

Guidelines for the final project

1. Final project

It consists in a *recital* and a *written paper*, that must be agreed with the Head of Continuing Education during the 3rd semester.

1. The **recital** must last max. **40 minutes**
2. The **written work** should reflect a personalized nature and combine practical and theoretical aspects, avoiding general topics and focusing on the subjects treated during the course.

It may be written in Italian, German, French, or English.

It has to be divided into 3 parts, as below:

1st Part

Title page

- Title of the study programme;
- Academic years;
- Title (and subtitle, if applicable);
- Full first name, last name and matriculation number of the participant;
- Date;
- Name of the teacher.

Summary

- Numbered chapters and sub-chapters with page numbers.

2nd Part

It should be at least 40'000 characters long (spaces included), articulated as below:

Introduction

- It shortly exposes the main topic;
- Presents the personal motivations that lead to choosing the subject, and any future professional benefits that may result from it.

Main body

- It is divided into chapters and paragraphs;
- Initial hypotheses are set out and the results are then presented;
- It is suggested to use a simple and clear language, avoiding digressions or marginal arguments.
- When references to specific literature are mentioned, these should be punctual and pertinent.

Conclusions and future developments

- It sets out the aspects of the subject that can be defined as concluded and satisfactorily resolved and gives justifications for those excluded or dealt with only marginally or inadequately.

- Possible scenarios and future developments are outlined on the basis of the reached conclusions.

3rd Part

Bibliography / Webography / Discography

- Detailed list of texts consulted (books, magazines or newspapers, codes and directories, Internet sites ...).
- For books: surname and first name(s) of the author, title of the work, place and date of publication, page of the quotation.

Appendix

- It includes everything that is considered useful for the understanding of the work and that has been omitted from the central body.

Graphical document settings

Page A4

Margins top, bottom, left, right: 3 cm.

Leading 1,5.

Font Times New Roman

Dimensions paragraphs' title: 14 bold, text: 12, quotations: 11 italic, footnotes: 10

At the end of the work it is necessary to write the following declaration of authorship and sign it with the indication of place and date:

"I declare that the thesis is entirely my own creation, does not include unauthorized work of third parties and all sources are cited appropriately with their bibliographical references".

2. Deadline

At least **4 weeks before the recital** the candidate is obliged to:

- deliver 2 paper copies of the written work to the Segreteria didattica;
- send the pdf of the written work by e-mail to the Head of Continuing Education.

3. Final evaluation

The final project is evaluated by the jury according to the following scale:

5.75/6.00	Excellent / A	5.25/5.74	Very good / B	4.75/5.24	Good / C
4.25/4.74	Decent / D	4.00 /4.24	Sufficient / E	1.00/3.99	Insufficient / F

There will be no oral discussion of the written work, but the committee reserves the right to ask specific questions on the issues raised.