

Final Exam Regulations for the achievement of the Bachelor and Master of Arts programs

Art. 1 – General principles

1. The Academic Diploma for the Bachelor or Master of Arts programs is awarded after a Final exam that consists of the presentation and defense of a thesis in front of a selected board.
2. In compliance with the regulations, to take the final exam to complete the degree the student must have acquired the necessary credits required by the course (apart from the credits awarded for the final exam).
3. The final assessment will take into account the student's entire academic career, time and methods used to acquire the credits, grades achieved and the final exam, as well as any other element deemed relevant.
4. The final exam is public, as well as the proclamation of the final result.

Art. 2 – The Supervisor

1. The thesis may be related to one of the subjects included in the study plan of the Student, even if the relative exam has not been passed yet. This examination must obviously be taken before discussing the thesis.
2. The lecturer who assigns the thesis and who will be the Supervisor can be a lecturer of the Academy who, at the time of assigning the thesis itself, officially teaches one of the academic subjects.
3. The topic of the thesis is assigned to the student by the supervisor who evaluates the student's proposals, indicates the characteristics of the work and the methods of preparation, supervises the drafting of the paper from a methodological and scientific point of view, approves the final version and discusses the work done by the student during the thesis defense.
4. The thesis supervisor can indicate a second supervisor called Co-supervisor, who has collaborated in supervising the candidate. The co-supervisor can be a lecturer from outside the Academy or an expert in the chosen field who supervised the work carried out by the candidate. In these cases the second supervision can take part in the Commission only during the presentation of the candidate's work and cannot decide the final grade.

Art. 3 – Thesis acceptance

1. The lecturer who is asked to be a supervisor can temporarily stop accepting thesis proposals if he/she has received more than ten proposals during the same academic year, or more than five during the same thesis defense session.
2. If no lecturer has accepted the request of a student, the Director of the Academy will choose among the lecturers that are supervising the least amount of thesis at the same time.

Art. 4 – Thesis approval request

1. The request for approval of the thesis must be forwarded by the student to the Director, on a specific form already signed by the Supervisor. The receipts of the related fees must be attached.
2. The lecturer/supervisor assigns the thesis, signs the application submitted by the student to accept it and indicates the title and general outline of the thesis work to be carried out.
3. The thesis approval request signed by the supervisor and duly filled in must be submitted by the student to the Academic secretariat by April 30.

Art. 5 – Characteristics of the final thesis

The workload must be equivalent to the number of credits granted for the thesis in the study manifesto of each course (each credit is equivalent to 25 hours of work).

1. The final exam can consist alternatively of:
 - a) the discussion of a theoretical-methodological, analytical-critical or art-historical written thesis, developed by the student on a topic while meeting the objectives of the subject and using the specific language;
 - b) the presentation and discussion of a project or art work that uses the methodologies and the languages of one or more subjects and that, in any case, must be accompanied by a written paper that critically highlights the theoretical approach, contents and techniques used.
2. During the defense the candidate can make use of the support of a multimedia presentation.
3. The final thesis must be printed in three copies, one for the candidate, one for the supervisor and another given to the secretariat for the commission members, as well as one copy in digital format. After the discussion, a copy of the thesis will be kept in the library of the Academy.
4. In order to demonstrate the art, design and technical skills acquired, if the subject of the thesis does not have an evident project or art production component, the latter will be represented by a selection of works already completed during the student's studies, set up or documented freely by the student.
5. Writing the thesis in English:
 - a) foreign students, Italian students who have carried out the thesis research abroad and all RUFA students, provided they have a proven knowledge of the language, can write their thesis in English

after having acquired the necessary consent of the Supervisor. The thesis must be combined with an abstract written in Italian.

The Supervisor is the guarantor of the quality (also from a language point of view) of the paper.

b) the examination of the thesis and therefor the defense carried out by the candidate and the discussion will be in Italian.

Art. 6 – Procedures, deadlines and admission to the final exam

Applications must be submitted to the secretariat according to the established deadlines with the related attachments and payments.

1. By April 30 of each academic year the student must have submitted to the secretariat the application form for the approval of the thesis addressed to the Director of the Academy, completed and signed by the Supervisor.

2. In order to access the final exam, the session confirmation form must be submitted, which will be a necessary requirement to be able to book the thesis defense session.

3. The final exam session must be booked by June 1 for the summer session, September 5 for the autumn session, February 1 for the winter session and be approved by the supervisor. The form must indicate if there is a co-supervisor and the exact title of the thesis as well as the attachments provided (design documents, works of art, illustrative material, multimedia material, etc.). The form must be combined with a copy of the thesis. Written thesis, including those combined with design thesis, must be approved by the competent Thesis Desk for what concerns the structuring of the text and drafting of the bibliography.

4. Before the final exam session, which the student must book, he/she must submit a signed hard copy of the thesis to the academic secretariat, as well as a digital copy, combined with the documentation certifying the thesis attachments that will be presented, such as photographs of the artwork or illustrative material or multimedia supports. The Supervisor and any Co-Supervisor will receive a copy of the thesis directly from the candidate.

5. The only candidates who are eligible to take the final exam are those who:

a) have submitted the thesis;

b) have obtained all the credits and passed all of the exams foreseen in their own study plan, within the exam session that precedes the thesis session;

c) are up to date with the payments of taxes, contributions and fees of the various years of enrollment.

7. The student who, after three semesters from the date of assignment of the thesis, does not take the final exam must submit an application to extend the deadline countersigned by Thesis supervisor.

Art. 7 – Calendar of the final exam sessions

1. Three ordinary final exam sessions are scheduled for each academic year.
 - Summer Session, which is usually held in June / July
 - Autumn session, usually held in September / October
 - Winter session, usually held in February / March
2. The Director of the Academy may authorize further sessions for extraordinary reasons.
3. The dates of the final exam sessions are defined annually at the beginning of each Academic year. Based on admissions to the final exam and the availability of lecturers, the calendar of the final exam sessions is published 10 days before the session.

Art. 8 – Commissions

The Director, taking into account the areas to which the thesis refers to, selects a final exam commissions composed of at least five lecturers that must include: the President that is the Director of the Academy or his/her delegate chosen among the lecturers of the study course of the candidate; the supervisor of the thesis of the candidate; a lecturer of the candidate's study course.

The Co-Supervisor, if present, is part of the commission only for the presentation of the candidate's work and does not decide the final grade. Lecturers of other courses can also be part of the Commission, as well as temporary lecturers.

Art. 9 – Methods of carrying out the final exam

1. Il The President of the Commission introduces the candidate by reading the presentation form (name, surname, course, study field, subject of the exam, name and surname of the supervisor and possible co-supervisor, title of the thesis).
2. The supervisor and / or co-supervisor will follow up with a brief introduction to topic and procedures related to the thesis. The candidate has 15 to 30 minutes at his/her disposal to illustrate the thesis work carried out, also by using multimedia tools.
3. All the members of the Commission can intervene in the discussion of the thesis and the supervisor and / or co-supervisor can provide further information and further comments for a better explanation of the thesis work carried out by the candidate.
4. The examination of the thesis may take up to a maximum of 40 minutes. Once the discussion of the thesis is over, the President meets the Commission to decide the final graduation grade.
5. At the end of the evaluation procedures, the President publicly proclaims the achievement of the academic diploma and the grade obtained, following the official procedure.

Art. 10 –Grade

1. The grade is indicated out of 110 and is obtained from the weighed average of the exams taken, the honors achieved and the related credits and without taking into account the credits achieved without a final grade. The average is rounded up or down if the score is in decimals that are lower or higher / equal to 0.50.
2. Further curricular evaluations are made available to the Commission examiner to establish the final diploma grade such as:
 - honors achieved
 - international mobility
 - duration of the studies

Art. 11 –Points awarded for the final exam (thesis)

The Commission can assign up to a maximum of 10 points for the final exam. The final assessment will take into account the student's entire academic career, the time and methods used to acquire the credits, the grades and the final exam, according to the following criteria:

- 1) Duration of the studies: 1 point for the taking the exams in time. This point is awarded also to students with disabilities (DPCM of 9/4/2001), with a disability recognized in Italy of no less than 66%, as long as they have taken all of the exams within an additional year.
- 2) For each honors 0.25 points are awarded (for up to a maximum of 2 points);
- 3) Participation in international mobility programs 1 point.
- 4) Evaluation of the final thesis and defense; up to a maximum of 6 points, according to the following table:

GRADE	POINTS
sufficient	from 0 to 1
fair	from 2 to 3
good	da 3 to 4
Very good	from 4 to 5
excellent	6

The awarding of the final grade and the proclamation are, as a rule, formalized by each Commission at the end of each discussion.

The grade is calculated as the sum of:

- 1) initial grade expressed in one hundred and ten
- 2) score awarded for the final exam.

The Commission indicates a grade out of one hundred and ten. The minimum grade to pass is sixty-six / one hundred and ten. If the candidate achieves the maximum grade, the commission can grant honors, if the majority of the commission agrees.

Article 12 - Implementation and subsequent amendments

These Regulations, approved by the Academic Council on 10/07/2012, have been implemented starting from the winter session of the academic year 2011/12 (February 2013). Further amendments and additions were approved by the Directorial Decree of 10/02/2014, to comply with the General Academic Regulations of the Academy, approved by MIUR on 18/11/2013. Further changes relating to submitting the documentation of the final exam and points awarded for the duration of the studies were approved by the Academic Council on March 29, 2018. These Regulations are valid starting from the winter session of the AY 2018/2019.

Rome, July 26, 2019

The Director
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