



Università
Ca'Foscari
Venezia
Dipartimento di Management

Dipartimento di Management - Università Ca' Foscari Venezia
Campus San Giobbe – Cannaregio 873, 30121 Venezia
P.IVA 00816350276 - CF 80007720271
www.unive.it/management

A SHORT GUIDE TO WRITING YOUR THESIS

Issued by the Department of Management - Venice School of
Management

Approved by the Department Board on 20/03/2024

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Purpose of this Guide

This guide to writing your thesis is officially issued by the Department of Management - Venice School of Management¹. The purpose of this guide is to provide you with helpful information on:

- How to choose a supervisor (Bachelor's Degree/Master's Degree) among the faculty of the Department of Management - Venice School of Management;
- The reference standards for writing your thesis (editing, citations, bibliography, use of graphs and tables, etc.);
- Ideas and suggestions on how to correctly approach your thesis.

1. Procedures

1.1 How to submit your thesis proposal form

INTRODUCTION:

The **application for requesting a supervisor (richiesta assegnazione relatore)** is managed by the Department of Management—Venice School of Management. Anyone wishing to request a supervisor among the Department's faculty, including students enrolled in Degree Programmes/Master's Degree programmes that are not delivered by the Department of Management, must submit this application.

The **Request to graduate (domanda di laurea)** follows a different procedure. It is managed by the Student Administration Unit and is the same for all Ca' Foscari students. It must be submitted according to the deadlines listed at the following link: <https://www.unive.it/pag/11105/>-> All the deadlines for degree sessions. For further information, please contact carriere.studenti@unive.it.

The application for requesting a supervisor must be submitted **before** the request to graduate.

To request a thesis supervisor from the Department of Management - Venice School of Management, you need to fill out an online application as described below. It is highly recommended for Bachelor's Degree students and mandatory for Master's Degree students to schedule a **preliminary meeting** with their chosen supervisor, unless otherwise stated on the supervisor's personal webpage (which you should always check before contacting them). You must include the date of the meeting on the online

¹. This guide is an updated version of the document edited by Prof. Moreno Mancin and it incorporates feedback from the Department of Management faculty.

form.

Here are the steps to follow:

1. Log in to your Personal Area and click >> Didattica > Laurea e Master > “Gestione proposte di tesi” (Education > Degree and Master> Management of Thesis Proposal);
2. Click on “Accedi applicazione” (Sign in application form);
3. Click on “Compila una nuova domanda di tesi” (Fill in a new thesis application);
4. Select the Department;
5. Fill in the form;
6. Select the faculty member;
7. Click on “invia proposta” (submit proposal).

The deadlines for submitting the request to graduate form and the lecturers' response times are given in the table below:

Slots when you can submit your Request to graduate form	Lecturers' reply
15 May - 15 June	16-25 June
15 September - 15 October	16 - 25 October
1 - 28 February	1 - 10 March

Deadlines are mandatory. Late applications will not be accepted. Given the large number of requests that lecturers receive for each graduation period, we recommend that you schedule the preliminary meeting well in advance to finalise the procedure in time.

Lecturers may make special exceptions for projects that require students to be directly involved outside the time frame above.

Lecturers will reply online via the application. Feedback can be:

- accettazione (Accepted)
- rifiuto (Rejected)
- or
- richiesta di revisione della proposta di tesi (Revise and edit your proposal).

Within 15 days of the lecturer's reply, you must complete the process by clicking the "Conferma" (Confirm) button in the application. After this period, any unconfirmed proposal will automatically be considered rejected.

When to file your request for a thesis supervisor:

Bachelor's Degree:

With reference to the time slots in the table above, you must file your request for a thesis supervisor at least **one time-slot before** the period when you intend to file your request to graduate.

Example: To graduate in the Summer session, the supervisor request form should be completed between 1 and 28 February and the request to graduate between 1 and 11 April.

Master's Degree:

With reference to the time slots in the table above, you must file your request for a thesis supervisor at least **two time-slots before** the period when you intend to file your request to graduate.

Example: To graduate in the Summer session, the supervisor request form should be completed between 15 September and 15 October and the request to graduate between 1 and 11 April.

1.2 How to submit your *Request to graduate*

The Student Administration Unit handles the Requests to Graduate.

After you have been assigned the final exam/thesis according to the instructions above and have agreed on the topic and content of the thesis with your supervisor, you must complete the Request to Graduate application form **online** to be admitted to the final exam.

When submitting your request to graduate, make sure you take the following into consideration:

- Check that you have paid all the required fees and taxes (including any late payment fees) for the current academic year. A further check on fees and tuition will be carried out by the Student Administration Unit;

- Fill in the request online within the deadline set by the University. Ensure you provide all the required information, indicating any exams you still have to sit, or that you sat but are not yet on your transcripts. For any anomalies, attach a text file (named "Segnalazioni_Your Student number_Your Name and Surname " in .pdf, .doc, or .jpeg format) describing any anomalies concerning your career;
- Ensure you enter the name of your supervisor in the application. If you are not prompted to do so when filling out the application, you can report the problem to carriere.studenti@unive.it. If you do not enter the name of your supervisor, the submission process will fail;
- If you are enrolled in an old university system degree programme, you must add the abstract to the application;
- Take the AlmaLaurea survey;
- Once the Request to graduate has been confirmed, go to your Personal area and check the data you have submitted and that the application is listed as Submitted (Presentata). (Personal Area > "Conseguimento titolo"). Print out the page as a receipt;
- Check that your supervisor has approved the request. To do so, log into your Personal Area > "Upload tesi di laurea e verifica accettazione relatore" > "Stato della tesi" > "si" (Upload thesis and check supervisor's acceptance > Thesis status > yes);
- Pay the tax stamp within the deadline set by the University (Personal Area > Servizi Segreteria Studenti - ESSE3 > Pagamenti). If this is your third or subsequent request to graduate, you must pay a delay fee, which can be paid as described above.
- If you have not already done so, activate your institutional email (student number@stud.unive.it) for communication with the Student Office in case of any problems during the procedure.

To apply for graduation, students can have a maximum of 24 missing credits, excluding credits for the final exam and internship/practical training. However, students enrolled in the third year of a Bachelor's degree programme or enrolled in the second year of a Master's degree programme who intend to graduate in the summer session can apply to graduate regardless of the number of credits they are missing.

For students graduating during the summer session, it is mandatory to take the missing exams on the first available exam date. If you have applied to graduate during a particular graduation session and then withdrew, you must submit a new request to graduate in the next available session.

If you have withdrawn, **however, it will not be necessary** to submit the supervisor request form again unless:

- you decide to change thesis supervisor and/or topic;
- more than six months have passed since you last contacted your supervisor.

2. Choosing your topic and supervisor

2.1 Getting Started

By writing a thesis, the undergraduate student must demonstrate the ability to develop and write a scientific or professional paper on a topic related to one of the subjects covered during their degree studies.

It is important to note that there is no single "perfect" model for structuring a dissertation. With such a wide variety of approaches and content available, the final product can take many different forms. Additionally, a Master's thesis can often act as a valuable tool for students entering the job market, showcasing their knowledge and skills. By researching a topic in-depth, students can gain a comprehensive understanding of their chosen subject matter.

It is important to choose a topic that aligns with your goals, interests, and degree programme. Once a topic has been chosen, students should identify a supervisor who can provide guidance and support along the way. It is recommended that students reach out to potential supervisors during their office hours to discuss their proposed thesis project before submitting a Request to graduate as described in par. 1.1 above. The topic and methodology to develop the thesis must be agreed upon with the lecturer you have chosen as your supervisor through the *Supervisor Request Form*. After your thesis proposal is approved, it's a good idea to meet with your supervisor again to discuss the approach you will take towards the work.

To start exploring a topic, create a conceptual outline that focuses on the topic you want to explore, as well as any examples or concepts you want to present. When formulating your research hypothesis, it's a good idea to question the meaning of the problem you've identified and try to highlight its links with any other relevant economic, social, contemporary, and historical aspects.

After creating an outline and hypothesis, the next step is to focus on bibliographical research. It is usually best to start with textbooks before moving on to further reading. This will help you understand how the topic has been studied and analyzed in the relevant scientific literature. You can also consult electronic resources for bibliographical research directly from your university's website (see section 3.8).

The thesis may be written in Italian or English for Degree Programmes delivered in Italian.

The thesis must be written in English for Degree Programmes delivered in English.

2.2. The Bachelor's Degree Final Exam

The final exam for a Bachelor's Degree requires writing a thesis, which is a research paper of a few dozen pages. The student is expected to work with a supervisor who will guide them through the thesis preparation and evaluate their work.

Even though the Bachelor's Degree thesis is a short research project, it is essential to formulate a working hypothesis that will serve as the basis for the research. The aim of the thesis must be agreed upon with the supervisor and explained in the introduction.

Depending on the specific research field, the thesis can also be a summary of the research results obtained through experimental research, empirical analyses, or internship activities.

In a Bachelor's Degree thesis, it is better to identify a particular aspect of the topic and analyze it in-depth rather than to study and describe a broad topic in general terms.

2.3. The Master's Degree thesis

A Master's Degree thesis is a more complex project that requires a greater commitment of time and effort compared to a Bachelor's Degree thesis. It can be considered a real research project and a training course that is tailored to the student's aspirations and involves a more interactive relationship with the supervisor. In this case, it is necessary to focus on the problem and conduct detailed, extensive and in-depth bibliographical research.

To write a Master's thesis, one must have an in-depth knowledge of the methodologies specific to the field in question. Therefore, the final work must be characterized by originality, solid documentation, and thorough scientific analysis.

3. How to write and structure your thesis

3.1 Title and Table of Contents

When it comes to writing a thesis, choosing a good title is crucial. Your title should convey the topic you will be researching and the point of view you intend to take. To make sure your title is both concise and comprehensive, you may want to consult with your supervisor. Don't feel pressured to decide on your title right away. However, considering potential titles can be a helpful starting point.

To ensure the internal coherence of your argument, it is a good idea to prepare a draft table of contents. You can then share this with your supervisor to agree upon an outline for your dissertation. Remember that the table of contents may need to be modified and expanded as you work on your research. This process will help you to pinpoint the specific objectives of your thesis.

The final table of contents should be at the beginning of the thesis, structured as in the example below:

Chapter 1. Chapter title	p. 12
1.1. Title of the paragraph	p. 34
1.1.1. <i>Sub-paragraph title (if any)</i>	p. 56
1.1.2. <i>Sub-paragraph title (if any)</i>	p. 78
1.2. Title of the paragraph	p. 90

Etc.

Remember: each chapter starts with a paragraph.

3.2. How to write your thesis

Once you have determined the approach you want to take in writing each chapter of your thesis, it can be helpful to create an outline of your argument. This outline can be a diagram or a list and should include references to relevant literature. It's also important to anticipate any criticisms or questions that readers who are unfamiliar with the topic might have.

When writing the chapters themselves, it's best to avoid breaking them up too much. This means avoiding too many sub-paragraphs or creating paragraphs that are only a few lines long.

It is recommended that you prepare the introduction and conclusion of your thesis after completing the chapters. This will allow you to summarize your arguments better and ensure that they align with what you've written in the body of your work.

Use short, clear sentences ². Keep adverbs to a minimum because they often make sentences too long without adding any significant value.

It is important to use appropriate verb tenses when writing and to be very careful when changing tenses. Avoid overusing direct or indirect interrogative or exclamatory sentences.

Technical terms should always be explained, assuming the reader has no prior knowledge of them. The same goes for acronyms, which should be explained the first time they are used.

When referring to foreign-language works, avoid paraphrasing large sections, as this can lead to confusion and plagiarism, or translating word by word: always try to reconstruct the meaning of the sentence in English. If a foreign word is used, it should be written in italics.

It is always recommended to use the appropriate term to convey the intended concept and avoid confusion, even if it means repeating a word (capital, labour, and income, just to name a few examples) multiple times. Recalling complex concepts can help make them more understandable.

The most suitable writing style is impersonal. In general, avoid writing in the first person, both singular and plural (“I” and “we”). However, it is essential to consider the professor's opinion and check with them regarding their preference.

It is crucial to support any value judgments and strong positions with relevant academic literature whenever possible. Also, do not overlook any significant conceptual nuances by jumping to conclusions.

N.B.: While writing a thesis, the work must be periodically shared with the supervisor for revision. Revision and editing schedules and methods must be agreed upon with the supervisor.

3.3. How to structure your thesis/final paper

A thesis should be structured according to the general outline below, but different disciplines may have different rules.

Title page
Acknowledgements or epigraph (optional)
Table of contents
Introduction
Chapter 1
.....
Chapter N

². To avoid serious mistakes, it might be a good idea to get a good grammar and syntax book. A dictionary will also be very helpful.

Conclusions

Appendixes (if any)

List of abbreviations, figures, and tables (mainly in Mathematics/Statistics)

Bibliography (including websites)

It can be useful to follow some general guidelines while preparing your thesis. The title page, which comes before the main body of the thesis, should include the author's first and last name, the title of the thesis, the academic year, the supervisor's name and surname, and the name of the department and the university. It should not be numbered.

The table of contents should provide a detailed list of all the parts, chapters, paragraphs, and sub-paragraphs, along with their respective page numbers.

If you need to include any additional information that is necessary to understand your paper but may overburden the main argument, you can do so in the appendix. If you have more than one appendix, they should be labelled with letters (e.g., Appendix A, Appendix B, Appendix C) rather than numbers. Finally, your bibliography should be listed alphabetically by the author's surname at the end of the paper or thesis.

If you have received help or authoritative opinions from others while writing the paper, you can acknowledge them in the beginning. This way, your readers can see it immediately.

3.4. Introduction and Conclusions

It is usually best to write the introduction and conclusion of a thesis after you've finished the work. That way, you will have a better understanding of the overall structure of your argument and the problems you faced during your research. In your introduction, be sure to state the purpose of your thesis and the methods you used. Make sure that reading your text is smooth and easy. In your conclusion, summarize the problem you investigated, possible solutions or criticisms, and the results you obtained. Avoid introducing new concepts. Keep both the introduction and conclusion clear and concise.

3.5. Bibliography and Web references

The bibliography and list of Web references must follow Edizioni Ca' Foscari's editorial guidelines, available at the following link: [Editorial Guidelines Edizioni Ca' Foscari](#)

You will find useful information on the most commonly used bibliographical sources particularly in the following paragraphs: 4.1; 5.1.; 5.2.1; 5.2.2.; 5.2.4.; 5.2.7; 5.2.9; 5.2.10; 5.2.13; 5.2.14; 5.2.17; 5.2.18; 5.2.19; 5.2.24; 5.2.28; 5.2.31 5.2.32.

3.6. Footnotes and citations

As a scientific paper, the thesis requires that you provide precise evidence to support your key statements and assertions.

To 'cite' means to report the thoughts, words, and data attributed to other people. The purposes of bibliographic citation can be summarised as follows

- To identify the origin of a statement, data or figure;
- To show that personal ideas fit into a broader context by referring to the literature on the subject;
- To bring strength to your ideas with the authority of a source that holds a similar view;
- To indicate the existence of authors who disagree with what has been written;
- To allow potential readers to find further information on the theory, methods or data discussed in the paper through careful bibliographic documentation.

Therefore, each argument presented in the thesis must be supported by a coherent theoretical framework or empirical and experimental data and adequate bibliographical references. Do not make statements you cannot properly support. This, of course, does not mean copying but rather re-elaborating all that you have been reading and studying. If parts of a source are cited *verbatim* (i.e. identical to the original), the text must be clearly marked, and the source cited.

N.B. It is considered plagiarism to use another person's thoughts or data without giving proper credit. Failure to cite the source of entire sentences or paragraphs taken from others is a form of plagiarism.³

³ Articles 8 and 10 of the Code of Ethics of Ca' Foscari University of Venice on plagiarism state: *"The University condemns all forms of scientific fraud". Members of the University community are obliged to comply with the rules on plagiarism. Plagiarism is defined as attributing to oneself or to another author, in whole or in part, the words, ideas, research, or discoveries of another person, regardless of the language in which they are formally presented or disseminated or failing to acknowledge sources. Plagiarism may be intentional or the result of*

All references cited in your text must appear in the bibliography and vice versa.

Insert in the text only the surname(s) of the author(s) and the year of publication, without adding any other information except for the page number(s) if it is an in-text citation.

Table 1 below shows how the references in the text should be listed in the bibliography by type of source.

To cite an author in a text you can generally use one of these ways:

- Name the author(s) by surname in the text, followed by the year of publication in brackets

Example: As stated by Beck and Freeman (1990) ...

- Put both the surname(s) of the author(s) and the year of publication (separated by a comma) in brackets

Example: Personality disorders have been the subject of numerous studies (e.g. Beck and Freeman, 1990)

In cases where the title of your source is known, or it is important to name it explicitly, you can put it in italics before the parenthesis.

Example *Nel Piano di studio della scuola dell'obbligo ticinese* (Divisione della scuola, 2015) ...

With articles in periodicals, newspapers or magazines and publications with a date (proceedings, conferences, symposia) proceed as in the previous cases. It is unnecessary to cite the volume or the month and date (these elements will be added in the bibliography).

Example:

As Kandel and Squire (2000) explain, scientific barriers...Magny (2019), on the other hand, believes that...

careless behaviour". Cases of plagiarism will be reported to the University Disciplinary Commission.

However, there are different bibliographic styles. The APA style is most commonly used in management, but the supervisor can agree on a different bibliographical style.

It is advisable to avoid using lengthy and weighty footnotes in your writing. If the information you are conveying is important, it is best to state it directly in the body of the text. If you opt for the first citation method, then footnotes can be used as a way to refer to another person's work. However, footnotes can also be used to present additional arguments that are not part of the main text. It is preferable to use a smaller font size for footnotes compared to the body of the text. Short references can also be placed directly in brackets within the body of the paragraph.

In addition to traditional bibliographical citations, it may also be necessary to reference websites. Websites should be included in a separate section at the end of the final paper or thesis, called the "list of web references." Each link used must be followed by the date on which it was last accessed, indicated as follows: www.unive.it [accessed on: 31/12/2023]. This is important because online content can change over time. By including the date of last access, readers of the thesis will know when the author last confirmed that the link was working.

Tab. 1 - Examples of bibliographical references by type of source

Source type	Examples	
Book	Romagnoli, A., Salerno, P., & Guidi, A. (2007). <i>Ajax per applicazioni web</i> . Apogeo.	Cavalli, R. (2010). <i>Il nero non è mai assoluto</i> . Bompiani.
Book chapter	Ascolese, R. (2015). Quale amore nella società contemporanea? In F. Aquilar (A cura di), <i>Parlare d'amore: Psicologia e psicoterapia cognitiva delle relazioni intime</i> (pp. 23–36). FrancoAngeli.	Woll, B., & Adam, R. (2012). Sign language and the politics of deafness. In M. Martin-Jones, A. Blackledge, & A. Creese (Eds.), <i>The Routledge handbook of multilingualism</i> (pp. 100–115). Routledge.
Article	Bernardini, P., Giannandrea, F., & Voso, M. T. (2005). Malattie mieloproliferative da uso di benzina come solvente: Descrizione di tre casi. <i>La Medicina del Lavoro</i> , 96(2), 119–125.	Agalbato, M., & Dionisi, M. B. (2008). La sicurezza dei dati aziendali e lo scandalo McLaren-Ferrari. <i>ICT Security</i> , 7(61), 22–25.
Website	Ben Khemis, S. (2020, June 1). <i>Is Deno the Node.JS killer?</i> Medium. https://medium.com/javascript-in-	Medium Italiano. (2017, 21 febbraio). <i>Un aggiornamento da Medium Italia</i> . https://medium.com/italia/un-

	plain-english/is-deno-the-nodejs-killer-5fdf903191f7	aggiornamento-da-medium-italia-bdc0194f315f
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3.7. Tables and figures

When outlining the analysis you will develop, giving examples to clarify the argument and show your understanding of the topic can be helpful. It is also essential to pay attention to how the data is presented. Tables should be numbered consecutively and have a short and meaningful title. Each table must indicate the source, which may be the publication from which it is taken or, in the case of personal processing, the source of such data. If the original data results from an original processing, the method used to obtain the table from the same source should be indicated next to the source. Tables should always state the reference years and units of measurement (numbers, quantities, values, etc.). The table's (or figure's) title must be concise and not contain elements that are obvious from the rest of the table. The same considerations apply to figures or graphs. The names of the axes (years, quantities, values, etc.) and the sources must always be included.

3.8. Formatting

The Department of Management has no strict formatting guidelines, but we recommend using a clear and easy-to-read font such as Cambria in size 12 (or 10 for notes), with 1.5 line spacing and margins of 2.5 centimetres on each side. It is best to limit the use of underlining, bolding, and italics and refrain from changing fonts. Your text should also be visually pleasing and easy to read.

3.9. Library of Economics (BEC) Services

The Library of Economics (BEC) offers the following services, in particular to graduating students:

a) Access to the library and services

Access arrangements are governed by the [Charter of Services \[ITA\]](#). To access the library and its services, you must make a reservation via [EasyPlanning](#) or the MyUniVE app, as indicated on the [library's web page](#).

b) Reference and Loan

Here are the guidelines for borrowing, renewing loans, and reserving books from Ca' Foscari collections.

- Reference

The bibliographic collection of Ca' Foscari comprises paper documents and electronic resources.

The printed material is kept in the libraries and can be consulted by anyone, as indicated in the [Library Access and Services](#) section. Most of the volumes are on open shelves and, therefore, can be consulted directly by the users. Staff assistance is required for material stored in repositories.

- Materials in repositories

To consult material in our repositories (out-of-print periodicals and current periodicals not displayed on the shelves), you must fill out an online BEC Periodicals [Request form](#), which can be found on the Library's website.

Electronic resources (databases, e-journals, e-books, etc.) may be open or restricted. The latter can be consulted in the Library and remotely (from home or outside the Ca' Foscari network via VPN access, following the instructions on the University website) using the University's login details.

- Book loan

The book loan service is available to Ca' Foscari and external users, as indicated in the [Library Access and Services](#) section. In each thematic library (the 5 BALI libraries are considered as one theme), users can borrow documents according to the rights of the category to which they belong, in accordance with the procedures set out in the Charter of Services, summarised below.

Once you have searched the catalogue [CerCa'](#), you can check the book's availability in real time by clicking on *Disponibilità* or, in the case of multi-volume works, by clicking on *Lo trovi in*, below the document's description.

Periodicals, textbooks, dictionaries and encyclopaedias, multimedia materials, and rare and valuable books are unavailable for lending and can only be consulted in the library. These documents are marked in the catalogue:

- Document for internal consultation/textbook only. Not borrowable;
- Document not eligible for borrowing.

From the [catalogue page](#), you can access your personal area ("My profile"), where you can check your "reader's status" (borrowed items, reservations, loan requests, recommendations, Inter-Library Loan and Document Delivery - ILL-DD requests), personal messages sent by the libraries, saved searches and bibliographies.

- Reservations

Another user can reserve a book on loan. Thus, the person making the reservation ensures that the book is reserved for him or her when it is returned. When the book is returned, the user receives an e-mail notification at the @unive address.

Reservations can be made in the following ways

- In person at the library
- by telephone
- by e-mail
- through the online catalogue (personal area) at
<https://polovea.sebina.it/SebinaOpac/.do?locale=eng>

A catalogue user's guide is available at the following link: [Catalogue User Guide_SBA](#)

- Interlibrary Loan (ILL)

With the Interlibrary Loan you can borrow books that are not held by the University and local libraries. A flat fee is charged for the service. To request this service, fill out the [online form](#).

- Document Delivery (DD)

This allows the user to obtain free copies of journal articles and/or parts of volumes not held by the University and local libraries. Students may submit four requests per month. To request the service, fill out the [online form](#)[ITA].

- Digital resources

Ca' Foscari University provides electronic resources such as [databases](#), [electronic journals](#), ebooks, etc. These resources can have free or restricted access. You can access restricted resources through personal devices connected to the Eduroam network, from workstations at the University, or remotely from home or outside the Eduroam network via VPN access. To access these resources, you need to follow the [instructions](#) on the University website and use the University's credentials. Thanks to the University's subscriptions, students can download articles from the main international journals directly from the databases, in pdf or html format.

- Digital archives

The University's electronic resources also include open-access digital archives for the use and preservation of research outputs ([ARCA](#) and [Theses Repository](#)) and the digitisation of the University's historical and educational materials ([Phaidra](#)).

c) Reserving a place

- Carrels

The library provides undergraduate students with six workstations for individual study (carrels) equipped for connecting laptops to the mains. Internet connection is possible via Wi-Fi through the [Eduroam](#) network using the University's credentials. Carrels must be reserved via [EasyPlanning](#) or the MyUniVE app.

- Bloomberg Finance Lab

One lab hosts dedicated terminals for accessing the Bloomberg platform. You can reserve a spot via [EasyPlanning](#) or with the MyUniVE app. Reservations are open to experienced users with special credentials for entering the database. To book your first access and obtain your credentials, please email consulenzabec@unive.it.

d) Library courses

Specialised library staff hold free Information Literacy courses [in Italian] that issue Open Badges.

- Courses for Bachelor's degree students

A **four-hour** theoretical-practical course that teaches necessary skills for writing a thesis, including search, selection, management, use, and citation of bibliographic information.

- Courses for Master's degree students

A **six-hour** theoretical-practical course provides advanced skills related to the search, selection, management, use, and citation of bibliographic information that is necessary for writing a dissertation or text that is coherent with scientific and academic standards.

e) Bibliografich research

Our library offers graduating students a service of individual bibliographic advice. With this service, a librarian provides specialized assistance in using bibliographic sources, databases, electronic resources, and other research tools available both in the library and online. You can schedule an appointment for this service either in person or remotely. To make an appointment, please email consulenzabec@unive.it, mentioning the title or topic of your research and the name of your supervisor.

Bibliographic research service

If you're struggling to find an updated bibliography on a specific research topic or need help learning how to use bibliographic sources and databases, the Bibliographic Search Service is available to assist you. To access this service, you must fill out the online Bibliographic Search form on the library's

website. Once you've submitted your request, the service will find relevant search results. The results will be sent to you via email as soon as possible, depending on the number of requests.

When filling out the form, it is important to provide a detailed description of the topic and any relevant place, time period, subject, or language. Please provide keywords in commonly known languages and reference authors if possible. If the requests are unclear or require further information, we will contact you via email. In our reply email, we will include a list of sources consulted and explain how to access the documents cited in the bibliography.

4. Types of Master's Degree theses

4.1 Literature-based thesis

A literature-based thesis (worth 1 to 4 points) is a thesis in which students do not collect primary or secondary data. It can be a collection of literature/norms/jurisprudence (international or comparative too), but it is not analysed in a systematic/structured manner*.

A literature-based thesis proposes an overview of the topic agreed upon with the supervisor, describing its main aspects. The candidate organises a comprehensive collection of sources on the topic and aims to provide a critical interpretation.

*Note: A structured/systematic literature review may place the thesis in the applied/experimental/empirical/research category.

4.2 Applied/experimental/empirical/research thesis

With an applied/experimental/empirical/research thesis (worth 5 to 8 points), the candidate collects primary or secondary data and develops original theoretical or analytical models or the critical/systematic analysis of literature, legislation or case law (including international/comparative).

Examples of primary data in various subjects

- Data from self-developed questionnaires based on literature and distributed to students, companies, and adults with or without payment
- Data from laboratory experiments or online platforms

- Data from interviews conducted independently by students
- Data from ethnographic research, presence observation
- Historical documentation from primary (archives) and secondary printed sources (journal series; various publications, advertising material, photographs)
- Data generated by software or simulations (e.g. agent-based models)
- Case studies on the application of regulations and/or collective agreements

Examples of secondary data in various subjects

- Market financial data, balance sheet data or other company data (e.g. using accredited databases such as Bloomberg, Aida, Orbis)
- Open data disseminated by national and European statistical offices (Istat, Eurostat)
- Data collected through social networks, platforms, press
- Collection of recent jurisprudence or regulatory changes
- Data from databases (of legislation, literature and/or case law)

In this type of dissertation, students conduct a comprehensive review of the relevant literature and provide a critical organization of their sources. The dissertation then proposes an analysis of primary or secondary data or the development of theoretical/analytical models based on the literature review. By developing the proposed analyses, the thesis strives to contribute to the advancement of the field of study.

5. Uploading and defending your thesis

5.1 Uploading your thesis

Before submitting your thesis, it is important to make sure that it is well-edited, detailed and in the correct order. It is highly recommended that you proofread the document multiple times to spot any mistakes, ensure that it flows smoothly and that each part has the right balance within the whole work. Additionally, it is crucial to check the page numbering. The page number must be on the exterior margin or, if necessary, in the center. For each chapter, ensure that the first page starts on an odd-number page, leaving a blank page on the left if required.

Finally, it is important to check that the formatting is consistent throughout the document and that the text is well-aligned. Check the University and Department webpages frequently to stay updated about deadlines and notices.

Once the work has been completed and **the supervisor has approved it**, you must upload your thesis file from your personal area under the heading "Upload tesi di laurea e verifica accettazione relatore" within the deadlines expressly set and published on the website for each session. Once the thesis has been uploaded, waiving from the final exam is no longer possible.

Once your work is uploaded, the University will run plagiarism checks with COMPILATIO.NET. The results will be visible in your Personal Area > Upload tesi di laurea e verifica stato domanda laurea. If a significant percentage of similarities with other sources is found, the results will be reported to the supervisor. If the supervisor confirms an improper use of sources, he or she can delay the thesis defence, postponing it to the next session.

N.B. For more information on graphic design and anti-plagiarism software, please visit <https://www.unive.it/pag/8751/>.

N.B.: Failure to upload your final paper or thesis will result in exclusion from the graduation session under consideration.

5.2 Bachelor's Degree Final exam evaluation

The lecturer decides the final grade and emails it to your @unive.it e-mail address.

When your supervisor has made your final exam official, you can download your diploma, complete with the final grade, from your Personal Area > Servizi Segreteria studenti—ESSE3 > Certificati > Autodichiarazione di laurea con voto.

The diploma is officially awarded on Graduation Day (one GD is scheduled in each session).

The final Bachelor's degree papers **can be scored from 0 to 6 points**. This score will feed into the final degree grade. The criteria established by the Department for assigning a score are as follows:

- One point for students with a weighted average grade of 26 or more
- From 0 to 5 points for the thesis. Namely:
 - 5 points for an outstanding thesis
 - 4 points for an excellent thesis
 - 3 points for a good thesis
 - 2 points for a rather good thesis
 - 1 point for a passing thesis
 - 0 points for a barely passing thesis

Bonuses can sometimes be awarded. Please refer to the [Characteristics and assessment of the final exam](#) for further information.

Honours for all programmes are awarded at the discretion of the supervisor. However, it's worth noting that honours will only be awarded if the average of the exams plus the additional bonus marks and the final exam results in a score of 110 or higher. The degree grade is calculated by adding the final exam grade and any bonuses to the weighted average of all your grades, expressed in one hundred-and-tenths.

5.3 Evaluation and discussion of the Master's Degree thesis

Score:

Two sets of scores depend on the type of thesis:

- Literature-based thesis (1 to 4 points):

- A) **1 to 2 points:** A sufficiently articulated thesis. The dissertation partially/sufficiently gathers the relevant literature/normative literature. Students demonstrate sufficient/reasonable critical ability to frame the chosen topic and interpret the collected sources. Reasonably articulated thesis.
- B) **3 to 4 points:** A reasonably good thesis. It comprehensively gathers relevant literature and norms, and demonstrates good/excellent critical skills in interpreting sources.

- Research thesis (5 to 8 points):

- A) **5 to 6 points:** A good thesis. The dissertation reviews the literature extensively/thoroughly. Students demonstrate fair/good critical skills in organising sources. The thesis presents a partial/satisfactory collection of primary or secondary data or the development of theoretical/analytical models to a satisfactory level. Students demonstrate sufficient/good critical and propositional analysis of the collected material and the reference theory.
- B) **7 to 8 points:** An excellent thesis. The thesis reviews the literature extensively/thoroughly. Students demonstrate good/very good critical skills in organising sources. The dissertation presents good/excellent primary or secondary data collection or the development of good/excellent theoretical/analytical models. Students demonstrate good/excellent critical and propositional analysis of collected material and reference theory.

The thesis will be discussed on the dates set by the University for each graduation session in front of a thesis examination committee of University lecturers and possibly experts. The committee will evaluate the quality of the thesis in a joint session and propose the final grade. The composition of the

committee and the graduation dates are published on the University's website at least two weeks before the start of the graduation session.

The degree grade is calculated by adding the final exam grade and any bonuses to the weighted average of all your grades expressed in one hundred-and-tenths.

On the day of the thesis defence, at the end of the official proclamation, the President of the Committee hands each graduate their diploma.

Graduates can download their diplomas from the Personal Area as soon as the minutes are published, generally on the same day as the defence. Certificates printed from the Personal Area have legal value as they are automatically generated with a digital stamp. However, certificates with an original stamp and signature can also be issued by the Student Services (Bachelor's and Master's Degree) Office.

N.B.: Please remember that the University's environmental sustainability policy no longer requires printing the thesis in hard copy. You can simply send the PDF file to your supervisors and co-supervisors unless they specifically request a hard copy. They can access all the theses and dissertations from their Personal Area.