

GENERAL INFORMATION ON THE DISSERTATION FOR THE MASTER'S IN SPECIALIZED TRANSLATION

There are three examination/graduation sessions per year, and students “apply” for a given one. Applications must be submitted online through [Studenti Online](#).

Deadlines for each examination session in the academic year are available on the course website. It is the duty of each student to be aware of the [relevant deadlines](#).

Title registration

Even if provisional, the title of the dissertation and the names of both the student's supervisor and co-supervisor should be indicated upon filling out the graduation application form online (on [Studenti Online](#)).

Dissertation submission

The student must ensure the following steps have been undertaken by the relevant deadline for the graduation session they have chosen, and after having received approval from their supervisor:

- go to “details of graduation application”, download, **sign (exclusively by the student)** and submit to the Teaching Secretariat the original digital copy of the **Declaration of Dissertation Submission**;
- submit a hardcopy of the Graduating Students Questionnaire to the Student Administration Office.

Regarding the online submission of the dissertation, students must follow the instructions given to them by their supervisor on uploading (**open access, or exclusively for students and staff of the University of Bologna, or restricted access**). This is a particularly important step in order to avoid possible copyright issues regarding certain types of translation dissertations, for which open access rights may not be granted.

Hardcopies of the dissertation given to supervisors and co-supervisors are considered **courtesy copies** and can be submitted after the official submission deadline. Students are required to follow the instructions given to them by their supervisor for the hardcopy submission.

Dissertation defence

The session for the dissertation defence is agreed with the student's supervisor.

Although the Teaching Regulations of the course do not impose a precise deadline for choosing their topic/applying for graduation, students are advised to make their applications well in advance and to consider that, under normal circumstances, a dissertation requires no less than 6 months of work. In other words, if students request to do their dissertation in the second semester of the second year, they will be unable to graduate in the summer session.

The dissertation is worth 15 ECTS credits. This is the equivalent of 375 hours of work.

Identifying an appropriate supervisor

In order to write a dissertation, students will need a supervisor and a co-supervisor who can be chosen from all the teaching staff of the School on the Forlì Campus (tenured professors and researchers, adjunct professors, not necessarily actively teaching in the student's course). It is common practice that one of the supervisors be a tenured professor or researcher (students can confirm staff roles on their [personal webpages](#)).

In the case that a member of teaching staff consulted is unable to accept the request, it is the student's responsibility to find another possible supervisor, taking into account suggestions made by the originally approached member of staff.

Please note that staff members of the School will (co-)supervise, to the best of their abilities, three dissertations per session and will be supervisor to a maximum of 2 dissertations per session.

Should the candidate be unable to graduate in the session originally agreed upon, they may graduate in a subsequent one. However, supervision priority will be given to candidates who have already requested to graduate in the newly agreed session. In this case, it is the student's duty to ensure that both their supervisor and co-supervisor have sufficient time to correct their dissertation. The process can be aided by submitting either the entire work or substantial parts in advance of the official deadlines.

Chapter-by-chapter submission

It is usually inadvisable to submit a "near to" complete dissertation to a co-supervisor just days before the official submission, unless previously and explicitly agreed upon by both the supervisor and co-supervisor.

- The student is required to submit one chapter at a time (around 20/30 pages) to the (co-)supervisor.
- The (co-)supervisor can take at least ten days to read the chapter.
- Chapters that have already been corrected will not be read a second time: remaining doubts can be discussed during office hours, or pointed out explicitly in

- a (re)submitted piece of writing. Similarly, any new parts added to already corrected chapters should be made evident/highlighted.
- Assuming that all contents have been read in advance, the finished dissertation (except for the Introduction and Conclusion) must be submitted to the professor at least three weeks prior to the deadline indicated on *Studenti Online*.
 - If a dissertation is postponed from the session in December to the session in March, the COMPLETE dissertation must be submitted to the supervisor at least 40 days prior to the deadline indicated on *Studenti Online*. Should this not occur, the supervisor cannot guarantee the necessary corrections to be sent back on time before graduation.
 - The co-supervisor will read either the entire dissertation or the sections relevant to his or her area of expertise, and students will have been previously made aware of the agreement reached.
 - If the co-supervisor *wishes* to read the dissertation upon completion only, students are required to send the dissertation to him or her at least 15 days prior to the deadline indicated on *Studenti Online*.

*For more detailed information on how to approach and write the dissertation, as well as how to maintain good rapport with supervisors and co-supervisors, please refer to the **Full guide to choosing a topic and writing your dissertation** (in Italian).*