



**POLITECNICO**  
MILANO 1863

**School of Design**

**GUIDE TO THE DEGREE EXAM AT THE SCHOOL OF DESIGN (EDUCATIONAL SYSTEM 270/04, 509/99)**

**POLITECNICO DI MILANO**

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## **Introduction - Scope of Application**

This document regulates how the Degree (hereinafter indicated as L) Examinations are held. The following applies to students enrolled in L Programmes with an educational system approved under the Ministerial Decree 270/2004.

It also provides the rules for taking final examinations of students enrolled in degree programmes with the educational system that is approved under the Ministerial Decree 509/1999.

## **Acronyms**

CCS Study Programme Board

CU Single Board

CO Operational Board

L Laurea (equivalent to Bachelor of Science)

## **Art. 1 - The Single Board (CU)**

### *1.1 - Nature and Nomination of the Single Board*

The CU is unique to the School of Design and includes all the Study Programme Boards (CCS) related to it. Upon proposal of the Dean, the CU is appointed by the Rector by the end of each calendar year. The Rector's decree for appointment of the CU guarantees the suitability and qualification of its members for performing the aforementioned specific tasks.

The Rector delegates the School Dean to vary the members of the CU during the academic year, if necessary for correctly managing the L examinations.

### *1.2 - Composition of the Single Board*

The CU consists of multiple members in order to have an appropriate number of Operational Boards, as defined below, for each degree examination session.

The CU is composed of full professors (namely professors and researchers) of the University. These professionals must hold (in the current academic year), or have held (in one of the previous two years) official courses of the study programmes to which the CU is referred. In addition to full professors, the CU can also include as members:

- Emeritus professors, former full professors of the University.
- Professors who have been retired for no more than five years, previously full professors of the University.
- Adjunct professors of the current academic year, or in one of the two previous years.
- Other full professors of the University.

The following can be called as members of the CU, but in a number that does not exceed the full professors by 10%:

- External experts with recognized competence, including representatives of professional and industry associations.
- Temporary research fellows

After consulting with the respective coordinators of the Study Programme Boards (CCS), the Dean proposes the annual composition of the CU to the Rector, according to the criteria mentioned previously. The Presidency Office inserts the names proposed by the Dean into a dedicated application.

After consulting with the coordinators of the CCS, the Dean appoints, from among its members, a President of the Single Board and a Vice-President who can replace the former in case of an absence or impediment.

## **Art. 2 - The Operational Boards (CO)**

### *2.1 – Appointment, composition and nature of Operational Boards*

The Operational Boards (CO) assess the final exams of graduating students enrolled in a specific Degree examination session.

A suitable number of COs, formed for each examination session by the President of the CU (or by the Vice-President in case of impediment), guarantee that the examinations are held regularly; the names are taken from among those of the CU members.

The CO has at least 7 members, a minimum of 5 are chosen from among the members of the CU. The Dean of the school (or the Vice-Dean, in case of absence or impediment), and the President of the Single Board (or the Vice-President) must be added as authorities, and will guarantee that the LM examinations are carried out regularly.

The names of the CO members are included in the dedicated application, constituting the formal appointment of the operational commission. The names of the graduating students who are to be assessed by the pertinent CO are inserted simultaneously.

### *2.2 – Obligations of the University Professors*

The University professors who hold official courses must attend the meetings of the Degree Examination Operational Boards. They must be available for all the sessions planned in the academic calendar. In case of impediment, they must present a reasoned justification for the absence, leaving enough time for it to be considered at the subsequent CO meeting.

Politecnico di Milano considers the L examinations as extremely important moments and, on these occasions, its aim is to give a high-level image of itself to the graduating students and those who are related externally to the University. Correspondingly, the CO members are required to have an appropriate behaviour that is suitable for this important official event while carrying out their duties.

## **Art.3 – Organization of work**

### *3.1 - Operational Boards*

Each CO contains at least five members, to which the two authorities must be added. From the members, a President of the Operational Commission (CO) is selected and appointed by the President of the CU. This appointee coordinates the work, and, if deemed useful, can appoint an operational secretary of the same CO who looks after registration.

If necessary, a full professor can be part of more than one CO. In these cases, however, the composition of the CO and the timetable of presentations must be organized to allow the presence of at least five members, as specified above.

The minutes of the CO deliberations list the names of the commissioners, those of the graduating students who are to take the exam (with the necessary data for their identification), and the final L score. The minutes should be signed in the pertinent space and each commissioner should initial each page. The minutes must be signed by the graduating student, and the minutes of the work concluded by the CO must be given to the Presidency.

### *3.2 – Secretary of the Degree Examination Board*

The CU Secretarial Office is apart of the School Presidency, which organizes the staff in order for them to organize and run the LM examinations. The Secretarial Office, assisted by the President of the CU, performs the following:

- sends any calling notices for the meeting to the board members.
- sends the call for the meeting to the CO members, including the names of the graduating students under examination.
- invites any external assistant supervisors of the CO to attend the session.
- prepares the documents for the CO related to each graduating student, and in particular:
  - provides details of the scores obtained in each course and the weighted average on credits of the scores obtained (pre-laurea form)
  - provides a printout of the minutes of the CO deliberations.

The CU President, with the help of the Board Secretariat Office, is responsible for:

- nominating the Operational Boards along with their presidents and secretaries, and making sure that the names are placed correctly in the pertinent application (formal act of nomination), and ensuring that the single graduating students are assigned to them.
- carrying out the general management and correct verbalization of the entire meeting.
- verifying that the procedures are correct, and collaborating to correctly answer any questions that arise. They may consult with the Dean if necessary.
- keeping note of the attendances and absences of the CO members.
- reporting any breaches made by the professors to the Dean.

#### **Art. 4 - Final exams**

For admission to the Degree examination, students must have:

- obtained more than 180 ECTS credits for the subjects activated during the L programme, including credits related to the final exams;
- written an individual L thesis under the guidance of a supervisor;
- presented a request for enrollment and completed all the administration commitments within the terms given in the Academic Calendar. These requests must be completed using the process indicated by the Registrar's Office.

##### *4.1 - Degree examination*

The exam consists of discussing a Final Project (a poster, a video, a prototype, etc.) and a Portfolio prepared under the guidance of a supervisor. The Final Work consists of an in-depth analysis of a project carried out in the Final Synthesis Laboratory, it will be checked during the PEL laboratory, and submitted in a portfolio that presents the projects and personal experience related to the selected educational path.

The paper should demonstrate technical and reasoning skills.

The work should demonstrate the maturity of the student, regarding both the methodological layout of the project and the acquisition of the technical and cultural instruments specific to the Programme.

A Laurea paper is a report that uses technical tables, and a physical and/or virtual model to illustrate the project (according to the indications given by each supervisor). Students must make at least **1 copy of the Laurea Portfolio and a copy of the Final Project** (a poster, a video, a prototype, etc.) available to the board; these copies can be collected when the discussion ends.

Students who did an external internship, instead of using the internal internship courses (Corsi Tirocinanti interni), can also integrate their project presentation with a summary of their experience in companies or professional studios.

The Final Work will be discussed in one of the COs established for the degree programme that the student is following. When presenting the Final Work, the applicant can use the digital, audio/video and paper instruments that are necessary for presenting an effective summary of the work.

##### *4.2 - Number of Laurea Portfolio(papers) authors*

**The Laurea Final Portfolio is strictly individual.**

Coordinated papers can be programmed, with a common introduction and separate volumes.

The board must always be able to identify the contribution of each applicant.

During the discussion where the examination is held, each graduating student will be called to illustrate their work; the supervisor will introduce the project, explaining the nature of the candidate's collaboration.

##### *4.3 - Preparing the L Paper (PEL)*

An issued PEL confirms that the L Portfolio and Final Work (a poster, a video, a prototype, etc.) has been completed, but they do not certify that all the examinations in the study programme have been completed.

The PEL is issued online by the supervisor, After the positive feedback from the teacher responsible for the portfolio, in the cases where the CCS has arranged this modality,

following registration for the Degree exam sessions. If the L Portfolio and Final Work (a poster, a video, a prototype, etc.) did not reach the expected level, the supervisor can choose not to validate the PEL; in this case the student will not be admitted to the Degree exam sessions.

*Student Laurea (equivalent to Bachelor of Science) processors, Master of European Design (MEDes)*

MEDes, the path of *excellence*, is based on the mutual recognition of all the yearly credits (max. 60) obtained by students while abroad. Credits obtained abroad, including credits for the Final Synthesis Laboratory (LSF) and Degree Paper Preparation (PEL), are validated following a meeting between MEDes students and the MEDes coordinators.

In the place where validation is carried out, students must present:

a) their personal book containing the projects developed abroad, duly commented and documented. The book must be in two languages (Italian and English) and contain:

- an introduction to the host school;
- a personal introduction to the teaching model and the curriculum of the host school;
- a description of the completed programmes.

The description of the programmes followed must include the following points:

- General characteristics: programme name, professors' profiles, number of students, number of hours, number of students involved in the project, programme duration, etc.;
- Project subject/brief;
- Project objectives;
- Project development;
- Results;
- Possible photos of the project and the model;
- Score obtained;
- Critical assessment of the university and the experience;
- Contact information of the professors responsible for the programmes held (e-mail and phone number);

b) a CD with the presentation (bilingual) of the work carried out and presented where the degree is being taken;

c) the forms, filled in, required for the PEL;

d) the original learning agreement with the signatures of those in charge of the partner university;

e) the original definitive form for the proposed equivalence.

On the basis of these documents, the coordinators will validate the credits obtained abroad (up to a maximum of 60 ECTS credits) relating to MEDes mobility.

### **Art. 5 – Supervisor**

The supervisor must be a member of the CU that is pertinent to the appropriate Scientific Discipline Sector (SSD) of the programmes to which the board refers, or to other SSDs explicitly indicated in the school regulations. The supervisor can work together with one or more assistant supervisors, even if they do not belong to the CU. They may also work with experts on specific subjects that are external to the school. The supervisor can also use the support of companies, institutions, research centers, etc.

The supervisor is a member of the CO that judges the graduating student

A professor who is not part of the Final Synthesis laboratory followed by the student cannot be a supervisor. Any motivated requests for waiver must be approved by the school council.

The obligations and duties of an adjunct professor and supervisor end in the April session of the academic year subsequent to that in which the appointment was awarded.

The adjunct professor can continue managing the duties taken on as supervisor even after the period indicated above as long as he/she presents, within the first degree session subsequent to term expiry, an explicit and formal request signed by the student. This request must be approved by the Dean.

A contract cannot be stipulated for this commitment, which is voluntary and does not oblige the University and the School in any manner.

### **Art. 6 - Student registration for the Degree examination**

The request for enrollment in the degree examination must be presented online by the graduating student within the term published for each session.

The student registers through the University Online Services.

The Registrar's Office will verify if each student is eligible to take the final exam. Students who are not present at, or not admitted to, the exam session must withdraw using the pertinent section of the Online Services.

Withdrawal from the degree exam session is irrevocable until the next session.

### **Art.7 – Language of the Laurea thesis**

The L Portfolio and Final Work (a poster, a video, a prototype, etc.) are normally written and prepared in Italian. A Portfolio can also be written in other languages, subject to authorization from the President of the CU, if a motivated request is submitted by the graduating student. In this case, the presentation and discussion must be in Italian.

If the final L Portfolio and Final Work (a poster, a video, a prototype, etc.) are written and prepared in a foreign language, the student will also have to produce an extract in Italian.

### **Art. 8 -Degree examination marking**

The conclusive score considers both the student's career during the three years of the Laurea (equivalent to Bachelor of Science), and the assessment of the final exams. The score is out of one hundred and ten (/110).

It is obtained by summing

- the average grade obtained by the graduating student during the courses (weighted on the credits). It is to be expressed in one hundred and tenths and hundredths of one hundred and tenths (without considering extra activities nor 'with honours' qualifications)

with

- the increase assigned by the CO. This is also expressed in one hundred and tenths and hundredths of one hundred and tenths.

This sum is rounded to the nearest whole number (0.5 rounds up to 1.00) and has a limit of 110.

The CO can also assign a 'with honours' qualification.

The increase has a minimum value of -1, and a maximum value of 8 hundred and tenths.

The minimum score for a Laurea (equivalent to Bachelor of Science) is always 66.

When assessing and attributing scores the board uses the sheet attached to this regulation defined by the school along with the CCS. The sheet gives important areas for judging the completeness of the thesis that is presented. The supervisor normally takes part in the discussion, expressing the proposed increase to be attributed to the thesis at the start of the work of the CO. The supervisor can propose a maximum addition of 2 points for the thesis to the CO.

All the official members of the CO (those who sign the minutes) take part in expressing the score.

The President of the CO, considering the proposal of the supervisor and the scores expressed by the members, proposes increasing the score and the resulting degree score: if the proposal is approved after being discussed, the score is attributed.

#### **8.1 - Assigning a 'with honours' qualification**

The 'with honours' qualification indicates that the CO was particularly appreciative of the preparation and maturity reached by the graduating student, was impressed with his/her brilliant academic record, and inspired by the quality and originality of the presented paper.

The 'with honours' qualification can only be assigned if the formulated score, before being rounded, is higher than or equal to 111 (one hundred and eleven) hundred and tenths.

The 'with honours' qualification is only assigned if all the CO members agree.

The final evaluation of the commission is unquestionable; the signature on the minutes by the candidate is proof of the assessment acceptance.

### **Art. 9 - Taking the Degree examination and proclamation**

The L Portfolio and Final Work (a poster, a video, a prototype, etc.) are assessed by the CO in the period before the proclamation, which is held on one of the indicated dates for the degree examinations published in the Academic Calendar.

The applicant has around 10 minutes to discuss his/her paper and answer any questions that may be asked by the board. It is the President of the CO, however, who establishes an alternative presentation time for special cases.

In order to proceed with the score definition, the general public present in the room must be told to leave at the end of the discussions.

The proclamation ceremony for graduating students is held in a solemn public form to highlight the event. It must maintain the image that Politecnico di Milano projects outside the University.

The new graduates are given their Degree Parchment during the ceremony.

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

These Regulations will become current for a Design Laurea (equivalent to Bachelor of Science) from the School of Design as of September 2017

Milan, 24 March 2017

**Attachment 1 - Assessment criteria**

**SCHOOL OF DESIGN**  
**Degree Programme in Design ...**  
**Operational Board 1 - President Prof. ....**

**Date .....**

**EVALUATION SHEET**

Surname	Name

Average/110:	No. with honours:	Thesis title/Notes

<b>CRITERIA</b>		<b>score</b>	<b>score</b>
<b>Points proposed by the Supervisor</b>	Able to independently elaborate the project input, maintains regular lesson attendance, demonstrates design and behaviour maturity.	<b>from - 0.25 to 2</b>	
<b>Ability rhetorical and representation</b>	Able to narrate his/her own project work using suitable language and all the instruments and techniques necessary for communicating (images, schematic and synthetic representations).	<b>from - 0.25 to 1</b>	
<b>Methodological coherence, project culture, project attitude</b>	Presence of cultural and linguistic references taken from project culture, coherent project elaboration and methodologies, possible presence of an original interpretative contribution	<b>from - 0.25 to 2</b>	



<b>Project culture, and innovation of the project proposal</b>	Aware of the material and product production processes and its components; aware of the product sectors in use; careful with the economic dimension of the project proposal; able to define technical-representative papers complete with the presented material	<b>from - 0.25 to 3</b>	
<i>The proposals for increase can be expressed also as fractions of a point</i>		<b>max. 8 pt</b>	

<b>Final score</b>	Score deliberated by the board at the end of the discussion. The possible proposal of a 'WITH HONOURS' qualification must be voted unanimously by the board. It can only be assigned if the formulated score, before being rounded, is higher than or equal to 111 (one hundred and eleven).	
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