



POLITECNICO
MILANO 1863

School of Design

**Examination guide for Laurea Magistrale (equivalent to Master of Science) programmes
of the School of Design (regulation 270/04, 509/99, Old
Educational System's five-year programme)**

Politecnico di Milano

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Introduction - Scope of Application

This document regulates the Laurea Magistrale (equivalent to Master of Science and hereafter referred to as LM) exams for students enrolled in L and LM programmes with an approved system under Ministerial Decree 270/2004.

It regulates the final exams for students enrolled in Specialising Masters programmes with an approved system under Ministerial Decree 509/1999.

In the following, any reference to the LM applies to the Specialising Masters. This document regulates the final exams of students enrolled in the Old educational system's five-year Programme (pre-509/99 regulations), for whom the graduation score is expressed in hundredths. For these students, any LM reference is applied to the five-year single cycle programme and any reference to a 110-point scale is applied to hundredths.

Acronyms:

CCS Study Programme Board

CL Degree Examination Board

LM Laurea Magistrale (equivalent to Master of Science)

Art.1 - Degree Examination Boards (CL)

1.1- Nature, composition and appointment of the Degree Examination Boards

The Degree Examination Boards evaluate the Final Examination of graduating students enrolled in a specific L, LM or Single-Cycle exam.

The Degree Examination Boards are formed by the Course Coordinator or their delegate in their capacity as Graduate reference person for each exam session, in an adequate number to guarantee regular activity.

Each Degree Examination Board is composed of a minimum of three members. For each Degree Examination Board at least one substitute member is identified.

For each Study Programme, the Board members, including substitutes, may be selected primarily from among University full and adjunct Professors and Researchers who oversaw Study Programmes in the current or previous academic year.

The Graduate reference person will identify the Board Chairman and Secretary among the Board members.

The board may be supplemented by additional members such as supervisors, co-supervisors and external experts.

These additional members may be:

- Emeritus Professors with a former position at the University.
- Professors who have been retired for no more than five years with a former position at the University.
- Adjunct Professors in the current or previous academic year.
- Other full professors at the University.
- External experts of recognised value, including representatives of Professional and Sector Associations.
- Research Fellows.

All Board members contribute to the evaluation of assigned students.

Any supervisors working with graduating students in more than one Board participate in the work of these Boards limited to the graduating student(s) whose final exam they supervised.

The Rector or their Delegate appoints the Degree Examination Boards.

1.2 - Degree Examination Board Chairman and Secretary

The Degree Examination Board Chairman shall be a full professor who holds an official teaching position in the Study Programme during the current academic year.

The Chairman is responsible for:

- ensuring the regular conduct of the degree exam session and correctly drafting the minutes
- ascertaining the graduating students' identity
- announcing the graduates
- digitally signing the Degree Examination Board minutes.

The Chairman is assisted by a Secretary, who must be a full professor with official teaching duties in the Study Programme during the current academic year.

1.3 - University professor obligations

University professors with official teaching duties must participate in the Degree Examination Boards sessions under Art. 2 section 4 of the Regulations for External Assignments for Professors and Researchers of 26 July 2019, since attendance at degree sessions is one aspect of their institutional service.

They must attend all sessions scheduled in the Academic Calendar. According to the timeframe defined for each degree exam session, any unavailability must be reported in advance before the Boards are appointed.

Art.2 - Organisation of work

Graduations are normally held in person on Politecnico di Milano premises, with the exceptions specified in Art. 6.1.

2.1 - Degree Examination Board secretarial office

The Secretarial office for each Board is located at the School, which provides the necessary personnel to organise and manage L and LM exams.

The Secretarial office works with the School Dean and is assisted by the Graduate reference person for the following tasks:

- sending the meeting call to the DEB members
- inviting possible auditors to attend the meeting
- ensuring that documents and materials requested from graduating students are made available to the Board on time and under the outlined procedures.

The Graduate reference person, assisted by the secretarial office, is responsible for:

- Establishing the Boards and identifying the relevant Chairmen and Secretaries
- Verifying the correctness of the procedure and resolving any issues that may arise during examinations, calling on the Dean when necessary
- Reporting to the Dean any Professor non-compliance.

Art.3 - Final examination

To be admitted to the Laurea Magistrale (equivalent to Master of Science) exam, the student must:

- have obtained the 120 credits required for the second level Laurea Magistrale (equivalent to Master of Science), including credits relating to the Internship and credits for the final examination;
- have written an individual thesis under the guidance of a Supervisor;
- have submitted the application form and fulfilled all administrative requirements within the deadlines set by the Academic Calendar under the procedures and deadlines established by the University.

3.1 - Types of final examinations for the Laurea Magistrale (equivalent to Master of Science)

The final examination for the conferment of the Laurea Magistrale (equivalent of Master of Science) and Single-Cycle degree consists of the presentation and discussion of a theoretical, experimental or design thesis by the graduating student originally prepared under the guidance of a Supervisor (Ministerial Decree 270/04 Art. 11 paragraph 5).

3.2 - Graduating student obligations

The final thesis is the result of the personal work of the graduating student, who is required to use the sources correctly, citing them adequately in the text and the final bibliography.

If plagiarism is found, disciplinary action may be taken against the student, without prejudice to the civil and criminal liability arising from personal conduct.

The graduating student must apply for the final examination according to the procedures and deadlines established by the university.

3.3 - Number of thesis authors

Thesis work is strictly individual.

Coordinated theses with a common introductory part and separate theses can be considered.

The thesis may be prepared by a maximum of three authors, including those enrolled in different Laurea Magistrale (equivalent to Master of Science) programmes.

The Board must be able to identify the contribution made by each applicant.

During the examination dissertation, each graduating student will be asked to present their thesis. The Supervisor will introduce the project, possibly explaining the nature of the applicants' collaboration.

3.4 - Thesis

The project developed within the Final Synthesis Studio (LSF) framework is assessed at the end of the Laboratory, which lasts six months. The final Laboratory examination aims at establishing the project's completion. During the LSF, the student will set out, in agreement with the Laboratory professors, possible theoretical or design developments of the topic addressed in the LSF to form the thesis core.

Students can carry out their thesis on subjects different from those addressed in the Laboratory or with professors other than those of the LSF, if they are full professors and belong to the CCS.

In the latter case, the student will receive a form (Google-form) from the Student Guidance and Academic Career office to be completed requesting the topic's approval.

The student will meet with the Supervisor on agreed individual appointments according to the time required to prepare the thesis. The times necessary for thesis preparation are agreed between the student and Supervisor.

If the student has difficulty in finding a thesis Supervisor, they can contact the Course Coordinator directly for support in the completion of their thesis, or send a request for assistance through the School's website under "contacts."

There is a section dedicated to the publication of thesis proposals (Thesis Notice Board) on the School's website.

Students can find thesis proposals for their own LM programme and the proposing Professor.

Students may refer to the published contacts to agree with their Professor on the times and methods for carrying out their thesis.

The Thesis Notice Board is updated periodically.

The Thesis Supervisor will issue the validation of the thesis Preparation (PET) following enrolment in the exam date after assessing the materials entered in the system.

If the thesis does not reach the expected level, the Thesis Supervisor can reject the documentation entered by the student (rejection entails the student's withdrawal from the graduation exam).

Art.4 - The Supervisor

There is only one Supervisor, and they must be a University Full Professor or Researcher (in the current or previous academic year). They can be a member of the Degree Examination Board.

They may be assisted by one or more Co-supervisors or subject experts, even if they are external to the School.

The Supervisor is included in the Degree Examination Board and assesses the graduating student and suggests a score.

Art.5 - Enrolment of students for the Laurea Magistrale (equivalent of Master of Science) graduation exam

The application for enrolment in the Laurea Magistrale (equivalent to Master of Science) exam must be submitted online by the graduating student within the deadlines set by the University.

The student enrolls via the University's online services.

The Registrar's Office will check each student's eligibility for the examination.

If the student does not wish to attend the exam date or has not been admitted, they must withdraw through the appropriate Online Services section.

Withdrawal from the exam date is irrevocable until the following session.

Within the deadline, the graduating student must upload the thesis files. The Supervisor, having viewed the materials, may confirm the work's completeness, send it back to the graduating student for minor changes or reject it (if it is rejected, the application for registration to the exam date will be rejected).

Art.6 - Presentation and discussion of the Thesis or Paper

Following a presentation by the Supervisor, the graduating student illustrates the work done, the results obtained and answers questions from members of the Degree Examination Board and Supervisor.

For a Double Degree/LM, which is discussed by the University where the applicant obtains the other LM, or in other exceptional cases, at the Dean's sole discretion, it is possible to take the LM Examination even when the student is not physically present. This involves a remote video link with computer systems, ascertaining the graduating student identity.

Art. 7- Thesis to be submitted to the Laurea Magistrale (equivalent to Master of Science) Degree Examination Board

The student submits a thesis to the Degree Examination Board, which may consist of:

1. the development of a theoretical, design, experimental or innovative research thesis (Research Thesis).

The thesis must:

- **explore** the project in its technical-specialist and/or systemic aspects in relation to the missions and goals of the study programme. The discussion must include an in-depth theoretical/critical, methodological and/or historical dissertation and/or an in-depth experimental study;
- **include** a substantial preparatory part devoted to research conducted with scientific criteria and access to sources of scientific knowledge (databases, scientific articles, conference proceedings, etc...);
- **propose** to provide in depth knowledge of a poorly established topic and its potential applications or a greater contribution to the advancement of knowledge in a specific research area (thesis of a more theoretical nature);

- **require** a minimum of six month preparation time;
is entitled to a maximum of 8 points when assessing the thesis and its presentation.

2. the development of a thesis to consolidate and refine knowledge already acquired (consolidation thesis).

The thesis must:

- **present** the project by enhancing the technical-specialist and/or systemic aspects under the educational mission and goals of the study programme. The discussion should include an adequate methodological argumentation, historical aspects, theoretical/critical elements;
- **focus** on topics well established in scientific research and design applications;
- **include** a research part relevant to the development of the project and the basic identification of the underlying assumptions and main hypotheses on which the proposed project application is based;
- **focus** on potential project applications;
- **require** a minimum of two months preparation time;

It gives a maximum score of 4 points when assessing the dissertation and its presentation.

Students may apply for either the Innovative Research Thesis or the Consolidation Thesis.

The request for either type of thesis must be made (and assessed by the Supervisor) based on the minimum time required to complete either and the commitment that the student intends to put into it.

During the thesis, the Supervisor may suggest to the student that the type and nature of the thesis be changed in both directions given the aptitudes demonstrated, contingent interests and emerging time requirements.

It will then be the task of the Supervisor to assess the final result and confirm or otherwise the correct change of the thesis' placement in the explicit category.

The work must demonstrate the competence and critical capacity developed by the graduating student in the areas of the project in relation to the contents of the study programme.

The thesis works consist of a report containing the stages of development, the objectives of the work, the bibliography and the sources of documentation; the technical drawings of the project, the physical and/or virtual model where applicable.

The student must provide the Board with at least **Two copies of the thesis**: copies that may retrieve at the end of the discussion.

The project presentation may be supplemented by a report of internships carried out in companies or professional offices.

Art. 8 - Thesis language

The thesis is usually written in Italian or English.

A thesis in another language may be accepted at the graduating student's request, subject to the Graduate reference person, but with the presentation and discussion in Italian or English.

If the thesis is written in English or another foreign language, it must contain a summary in Italian.

Art. 9 - Calculation of the graduation score

Following the evaluation, presentation and discussion of the LM Thesis, and the graduating student's career within the LM Programme, the Degree Examination Board will assign a score.

The score assigned by the Degree Examination Board has a minimum value of -1 (minus one) hundred decimal point and a maximum value of 8 (eight) hundred decimal points. For single-cycle LM Programmes only (five-year), the maximum score is 10 (ten) hundred-decimal points.

The graduation score, awarded by the Degree Examination Board, is expressed out of 110.

It consists of the average score obtained by the student in the courses, weighted by credits and expressed out of 110 and hundredths (without considering any extra work or honours), and the score awarded by the Degree Examination Board, expressed out of 110 and hundredths.

This sum shall be rounded up to the nearest whole number (0.50 is rounded up to 1.00) and limited to 110.

The minimum score required for the degree is 66.

The Degree Examination Board may award Honours.

The score has a value:

- between **-1 and 8 points** for theoretical, design, experimental or innovative research thesis (Research Thesis).
- between **-1 and 4 points** for a thesis to consolidate and refine knowledge already acquired (consolidation thesis).

For the five-year old educational system theses, the score can be between 0 and 10 points.

In assessing and awarding scores, the Board shall follow the form attached to these Regulations, defined by the School in agreement with the Course Coordinators, which contains relevant areas to assess the completeness of the thesis submitted.

All the official members of the Degree Examination Board shall take part in assigning scores.

Art.10 - Awarding honours

The honours award, which the Supervisor may propose, is a mark of special appreciation by the Degree Examination Board for the graduating student's preparation and maturity, brilliant academic record, manner of presentation, reasoning ability and the quality and originality of the thesis.

Under Art. 9, honours may only be awarded if the score given is, before rounding, greater than or equal to 111 (one hundred and eleven) hundred decimal points.

Honours are awarded by unanimous decision of the Degree Examination Board members.

Art.11 - Conduct of the Laurea Magistrale (equivalent to Master of Science) exam

Laurea Magistrale (equivalent of Master of Science) graduation exams are public. The public must be removed from the room only at the end of the discussions to define the score.

For the Thesis discussion, the applicant may use digital, audio/video or paper media. The maximum time available to the student for discussion is approximately 20 minutes (research thesis) or 10 minutes (consolidation thesis), including any questions from the board. The Board Chairman will decide on a different timetable for special cases.

During the discussion, the applicant, may present an additional report of the internship activities if relevant to the thesis and within the maximum time allowed.

Art.12 - Graduation

Politecnico di Milano considers LM graduation exams of great importance and, on these occasions, intends to provide a high-level image of itself to graduating students and those outside the University who come to attend.

The Graduation ceremony of LM Graduates is held in a solemn public format, to highlight the event.

New graduates will be awarded the Laurea Magistrale (Master of Science) under the procedures established by the university.

Art.13 - Entry into force of the Examination Guide of Laurea Magistrale (equivalent to Master of Science) programmes of the School of Design

These Regulations shall enter into force for the Laurea Magistrale (Master of Science) programmes in the School of Design from July 2021.

For anything not covered by these Regulations, please refer to the General Regulations.

Annex 1 - Criteria to assess research theses

<p>SCHOOL OF DESIGN Laurea Magistrale (equivalent to a Master of Science) programme in Design Operational Board 1 - Chairman Prof.</p> <p>Date</p>

EVALUATION FORM

Surname	First name	
Average/110:	No. of honours:	Thesis title/Notes

CRITERIA		score	score
Rhetorical and presentation skills	Ability to present research and project work with the appropriate use of terms and references and a communicative "direction." Ability to use the tools and techniques necessary to shape the project and communicate it through images, drawings, schematics and brief representations, throughout the project phases.	from - 0.33 to 2	
Methodological coherence, in-depth project research	Ability to construct a path towards the project's objective, using coherent phases of analysis and research based on motivated and documented choices, connected to the knowledge of the project framework and constraints.	from - 0.33 to 3	
Project culture, and innovativeness	Presence of interpretative, linguistic and cultural references of the project. Ability to make a critical interpretation through an original vision of the project theme, producing results that demonstrate specific and unique student design skills.	from - 0.33 to 3	
<i>Scoring proposals may be expressed in fractions of a point</i>		8 pt max	

Final assessment	Evaluation decided by the Board at the end of the discussion. HONOURS must be <u>voted unanimously</u> by the Board and may only be awarded if the score given is, before rounding, greater than or equal to 111 (one hundred and eleven) hundred decimal points.	
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Annex 1 - Consolidation thesis assessment criteria

SCHOOL OF DESIGN Laurea Magistrale (equivalent to a Master of Science) programme in Design Operational Board 1 - Chairman Prof. Date
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EVALUATION FORM

Surname	First name	
Average/110:	No. of honours:	Thesis title/Notes

CRITERIA		score	score
Rhetorical and presentation skills	Ability to present research and project work with the appropriate use of terms and references and a communicative "direction." Ability to use the tools and techniques necessary to shape the project and communicate it through images, drawings, schematics and brief representations, throughout the project phases.	from - 0.33 to 1	
Methodological consistency and quality of research	Ability to construct a path towards the project's objective, using coherent phases of analysis and research based on motivated and documented choices, connected to the knowledge of the project framework and constraints.	from - 0.33 to 1	
In-depth project and originality	Presence of interpretative, linguistic and cultural references of the project. Ability to make a critical interpretation through an original vision of the project theme, producing results that demonstrate specific and unique student design skills.	from - 0.33 to 2	
<i>Scoring proposals may be expressed in fractions of a point</i>		4 pt max	

Final assessment	Evaluation decided by the Board at the end of the discussion. HONOURS must be <u>voted unanimously</u> by the Board and may only be awarded if the score given is, before rounding, greater than or equal to 111 (one hundred and eleven) hundred decimal points.
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