

# DHDK Graduation Guidelines

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## 1 The essential steps for your final dissertation

1. Choose the subject among those offered by DHDK .
2. Take a look at how to contact and work with your supervisors for the final dissertation.
3. Find out the stylistic and content standards for a final dissertation.
4. Be careful to the timing! Check the table of deadlines where you can also find all the relevant info on the appropriate documentation you must complete on [Studenti Online](#).

The final examination in DHDK consists of the discussion of a thesis/dissertation in front a Committee. The dissertation should be prepared under the guidance of a supervisor (relatore).

### 1.1 *Goals of the master thesis*

The master thesis is an individual piece of research on a topic approved by the supervisor.

The assignment is an opportunity for students to deeply explore an area of Digital Humanities interest. The essential requirement of a master thesis is that it literally demonstrates that students have fully understood the state of the art of Digital Humanities.

The final thesis focus could be based on:

- a theoretical topic research
- a practical application

In both cases the student must choose the research topic between one of the course's learning activities.

The objective of the thesis is to show that the student is able to perform scientific research individually and to report the study and its conclusions in a clear way. It likewise serves as a practice for those intending to pursue doctoral studies after their successful completion of the program.

### *1.2 How to choose the subject and timing to appoint a supervisor*

The student may choose to major in a teaching activity (Insegnamento) belonging to his/her study plan (piano di studi) both from the first or second year. If a student attended the second year abroad (Erasmus or study exchange), he/she can decide to graduate in a subject of the second year anyway. In this case, the student must talk to the professor of the course and ask his/her availability to supervise the thesis.

Students are strongly suggested to begin asking the availability and interest of professors to be their supervisor (relatore) as soon as possible, **at least 6 months before the graduation session**, and according to the internship experience and/or to the topic chosen for the dissertation.

The title of the dissertation, agreed with the supervisor, should be submitted within the online application for graduation (see [table of deadlines](#)).

### *1.3 Some definitions: Supervisor (relatore), co-supervisor (correlatore) and discussant (controrelatore)*

Every graduating student needs a formal **supervisor** (relatore). Only full professors, associate professors, assistant professors (researchers) and contract professors holding a teaching activity within DHDK can be supervisor. Lecturers of seminars or junior research associate cannot be supervisor (unless provided by a specific agreement).

A **co-supervisor** (correlatore) is a teacher who may help the student in order to prepare the dissertation. Choosing a co-supervisor is compulsory and it is possible to have more than one teacher. It is not necessarily a DHDK professor. He/she can be a professor from any University (in Italy or abroad), or an expert in the field of your research (for instance your internship tutor). Lecturers of seminars and external experts can act as co-supervisor (correlatore).

#### *1.4 Student's admission grade*

At the end of their study plan students are admitted to the discussion of their final thesis. Notice that exams grades are on an 18-30 scale, while the final grade is on a 66-110 scale. The admission grade then averages the exams grades and converts it into the 66-110 scale (possibly cum laude/with honors). Courses and activities providing an assessment on a pass/fail basis (idoneità) such as laboratories, seminars or internships do not contribute to the admission grade.

For more information see the [Degree Average](#).

#### *1.5 Thesis discussion and final grading*

DHDK final examination consists in the discussion of the master thesis in front of a Committee composed by professors of the DHDK. The commission can grant **from 0 to 5 points** to the dissertation, which are added to student's admission grade.

## **2 Content & layout: writing your thesis**

### *2.1 Layout*

The thesis topic must be related to one of the subjects covered by DHDK courses and it is chosen according to the personal and academic interests both of the student and of the supervisor.

The final thesis could also be related to the internship experience, based on a specific project or focusing on a particular topic dealing with the hosting organization or its activity.

The length of the thesis is **recommended about 100 pages**, including notes, tables and attachments (references excluded).

It must follow these criteria:

- Interlinea/line space : 1 or 1,5
- Times or similar font : 12
- Margin: 2-2-2-2
- For the title-page, frontespizio, the use of the UNIBO logo is NOT allowed on the cover.

- Recommended bibliography style: **Chicago** (Author Date, Page). Here some examples:
 

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

  - **in-text citation:** (Smith 2016, 15)
  - in the **bibliography:**
    - Book: Last Name, First Name. Date. *Title of book*. Edition Number. Place: Publisher.
    - Book chapter: Last Name, First Name. Date. “Title of the chapter”. In *Title of book*, edited by First Name Last Name, Pages number. Place: Publisher.
    - Article: Last Name, First Name. Date. “Article Title.” *Journal Name* Volume, Number (Subnumber): Page Numbers. doi
    - Website content: Last Name, First Name. Date. “Page Title.” Website Title. (retrieved Date Accessed). Web Address

N.B: In the sitography section you must put websites and online projects references, on the contrary, in the bibliography section add books and articles you cite in your thesis. Remember that if you cite an online article, the reference must be put in the bibliography section, not sitography.

- Language: English
- Figures and tables captions: Place Figures and Tables in text as close to the reference as possible (see Figure 1). Captions should be Times New Roman, 9-point bold and should be placed below the box and aligned to the left. Each caption should contain numbering (e.g., “Table 1” or “Figure 2”), a title and, if necessary, its source.
- Quotations:
  - if the quotation is shorter than two lines, please cite in high quotation marks
  - if the quotation is longer than two lines, please write the passage in an indented block.
- Notes: in footnotes you may place some additional information or a link to a website.

## 2.2 Uploading

Candidates have to upload their thesis in pdf format (**max 30 MB**) in the appropriate section of their application on [www.studenti.unibo.it](http://www.studenti.unibo.it). It is not possible to upload a thesis after the deadline.

Candidates who do not manage to upload it within the required terms are not allowed to graduate in the chosen session. Candidates should check that the title of their thesis as indicated in the application is consistent with the title they have indicated in the pdf file. The title of the thesis can be modified within the upload deadline. Please remember that the indicated title will be included in

degree certificates. For the graduation day, usually students print one or more copies of the thesis, one for the Committee and/or the supervisor and one to keep (family, friends).

### 2.3 *Structure and contents*

The following sections are **usually** required in the thesis:

- Title page (containing the name of the supervisor, the subject taught by the supervisor and the student registration number - matricola)
- Table of contents
- Table of figures (if applicable)
- Summary / Abstract
- Introduction / Background
- Main part (methods, discussion, results)
- Conclusion
- References
- Appendices (if applicable)

Students have to refer to the supervisor concerning more detailed information on the thesis structure, contents and on the timing to deliver documents for his/her revision.

### 2.4 *References and plagiarism*

Accurate referencing and bibliography is an important element of the thesis. The University takes plagiarism very seriously and has legal implications: concepts and statements taken from the literature should be appropriately reworded and referenced.

## 3 How to apply to graduation: Procedures and Deadlines

To apply to a graduation session, check this page and follow carefully all the deadlines:

[Graduation - Procedure and deadlines](#).

You will find information on:

- 1) Graduation session: dates
- 2) How to apply for graduation
- 3) How to fulfil the requirements
- 4) How to upload the final thesis
- 5) How to get your final thesis approved.

The application for admission to the final dissertation must be submitted on-line at this link:  
[www.studenti.unibo.it](http://www.studenti.unibo.it).

### *3.1 Graduation discussion and ceremony*

All the relevant information about students' marks, the composition of the Committee and timetable of students' presentations will be available within the StudentiOnline platform.

During their defense, candidates have about 20 minutes to discuss their dissertation, plus the possible questions that the Committee may ask.

Candidates may have a power Point or similar presentation, but it is not mandatory, using the computer that is available in each room while discussion their thesis. It is suggested to upload slides before your session begins (no more than 10 slides), in order to facilitate a regular execution of the session. After all dissertations of the graduation session have been discussed, candidates will gather for the graduation ceremony and proclamation.