



**POLITECNICO**  
MILANO 1863

**School of Design**

**Examination guide for Laurea (equivalent to Bachelor of Science) programmes of the School of Design (regulation 270/04, 509/99)**

**Politecnico di Milano**

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## **Introduction - Scope of Application**

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

It regulates the final exams for students enrolled in Laurea (equivalent to Bachelor of Science) programmes with an approved system under Ministerial Decree 509/1999.

### **Acronyms:**

CCS Study Programme Board

CL Degree Examination Board

L Laurea

## **Art.1 - Degree Examination Boards (CL)**

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

The Degree Examination Boards assess the final examination of graduating students enrolled in a call for a specific graduation exam session.

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 can include additional members such as supervisors, co-supervisors, discussants 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 (equivalent to Bachelor of Science) exam, the student must:

- have obtained the 180 credits required for the disciplines in the L programme including credits for the final examination;
- have written an individual paper and portfolio 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 - Graduation exam*

The examination consists of the presentation of a piece of work (poster, prototype, video, etc.) representing the project(s) developed during the Final Synthesis Studio (LSF) and a portfolio containing projects and personal experiences significant to the chosen training path.

Both works are drawn up under the guidance of the Supervisor, assisted by the Professor responsible for preparing the portfolio, if required by the CCS.

It will be possible to supplement the Paper with technical drawings, booklets, research, models, etc. at the Supervisors' discretion.

Students can finalise their work and portfolios during the PEL, following the instructions given by each Supervisor and the Professor responsible for the Portfolio if required by the CCS.

The work must demonstrate the student's competence in their methodological approach and the acquisition of the study programme technical and cultural tools.

The student must provide the Board with at least **A copy of the paper and portfolio.**

The Portfolio may include a record of the activity carried out in companies or professional offices, for students who have carried out the Internship instead of internal trainee courses.

The paper and portfolio will be presented to one of the Boards set up by the student's degree course.

### *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 authors

**The portfolio is strictly individual**, whereas the paper may represent a project that is the result of coordinated work, with parts in common.

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 Paper. The Supervisor will introduce the project, possibly explaining the nature of the applicants' collaboration.

### 3.4 - Graduation Paper Preparation (PEL)

Issuing PEL certifies the paper and portfolio's completeness but does not confirm the completion of examinations in the study programme.

The Paper will be issued online by the Supervisor after receiving a positive response from the Professor responsible for the portfolio, if required by the CCS, following enrolment in the graduation exam. If the paper and portfolio do not reach the expected level, the Supervisor may not validate the Graduation Paper Preparation (PEL), in which case the student will not be admitted to the L examination.

### **Pre-graduation validation for students enrolled in the MEDes programme**

The MEDes excellence course is based on the mutual recognition of annual credits (max.60) obtained by students abroad. The validation of credits taken abroad, including credits related to the Final Synthesis Studio (LSF) and Graduation Paper Preparation (PEL), occurs after a meeting of MEDes students with the MEDes coordinators. During validation, the student must submit:

(a) the projects carried out abroad which have been commented and documented. The portfolio must explain in detail the courses and projects carried out abroad, presenting the role of the student in any group work and highlighting the learning outcomes.

The description of the courses carried out should include the following:

- General features for each course: course title, Professors' profile, number of students, number of hours, number of students involved in the project, course duration, etc.;
- Project theme/brief;
- Project objectives;
- Project development;
- Results;
- Any project photos;
- Assessment obtained;
- Critical evaluation of the university and the experience;

b) The original Learning Agreement with the signatures of those responsible at the partner university;

c) The original final equivalence proposal form.

Based on this documentation, the coordinators validate the credits incurred abroad (up to 60 ECTS credits) related to the MEDes mobility.

### **MEDes programme student graduation paper**

For the Laurea Triennale (equivalent to Bachelor of Science), MEDes students follow the standard deadlines and procedures provided by the School. During the third year, the student is paired with a tutor belonging to their study programme. Together with this tutor, they develop the portfolio and choose the project to be submitted for graduation. This same Professor is the Supervisor for the Laurea Triennale (equivalent to Bachelor of Science).

### **Art. 4 – 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 that will assess the graduating student, make their proposal for a score and suggest that the Board award a maximum of two points to the paper and portfolio. A Professor who is not part of the student's Final Synthesis Studio cannot be identified as the Supervisor. Reasoned requests for exceptions must be approved by the School Council.

#### **Art.5 - Enrolment of students for the Laurea (equivalent to Bachelor of Science) graduation exam**

The application for enrolment in the Laurea (equivalent to Bachelor 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.

#### **Art.6 - Paper presentation and discussion**

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

The paper and portfolio are assessed by the Degree Examination Board, which meets up to graduation day. Graduation day takes place on one of the dates scheduled for the examinations published in the Academic Calendar.

This discussion is considered the closure of the study programme, which takes place before graduating students and the Degree Examination Board.

For the paper and portfolio presentation, the applicant has a maximum of 10 minutes, including any questions from the Board. The Board Chairman will decide on a different timetable for special cases.

#### **Art.7 – Paper and portfolio language**

The paper and portfolio are normally written in Italian. At the graduating student's request, papers may be written in other languages, subject to authorisation from the Graduate reference person. In this case, the presentation and discussion takes place in Italian.

If the paper and portfolio are prepared in a foreign language, the graduating student must prepare a summary in Italian.

#### **Art. 8 - Calculation of the graduation score**

Following the evaluation, presentation and discussion of the paper, and the graduating student's career within the L 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.

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.

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 paper submitted.

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

#### **Art.9 - 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 paper.

Honours may be awarded if the score formulated as per Art. 8 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. 10 - Graduation**

Politecnico di Milano considers L 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 ceremony for Laurea graduates is held in solemn public form to highlight the event.

New graduates will be awarded the Laurea (Bachelor's Degree) in accordance with the procedures established by the University.

**Art.11 - Entry into force of the Examination Guide of Laurea (equivalent to Bachelor of Science) programmes of the School of Design**

These Regulations shall enter into force for the Laurea (Bachelor 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 - Assessment Criteria

<p><b>SCHOOL OF DESIGN</b>  <b>Laurea (equivalent to Bachelor of Science) programme in Design</b>  <b>Operational Board 1 - Chairman Prof. ....</b></p> <p><b>Date .....</b></p>
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**EVALUATION FORM**

Surname	First name

Average/110:	No. of honours:	Thesis title/Notes
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<b>CRITERIA</b>		<b>score</b>	<b>score</b>
<b>Supervisor points</b>	Independent capacity to reprocess project inputs, consistent teaching assiduity, project and behavioural maturity	<b>from - 0.25 to 2</b>	
<b>Rhetorical and presentation skills</b>	Ability to narrate a project using appropriate language and the tools and techniques necessary to communicate it through images and schematic and short representations.	<b>from - 0.25 to 1</b>	
<b>Methodological consistency, project culture and aptitude</b>	Presence of cultural and linguistic references drawn from the project culture, project development through the expression of a coherent methodological process, any original interpretative contribution	<b>from - 0.25 to 2</b>	
<b>Project culture, and innovativeness</b>	Knowledge of materials and production processes of the product and its components; knowledge related to used commodities; Focus on the project's financial aspects; ability to define technical and representative documents completeness of the material submitted	<b>from - 0.25 to 3</b>	
<i>Increased scoring may be expressed in fractions of a point</i>		<b>8 pt max</b>	

<b>Final assessment</b>	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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