MASTER'S DEGREE COURSE IN International Relations - LM-52

Procedure for assigning, carrying out and submitting the final paper

Evaluation guidelines and graduation session proceedings

Characteristics of the graduation exam

The graduation exam for the Master's Degree course consists in the discussion and evaluation of a written thesis on a topic related to a subject for which the graduating student has taken the exam. The topic will be assigned to the graduating student by one of the lecturers of the subjects included in the Master's Degree course. This lecturer will be the supervisor of the thesis work. The thesis will also be evaluated by a co-supervisor, appointed by the Course Director, upon the proposal of the supervisor.

The thesis must demonstrate critical, literary, technical and scientific maturity corresponding to the specific cultural and professional figures of each Master's Degree. The thesis must consist of individual research work carried out at the university, public or private bodies, companies, or external universities or laboratories.

International Politics and Government, and Languages for International Relations curricula: the thesis can be written in a foreign language, only if authorized by the supervisor.

International Relations in the Digital Era curriculum: the thesis must be written in English. During the graduation session, the supervisor will briefly introduce the thesis in Italian. The graduating student will present the thesis in English. Then the supervisor will ask a question in English and the graduating student will reply in English. The co-supervisor will proceed in the same way.

The proclamation will be in Italian for the graduating students of all curricula, including the International Relations in the Digital Era one.

Further requirements are indicated in the Degree Course Regulation.

Assignment of the thesis topic

The topic of the thesis will be assigned by the supervisor.

For this assignment, the online procedure at the following link must be followed: https://www.lumsa.it/sites/default/files/guide/compilazione_on_line_modulo_associazione_titolo_elaborato-finale_tesi.pdf.

Once the procedure has been completed, the supervisor of the final paper will approve it online. The approval will be communicated to the student via email.

At least six months must pass between approval of the thesis title submitted online and the graduation session. Once the thesis title has been approved, it will no longer be possible to change it via the online procedure. The definitive title will be the one shown on the title page of the final paper.

By written communication to the student, and notification to the Course Director and Department Secretariat, the supervisor may revoke the assignment of the final paper for serious reasons or continuing inactivity of the student.

Any student who intends to change the course subject of the final paper must promptly inform the current course subject supervisor and the proposed new course subject supervisor. Once a

new assignment has been granted, the student will have to follow the assignment procedure again.
In the event that no lecturer has granted their availability as supervisor, the assignment of the thesis, upon the request of the student, will be carried out ex officio by the Department Director (after consultation with the Course Director), who will indicate the course subject for the student has already taken the relevant exam in which the smallest number of theses has been assigned.

Submission of the graduation application

Three sessions for the discussion of the final thesis are envisaged: summer, autumn, and winter.
Once the student has chosen the session in which he/she plans to graduate, he/she must complete the relevant online graduation application form. According to the procedure published at the link: https://www.lumsa.it/sites/default/files/guide/Guida-compilazione-on-line-domanda_laurea_deposito_tesi_elaborato%20finale.pdf.
The application must be signed by the student and uploaded to the Degree Achievement Dashboard (*Bacheca conseguimento titolo*), under Graduation Application Attachments (*Allegati domanda di Laurea*) section, within the deadlines set by the academic calendar.
For the application to be correctly submitted, the graduating student must have completed the *Almalaurea* questionnaire and paid Euro 136.00 as expenses for the issuing of the graduation certificate, as well as the Euro 16.00 stamp duty for the graduation application.
Students who are up to date with the payment of fees and are enrolled in a year that allows them to graduate must complete the graduation application online within the deadlines set for each session.
However, it is possible, no later than twenty days after the deadline, to submit a request for late submission of the graduation application. This request must be addressed to the Rector and presented to the Student Secretariat, and must detail the reasons for the request. Confirmation of the payment of a late submission fee of Euro 100.00 must be attached to the request.
To be admitted to the graduation session, the student must have passed the last exam on the date of submission of the thesis, published on the page https://www.lumsa.it/giurisprudenza-economia-politica-lingue-tesi.
No exceptions to these provisions will be accepted.
Administrative checks of regularity of the university career will then be conducted, following which the student will be admitted or not to the graduation exam.
Any student who wants to change the month indicated for the discussion of his/her thesis within the same graduation session must promptly notify the Student Secretariat at the email address segreteria.gepli@lumsa.it.
Any student who wants to postpone the discussion of his/her thesis to another graduation session must promptly notify the Student Secretariat at the email address segreteria.gepli@lumsa.it, and renew the graduation application for the following session, paying Euro 16.00 as a virtual stamp duty.

Rules for writing the thesis

The thesis must be written by the student in the following standardized way:
- Dimensions: A4 page size, approximately 35 lines per page, 65/70 characters in Times New Roman font, body font size 12 points, 1.5-point line spacings, 3 cm margins on each side;
- The main information concerning the thesis must be indicated on the title page (including: LUMSA University, Department of Law, Economics, Politics and Modern Languages, Degree Course in ... , title of the paper in Italian and English, name and surname of the student,

enrolment number, academic year, name and signature of the supervisor);
- The contents index and bibliographic references must follow the precise rules indicated by the supervisor.

Graduation Commission

The paper will be discussed, in periods set by the Department Council, before a Commission appointed by the Department Director, by delegation from the Rector.
The Commission, which will also include the supervisor and co-supervisor, will be made up of seven members, chaired by a tenured first or second level professor. The supervisor may be absent from the Commission only in exceptional circumstances and due to serious impediment. In such cases, the supervising role is adopted by the Commission Chair, who may avail of a written opinion from the absent supervisor.
The permanent department professor and researcher members are required to guarantee their presence in the Graduation Commission.
The convocation of the Commission (for both students and Commission members) will be published on the web at least one week before the graduation session.

Graduation session and voting proceedings

Any student who, during the graduation session, needs particular equipment for the discussion of the paper (e.g. a computer and projector for the presentation of slides) must send a written request to the e-mail address slidetesi@lumsa.it at least seven days before the graduation session, indicating his/her personal data (name, surname, enrolment number), the degree course, the date and place of the session, the commission, and the type of equipment required.
The degree mark, expressed out of one hundred and ten, is awarded by the Graduation Commission, upon consultation with the thesis supervisor, and assessment of the student's curriculum. The minimum score for passing the graduation exam is 66/100, and the maximum score is 110/110 with honours. The evaluation will take into account the scientific maturity of the thesis and graduation exam, in terms of both its preparation and discussion. Honours must be approved unanimously by the Commission.
For information on the calculation of the grade average and awarded graduation grade, see the ***Regulation on the determination of the graduation exam grade***.
The Commission will be able to assign a score from 0 to 7 points:
- 0 points for unsatisfactory work;
- 1 or 2 points for sufficient work;
- 3 or 4 points for more than sufficient work;
- 5 or 6 points for good work;
- 7 points for excellent work.

Furthermore, a student who defends their thesis within the prescribed timeframe is awarded 1 additional point on top of the thesis evaluation score.
Starting from the Summer Graduation Session 2025–2026 (July 2026), an additional point (which may be combined with the previous one) is awarded to students who have completed an Erasmus mobility programme, provided that they have earned at least 18 ECTS credits during the mobility period.
At the end of a successful thesis discussion, the student will be proclaimed a Master's graduate and will be simultaneously given his/her degree certificate.

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