FIRST-LEVEL LAUREA (EQUIVALENT TO A BACHELOR OF SCIENCE) IN MANAGEMENT, ECONOMICS AND INDUSTRIAL ENGINEERING
Educational System 270/04

HOW TO OBTAIN A THREE-YEAR LAUREA
(EQUIVALENT TO A BACHELOR OF SCIENCE)
PROJECT WORK

This document sets out the method for taking the graduation exam (final test) of the three-year Laurea (equivalent to a bachelor of science) for students who have completed their Project Work, Mentoring on the Job, or Internship.
Specific dates will be communicated to students and professors for each graduation exam session. The dates and deadlines for the July 2022 session are listed at the bottom of the document.

The **FINAL REPORT**, of at most 30 pages (it can also be written in English if agreed with the academic tutor), should be prepared by the student as follows (fonts and layouts are at the student's discretion):

    a. **TITLE PAGE** (1 page): includes the name and student identification number of the graduating student, as well as the names of the academic and business tutors
    b. **EXECUTIVE SUMMARY** (max. 2 pages)
    c. PRESENTATION OF THE COMPANY/BODY WHERE THE INTERNSHIP WAS CARRIED OUT (max. 4 pages)
    d. INITIAL GOAL OF THE PROJECT WORK
    e. ACTIVITIES CARRIED OUT AS PART OF PROJECT WORK (description of the activities carried out by the graduating student, specifying the timeframe and the correlation between the activities carried out and the models learned at university, and reporting any appropriate bibliographic references)
    f. ORIGINAL CONTRIBUTION OF THE GRADUATING STUDENT (description of the approach to the internship project adopted by the graduating student and of how the internship developed under the tutor's supervision)
    g. GOALS ACHIEVED (description of the results obtained, with reference to any appropriate performance indicators and any difficulties encountered).

At the end of the Project Work, the business tutor fills in a work assessment form.
Moreover, the student fills in a feedback form relating to the experience.
Both forms are submitted to the academic tutor, the Departmental Secretary and the Career Service.

At least ten days before appearing before the Examination Board, the graduating student submits the definitive version of the FINAL REPORT to his/her academic tutor.

Also in light of the information received from the business tutor and student, the academic tutor fills out a work assessment form which is then submitted to the Examination Board.

The Examination Board will receive an electronic copy of the final report. Therefore, no hard copy is required.

The presentation should include 10-15 slides and last a maximum of 10 minutes.

The final degree score will be awarded based on the average score obtained during the student's academic career, plus at most 7 points.

50% of this increase will be determined by the academic tutor and 50% by the Examination Board.

Dates and deadlines for the July2022 session

- o **24th June :** deadline by which the student submits the feedback form
- o **1st July:** deadline by which the business tutor submits the assessment form
- o **7th July:** deadline for enrolling in the graduation exam
- o **7th July:** deadline for submitting the FINAL REPORT (in pdf) both to the academic tutor and to tesi-dig@polimi.it (which will provide confirmation of receipt)
- o **10th July:** deadline by which the academic tutor submits the assessment form
- o **13-14th July:** presentation and discussion of the project before the Examination Board
- o **20th July:** awarding of the degree

NB Failure to submit the final report by 7th July will prevent the student from graduating in July.