

SCHOOL OF PSYCHOLOGY  
FIRST CYCLE DEGREE COURSE IN  
**Techniques and Methods 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 Regulation in Techniques and Methods 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 5 (five) out of 180; it corresponds to a workload of 125 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 undergraduates 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**

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

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**

### ***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](http://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 first or second supervisor or member. 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” (“Schedule of first cycle degree Courses graduation sessions”) published on the School of Psychology’s website.

The Graduation Committee’s session schedule 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. 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) undergraduates 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 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). Cum laude requires a Graduation Committee unanimous agreement.

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 9**

### ***Proclamation***

The proclamation happens right after the undergraduate students present and defend 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 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.