

SCUOLA DI PSICOLOGIA CORSO DI LAUREA IN

Techniques and Methods in Psychological Science

FINAL EXAMINATION REGULATIONS

Article 1

Subject

This Regulation, in accordance with the University of Padua's Academic Teaching Regulations (*Regolamento Didattico di Ateneo*, hereinafter "RDA") and the Bachelor's Degree Programme Regulations in *Techniques and Methods in Psychological Science* (hereinafter "Programme Regulations"), sets out the rules governing the final examination. It covers aspects not specified in the aforementioned regulations.

Article 2

Description of the Final Examination for the Bachelor's Degree

The final examination accounts for 5 CFU out of a total of 180, corresponding to a workload of 125 hours. It consists of the presentation and discussion (see Article 5 of the Programme Regulations) of:

- a) a report on the activity carried out during the internship – under the supervision of an academic tutor - at companies, organizations or external institutions, under specific agreements, or within a research laboratory of the University of Padua or of other public or private research institutions;
- b) a project, usually including an experimental and laboratory component developed under the supervision of an academic tutor;
- c) a final dissertation on topics related to the courses included in the study plan, assigned by an academic tutor.

During the preparation, presentation and discussion of the final dissertation, all procedures ensuring compliance with the ethical and deontological standards in force shall be duly implemented.

The final paper may also concern non-psychological disciplines offered by the School of Psychology; it may likewise form part of a research project (which must, in any case, be a self-contained and coherent piece of work) conducted by a group of students under the supervision of the same tutor on a common topic.

The final paper shall be written and discussed in English. In such case, a brief summary in Italian shall also be provided (see Article 5, paragraph 4 of the Programme Regulations).

Article 3

Anti-plagiarism, anti-fraud and confidentiality measures

It is the student's responsibility to prepare their thesis through personal work on the chosen topic, in accordance with the regulations governing copyright and ownership of intellectual (art. 28, paragraph 1 letter *h*) of Regolamento delle Carriere delle Studentesse e degli Studenti). Please note that it is an offence (Law no. 475/1925, amended in 1999) to present as one's own a work that has been copied in whole or in part. Texts and websites identified independently or suggested by the supervisor as bibliographical bases for the final paper must always be duly cited, even if they are only summarized.

Article 4

The School of Psychology Graduation Board

The School of Psychology Graduation Board is hereby established. The Graduation Board consists of three members belonging to the three Departments (DPG, DPSS, FISPPA) to which the study Courses coordinated by the School of Psychology relate. The members of the Committee are appointed by the School Council on the proposal of the Departments concerned. The Graduation Board performs the following functions: it coordinates the procedures for assigning the master's dissertation supervisors; it constitutes the Graduation Committees; it supervises the progress of the above-mentioned procedures and makes proposals for their improvement. In carrying out its duties, the Graduation Board is assisted by the School of Psychology's Didactic Office. The Graduation Board remains in office for three years or in any case until the end of the mandate of the Head of the School Board.

Article 5

Supervisors of the Final Examination

A supervisor can be chosen among:

- full professors, associate professors and researchers who are teachers in charge in the Degree Programmes belonging to the School of Psychology;
- full professors, associate professors and researchers belonging to other Departments/Universities but who are teachers in charge in Degree Programmes belonging to the School of Psychology;
- contract lecturers (until their contract deadline); the maximum number of undergraduates for contract lecturers is set at two for each year of contract.

Lecturers holding contracts for supplementary teaching activities are not eligible to act as supervisors of final examinations.

Supervisors may be assisted by internal and external co-supervisors, up to a maximum of two. In any case, the dissertation is the responsibility of the supervisor, who is responsible for its presentation and discussion. The names of the co-supervisors can appear on the cover page of the dissertation.

Article 6

The Graduation Committee

For the final examinations of the Degree Programme, the Director of the Department to which the Programme belongs appoints one or more Graduation Committees composed of at least five faculty members, plus two substitutes, among whom a President is designated (Art. 13, paragraph 1 of the RDA). The President must be a full or associate professor selected from among the University's faculty members.

The members of the Graduation Committee may be full or associate professors, or researchers. Contract professors and any external co-supervisors may take part in the degree committee only for the discussion of the thesis in which they are involved.

The School of Psychology Graduation Board (ref. art. 4 of this Regulation) appoints a second supervisor to each undergraduate from the members of the Graduation Committee.

Lecturers who are no longer working at the University of Padua (because of contract expiration, retirement, transfer) are not allowed to approve dissertation titles (via Uniweb) (if the application for graduation is after their service ends), nor approve dissertations (via Uniweb). These lecturers must identify a faculty member who will assume to all intents and purposes their role as final paper advisor. They can be external co-supervisors (on the title page of the final paper) and in this role they can participate in the meetings of the graduation Committee, but only for the final papers for which they are external co-supervisors. If no other professors/lecturers/researchers are available to be supervisors, the Graduation Board will automatically assign the undergraduate to another lecturer of the Courses coordinated by the School of Psychology on the basis of the subject area and the number of undergraduates already in charge of the lecturer.

Article 7

Bachelor's Degree Graduation Sessions

The graduation sessions of the first cycle degree Course are scheduled according to the graduation periods established by the Academic Calendar.

Before the beginning of each Academic Year, all graduation sessions for the forthcoming Academic Year are published on the School of Psychology website (www.psicologia.unipd.it).

For graduation sessions, all lecturers of the Degree Programmes coordinated by the School of Psychology must be available to be part of the Graduation Committees. Lecturers must confirm their availability to the School of Psychology's Didactic Office in accordance with the procedures and deadlines indicated. In case of non-response to the request for confirmation of availability within the established deadlines, the lecturer may be assigned to one or more Graduation Committees automatically.

If designated lecturers cannot attend a Graduation Committee meeting, they must find a suitable replacement. They must contact the first deputy and, after confirming their availability, inform the Didactic Office of the School and the President of the Graduation Committee about the replacement.

Undergraduates must submit the documentation needed to graduate, following the deadlines and procedures established at the beginning of the Academic Year and given in the "Scadenario delle sessioni di laurea triennale" (First cycle degree Courses graduation sessions deadlines) published on the School of Psychology's website.

The Graduation Committee's session calendar must be published at least eight days before the start of the Graduation Period.

The undergraduate must contact the assigned second supervisor within three days of the publication of the Graduation session schedule.

Article 8

Evaluation Criteria

The final examination is considered passed if the undergraduate has obtained a score of at least 66 out of 110 (art. 12, paragraph 8 of RDA).

The final examination grade is out of 110 and calculated like as follows (art.6, paragraph 2 of the Programme Regulation):

- a) by the weighted average (MP) of the marks (*v*) obtained in the examinations referred to in Article 4, paragraph 1, of the Bachelor's Degree Programme Regulation, weighted by their corresponding credits (*c*), and converted to a scale of 110 according to the following formula:

$$MP = (\sum v_i c_i / \sum c_i) 110/30$$

- b) 0.50 points are added for each "*cum laude*" distinction obtained (as resolved by the Faculty of Psychology Council on 26 October 2005), up to a maximum of 2 points;
- c) students who complete the final examination within the third regular year of enrolment in the Degree Programme—and, in any case, within three years from their first enrolment in a Bachelor's degree coordinated by the School of Psychology, without recognition of credits from previous academic careers—shall receive an additional 2 points;
- d) to the sum of the weighted average and any bonuses for distinctions and regular completion (as per points b and c), there shall be added (or subtracted) the score awarded for the final examination, expressed in one hundred and ten points, up to a maximum of 4 points.

The criteria referred to in points b), c), and d) must be approved by the relevant Department, upon proposal by the Degree Programme Council. If the candidate obtains or exceeds the maximum grade, the honours (*cum laude*) distinction may be awarded (see Article 12, paragraph 8, of the RDA, and Article 6, paragraph 2, of the Programme Regulation). Honours are conferred unanimously.

It is also possible to obtain the degree in less than the standard duration of the Degree Programme (three years) (see Article 6, paragraph 4, of the Programme Regulations).

Article 9

Proclamation

The proclamation takes place right after the undergraduate students have presented and defended their dissertation in front of the Graduation Committee. Undergraduates gets their degree on the date they take part in the graduation session and proclamation.

Article 10

Transitional Provisions

This Regulation shall enter into force starting from the Third Period B of graduation of the academic year 2024/2025 and shall apply, where compatible, to previous student cohorts.