

INSTRUCTIONS FOR “MOLECULAR BIOLOGY AND GENETICS” STUDENTS

1. Calendar for graduation sessions

The list of deadlines for submitting the documents to apply for a specific graduation session, as well as the complete list of available sessions is available at the link <http://dbb.unipv.it/calendario-sedute-di-laurea/> .

Delays in thesis submission are not allowed.

2. Application for graduation

The application for graduation must be completed online via the student's [Registered User Area](#) (under DEGREE>DIPLOMA ATTAINMENT) in accordance with the deadlines set for each course of study.

First of all, it is necessary to complete the Questionnaire for Graduating Students. For information see

<http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/articolo12533.html>

After this it is possible to complete the application on line for graduation.

For information see

<http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/articolo12532.html>

If the printed application is not signed by the thesis supervisor, it will be refused.

3. Withdrawal from graduation session

In case of withdrawal from a specific graduation session, the candidate is requested to cancel the application by accessing his/her Registered User Area and apply again for a new session.

The withdrawal must be notified immediately to the president of teaching committee of the courses in Biological Sciences, by sending an e-mail to CD_biologia@unipv.it.

4. Thesis supervisor and co-supervisor

University of Pavia's professors and CNR researchers from Istituto di Genetica Molecolare (Pavia) are the only subjects allowed as thesis supervisors. If the main research supervisor (or the co-supervisor) is not part of the teaching committee of the courses in Scienze Biologiche, Scienze Naturali or Biotecnologie, it is necessary to appoint a co-supervisor (or a supervisor) belonging to these above-mentioned bachelor courses.

If the thesis internship is performed in an institute not belonging to the University of Pavia or the CNR, it is mandatory for the candidate to identify a supervisor within the teaching committee of these bachelor or master courses. This supervisor must have knowledge

and/or scientific interests in line with the planned thesis work, and will act as the official thesis supervisor. The scientist in charge of the institute where the internship will be performed can be appointed as co-supervisor.

It is possible to indicate 1-2 co-supervisors in the application for graduation. These co-supervisors will be part of the graduation committee as invited members.

5. Thesis front page

A fac-simile of the thesis front page for both Bachelor and Master courses can be downloaded at the link <http://mbg.unipv.it/> or at <http://dbb.unipv.it/guide-modulistica/>

6. Thesis subject, language and length

This thesis should contain a scientifically-relevant, original study about one of the topics of the master course. This work should be performed autonomously inside a university department, an institute or a research centre, in Italy or abroad. The length of the thesis should be around 70-90 pages (times new roman, point 12, line space 1.5), including figures, tables and literature references.

The thesis must be written in English.

The thesis should be organized in sections: Abstract, Table of Content, Introduction, Aims of the work, Materials and Methods, Results and Discussion (together or separate), Conclusions, References. It is suggested to keep acknowledgements short and with an appropriate language.

The copy of the thesis submitted to the Student's office should also include a thesis summary (4-5 pages, in Italian), briefly describing the thesis work.

The maximum score after evaluation of a master thesis is 8. This score will be added to the weighted average of course grades. If the final score is 110 or higher, assignment of *cum laude* can be requested, and is assigned only with unanimous agreement of all graduation committee members.

7. Minimum number of printed thesis copies

It is mandatory to print a minimum of three copies (plus one for the applicant):

- one for the Student's office, with cardboard binding (no spirals), double-side printed in black-and-white, signed by the supervisor;
- one for the thesis opponent, signed by the supervisor;
- one for the thesis supervisor.

8. Graduation committee

Time, date and composition of the graduation committee (president, members, supervisors and opponents), will be available at the link <http://dbb.unipv.it/calendario-sedute-di-laurea/> .

9. Documentation for supervisors and opponents

When notified, the applicant will contact the opponent for submission of one printed copy of the thesis. This copy should be signed by the supervisor. The applicant will also supply each member of the thesis committee with a thesis summary (max 3 pages, including thesis front page as first page of the summary), either printed or through e-mail.

10. Thesis defense

The applicant will prepare a presentation (15-20 minutes max), summarizing the work done for the thesis. The presentation must be in electronic format (powerpoint). Before the thesis defense (few days in advance), the applicant must load his presentation onto the computer that will be used for the presentation and check for the correct functioning of the presentation. This can be done by contacting the university's reception desk in the central building (Corso Strada Nuova 65).

The presentation will be followed by questions from the opponent and by the other members of the graduation committee.

11. Rules of conduct during graduation sessions

Each candidate is proclaimed separately. There are no group proclamations. It is mandatory to keep an overall behaviour in line with the solemnity of the proclamation, and invite all participants to do the same, by celebrating the event but being respectful for the institution. Loud shouts, choirs and inappropriate behaviour will not be tolerated.

At the end of proclamation ceremony, the candidate and the audience should leave the graduation room quietly, allowing the next session to be performed efficiently. All celebrations (toasts, choirs, ...) within the University areas, including courts, should be avoided.

12. Registration of non-exam activities

Non-exam activities available within the bachelor and master courses must be registered online [free-choice laboratory activities, thesis internship, informatics skills]. The credits for the final exam and the thesis internship will be assigned during thesis defense.

At least 20 days before graduation session, the candidate must:

- send his study plan to the e-mail address edda.derossi@unipv.it;
- ask the thesis supervisor for a signed certificate for acquired non-exam activity credits. This certificate form, fully filled-in and signed by the supervisor, can be sent directly by the supervisor to the e-mail address edda.derossi@unipv.it, or handed by the candidate

to Prof. Edda De Rossi (Dipartimento di Biologia e Biotecnologie, Laboratori di Genetica e Microbiologia, via Ferrata 1). The forms for certification can be downloaded at the link <http://dbb.unipv.it/guide-modulistica/> .