



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
SCHOOL OF ECONOMICS, MANAGEMENT, AND STATISTICS

GIOCA GRADUATION GUIDELINES

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1 The essential steps for your final dissertation

1. Choose the **subject** among those offered by GIOCA.
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.

In order to earn GIOCA final degree students will have to acquire 120 credits:

- 64 credits for compulsory courses during first year
- 40 credits for compulsory courses during second year
- 14 credits for Internship during second year
- 2 credits for their master thesis (final examination).

The final examination in GIOCA (worth 2 credits) consists of the defense of a thesis/dissertation in front a Committee (composed by professors of the School). The dissertation should be prepared under the guidance of a supervisor (relatore) and based on internship experience.

1.1 Goals of the master thesis

The master thesis is an **individual piece of research** on a topic approved by the supervisor and based **on the experience gained during the internship**. The assignment is an opportunity for students to deeply explore an area of GIOCA interest, to summarize the main theories and models, and to discuss their applicability. The essential requirement of a master thesis is that it literally demonstrates that students have fully understood the state of the art in international economics and management.

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 4 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 UNIBO** can be supervisor. Lecturers of seminars or junior research associate cannot be supervisor (unless provided by a specific agreement).

A **discussant (*controrelatore*)** is an academician chosen by the Supervisor according to the rules explained below with the aim of providing a further independent and detailed evaluation of the thesis, possibly taking part to the final defense to challenge the graduating student with specific questions. Presence of a *controrelatore* provides the student with the opportunity (and not the guarantee!) to achieve extra points for the final grade (see the grading section). As explained below, the *controrelatore* is not asked/chosen by the students, the request must be made by the supervisor based on her/his own evaluation of the thesis work. The *controrelatore* is then assigned by the Director of the program who can confirm the professor suggested or assign another professor.

A **co-supervisor (*correlatore*)** is a teacher who may help the student prepare the dissertation, however, this figure does not imply the possibility to raise the final points. Lecturers of seminars and external experts can act as co-supervisor (*correlatore*).

A ***cultore della materia*** is a professor outside GIOCA or an external figure expert in the field of your research (your internship tutor, for instance) who provides support to the student while writing the thesis.

1.3.1 How to apply for a discussant (*controrelatore*)

A *controrelatore* can be only requested when a thesis has a particular relevance or interest for the supervisor, and the decision on its request rests solely on the supervisor's individual judgment of the thesis work. It is necessary when the supervisor requests the honors (*laurea con lode*) – only if the candidate has an average grade below 108/110. The *controrelatore* may lead to the maximum of 3 extra points. The name of the *controrelatore* might be proposed by the supervisor and the final decision is made by the Director of the program, who can confirm the professor suggested or assign another professor.

The supervisor should submit the request of the *controrelatore* to the *Uffici di Presidenza* (email to Alessandra Iosi, alessandra.iosi@unibo.it) within a reasonable time, at least one month before the graduation, to allow the Director of the program to designate the lecturer and the candidate to provide him/her with a copy of the thesis on time. The supervisor can simply send an email to the *Uffici della Presidenza* with the request; he/she can also indicate the name of a professor suitable for being the *controrelatore*.

The *controrelatore* may take part in the graduation session, if he/she is available. In case of absence he/she has to send the assessment of the thesis through a letter or email to be delivered to the *Ufficio di Presidenza*, but addressed to Committee. The *controrelatore* must be an academician (professor or a researcher) belonging to the School of Economics or to other universities connected to GIOCA.

If a *controrelatore* was requested for a first graduation session but the candidate could not graduate, the request for this must be presented again for the next session.

The student is required to deliver the thesis to the *controrelatore* AT LEAST 15 days before the graduation. In case he/she does not comply with this rule, the *controrelazione* cannot be accepted and additional points will not be provided.

1.4 Student's admission grade

At the end of their study plan students are admitted to the defense 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 every exam that the student passed with honors (*lode*) a 0.33 points are added to Admission grade.

Extra points will be given to those students who graduate on time.

- July, October and December (I and II session): 2 points
- March (III session): 1 point

1.5 Thesis defense and final grading

GIOCA final examination consists in the defense of the master thesis in front of a Committee composed professors of the School of Economics, Management and Statistics. The commission can grant a **maximum of 5 points** to the dissertation, which are added to student's admission grade. If a *controrelatore* has been appointed, 3 extra points can be added based on the outcome of the discussion. Note that the presence of the *controrelatore* does not guarantee the achievement of the maximum of 8 points.

To award 110/110 with honors (*110 e lode*), the Committee must approve unanimously.

2 Content & layout: writing your thesis

2.1 Layout and uploading

The thesis topic must be related to one of the **subjects covered by GIOCA courses** and it is chosen according to the personal and academic interests both of the student and of the supervisor. The final thesis should 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. It can vary widely according to the interest of the student and to the supervisor's field of research/subject. Students can give a look at previous dissertations in the GIOCA office.

The length of the thesis should be between 60-120 pages including notes, tables and attachments, and must follow these criteria:

- *Interlinea*/line space : 1 or 1,5
- Times or similar font : 12
- Margin: 2-2-2-2
- Cardboard cover lightweight, figures and boards format UNI (A4, A3);
- For the title-page, *frontespizio*, the use of the UNIBO logo is NOT allowed on the cover. A template for the *frontespizio* is provided in the Annex.

Candidates have to **upload their thesis in pdf format** (max 30 MB) in the appropriate section of their application on 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).

2.2 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.

2.3 References and plagiarism

Accurate referencing and bibliography is an important element of the thesis. Students should adopt a **standard citation system and bibliography format**; students will refer to each professor in order to use the appropriate referencing style of his/her department.

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.

3.1 Graduation and tuition fees

If students graduate within the third session of academic year 2017/18 (March 2019) they do not have to pay the tuition fees for a.y. 2018/19. If they pay the tuition fees for a.y. 2018/19 and they graduate within the session of March 2019, they will be refunded after graduation, except for the amount of the duty stamp. For a refund of the regional fee students should contact ER.GO.

(<http://www.er-go.it>). Check graduation fees and deadlines here.

Students who fail to graduate within the third session of a.y. 2017/18 (March 2019) must pay the full annual contribution for the a.y. 2018/2019.

3.2 Graduation defense 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 10 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 defending 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.

To check information on how to take pictures and videos during graduation sessions, please refer to [this page](#).

Candidates and their guests are requested to respect the following **rules of behaviour** on graduation day:

- Arrive at the designated graduation site around 15 minutes before the assigned time (to upload the presentation and check in).
- Wait for your turn and make sure you and your guests keep quiet, showing respect for fellow graduands who are presenting their project.
- Celebrations should exclusively take place outside the university premises, and fouling both internal and external areas of the University with food, drink, etc. is strictly forbidden.
- The University refers graduands and their guests to Article 2043 of the Civil Code, with particular consideration for responsibility for damages and Article 635 of the Penal Code, referring to criminal damages. The President of the Graduation Board reserves the right to refuse signing the degree certificate in case of problems and misbehaviour.

3.3 Certificates and parchment/diploma

Students will receive their diploma (original parchment) directly at the address they have indicated in www.studenti.unibo.it for communication purposes. **Please check carefully the address you have indicated within your application and remember to modify it if needed.**

If you would like that your diploma is send to an address **outside of Italy**, please write an email to Registrar office (segecosta@unibo.it) indicating your name and the full address to which you ask the delivery of the parchment, and attach a copy of your passport.

Students can print their degree certificates on www.studenti.unibo.it.

Other certificates, self-certifications and Diploma Supplement:

Degree certificates and models for self-certifications are available for download on your SOL profile a few days after your Graduation day. Make sure you choose to download the right option for your purposes. Please [click here](#) for more information on the downloadable certificates, self-certification models and on the Diploma Supplement.

(TEMPLATE)

ALMA MATER STUDIORUM · UNIVERSITÀ DI BOLOGNA

SCHOOL OF ECONOMICS, MANAGEMENT AND STATISTICS

Graduate degree in Innovation and Organization of Culture and the Arts

THESIS TITLE

Master thesis in SUPERVISOR'S TAUGHT SUBJECT

Supervisor:
Prof. NAME AND SURNAME

Submitted by:
STUDENT NAME & S
Matricola: _____

Co-supervisor:
Prof. / Dr. / Ms. / Mr. NAME AND SURNAME

__ Session
Academic Year _____