

**PROCEDURES FOR THE FINAL EXAMINATION  
BACHELOR'S DEGREE COURSES - MASTER'S DEGREE COURSES**

**A.Y.2023-2024**

| Graduation Sessions<br>A.Y. 2023/2024         | Requirements and procedures for admission to the graduate examination |
|---|---|
| <b>Summer</b><br><b>From July 8, 2024</b>     | By Student Area<br><a href="#">directions on s t u d e n t portal</a> |
| <b>Autumn</b><br><b>From November 4, 2024</b> | By Student Area<br><a href="#">directions on s t u d e n t portal</a> |
| <b>Winter</b><br><b>From March 4, 2025</b>    | By Student Area<br><a href="#">directions on s t u d e n t portal</a> |

### **DISSERTATION ASSIGNMENT**

You can apply for a dissertation assignment if you meet the following minimum requirements:

- Bachelor's degree programmes: **90 ECTS**
- Master's degree programmes: **60 ECTS**

It is only possible to request a thesis assignment for subjects that are part of your curriculum and for which you have taken and passed the exam.

**The request for a dissertation assignment** must be submitted according to the procedure described in Italian at the following link: [Tesi ed esami di laurea - Dipartimento di Scienze Politiche \(uniroma3.it\)](#)

### **APPLY FOR GRADUATION**

If you have already earned the following number of ECTS credits (excluding extra-activities and/or examinations not included in your study plan), you can apply for graduation:

- Bachelor's degree programmes: **151 ECTS**
- Master's degree programmes: **84 ECTS**

To apply for graduation, you must first fill in the End-of-Course Questionnaire ([Questionario di fine corso di laurea | Almalaurea](#) or check that you have already filled it in). For further information or assistance, please contact [AlmaLaurea](#) directly.

For additional information, please consult the following link in the Student Area - Student Portal: <https://portalestudente.uniroma3.it/en/enrollment/final-examination/>

## **GRADUATION COMMITTEES**

### **Bachelor Programmes**

#### **a) Composition of Degree Committees**

The final examination Committee shall be composed of at least three faculty members of the Department, including those who hold teaching positions in the Department either by tenure or by contract, and shall be chaired by a full or associate professor from the Department's teaching staff.

As far as possible, the Committee will include Department members from subjects relevant or related to the topic chosen by the candidate for his/her dissertation.

With the supervisor's agreement, the thesis may also be written in one of the foreign languages offered by the BA Programmes, provided that the candidate submits an abstract in Italian. The request to write the thesis in a foreign language must be submitted within five months of the beginning of the graduation session using the [form](#) available in Italian on the "Thesis and Dissertations" page of the Department website: [Tesi ed esami di laurea - Dipartimento di Scienze Politiche \(uniroma3.it\)](#).

If the thesis is written in a language other than Italian, the defense must be held in Italian, although part of it may be held in another language, if agreed with the Chair of the Committee.

#### **b) Method of Conducting the Final Examination**

The examination will be oral and will assess not only knowledge related to the dissertation topics, but also the candidate's overall academic performance and any other special achievements.

#### **c) Grading System**

1. To ensure a fair comparative assessment, the Committee will normally assign grades at the end of the session, or after the discussion of a groups of candidates, if there are more than six per session.

2. In awarding marks to each candidate, the Committee will take into account the following criteria:

- Up to three points (based on the Cumulative Weighted Average Grade CWAG) for results that do not show particular merit.
- Up to six points (based on the Cumulative Weighted Average Grade CWAG) for good effort with meritorious results.
- Up to eight points (based on the Cumulative Weighted Average Grade CWAG) for outstanding critical skills and original insights during the examination.
- Commendation will only be awarded to candidates who meet the criteria indicated in the last point above, provided their pass mark is not less than 102.

## **MA Programmes**

### **a) Composition of the Degree Committees**

The final examination Committee is composed of at least five full members, three of whom are tenured professors or non-tenured lecturers and is chaired by a full or associate professor from the Department's teaching staff.

If necessary, full members may be replaced by alternate members, upon a reasoned request addressed to the Head of the Department, in order to ensure the proper composition of the Committee. The Committee is duly constituted when at least four members are present, including three tenured members of the Department.

### **b) Supervisors and co-supervisors**

All members of the Department's teaching staff, including those who hold teaching positions in the Department on contract, may act as supervisors and co-supervisors.

This role may be extended to faculty within the University and, with the approval of the relevant governing body, also to experts outside the Department.

The Head of the Department appoints the co-supervisor based on the supervisor's proposal.

### **c) Final examination**

The examination is oral and is designed to demonstrate the candidate's critical abilities through the discussion of the thesis, with valid results in terms of both method and merit.

The thesis may be written in Italian or in one of the foreign languages offered by the MA programmes, provided that the candidate has an adequate command of the foreign language, as evidenced by exams, certificates, or native fluency, and with the approval of the supervisor. In any case, for MA programmes taught in Italian, the candidate must submit an abstract in Italian. Moreover, if the candidate chooses to write the thesis in a foreign language, the discussion must be in Italian with the possibility to defend part of the thesis in a foreign language, if agreed with the Chair of the Committee.

For students enrolled in the MA programme in **International Studies**, which is taught entirely in English, it is mandatory to write and defend the thesis in English.

### **d) Grading System**

1. In order to ensure a fair comparative assessment, the Committee will normally assign grades at the end of the session, or after the discussion of a group of candidates, if there are more than six per session.
2. In awarding marks to each candidate, the Committee will take into account the following criteria:
  - Up to three points (based on the Cumulative Weighted Average Grade CWAG) for the candidate's good effort in carrying out the dissertation without special merit.
  - Up to six points (based on the Cumulative Weighted Average Grade CWAG) for the candidate's good effort in carrying out the dissertation, with meritorious results.

- Up to eight points (based on the Cumulative Weighted Average Grade CWAG) in the presence of the candidate's remarkable critical skills and insights of originality in the thesis work.

3. Exceptionally, marks above eight points may be awarded to particularly meritorious dissertations, up to a maximum of ten points (see Section 5 below).

4. When a score of 110 is reached, the Committee may unanimously award a commendation.

5. In the case of a score of more than eight points (see point 3), the thesis supervisor must submit a written request to the Head of the Department, detailing the merits of the thesis and other useful elements of evaluation. After assessing the appropriateness of the request, the Head of the Department will forward it to the Chair of the Graduation Committee.

This request, together with a copy of the thesis, must be submitted by the deadline (see Article 4.b above). In agreement with the relevant competent body, the Head of the Department will appoint a second supervisor as a referee, who may or may not be a member of the Degree Committee, for a written evaluation to be placed in the candidate's file.