








**DEGREE EXAMINATION
AND FINAL EXAMS FOR
BACHELOR'S DEGREES
INSTRUCTIONS FOR USE**



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WHAT IS THE BACHELOR'S DEGREE EXAMINATION?

The degree examination consists of a presentation in front of a Board of three professors (the Examining Board) of a topic related to one of the subjects specified in the Study Plan on which the student has prepared a written paper (or Final Paper), in accordance with the guidelines of their Faculty. The subject of the final examination is assigned upon the request of the student presented at the beginning of the final year of their course, and in any case at least six months before the beginning of the degree session in which the student intends to sit the final examination.

Once the student's supervisor has been chosen and the title of the paper has been agreed upon, the documentation relating to the degree application must be submitted duly completed online to the Students' Office (<http://servizionline.iulm.it>).

DOCUMENTS AND PROCEDURES FOR THE DEGREE APPLICATION

Here you will find a summary of the procedures to be followed by the undergraduate student when submitting the final paper and the deadlines to be observed.

MEETINGS WITH THE STUDENTS' OFFICE

In December, meetings will be organised by the Students' Office for third-year students to explain the deadlines and obligations for undergraduates on first-level degree courses.



SPECIFIC GUIDELINES FOR EACH FACULTY



On the dedicated pages of each Faculty, you can find specific instructions on how to organise and write the final paper, in addition to the guidelines that each lecturer provides for their undergraduate students.

Faculty of Communication

Here you can find the arrangements for the organisation and assessment of the final examination for the Faculty of Communication for first-level degree courses.

Faculty of Arts and Tourism

Here you can find the arrangements for the organisation and assessment of the final examination for the Faculty of Arts and Tourism for first-level degree courses.

Facoltà di Interpretariato e traduzione

Here you can find the arrangements for the organisation and assessment of the final examination for the Faculty of Interpreting and Translation for the degree course in Interpreting and Communication.

For the characteristics of your final examination, to organise your timetable and to obtain the necessary forms, please refer to the pages of the individual degree courses, in the final paper/degree thesis window.

THE DEGREE EXAM FOR EACH COURSE OF STUDY



BACHELOR'S DEGREE PROGRAMMES

Once you have opened the link you are interested in, you need to scroll down the page to the "final paper/degree thesis" window, where you will find the information you need.

- [Arti, design e spettacolo](#)
- [Arti, spettacolo, eventi culturali](#)
- [Comunicazione d'impresa e relazioni pubbliche](#)
- [Comunicazione, media e pubblicità](#)
- [Corporate Communication and Public Relations](#)
- [Interpretariato e comunicazione](#)
- [Moda e industrie creative](#)
- [Relazioni pubbliche e comunicazione d'impresa](#)
- [Turismo, management e cultura](#)
- [Turismo, management e territorio](#)
- [Turismo: cultura e sviluppo dei territori](#)



ORGANISING THE WRITING OF THE FINAL PAPER



SEARCHING FOR INFORMATION

Once the topic has been chosen, students can proceed with their analysis of the information, starting with gathering bibliographic, sitographic and media material from which to carry out a careful and reasoned analysis of the literature. IULM University students have a catalogue (Digger.iulm.it) and electronic resources at their disposal by subscription, including databases and a large number of scientific journals, as well as links to other databases, universities and libraries that offer them further opportunities and places for carrying out their research.

- **advanced generic search:**

google.it/advanced_search

qwant.com

ecosia.org

- **catalogs:**

opac.sbn.it

loc.gov

- **encyclopedias:**

britannica.com

treccani.it

- **databases of scientific articles:**

questia.com

plos.org

sci-hub.41610.org

- **data and statistics:**

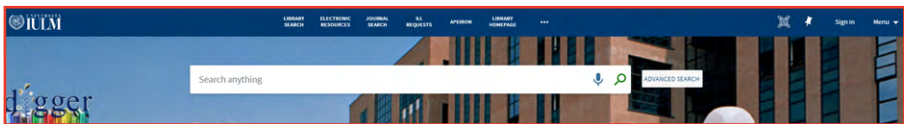
istat.it

In order to gather useful information in an orderly and effective way, we recommend using search tools such as Mendeley, Cite This for Me, RefWorks.

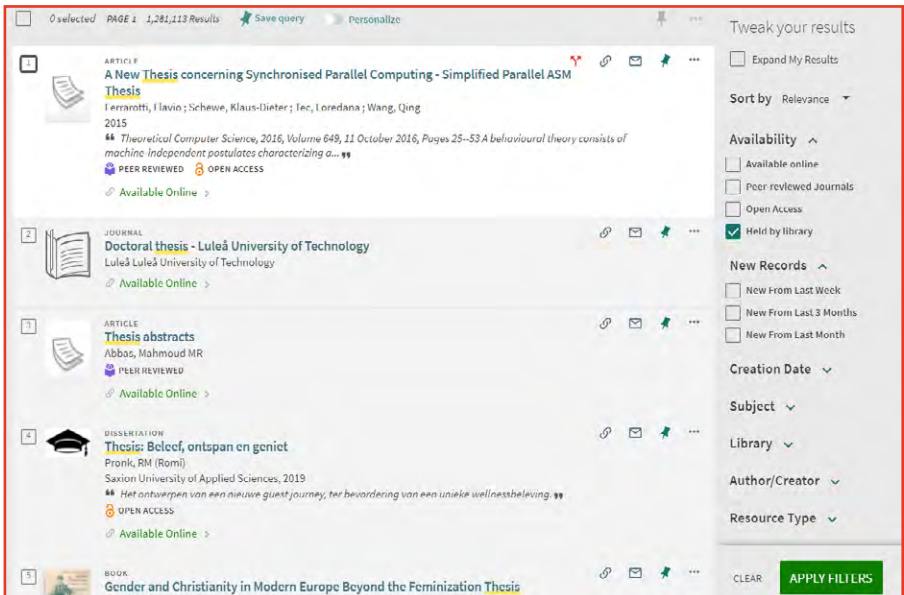
LIBRARY

Digger, the IULM Library online catalogue, allows you to find books, electronic journals, articles, films, and all the documentary material kept by the library itself.

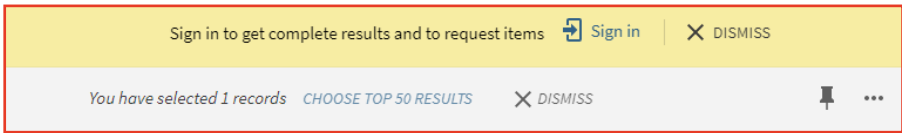
To consult it, just go to the "Search anything" bar and enter the keywords of your search:



Just like in Google, it is worth remembering to use filters in order to get more precise results.



Once you have found the document to be requested, log in and make the request.



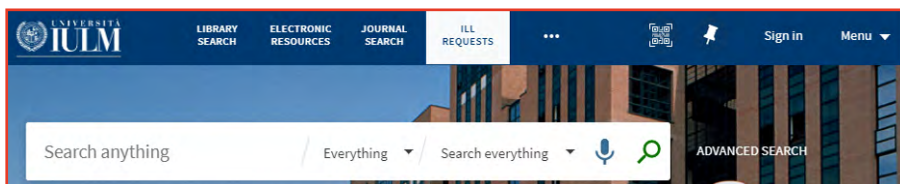
If the copy is not available (0 available), it means that it is on loan to another user: in this case, by logging in and clicking on "Request/reserve", you can make a reservation.

When the book is returned, an e-mail will inform you that the text has been returned and is available at the distribution desk, where it will be held for three working days for the person who has reserved it.



INTERLIBRARY LOAN (ILL)

IULM Library puts the Interlibrary Loan and Document Delivery (ILL/DD) service at its users' disposal: it is able to provide, upon request, articles and books owned by other Italian and foreign libraries. To use the service, simply send an e-mail to ill.milano@iulm.it, or fill in the form on the Home Page of the Catalogue (after authentication).



Replies from other libraries arrive on average after one week both from Italy and abroad. Each response, positive or negative, is promptly communicated to the user, who can have a maximum of 3 requests in progress at the same time. The books received can be consulted on the premises or taken home for a period determined by the lending libraries. Articles, on the other hand, can be retained in paper format. The service is totally free of charge.

WRITING THE FINAL PAPER

Norme redazionali generali

For general rules to help students with the writing of the thesis and its formatting in preparation for final printing, please follow:

- any guidelines that your supervisor establishes or considers binding for the writing of the paper and which are available in special vademecums or guides that they will provide;
- any suggestions and tools available from the library and to be found here:
 - the document [Guidelines for writing and printing your thesis](#) edited by IULM Library
 - document for pre-formatting: [IULM Style Sheet \(Download\)](#)
 - [How to use the style sheet](#)

Quotations and plagiarism

In order to facilitate verification of the regularity of the papers submitted by undergraduates, also with a view to preventing any risk of unintentional or unknowing plagiarism (Law no. 475 of 19 April 1925 and Supreme Court rulings no. 2139 of 1 March 1979 and no. 18826 of 12 May 2011), our University uses anti-plagiarism tools available to all teaching staff: [compilatio.net](#).

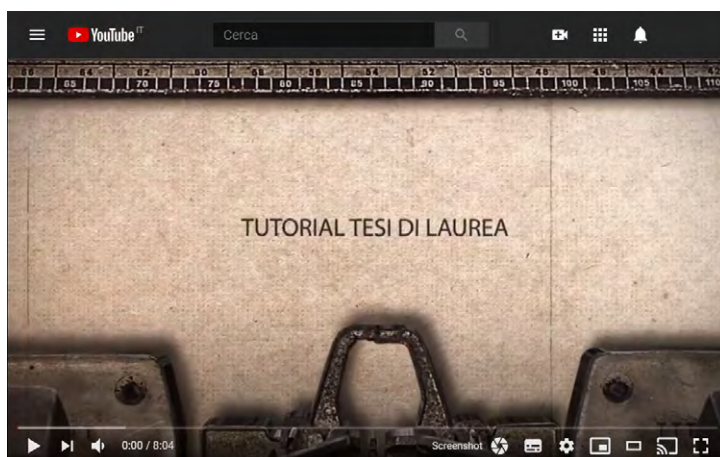
THE SEMINAR "STRESS-FREE GRADUATION"



"STRESS-FREE GRADUATION" SEMINAR AND TUTORIAL VIDEO

The "Stress-free Graduation" seminar, conducted and organised by the Orientation Office and Massimo Bustreo, provides practical and effective strategies and solutions for planning and managing the writing of the final paper (thesis, essay or article). Tools and examples are presented to help raise the students' awareness about the importance of planning their research in good time, about the most mature and responsible way of carrying it out, and about how to follow the methods and procedures of professional planning and writing.

Tutorial



Per informazioni:

infopoint@iulm.it

tel. 800 363 363

Per rimanere aggiornato sulle date dei prossimi incontri [clicca qui](#)

