

Regulation of activities for the preparation, conduct and evaluation of the final examination of the Master's Degree Courses of the Department of Agricultural Sciences of the University of Naples Federico II (Teaching Commission, July 12, 2021)

Article 1 - Legal References

This Regulation governs the procedures for the preparation, execution, and evaluation of the Master's Degree thesis for courses within the Department of Agricultural Sciences. It has been drafted in compliance with Article 24 (Final Exams and Degree Awarding) of the Academic Regulations of the University of Naples Federico II, which states the following:

1. To access the final examination, the student must have passed all the required exams and obtained the CFU credits stipulated in the course regulations.
2. The final examinations are public. The methods and criteria of the exam, which must consider the student's entire academic career, are specified in the study program regulations. The administrative procedures and deadlines for thesis assignment and submission are defined by the relevant Academic Structures.
3. The Degree is awarded following the successful completion of a final examination, which requires the discussion of a thesis, prepared under the guidance of one or more advisors.
4. The Master's Degree is awarded after passing the final exam, which involves the discussion of an original written thesis prepared by the student under the supervision of one or more advisors. Committees for evaluating the final examination for the awarding of a Degree or Master's Degree are appointed by the Rector or, by delegation, by the Department Director or School President, as provided for by respective regulations. The committees consist of at least five members, with at least four tenured professors. The committee is chaired by the Department Director, the President of the Study Course Coordination Committee, or the most senior full professor present.
5. The evaluation committees assign a grade out of one hundred tenths and may unanimously grant honors to candidates achieving the maximum score. The minimum passing grade is sixty-six out of one hundred tenths.
6. The academic calendar must include at least five exam sessions for final examinations, appropriately distributed throughout the academic year.
7. Joint or double degrees for inter-university courses are regulated by specific agreements.

Article 2 - Characteristics of the Thesis and Final Examination

The final examination for Master's Degree Courses aims to assess the student's ability to carry out an independent and methodologically rigorous learning process. Activities required for passing the final exam involve experimental work on a subject relevant to the course of study. The final exam consists of the presentation and defense, before the Degree Committee, of a dissertation (experimental Master's thesis) prepared by the candidate. The topic and activities for the experimental work are agreed upon with the supervising professor and carried out independently by the student after appropriate training. The student must demonstrate autonomy, acquisition of specific scientific skills, and the ability to engage in critical analysis.

The dissertation must be written according to the editorial standards outlined in Appendix A and must be written in English.

Article 3 - Assignment of the Supervisor

Choosing a supervisor is the first step the student must take in preparation for the final exam. The student may select a tenured faculty member (full professors, associate professors, researchers) affiliated with the Department of Agricultural Sciences and its study programs. Contract professors

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may serve as thesis supervisors if they are responsible for a course within the study program. Contract professors responsible for supplementary activities/exercises, non-tenured language professors, linguistic collaborators, and visiting professors cannot serve as thesis supervisors. The supervisor may recommend an internal or external co-supervisor. The supervisor guides the student throughout the thesis process and is responsible for verifying the proper execution of activities.

The request for supervisor assignment should generally be made at least one year before the expected graduation date. The student must contact the potential supervisor in advance, agree on the thesis topic, and fill out the appropriate online form available on the Department's website in the section dedicated to Master's Thesis Sessions.

The assignment of a Master's Thesis Supervisor does not need to be renewed. All information requests should be sent from the institutional email address (@studenti.unina.it) to assegnazionetesi.agraria@unina.it.

To undertake the Master's Degree thesis, it is necessary to:

- Fulfill health obligations, which includes a health surveillance examination managed by the Department of Public Health of the University of Naples Federico II.
- Comply with safety training obligations, which include completing an online general training course and an in-person specific risk training course.

Article 4 - Admission to the Final Exam

To be admitted to the graduation session, the student must have passed all required exams and other formative activities as per the academic regulations, within the deadlines set by the Student Office and published annually on the Department's website. The student must submit the following documents to the Student Office within the deadlines published annually:

- a) The graduation application, stamped and addressed to the Rector.
- b) The cover page with the final thesis title in English and Italian, and the cover page with the final thesis title, both signed by the supervisor.
- c) Proof of completion of the AlmaLaurea survey (optional).
- d) The experimental thesis in electronic (.pdf) format.
- e) A declaration of conformity.

The student will provide a printed copy of the experimental thesis to the Degree Committee on the day of the graduation session. If the student decides not to attend the graduation session for which they applied, they must send a written notice of withdrawal, along with an identity document, to the Student Office (segreagra@unina.it), explicitly stating their decision not to be present.

The responsibility for meeting deadlines and criteria is entirely the student's.

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Table 1 - Summary of Deadlines to Check on the Department Website Before the Graduation Session Date

Deadline Relative to Master's Graduation Session	Documentation to Submit
1 year before	Supervisor assignment request
30 days before	Graduation application (stamped), dual cover page, proof of AlmaLaurea survey completion
3 weeks before	Completion of the final credits (CFU)
3 weeks before	Experimental thesis in .pdf format, declaration of conformity

IMPORTANT: Deadlines listed in the table may vary based on the academic calendar. Students are therefore advised to check the Master's Thesis Sessions section of the Department website for approved deadlines for the current academic year.

Article 5 - Conduct of the Final Exam

The presentation of the dissertation is public and takes place before the Committee formed as described in Article 1. Upon formation of the Degree Committee, the Chair appoints a recording secretary. Each graduating student admitted to the final examination is called by the Chair to present their dissertation within a maximum of 10 minutes. The presentation is preceded by an introduction by the supervisor, who presents the content of the work without expressing any judgments. After the candidate's presentation, the dissertation is discussed with the Degree Committee.

At the end of all candidates' presentations, the Committee meets in a closed session to evaluate each candidate and assign a score, ranging from 0 to 11 points, as further detailed in Article 6.

Article 6 - Graduation Grade

The graduation grade is the sum of the arithmetic average (expressed in one-hundred tenths) of the grades obtained in the exams and the points awarded by the Degree Committee, which can range from 0 to 11 points (Table 2). The minimum passing grade for the exam is sixty-six out of one hundred tenths. Upon the proposal of the Chair, the Degree Committee may unanimously award honors and a career distinction.

Table 2 - Components Evaluated for Assigning the Final Graduation Grade (out of one hundred tenths) for Master's Degrees

1. **Base Score:** Calculated as the arithmetic mean (expressed in one hundred and ten) of the grades obtained in the exams.
2. **Career Speed:** Maximum of 2 points.
3. **Career Quality:** Maximum of 2 points.
4. **Previous Career Quality (Bachelor's Degree):** Maximum of 2 points.
5. **Experience Abroad (Erasmus Program or similar):** Maximum of 1 point.
6. **Committee Evaluation:** Maximum of 4 points based on:
 - o Oral presentation quality and synthesis skills
 - o Specific knowledge of the dissertation topic

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- Quality of the presentation and dissertation

Honors are proposed by the Committee Chair if the total score exceeds 112, and it is awarded unanimously. Career distinction is granted if the base score exceeds 109/110 without rounding; it is proposed by the Committee Chair and awarded unanimously.

Article 7 - Graduation Calendar

Graduating students can consult the Department of Agriculture website to check the schedule, Degree Committees, deadlines, and further details regarding the final presentation process.

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ANNEX A

GUIDELINES FOR WRITING THE MASTER'S THESIS PAPER

Cover page of the final paper: the cover page should have the format and contents of Appendix B;

Table of Contents: should be placed at the beginning of the thesis and should reproduce exactly the division into chapters, paragraphs and sub-paragraphs contained within the thesis;

Summary: each thesis, regardless of the language in which it is written (English for SFS students), must contain an English language summary of a maximum of 400 words; for thesis written in English, it must also contain an Italian language summary of a maximum of 400 words.

Page format: it is suggested that each page, in A4 vertical format, have the following settings:

- line spacing: 1.5;
- print font: use a non-elaborate font, e.g. Times, Times New Roman, Arial;
- font size: do not exceed 14 pt (suggested 12 pt);
- margins: 3 cm top/bottom, 3.5 cm left, 2.5 cm right;
- each page, with the exception of the title page, must be numbered consecutively.

Bibliography: every source consulted from which insights and information were drawn must be cited. The bibliography should be given at the end of the text; it should be offered in alphabetical order according to the last name of the authors and, secondarily, according to the year of publication. Bibliographical references within the text should be given in round brackets, indicating the surname of the first author followed by the year of publication (e.g., Verdi 2015; Bianchi and Gialli 2010; Rossi et al. 2018).

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ANNEX B

UNIVERSITY OF NAPLES FEDERICO II
DIPARTIMENTO DI SCIENZE AGRICOLE



MASTER PROGRAM

IN

SUSTAINABLE FOOD SYSTEMS

Experimental thesis

[INSERT TITLE]

[INSERT TITLE IN ITALIAN]

Supervisor:

Prof.

[Name Surname]

Candidate:

[Name Surname]

Matr. ***[Matriculation number]***

Accademic Year *(Insert academic year)*