

SCHOOL OF PSYCHOLOGY
FIRST CYCLE DEGREE COURSE IN
Psychological Science

FINAL EXAMINATION REGULATION

Article 1

Subject

This Regulation, following the University of Padua's Academic Regulation (RDA) and the first cycle degree Course Regulations in Psychological Science, sets the rules for the final examination. It covers the aspects that are not specified in aforementioned regulations.

Article 2

First cycle degree Course final examination

The amount of CFU assigned to the final examination is 4 (four) out of 180; it corresponds to a workload of 100 hours.

The test consists of the presentation and discussion (see Article 5 of the Course Regulation) of a final paper that is:

- a) a report on the activity carried out during the internship – alongside a supervisor - at industries, companies or external organisation, on the basis of appropriate agreements, or at a research laboratory of the University of Padua or of other public or private research organisation;
- b) a project, usually including an experimental and research part, developed alongside a supervisor;
- c) on topics related to the subjects of the study plan, assigned by a supervisor.

In the realisation, presentation and discussion of the paper, all procedures must be put in place to ensure the ethical/deontological appropriateness of the work according to current standards.

The final paper may also concern non-psychological disciplines offered by the School of Psychology; it may also be part of a research project (in any case, one that makes sense in its own right) conducted by a group of students supervised by the same professor on the same subject.

The final paper must be written and discussed in English. In this case, a short summary in Italian must also be prepared (see Article 5 of the Course Regulation).

Article 3

Anti-plagiarism, anti-fraud and confidentiality measures

It is the student's responsibility to prepare their final paper through personal work on the chosen topic, in accordance with the regulations governing copyright and ownership of intellectual works at all levels (art. 28, paragraph 8 of Regolamento delle Carriere 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

Supervisor application

A supervisor can be chosen among:

- full professors, associate professors and researchers who are teachers in charge in degree Courses 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 Courses belonging to the School of Psychology;
- contract lecturers (until their contract deadline); the maximum number of undergraduate students for contract lecturers is set at two for each year of contract.

Complementary activities contract lecturers cannot be selected as supervisors by undergraduates.

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

Final examination steps

The final examination consists of two steps: a) presentation and discussion of the final paper with the Preparatory Committee; b) formulation of the final judgment and proclamation by the Graduation Committee (see Article 5 of the Course Regulation).

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” (“Schedule of first cycle degree Courses graduation sessions”) published on the School of Psychology’s website.

Article 7

The Preparatory Committee

For final examinations, the head of the Department to which the Course refers chooses one or more Preparatory Committees. Each Committee has at least 2 lecturers and one of them is designated as President (art. 10, paragraph 5 of the “Regolamento didattico di Ateneo”). The President is the lecturer to whom the teaching structure has entrusted responsibility for supervising the final examination of the undergraduate student. At least one alternate is appointed for each Committee, chosen from among the structured faculty.

Any external co-supervisors can join the Preparatory Committee only when the final papers they are involved in are discussed.

At the beginning of each academic year, in accordance with the procedures and deadlines indicated, the faculty members must notify the School of Psychology’s Didactic Office of the composition of the Preparatory Committee of which they are Presidents.

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). They also cannot be Presidents of Preparatory Committees. 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 Preparatory Committees, but only for the final papers for which they are external co-supervisors. If no other professors/lecturers/researchers are available to be supervisors nor President of the Preparatory Committee, 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.

For each graduation session (referred to in Art. 9 of this Regulation), the President of the Preparatory Committee, after ascertaining the availability of the other members of

the Committee, shall agree with the School of Psychology's Didactic Office on the place and time of the Preparatory Committee meeting, at a time between 15 and 3 days before the beginning of the session of the Preparatory Committees meetings.

The schedule of meetings of the Preparatory Committees shall be announced in the School website at least 8 days before the beginning of each graduation session.

The Preparatory Committee listens to the undergraduate student(s) and expresses the evaluation of the final paper in the form of points in hundredths (up to a maximum of 4) and communicates it to the to the undergraduate student(s). The Preparatory Committee also makes the proposal of the possible award of honors.

For each undergraduate student, the President of the Preparatory Commission communicates to the School Didactic Office the evaluation of the final paper and the proposal of the eventual award of honors.

Article 9

The Graduation Committee

For final examinations, the head of the Department to which the Course refers chooses one or more Graduation Committees. Each Committee has at least 5 lecturers (plus two deputies), and one of them is designated as President (art. 10, paragraph 5 of the "Regolamento didattico di Ateneo").

The President of the Graduation Committee must be a full professor or an associate professor who is the teacher in charge of one or more course unit in the degree Course coordinated by the School of Psychology, preferably in the degree Course in which undergraduate students are enrolled. The faculty members participating in the Graduate Committee may be full or associate professors or researchers, teacher in charge of least one course unit of the degree Course or the Department to which undergraduate students belong.

Contract lecturers and external co-supervisors can join the Graduation Committee only when the final papers they are involved in are discussed.

If there are candidates from different degree Courses coordinated by the School of Psychology, but from different Departments (DPG, DPSS, FISPPA), in the same graduation session, then the Graduation Committee is appointed by the Director of the Department which the President of the Graduation Committee belongs to.

The Graduation Committees, based on the evaluations of the Preparatory Committees, referred to in Article 7 of this Regulation, and the documentation provided by the Student Careers Office (via Esse3+), express the grade in hundredths (see Article 10 of this Regulation). The President of the Graduation Committee sign the graduation minutes and proceed to the proclamation. Before proclamation, the undergraduate students must show a valid identity document.

The degree is obtained by the students on the date on which the session of the Graduation Committee is held.

Article 9

First cycle degree Course 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 Courses coordinated by the School of Psychology must be available to be part of the Graduation Committees as members. 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.

For each session, the Graduation Committees session schedule is published after the Preparatory Committees' meetings are over.

Article 10

Evaluation Criteria

The final examination is considered passed if the undergraduate student has obtained a score of at least 66 out of 110 (art. 10, paragraph 5 of RDA).

The final examination grade is out of 110 and calculated like as follows:

(a) ref. art. 4, paragraph 1 of the Course Regulation: weighted average (MP) of the exams grades (v_i) weighted for CFU/ECTS (c_i) and related to the result out of 110, as in the following expression:

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

(b) undergraduate students who undergo the final examination within the third year of their cohort, without the benefit of previous academic career's exam recognition, are rewarded with 2 out of 110 extra bonus added to the final grade (once rounded down until 0.5, rounded up from 0.51);

(c) adding the MP and the bonus (point (b)), there must be algebraically added/subtracted the final dissertation evaluation, up to a maximum of 4 points.

The criteria in point (b) and (c) are outlined by the degree Course Council and approved by the Department that the degree Course belongs to.

When the undergraduate student has obtained the maximum grade, the Graduation Committee can attribute cum laude recognition (art. 10, paragraph 5 of RDA and art. 6, paragraph 2 of the Course Regulation) if proposed by the Preparatory Committee.

It is also possible to graduate in less time than the normal duration of the degree Course (three years) (art. 6, paragraph 4 of the Course Regulation).

Article 10

Transitional regulations

This Regulation will take effect from the second graduation period of the academic year 2023/2024. These provisions apply, to the extent enforceable, also to previous cohorts.