



**POLITECNICO
DI TORINO**

BACHELOR'S AND MASTER'S DEGREES: FINAL EXAMINATION GUIDELINES

Index

SECTION 1 – GENERAL RULES	4
Art.1 About the Final Examination	4
Art.2 Copyright and Intellectual and Industrial Property	4
1. Copyright.....	4
2. Creative Commons licenses (CC).....	4
3. Intellectual and Industrial Property Rights	5
4. Theses containing patentable results, software or works of industrial design.....	6
5. Embargo	6
Art.3 Compliance with anti-plagiarism rules	7
Art.4 The ALMALAUREA database.....	7
Art.5 Calendar of Graduation periods for Bachelor’s and Master’s degree programmes	8
Art.6 Rules of behaviour during the Graduation Ceremony.....	8
Art.7 Graduation Ceremony	8
SECTION 2 – BACHELOR’S FINAL PROJECT	9
Art.1 Objectives and contents of the Bachelor’s Final Project.....	9
Art.2 Supervisor and co-supervisor	9
Art.3 Requirements.....	9
Art.4 Applying for a topic and submitting the Final Project.....	10
Art.5 Registering for the Final Examination	10
Art.6 Withdrawal from the Final Examination.....	11
Art.8 Determination of the final grade – Architecture	11
Art.9 Composition of the Graduation Examining Committee.....	12
Art.10 Final evaluation report	12
SECTION 3 – MASTER’S THESIS.....	13
Art.1 Objectives and contents of the Master’s thesis	13
Art.2 Supervisor / co-supervisor / co-examiner.....	13
1. Supervisor (relatore).....	13
2. Co-supervisor (corelatore).....	13
3. Co-examiner (controrelatore)	13
Art.3 Requirements.....	14

Art.5 Thesis conclusion confirmation	15
Art.6 Registering for the Final Examination	16
1. Student responsibilities	16
2. Supervisor responsibilities	17
Art. 8 Withdrawal from the Final Examination.....	17
Art. 9 Composition of the Graduation Examining Committee.....	17
Art.10 Determination of the final grade	18
Art.11 Thesis oral defence.....	18
Art. 12 Final evaluation report	19

SECTION 1 – GENERAL RULES

Art.1 About the Final Examination

1. The Final Examination is the last step of the educational path that every student must complete in order to attain the final qualification.
2. The Final Project for the attainment of the Bachelor's degree does not require a particular level of originality; it can be a training opportunity offered to a student in order to complete his/her educational path, or else, a specific in-depth analysis of a subject that the student has taken during the programme. The Bachelor's Final Examination consists in the composition of an essay and does not require a public oral defence.
3. The Final Examination for the attainment of the Master's degree consists in the public oral defence of a thesis written by the student with a certain level of originality under the guidance of a supervisor.
4. The thesis is an administrative document required for the attainment of the degree, but it is also a work of the mind which includes scientific contents and contributes to the advancement of knowledge.

Art.2 Copyright and Intellectual and Industrial Property

1. Copyright

Graduation theses are among the works protected by the Law on Copyright (no. 633 of 22/04/1941). Article 1 states that *“this law protects the works of the mind having a creative character and belonging to literature, music, figurative arts, architecture, theatre, or cinematography, whatever the style or form of expression”*; article 2 of the same law includes a list of non-exhaustive examples of protected subject matters and explicitly mentions scientific works among them. According to national jurisprudence *“the graduation thesis is a work of the mind which can be protected in accordance with copyright law”* (cfr. App. Perugia, 22 February 1995, in Pluris database).

Copyright law protects the style of a work, not the idea behind it. The style must have a particular level of creativity and novelty.

The student who has written the thesis is the author of the thesis; therefore, he/she fully owns the moral and economic rights to it.

2. Creative Commons licenses (CC)

Creative Commons licenses help authors retain the right to economically exploit their own

creative works, while allowing others to use them free of charge under certain terms. Thanks to these licenses the author establishes an agreement with his/her users: the authorship of the work is clearly acknowledged, but at the same time the work can be disseminated and shared. The traditional copyright system prescribed by the law establishes that a work cannot be used without permission of the author, while Creative Commons licenses allow certain types of uses.

These licenses facilitate the sharing process of a work. They use a clear language that even search engines can easily understand and they help authors clarify which rights they want to transfer to their users. When authors choose a Creative Commons License, they retain copyright, but offer the community some exclusive rights which are normally reserved to authors by copyright law.

If students choose to release their work with a Creative Commons license which includes the “non-commercial” attribution, they require the users of their work (licensees) not to use it for commercial purposes. In any case, the creator (who owns the rights to the work covered by the license) can decide at any time to use his/her work for commercial purposes.

Students are encouraged to release their thesis with a CC BY-NC-ND license: this license limits the use that potential readers can make of their work, since they can’t change it in any way or use it commercially.

We remind students that:

- a. the thesis must not include any part covered by copyright and used without explicit permission of the author. It must not include personal and sensitive data, any other confidential data or information protected by industrial secret.
- b. if the thesis contains a reference to any discoveries or ideas which might be patented in the future, students need to postpone the dissemination or publication of their thesis until the patent has been registered. After filing the patent application, students must place their thesis under an 18-month embargo.

3. Intellectual and Industrial Property Rights

The results of a research activity carried out by a student for his/her thesis project can be worth being protected by Industrial Property Rights (for instance, a patent) or by copyright (for example, software and works of industrial design). The Industrial and Intellectual Property Rights Regulations of Politecnico di Torino (issued with Rector’s Decree no. 299 of 22/07/2007) provide the regulatory framework adopted by the University in this field. All students are required to accept these Regulations when they enrol at Politecnico and to

comply with these rules. Industrial and Intellectual Property Rights Regulations are available on Politecnico's website.

4. Theses containing patentable results, software or works of industrial design

If a thesis contains some results which are susceptible of patent protection, first of all, students need to verify with their supervisor if the thesis actually meets the basic requirements for patent protection of the invention; at a later stage, students need to contact the competent Politecnico office before the thesis oral defence. In addition to this, before the thesis submission, students must follow a special procedure: they need to request that the confidentiality of their thesis is preserved for a period of time sufficient to verify if it meets the requirements for patent protection and eventually to apply for a patent.

Before applying for a patent, students are required to keep their invention strictly confidential; in fact, any form of "pre-dissemination" (for example, during the thesis oral defence) invalidates the patentability of the findings.

When a thesis includes software or works of industrial design, students should inform the competent offices of Politecnico.

Reference is made to the Industrial and Intellectual Property Rights Regulations of Politecnico di Torino (issued with Rector's Decree no. 299 of 22/072007) which regulates the ownership of Intellectual and Industrial Property Rights and the internal procedures in this field.

5. Embargo

1. When access to a thesis needs to be restricted for a certain period of time, students can apply for an embargo to be placed on public access to their thesis; in this case, the University will not publish or disclose the contents of the thesis, including the data and the images contained in the document, except for the metadata (name and last name, thesis title, etc.).
2. During the embargo period the thesis is kept in the institutional archives of the University and no public access to it is permitted; only the metadata will be of public domain.
As a general rule, the embargo period lasts 12, 18 or 36 months but students can apply for a longer embargo period. When the embargo period expires, the thesis will be released to open access, unless the student requests otherwise and justifies his/her request for an extension.

An embargo period can be granted if the request is duly justified, in particular in the following cases:

- a) necessity to avoid disclosure of thesis results that are susceptible of being patented in order to preserve the novelty requirement for the patent;

- b) confidentiality agreements or prior arrangements or contracts with outside organizations or companies;
- c) confidentiality and/or ownership of the results belonging to outside organizations or companies which took part in the research activity;
- d) publication;
- e) public security (if the content of the thesis can somehow threaten public or national security);
- f) privacy reasons (if the thesis is about a person who is still alive or has recently died and there is a risk of privacy violation).

Art.3 Compliance with anti-plagiarism rules

The thesis is the result of the individual work of the student who is required to make correct use of sources. When using a source, this must be quoted in the text and in the final bibliography; if a student uses someone else's material, he/she must not present it as his/her own idea.

Plagiarism is a criminal offence and it is regulated by Law no. 475 of 19th April 1925.

1. Anti-plagiarism software

Politecnico di Torino has implemented the use of an anti-plagiarism software.

The anti-plagiarism service supports faculty members in correcting Master's theses and checking their originality.

This verification has an educational objective and it is intended as a support tool for students; nevertheless, if a clear violation in the use of original sources occurs, the student found guilty of plagiarism will be subject to disciplinary sanctions.

2. Disciplinary sanctions

Students are required to comply with the law, the Statute and the University Regulations. Failure to adhere to these norms will result in the application of disciplinary sanctions by the University, in accordance with art.18 of the Student Regulations (Rector's Decree no. 109 of 15/03/2016)

Art.4 The ALMALAUREA database

AlmaLaurea is a public innovative interuniversity consortium which aims to bring together universities, businesses and young graduates by making their CVs available on line.

Politecnico encourages all students that are about to graduate to fill out the online AlmaLaurea questionnaire.

Art.5 Calendar of Graduation periods for Bachelor's and Master's degree programmes

1. There are at least four Graduation periods in a year; the dates are illustrated in the academic calendar together with other useful information and deadlines for the registration for the Final Examination (deadline for recording exam grades, deadline for the registration for the Final Examination, etc.)
2. For every degree programme the University issues an official document for the convening of the Final Examination with the names of the Graduation Examining Committee members and the practical details for the oral defence and for the Graduation Ceremony.
3. As a general rule, students will be officially informed through their personal page of the Teaching Portal approximately one week before the date of the Final Examination and Graduation Ceremony. The same information will be also published on the News board of the web site of every degree programme.

Art.6 Rules of behaviour during the Graduation Ceremony

1. In line with the rules of the University, graduands and their guests are expected to behave properly during the Final Examination and the Graduation Ceremony.
2. Upon registration for the Final Examination, graduands must declare to have read the rules of conduct and to be aware that a breach of these rules will be reported to the authorities.

Art.7 Graduation Ceremony

1. The Graduation Ceremony is public.
2. Every graduand is expected to attend the Graduation Ceremony; any absence due to justified reasons must be communicated to the Secretariat of the Collegio of the degree programme which will inform the Chairman of the Graduation Examining Committee. The Chairman of the Committee is required to confer the degree in absentia of the graduand, who will be able to collect the degree certificate in accordance with the procedures available on Politecnico's website under the Student Guide section named *Degree certificates and professional license diploma*.
3. In order to ensure that the Final Examination and the Graduation Ceremony take place in an orderly manner, the University provides its students and guests with welcome services and appropriate staff for assistance, prevention and safety.

SECTION 2 – BACHELOR’S FINAL PROJECT

Art.1 Objectives and contents of the Bachelor’s Final Project

1. The Final Project is the final learning activity for the completion of the Bachelor’s educational path. It is worth a certain number of credits (CFU) illustrated in the Teaching Regulations of every degree programme.
2. The Teaching Regulations of the degree programmes illustrate the type of work required for the Final Project, in particular:
 - a) an in-depth analysis of a subject strictly related to the courses attended and to the learning activities carried out during the degree programme;
 - b) an essay written under the guidance of a faculty member/supervisor. The essay can be written in a language other than Italian;
 - c) a report written after an internship.

Art.2 Supervisor and co-supervisor

1. The supervisor for the Bachelor’s Final Project must be a tenured faculty member / researcher, or else, an external instructor who has an academic appointment with teaching functions (*docente esterno titolare*). In the event that the external instructor’s contract expires, he/she will be replaced by the Programme coordinator (*Coordinatore del Collegio*) or by the Programme academic coordinator (*Referente del Corso di Studio*) or by a faculty member appointed by them.
The supervisor is in charge of monitoring and evaluating the candidate’s Final Project.
2. The academic supervisor can be supported by a company supervisor when the Final Project is focused on the candidate’s experience as an intern in a private company.
3. A co-supervisor can support the supervisor when the Final Project is worth 6 or more credits. The co-supervisor can be an external instructor, a prominent expert from outside the university or a research fellow.
4. The supervisor’s evaluation takes into account the candidate’s abilities during the preparation of the Final Project, his/her commitment and the overall quality of the work.

Art.3 Requirements

In order to attain the Bachelor’s degree, all students must meet the following requirements:

- must have passed all graded and ungraded exams included in the curriculum;
- must be regularly enrolled for the academic year;
- the Final Project module must be included in the Annual Personal Study Plan;
- must have paid all tuition fees;
- must not have any unreturned book borrowed from the library;

- must not have a pending disciplinary sanction which imposes a temporary exclusion from Politecnico with restriction of any career act.

Art.4 Applying for a topic and submitting the Final Project

1. Some Bachelor's degree programmes require that students submit a specific application in order to register for the Final Examination. Students enrolled in these programmes will find the instructions in their Student Guide.
2. Students can submit their applications for the Final Project topic provided that the Final Examination has been included in the Annual Personal Study Plan.
3. The topic of the Final Project must be agreed upon with the supervisor.
4. Students are required to start working on their Final Project in good time to have it ready for the Graduation period in which they intend to graduate (see calendar on the Student Guide).
5. Students have to submit their official application for the Final Project topic following the online procedure (personal page of the Teaching Portal). They can choose the topic from a list or they can suggest a specific subject to their supervisor, who is entitled to accept, reject or modify the topic.
6. Upon conclusion of the Final Project, candidates have to apply online for the *Final Project conclusion confirmation*. This request can be accepted or rejected and candidates will be informed of the outcome before the deadline for the registration for the Final Examination (see calendar on the Student Guide).
7. Candidates must wait for this confirmation before they can submit the Final Examination application; without this approval, candidates will not be admitted to the Final Examination.

Art.5 Registering for the Final Examination

1. Students intending to apply for graduation must fill out the Almalaurea questionnaire before they can proceed with the registration for the Final Examination.
2. In order to register for a Graduation period, students are required to submit the online application within the deadlines illustrated in the academic calendar. This procedure is considered finalized after the Final Examination registration fee has been paid (https://didattica.polito.it/tasse_riduzioni/) and upon reception of an e-mail confirming the registration.
3. Late applications for the Final Examination will be evaluated by the Office of Student Services, after hearing the opinion of the Collegio of the degree programme.
4. Even if some of the exams passed by a candidate have not been recorded yet, the candidate can still submit the application for the Final Examination within the deadlines for every Graduation period (*Domanda con riserva/Provisional registration*). The candidate will receive an e-mail which explains the reasons why the registration is still provisional. Once the anomalies are solved, the provisional condition will be lifted; otherwise, the registration will be automatically cancelled.

Candidates cannot make a provisional registration if they do not have the English language certificate, which is a graduation requirement.

Art.6 Withdrawal from the Final Examination

The Final Examination application is valid for one Graduation period only. This means that if a candidate is not going to graduate in the Graduation period for which he/she had applied online, he/she must promptly inform the Office of Student Services before the oral defence, using the ticketing service. The Office of Student Services will cancel the registration for the Final Examination, inform the supervisor and the Secretariat of the Collegio by e-mail.

Art.7 Determination of the final grade - Engineering

1. The final grade is assigned to the candidate by the Graduation Examining Committee which will assess the overall average grade of all the exams on a scale of 110, after having purged it from the worst 16 credits. This number will be proportionally reduced if there are some exams without a grade, or if the student has benefitted from career credit recognition (only the exams taken at Politecnico count towards the calculation of the average grade). Given this average grade, the Graduation Examining Committee can normally add up to a maximum of 5 points, taking into consideration:
 - the Final Project evaluation (written essay);
 - the number of years needed to complete the studies;
 - if the programme has been partially or entirely attended in English;
 - other information about the course of study (for instance, the number of exams passed with honours, any experience abroad, extracurricular activities etc.).
2. If the candidate reaches the score of 110/110, the Graduation Examining Committee can decide to confer the degree with final honours (*cum laude*). The decision must be taken by qualified majority: at least 2/3 of the Committee members must vote in favour of awarding this distinction (see the Regulations of the degree programme).
3. The Graduation Examining Committee is required to determine the final grade taking in consideration the student's overall participation in the degree programme: it should evaluate the student's cultural maturity and competence in intellectual elaboration, as well as the quality of the work carried out for the composition of the Final Project.

Art.8 Determination of the final grade – Architecture

1. The final grade is assigned to the candidate by the Graduation Examining Committee which will assess the overall average grade of the exams on a scale of 110
2. Given this average grade, the Graduation Examining Committee can normally add up to a maximum of 5 points, taking into consideration:
 - the Final Project evaluation (written essay);
 - if the programme has been partially or entirely attended in English;

- the number of years needed to complete the studies;
- other information about the course of study (for instance, the number of exams passed with honours, experiences abroad, extracurricular activities etc.).

If the candidate reaches the score of 110/110, the Graduation Examining Committee can decide to confer the degree with final honours (*cum laude*). The decision must be taken by qualified majority: at least 2/3 of the Committee members must vote in favour of awarding this distinction (see the Regulations of the degree programme).

3. The Graduation Examining Committee is required to determine the final grade taking in consideration the student's overall participation in the degree programme: it should evaluate the student's cultural maturity and competence in intellectual elaboration, as well as the quality of the work carried out for the composition of the Final Project.

Art.9 Composition of the Graduation Examining Committee

1. The Programme coordinator decides on the composition of the Graduation Examining Committee and establishes how the supervisors are appointed, as well as their responsibilities, in accordance with the guidelines of the Academic Senate.
The Committee is composed of a minimum of three and a maximum of seven members, including the Chairman. The majority of the Committee members is made up of tenured professors and researchers. The Chairman is chosen among tenured professors.
2. The faculty members who are responsible for the courses at Politecnico (*docenti titolari*) have the institutional duty to be part of the Graduation Examining Committees; when appointed, if they are unable to participate, they are required to justify their absence in good time to constitute the Committee.
3. The Graduation Examining Committees are composed in accordance with the University Teaching Regulations (Regolamento Didattico di Ateneo).

Art.10 Final evaluation report

1. The Chairman is required to check that the final evaluation reports have been filled out and signed by all Committee members.
2. The Chairman, upon conclusion of every Graduation Ceremony, declares it closed and *promptly* submits the reports to the Office of Student Services, which will register the final result.

SECTION 3 – MASTER’S THESIS

Art.1 Objectives and contents of the Master’s thesis

1. In order to complete a Master’s degree programme, every candidate needs to present and defend a thesis. The thesis is the final learning activity for the completion of the Master’s educational path. It is worth a certain number of credits (CFU) which is illustrated in the Teaching Regulations of every degree programme.
2. A thesis is a written composition, created by the candidate with a certain level of originality; it has to comply with scientific quality criteria; it has to be written autonomously under the guidance of a supervisor and it must focus on a specific disciplinary field, as provided for by article 25 of the University Teaching Regulations.
3. A thesis can be written in a language other than Italian, individually or in groups, as provided for by the University Teaching Regulations. When more than one person jointly write a thesis, the contribution of every single author must be declared so that it can be easily recognized.

Art.2 Supervisor / co-supervisor / co-examiner

1. **Supervisor (relatore)**
The thesis supervisor is a tenured faculty member / researcher or an external instructor who has an academic appointment with teaching functions.
For Double degree programmes, the thesis supervisor is a faculty member or a researcher on the staff of the foreign partner university.
The supervisor monitors and guides the student during all phases of the thesis preparation.
2. **Co-supervisor (corelatore)**
The co-supervisor supports the supervisor in assisting and guiding the candidate during the preparation of the thesis.
The co-supervisor is chosen by the supervisor and can be a person who is not a teacher and who does not belong to the University.
3. **Co-examiner (controrelatore)**
Besides the supervisor and the co-supervisor, the Regulations of some degree programmes provide for a co-examiner. The co-examiner is an expert in the field and can be a person who does not belong to the University.
The co-examiner is in charge of carrying out a critical review of the thesis.

Art.3 Requirements

In order to attain the Master's degree, all students must meet the following requirements:

- must have passed all graded and ungraded exams included in the curriculum;
- must be regularly enrolled for the academic year;
- the thesis module must be included in the Annual Personal Study Plan;
- must have paid all tuition fees;
- must not have any unreturned book borrowed from the library;
- must not have a pending disciplinary sanction which imposes a temporary exclusion from Politecnico with restriction of any career act.

Art.4 Thesis application and approval of the thesis topic

1. A student can submit the request for the thesis topic if the thesis credits have already been included in the Annual Personal Study.
2. There are different options for choosing the topic of a Master's thesis:
 - a. the candidate can suggest a specific topic to the supervisor on the basis of his/her personal experience or interests;
 - b. if the candidate does not have any specific request, the supervisor can suggest a list of topics that are worth being investigated from a scientific point of view. With the help of the supervisor, the candidate can choose the topic that best matches his/her competences and personal interests.
 - c. The candidate can choose the topic from a list of subjects published by the faculty on the website of his/her degree programme;
 - d. if the degree programme envisages this possibility, the thesis can be a report or critical analysis of the work that has been carried out by the candidate during an internship.
3. The request must be submitted online within the deadlines illustrated in the Student Guide and before the desired Graduation period. It has to include the name of the supervisor and of the co-supervisor (if any). The co-supervisor is appointed by the supervisor and will receive a confirmation message upon approval.
The supervisor decides whether to accept the candidate's request or reject it for justified reasons.
4. Once the thesis application has been approved by the supervisor:
 - a. it does not lose its validity. This means it can be used also for graduation periods which follow the one for which the application has been confirmed.
 - b. it can be modified by the candidate upon the *thesis conclusion confirmation*.
5. When a candidate carries out the thesis project in a foreign country, at other university or research centre, or in a private company, it is necessary to have the accreditation with Politecnico and the approval of the supervisor.

6. When Politecnico di Torino has an agreement with another university for the attainment of a Double degree, the candidate is expected to comply with the rules contained in the agreement for the identification of the supervisor, for the thesis composition, presentation and oral defence; the rules and the deadlines for the attainment of the Master's degree are those established by Politecnico di Torino.

Art.5 Thesis conclusion confirmation

1. Before a candidate can register for the Final Examination, the supervisor must confirm the thesis conclusion and give a positive evaluation of his/her written work; the candidate is considered the only person accountable for the thesis quality.
2. When filling out the request form for the *thesis conclusion confirmation*, the candidate must:
 - a. include the final thesis title and its translation into English;
 - b. when applicable, send a duly justified embargo request (this request has to be approved by the supervisor)
 - c. authorise Politecnico to check the thesis for plagiarism detection;
 - d. upload the thesis in PDF/A format + annexes (the thesis maximum size is indicated in the Student Guide). See the instructions available on the Teaching Portal in the Manual on PDF creation.
 - e. submit the request form.

From this moment on, the candidate can no longer modify the data inserted.

The candidate must submit the request for the *thesis conclusion confirmation* in due time for the registration for the Final Examination.

3. After this operation, the supervisor receives an e-mail and can see the request from his/her personal page of the Teaching Portal. The supervisor decides whether to confirm that the candidate is eligible for graduation: at this stage the supervisor can make a preliminary check on the thesis using the Compilatio.net anti-plagiarism software.

The supervisor can confirm that a candidate is eligible for graduation even if he/she finds a certain percentage of similarity with external sources during the verification with *Compilatio.net*. In this case the supervisor suggests that the student makes some adjustments. The candidate is also informed that his/her admission to the next step (registration for the Final Examination) is *provisional*. When the final version of the thesis is submitted, and before the oral defence, the supervisor can check it again with *Compilatio.net*; if any irregularities are detected at this stage, the candidate might not be admitted to the oral defence.

4. Also embargoed theses (confidential theses) are checked for plagiarism detection, but these files are deleted from the server at the end of the anti-plagiarism check.

Art.6 Registering for the Final Examination

1. Students intending to apply for graduation must fill out the Almalaurea questionnaire before they can proceed with the registration for the Final Examination.
2. In order to register for a Graduation period, students are required to apply online within the deadlines illustrated in the academic calendar. The registration is considered finalized after the Final Examination registration fee and other outstanding debts have been paid.
3. At the end of the registration procedure, the candidate will receive a confirmation e-mail into the institutional mailbox.
4. Late registrations for the Final Examination will be accepted only for justified reasons which will be evaluated by the Office of Student Services, after hearing the opinion of the Collegio of the degree programme.
5. If something is wrong (for instance, if some exams have not been recorded yet), the candidate can submit the application for registration for the Final Examination within the deadlines for every Graduation period (*Domanda con riserva/Provisional registration*). Once the anomalies are solved, the provisional condition of the registration will be lifted and the Office of Student Services will add the candidate's name in the list of regular graduands. Otherwise, the registration will be automatically cancelled.
Candidates cannot make a provisional registration if they do not have the English language certificate, which is a graduation requirement.

Art.7 Electronic thesis submission

Within 7 days of the oral defence, the candidate must upload the thesis file (PDF/A + annexes, if any – information on the maximum size allowed is available in the Student Guide) on the dedicated web space created by the supervisor who may do the final anti-plagiarism check. To this end, the candidate is required to authorize the University to check his/her thesis for plagiarism detection. Following this verification, the supervisor can:

- approve the thesis and confirm the candidate's admission to the oral defence;
- reject definitively the thesis, delete the candidate's name from the list of students registered for the oral defence and postpone it to a new session.

1. Student responsibilities

The student is the author of the thesis and declares under his/her own responsibility that:

1. he/she is aware that Politecnico has adopted a web-based service for plagiarism detection (Compilation.net software)

2. he/she expressly authorize Politecnico to upload, store, disseminate, reproduce and use his/her thesis for an indefinite period of time in the Compilatio.net database with the sole purpose of detecting plagiarism by comparing the thesis with the contents available in the database or with other contents added to it at a later stage (for non-embargoed thesis only).
3. he/she is aware that Compilatio.net is a support tool for the supervisor but it does not replace the work carried out by the Graduation Examining Committee for the evaluation of the thesis quality and originality.
4. the document uploaded corresponds to the thesis which will be defended in front of the Graduation Examining Committee; it is an “original product” and it does not infringe the legislation on Intellectual Property Rights.
5. he/she waives and releases Politecnico of any liability which could ever derive from claims by third parties concerning the contents and/or the structure of the thesis, including possible infringement of Intellectual Property Rights.
6. his/her personal data will be communicated to the Compilatio.net service provider in order to get access to the basic service and to *Studium*, in compliance with Legislative Decree no. 196 of 30th June 2003, with the sole purpose of consenting service operations. Any other possible use of the above-mentioned personal data is prohibited.

2. Supervisor responsibilities

The supervisor declares that he/she: has approved the thesis, has found the thesis suitable to be presented during the Final Examination, and has checked that the thesis file has been uploaded online by the candidate.

Art. 8 Withdrawal from the Final Examination

The Final Examination application is valid for one Graduation period only. This means that if a candidate is not going to graduate in the Graduation period for which he/she had applied online, he/she must promptly inform the Office of Student Services before the oral defence, using the ticketing service. The Office of Student Services will cancel the registration for the Final Examination; inform the supervisor and the Secretariat of the Collegio by e-mail.

Art. 9 Composition of the Graduation Examining Committee

1. The Programme coordinator decides on the composition of the Graduation Examining Committee and establishes how the supervisors and the co-supervisors are appointed, as well as their responsibilities, in accordance with the guidelines of the Academic Senate. The Committee is composed of a minimum of five and a maximum of eleven members, including the Chairman. The majority of the Committee members is made up of tenured professors and researchers. The Chairman is chosen among tenured professors.
2. The faculty members who are responsible for the courses at Politecnico have the institutional duty to be part of the Graduation Examining Committees; when appointed,

if they are unable to participate, they are required to justify their absence in good time to constitute the Committee.

3. The Graduation Examining Committees are composed in accordance with the University Teaching Regulations.

Art.10 Determination of the final grade

1. The final grade is assigned by the Graduation Examining Committee which will assess the overall average grade of all the exams on a scale of 110. Given this average grade, the Graduation Examining Committee can normally add up to a maximum of 8 points, taking into consideration:
 - the evaluation of the work carried out for the thesis (dedication, autonomy, methodological rigour, relevance of results, etc.);
 - the thesis oral defence (clarity in presentation, etc.);
 - the outstanding results achieved by the candidate during the academic career (for instance, the number of exams passed with honours, any experience at foreign universities or research centres, extracurricular activities, participation in student team activities, etc.)
2. If the candidate reaches the score of 110/110, the Graduation Examining Committee might decide to confer the degree with final honours (*cum laude*). The decision must be taken by qualified majority: at least 2/3 of the Committee members must vote in favour of awarding this distinction (see the Regulations of each degree programme).
3. If the thesis has the necessary features, the Graduation Examining Committee might recommend it for publication (*dignità di stampa*). This is possible only by unanimous decision of the Committee and only if the final grade is 110 with honours.
4. The Graduation Examining Committee is required to determine the final grade taking into consideration the student's overall participation in the degree programme: it should evaluate the student's cultural maturity and competence in intellectual elaboration, as well as the quality of the work carried out for the composition of the thesis.

Art.11 Thesis oral defence

1. The thesis oral defence is held in public. Its organizational rules are established by the Graduation Examining Committee appointed by the Programme coordinator of the Collegio to which the degree programme belongs.
2. The thesis defence is an individual oral examination. Nevertheless, in some cases a thesis can be written and defended by a group of candidates.
3. The thesis oral defence can be attended online as well (for instance by videoconference or via Skype).

Candidates who cannot be physically present in the room where the oral defence takes place can request a *remote exam option* from the Graduation Examining Committee. In any case this option must be approved by the Committee after having verified its technical feasibility and after having made sure that the conditions for a legitimate Final Examination are met.

Art. 12 Final evaluation report

1. The Chairman is required to check that the final evaluation reports have been filled out and signed by all Committee members.
2. The Chairman, upon conclusion of every Graduation Ceremony, declares it closed and *promptly* submits the reports to the Office of Student Services which will register the final result.