors of the related courses.

3.2) Graduating student obligations

As stipulated in the General Regulations on BSc and MSc Graduation Exams, the final work is the result of the graduating student's personal activity. He/she required to use the 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.

The graduating student must apply for the final examination according to the procedures and deadlines established by the University.

Art. 4 – Dissertation supervisor - Type A final examination

The dissertation supervisor must be a professor at the Politecnico, possibly assisted by a co-supervisor who may be from outside the University. The role of the supervisor may be further regulated in the BSc Graduation Regulations of the individual Study Programmes.

External experts, particularly if they have co-supervised applicants' dissertations, 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. 5 – Number of dissertation authors and duration of validity

In the absence of specific indications for BSc dissertations in the General Regulations on BSc and MSc Graduation Exams, the ICAT School states that there is usually one author of a dissertation, or at most two.

The maximum validity of a dissertation prepared by more than one author is one year from the first discussion, unless the Dean grants an exception at the supervisor's request.

Art. 6 – Format of the final examination and evaluation of the graduating student

BSc 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. Further procedures for the format of the BSc final examination may be set out in the Regulations for graduation exams for the individual Study Programmes.

6.1) Presentation and discussion of a dissertation (Type A final examination)

Following a presentation by the supervisor, the graduating student illustrates the work done, the results obtained and answers questions from members of the DEB and the supervisor.

The School regulates the duration of the presentation and discussion.



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

Regardless of the type of final examination (A or B), the final score for the BSc degree awarded by the Board is expressed out of a total of 110.

The DEB assigns a score following completion of the requirements of type A or B examinations for the BSc and in consideration of the graduating student's entire career within the degree programme.

6.2.1) Type A final examination (dissertation)

The score awarded by the Degree Examination Board in the final Type A examination (dissertation) has a minimum value of -1 (minus one) point and a maximum value of 8 (eight) points out of 110.

The final score consists of the sum of the average scores obtained by the 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 DEB, expressed out of 110 and hundredths thereof.

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.

6.2.2) Type B final examination

The final degree score is established using the following formula:

$$\mathbf{V = int [M_{110} + I + P]}$$

where:

- V** = Final graduation score expressed out of 110
- M₁₁₀** = Average achieved by the graduating student in taught subjects, weighted by credits, in hundredths
- I** = Automatic linear increase resulting from the average achieved by the graduating student, with a minimum value of 0 for $M_{110} = 66$ and a maximum value of 6 above $M_{110} = 103$, as specified below
- P** = Project-related score = 0 [min] ÷ 2 [max], as specified below

I consists of the following calculation:

$$\mathbf{I = \min \left\{ \left[(M - 66) \times \frac{6}{103 - 66} \right]; 6 \right\}}$$

P is the weighted average of the increases associated with the scores obtained in the courses with final exam; the weight corresponds to the number of ECTS credits of the final exam attributed to each course; the increase is related to the grade (out of a total of 30) obtained for the course according to the following table:



Score band (out of 30)		<i>Increase</i>
18 - 19	P =	0
20 - 22	P =	0.5
23 - 25	P =	1
26 - 27	P =	1.5
28 - 30 with honours	P =	2

The result, **V**, of the score formula is rounded to the nearest whole number (0.50 is rounded to 1.00) and limited to 110.

6.3) Awarding honours

The honours award, which may also be proposed by the supervisor, is a mark of special appreciation by the DEB for the graduating student's preparation and maturity, his/her brilliant academic record and manner of presentation, reasoning ability and the quality and originality of the dissertation.

Honours may be awarded only by unanimous decision of the DEB and in cases where the score, including the increase decided by the DEB or resulting from the formula for B-type final examination, is greater than or equal to 111 (one hundred and eleven) out of 110.

In their Supplementary Regulations for Graduation Exams, and in compliance with these regulations, each SPB of the ICAT School may set more restrictive limits for awarding honours.

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

6.4) Graduation

The graduation ceremony takes place at the end of the discussion, or after the BSc graduation exam, at a time set by the Dean. The Dean has the right to suspend formalization of results that do not comply with these Regulations, the General Regulations or the Regulations of the respective BSc study programme.

The ceremony for BSc graduates is held in solemn public form to highlight the event. New graduates will be awarded the Bachelor's Degree in accordance with the procedures established by the University.

Art. 7 – Final and temporary arrangements

7.1) Rules of conduct

The Politecnico di Milano considers graduation exams to be very important, and on such occasions intends to project a high-level image of itself to graduating students and people in attendance from outside the University. Accordingly, the DEB members and students must behave and dress appropriately for the importance and official nature of the event in line with the University Code of Ethics and the Rules of Conduct within University spaces and at graduation parties.



7.2) Specific regulations of the individual Degree Examination Boards

Each SPB may adopt its own regulations to meet the specific needs and characteristics of the Bachelor of Science. Such regulations shall nevertheless fall within the limits set by the General and School Regulations, and other necessary provisions and regulations or more restrictive conditions for matters already covered by these regulations may be established.

Art.8 – 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.9 – Effective date of the Regulations

These Regulations shall come into force for all BSc graduation exams of the ICAT Study Programmes starting with the July 2021 call.

Thereafter, unless determined otherwise, any amendment made to these Regulations shall come into effect starting with the first BSc 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.