

LAUREA (BACHELOR OF SCIENCE) IN MANAGEMENT, ECONOMICS AND INDUSTRIAL
ENGINEERING
Educational system 270/04

FINAL EXAM PROCEDURE FOR DEGREES WITH PROJECT WORK

This document contains the operating procedures of the final exam of the Bachelor's degree for students who have undertaken Project Work, Mentoring on the Job or Internships.

The specific exam dates will be communicated to students and teachers for each graduation session. At the end of the document, you can find the dates and deadlines for the July 2022 and September 2022 sessions.

The expected duration of the 3 types of Project Work (PW) are as follows:

Mentoring on the Job: the student is assigned a task/project. Project progress meetings are organized once or twice a month (duration of meetings: half-day) at the company or online. The project can be distributed over a semester or even over a longer period, if necessary.

Light Internship (or part-time internship): this is undertaken at a company or remotely for 20 hours a week (e.g. 4 hours a day for 5 days a week; or 6-7 hours a day for three days a week) for three months. In this case, there is constant supervision that facilitates dialogue and feedback. The internship is individual.

Standard Internship (or full internship): this is undertaken at a company or remotely for 40 hours per week (8 hours per day for five days a week) for two months. Also in this case, there is constant supervision that facilitates dialogue and feedback. The internship is individual.

The FINAL REPORT, maximum 30 pages (it can also be written in English if agreed with the academic tutor), may follow the layout suggested below. It is left to the academic tutor to suggest to the student to revise certain sections (font and layout are chosen by the student): they can be organised differently from case to case.

In any case, each project must cover three macro areas:

1. Objective: purpose of the Project Work conducted at the company
2. What was done: that is, a detailed description of the contribution made by the student
3. What has been learned: description of what the candidate learned during their time at the company.

Having developed these three elements, which are essential for a complete final report, the following detailed layout is suggested. Please note, this is not a mandatory layout, but a suggested template.

- a. COVER: must include the student's name and identification number, the names of the academic tutor and company supervisor
- b. EXECUTIVE SUMMARY (max. 2 pages)
- c. PRESENTATION OF THE COMPANY/INSTITUTION WHERE THE PROJECT WORK WAS CARRIED OUT (max. 4 pages)
- d. OBJECTIVES OF THE PROJECT WORK
- e. THEORETICAL NOTES and LITERATURE (this section outlines the reference literature and the theories on which the PW is based)
- f. ACTIVITIES CARRIED OUT AS PART OF THE PROJECT WORK (this section illustrates the activities carried out by the student, specifying the timing and the correlation between the activities carried out and the models learned on the university course, possibly including appropriate bibliographic references)
- g. STUDENT CONTRIBUTION (this section highlights the methodology applied by the student in their approach to the internship project, and how the internship was organised under the tutor's supervision)
- h. COMMENTS AND CONCLUSION (this section highlights the results obtained, introducing appropriate performance indicators, and any critical issues encountered).
- i. BIBLIOGRAPHY (this section shows all the references used).

At the end of the Project Work, the company supervisor fills out a work assessment survey. The student fills out a feedback survey on the experience. Both forms are shared with the academic tutor, the Departmental Secretary and the Career Service.

At least ten days before being presented to the Board, the student must deliver the final version of the FINAL REPORT to their academic tutor.

The academic tutor, also in light of the information received from the company supervisor and the student, completes the work assessment survey, which will then be sent to the exam board.

The board shall have access to an electronic copy of the final report. Therefore, no hard copy is required. The presentation must last a maximum of 10 minutes with 10-15 slides (the slides can be written in both Italian and English, while the presentation must be in Italian).

The score for the final exam starts from the average marks awarded during the full degree course, adding a maximum of 7 points.

This increase shall be determined for 50% by the judgements of the academic tutor and 50% by the exam board.

Dates and deadlines for the July 2022 session

- **24 June:** students complete the survey
- **1 July:** company supervisor completes the assessment survey
- **7 July:** deadline for registering for the final exam
- **7 July:** deadline for sending the FINAL REPORT (in PDF format) both to the academic tutor and to tesi-dig@polimi.it (who will send confirmation of receipt)
- **10 July:** academic tutor completes the assessment survey
- **13-14 July:** presentation and discussion of the project before the exam board
- **20 July:** graduation

N.B. students who fail to deliver the final report by 7 July cannot graduate in the July session.

Dates and deadlines for the September 2022 session

- **4 September:** company supervisor completes the assessment survey
- **4 September:** students complete the survey
- **7 July:** deadline for sending the FINAL REPORT (in PDF format) both to the academic tutor and to tesi-dig@polimi.it
- **10 September:** deadline for registering for the final exam
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- **14 September** (Wednesday): academic tutor completes the assessment survey
- **20– 21 September:** presentation and discussion of the project before the exam board
- **28 September:** graduation

N.B. students who fail to deliver the final report by 7 September cannot graduate in the September session. The deadline for officially recording the exams is 12 September.