

Annex 1 - “Procedures for Writing, Defending, and Assessing the Final Examination”

Bachelor in International Studies (BIS) L-36

Translation of the Guidelines approved on 03/06/2025 (prot.0002529 Verbale 86/2025)

Final Examination

The final examination consists of preparing a written paper in English and discussing it in English before the Final Examination Commission, composed of faculty members appointed in accordance with Article 21 of the University Academic Regulations.

The Commission is responsible for evaluating both the written paper and its oral defense. In particular, it will assess the critical approach, content, and relevance of the paper to the learning objectives of the degree programme.

The paper, which must be multidisciplinary in nature, focuses on a specific topic chosen by the student from among three broad thematic areas proposed by the Commission and published on the degree programme website four months before the examination date.

The specific topic must fall within the chosen thematic area and be relevant to the learning objectives of the degree programme. It must also allow the student to demonstrate the ability to analyze and integrate the knowledge and skills acquired over the three years of study.

The paper will be checked for plagiarism and for the use of AI tools.

Final Exam Commission

The final examination Commission has the following duties:

1. To propose the thematic areas at least four months before the examination date;
2. To evaluate the quality of the paper and to assign **a score from 0 to 3 points**;
3. Assign additional “bonus” points to the initial score according to the following criteria:
 - a) **Bonus for on-time graduation:** 2 points if the student graduates on time in the July and September sessions; 1 point if graduating on time in the October session; no points for the extraordinary March session;
 - b) **Internationalization bonus:** 1 point if the student has participated in an international mobility program (Erasmus, Overseas, or other approved programs);
 - c) **Grade average bonus:** 2 points if the student has achieved an average of 102/110 or higher; 1 point if the average is 94/110 or higher.

Structure:

Each year, the Study Course Council appoints the Final Examination Committees required for the entire academic year, ensuring the presence of faculty members from different disciplinary areas. The Committee is composed of at least three members, one of whom serves as Chair.

The Final Examination Committees are published on the degree programme website at the same time as the broad thematic areas.

Each faculty member must participate in at least one of the committees scheduled for the academic year. Whenever possible, efforts will be made to ensure rotation among committee periods.

Chair of the Commission

The Chair allocates the candidates evenly among the committee members.

If multiple committees are scheduled at the same time, students intending to graduate will be assigned alphabetically to the various committees (A–E, F–N, O–Z).

Supervising Professor

Each faculty member serving on the committee supervises a group of candidates and has the following duties:

1. Receives from the student the title and specific topic of the paper;
2. Verifies that the proposal aligns with the thematic area published on the website. If necessary, the supervisor contacts the student to guide him/her through revisions;
3. Approves the proposed title and topic and notifies the student within 10 days;
4. Receives the student's paper and verifies its compliance with the required formal criteria. If necessary, the supervisor contacts the student to request revisions;
5. Approves the final paper on the "Almalauree" platform within the administrative deadlines.

Student Procedure

1. The student reviews the thematic areas published on the institutional website and identifies the name of the Committee Chair. When multiple committees are scheduled at the same time, the designated Chair is assigned based on the alphabetical order of the student's surname (A–E, F–N, O–Z).
2. The student receives instructions from the Chair regarding the supervising faculty member.
3. The student sends the supervisor the provisional title of the paper and a brief description of the proposed topic (maximum 250 words, abstract) no later than 90 days before the examination date.
4. The student waits for the supervisor's approval of the proposal, which must be provided within 10 days.
5. The student writes the paper.
6. The student completes the plagiarism-check procedure using the designated platform.
7. The student sends the paper to the supervisor for the formal check. If the supervisor indicates the need for revisions, the student must make the required changes.
8. The student uploads the approved paper to the Almalauree platform.
9. The student defends the paper on the scheduled date.

Paper (Formal Criteria)

Maximum Length:

The paper must be 10,000 words long. A tolerance of $\pm 10\%$ is allowed. Any text exceeding this limit will not be read or considered.

The word count includes footnotes and in-text references; title and final bibliography are excluded.

Citation System:

The required citation system is the “Harvard style”.

In in-text citations, the author and year of publication must be indicated. Every in-text citation must correspond to a complete reference in the bibliography.

In the final bibliography, references must be listed in alphabetical order by the author’s surname.

Structure

- Title of the paper
- Student’s first and last name
- Abstract (max 250 words)
- 5 keywords
- Introduction
- Main body with argumentation
- Conclusions
- Bibliography

Formatting

- Font size: 12
- Margins: 3.5 cm on all sides
- Text: justified
- Line spacing: single
- First-line indent: 0.5 cm