

Department of Political Science University of Naples Federico II

GUIDELINES

Pursuant to the Regulations of Degree Programmes – Final Examinations in Political Science

BACHELOR'S DEGREE PROGRAMMES

The final examination for Bachelor's Degree Programmes consists of an assessment through which the candidate must demonstrate that they have acquired the appropriate methods, knowledge, and skills to interpret, contextualise, and conceptualise a specific and concise aspect of their academic training. The results of the work must be presented to the Examination Board, in written and/or oral form, using precise and appropriate academic language.

The candidate must submit a formal request for final examination assignment at least three months prior to the scheduled graduation sessions (summer, autumn, and extraordinary sessions). The assignment remains valid for six months and can be renewed only once. The candidate then agrees with the chosen supervisor on the content, methods, and timing of the final examination, which must relate to a course included in the study plans attached to the Regulations of the Degree Programmes.

The candidate may be admitted to the final examination if they have passed all the required exams in their study plan or, in exceptional cases, if they have only one pending exam. The final examination takes place under the format of a standard exam session, in front of a Final Examination Board appointed by the Director and composed of: - The Supervisor; - A faculty member of a related subject area and/or another faculty member or subject expert. The Student Affairs Office (Didactics Area) provides the Chair of the Board with the list of candidates and their final scores, which will be officially recorded during the proclamation. The final examination must take place at least ten days before the date set for the official proclamation.

The candidate's starting score is expressed on a scale of 110 and is calculated as the weighted arithmetic mean, rounded to the nearest whole number. The Student Affairs Office (Political Science Area) may add up to three (3) additional points based on the following criteria: - 2 points for Erasmus mobility; - 2 points for internships or traineeships carried out abroad (minimum 100 hours), recognised and certified either within or as extra-curricular components of the study plan; - 1 point for internships or traineeships in Italy (minimum 150 hours), recognised and certified either within or as extra-curricular components of the study plan. Mandatory curricular or professional training activities are excluded. For the Bachelor's Degree in Social Work, 1 point may be awarded to candidates who have carried out National Civil Service activities not recognised as curricular internships. - 2 points for students graduating 'on time'; - 1 point for those graduating within one year beyond the regular duration; - 0 points in all other cases. The Final Examination Board assigns a score from 0 to 4 based on the candidate's work and oral presentation. The result is immediately forwarded to the Student Affairs Office. The Supervisor may propose honours (cum laude) only for candidates who have obtained a score of 110/110. Honours must be awarded unanimously by the Graduation Committee during the pre-proclamation session.

The proclamation of graduates takes place during a public session, in front of a Graduation Committee appointed by the Director on behalf of the Rector, composed of at least five members chosen among full-time faculty and researchers. The Committee is chaired by the Department Director, the Chair of the Degree Programme Coordinating Committee, or the most senior full or associate professor in attendance.

These guidelines apply to final examinations starting from academic year 2020/2021. Note: When defining the final grade, the Committee may assign an additional point (1) for particularly significant scores, based on the academic transcript and upon the Supervisor's justified recommendation.

MASTER'S DEGREE PROGRAMMES

The final examination for Master's Degree Programmes consists of a written dissertation prepared by the candidate under the supervision of a faculty member (Supervisor), and optionally in collaboration with a second reader (Co-supervisor). Both the thesis and the oral defence must demonstrate the candidate's maturity, autonomy within the discipline, and methodological competence, allowing them to critically and innovatively address the selected topic. The thesis may be written in a foreign language included among those offered by the Department's programmes, but must be discussed in Italian. The discussion may be supported by IT or multimedia tools.

At least six months before the scheduled graduation sessions (summer, autumn, and extraordinary sessions), the candidate must submit a formal thesis assignment request. The assignment is valid for twelve months, renewable only once. The candidate will then agree with the Supervisor – and, if necessary, the Co-supervisor – on the content, methods, and timeline of the thesis, which must concern a subject area included in the study plans of the Master's Degree Programmes.

The final examination takes place before a Graduation Committee appointed by the Director on behalf of the Rector, composed of at least five members, of whom at least four must be tenured professors. The Committee is chaired by the Director of the Department, the Chair of the Degree Programme Coordinating Committee, or the most senior full or associate professor present.

The final grade, expressed on a scale of 110, is calculated by summing the following: - The weighted arithmetic mean, rounded to the nearest whole number; - A maximum of 3 points, broken down as follows: • 2 points for Erasmus mobility; • 2 points for internships, traineeships, or other certified activities abroad of at least 100 hours, recognised within or as extra-curricular activities in the study plan; • 1 point for internships or traineeships in Italy of at least 150 hours, recognised within or as extra-curricular activities; • Mandatory curricular or professional internships are excluded. • For the Master's Degree in Social Policy and Services Management, 1 point is granted for certified National Civil Service activities not recognised as curricular internships. • 1 point for students graduating 'on time'; • 0 points in all other cases.

A score from 0 to 6, awarded by the Graduation Committee in a restricted session, based on the thesis content, the oral defence, and the Supervisor's and Co-supervisor's evaluations. The maximum score may be awarded unanimously in the case of clear and demonstrable scientific originality of the thesis, duly justified in writing by the Supervisor. Upon joint proposal from the Supervisor and Co-supervisor, the Committee may award honours (cum laude) unanimously. Special mention may be awarded to candidates whose total score (a + b + c) exceeds 110/110.

Graduation sessions are public.

These guidelines apply to Master's Degree final examinations starting from academic year 2020/2021.