



DEPARTMENT OF PSYCHOLOGY

REGULATIONS OF THE FINAL EXAMINATION AND THE DIPLOMA ATTAINMENT FOR THE QUALIFYING MASTER'S DEGREE PROGRAMS IN PSYCHOLOGY LM-51

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Attachment No. 1

ART.1. Definitions

In the context of the present Didactic Regulations, the following terms will be employed:

- a) Final Examination (Prova Finale): the concluding activity that ends your current academic program, which includes the public discussion of your dissertation and for which a certain number of ECTS credits (CFUs) is assigned, as defined by the Didactic Regulations of each Master's program;
- b) Practical internship (Tirocinio Pratico Valutativo or TPV): the professionalizing and educational experience that is to be completed pre-graduation and for which a certain number of ECTS credits (CFUs) is assigned, as defined by the Didactic Regulations of each Master's program;
- c) Practical Examination (Prova Pratica Valutativa or PPV): the oral examination that qualifies as a psychologist;
- d) Graduand (Laureando): student who have already presented the Diploma attainment request and has acquired all the ECTS credits (CFUs) required by the Didactic Regulations of the Master's program in which they are enrolled, with the exception of the credits assigned for the Final Examination;
- e) PPV Committee (Commissione Giudicatrice): the committee responsible for the evaluation of the candidate's professional knowledge during the PPV, in order for them to get the qualification of psychologist;
- f) Degree Committee (Commissione di Laurea): the committee responsible for the examination and evaluation of the student's dissertation during the Final Examination, and for the assignment of the final grade;
- g) Thesis dissertation: the original work written by the student under the oversight of a Supervisor;
- h) Supervisor (Relatore): the lecturer that oversees the student's activities related to the production of their dissertation;
- i) Co-Supervisor (Co-Relatore): another lecturer, who did not take part in the supervision of the candidate's dissertation, nominated by the Degree Committee and approved by the Head of the Department, who will be responsible for the evaluation of the dissertation produced by the candidate;
- j) Dissertation Committee (Commissione Tesi): the committee that will be responsible for the nomination of the members of the Degree Committee, with tasks of

supervision and organization of the assignment procedures of the Thesis dissertations.

To get a Degree in a Master's program (LM-51) of the Department of Psychology, it is necessary to pass the Practical Examination (PPV), which qualifies for the practice of the psychological profession, and to also pass the Final Examination (Prova Finale) that includes the public discussion of the Thesis dissertation.

Art. 2. Scope of application

The present Regulations discipline, directly or through the linked attachments, the admission procedures to the Final Examination for the following Master's programs:

Applied Experimental Psychological Sciences

Neuropsicologia e Neuroscienze Cognitive

Psicologia Clinica

Psicologia dello Sviluppo e dei Processi Educativi

Psicologia Sociale, Economica e delle Decisioni

Art. 3. Practical Examination (Prova Pratica Valutativa or PPV)

1. The 163/2021 act has introduced the qualifying Degree in Psychology. This means that the Master's Degree in Psychology is now sufficient to get the qualification of psychologist. The Interministerial Decree n.654, made on July 5, 2022, implemented articles 1 and 3 of the 163/2021 act by prescribing that, in order to access the Final Examination and get the qualifying Degree in Psychology, it is mandatory to also have passed a Practical Examination (Prova Pratica Valutativa or PPV) at the end of the Practical Internship (Tirocinio Pratico Valutativo or TPV).

2. The Practical Examination (PPV) is a unique oral examination, focused on the activities undertaken during the TPV and on the links between theoretical models and professional practices, as well as legislation and professional ethics aspects.

3. The Practical Examination (PPV) is aimed at verifying the candidate's capacity to critically reflect on their general Internship experience, on the activities and the related aspects of legislation and professional ethics. Moreover, to demonstrate to be able to maintain a

professional approach based on theoretical models and empirical evidence. The PPV is also aimed at testing the technical and professional skills acquired during the TPV in the context of the whole educational program.

4. The PPV can be undertaken only after the completion of the TPV. That is to say, that the candidate needs to possess the related 30 credits (CFUs) (during the Bachelor's and Master's programs) and a positive judgement by their TPV tutor, according to the established modalities.

5. If the candidate passes the PPV, they obtain a Positive Judgement (Giudizio di Idoneità) from the PPV Committee, which allows them to be admitted to the Final Examination.

Art. 4. PPV Committee

The PPV Committee has a parithetic composition of at least for members. Half of the members are University lecturers designated by the Department of the Master's program, and among them one will exert President functions. The other half is composed of professionals, registered in the Professional Order for at least 5 years, and designated by the National Council of the Order of Psychologists (Consiglio Nazionale dell'Ordine degli Psicologi or CNOP), after having heard the Professional Orders.

Art. 5. PPV Sessions

Each academic year, **three PPV sessions** are normally organized, during the months of June, September and January. The dates are regularly published on the Dissertation (Procedure Tesi) page of the e-Learning platform.

Art. 6. Thesis dissertation

In order to complete the Master's program, the students are required to prepare a dissertation, inherent to a topic that was treated during the Master's courses, which has to be an original work made by the student, under the oversight of a Supervisor.

Two types of dissertation are accepted:

- (a) *Empirical experimental or observational/correlational investigation.*
- (b) *Critical analysis and review of the literature, focused on topics or empirical, theoretical and methodological problems, inherent to those that were treated during the Master's courses.*

The dissertation can be focused on a topic proposed by the Supervisor and accepted by the student, or chosen by the student and approved by the Supervisor on the general subject area of the Master's program.

Art. 7. Preparation of the thesis dissertation

If the dissertation is an *empirical or observational/correlational investigation*, it should include: the theoretical background of the investigation contextualising the dissertation inside the scientific literature, with particular reference to the specific topic on which the dissertation is focused and direct examination of the sources; the description of the research questions and/or hypotheses, the methodology, and the procedures used to analyse the data; the description of the results and their discussion and interpretation.

If the dissertation is a *critical analysis and review of the literature*, it should include: a comprehensive revision of the related scientific literature, with direct examination of the sources, that should highlight the main aspects and the relevance of the treated topic; the discussion of the different approaches and explanatory hypotheses; the illustration of possible hypotheses and interpretations elaborated by the student.

The research activities can also take place in external structures if this is justified by the nature of the research itself. It is possible to consult the Guide for the Production and Writing of the Thesis Dissertation (Guida alla Realizzazione e Stesura della Tesi di Laurea) and the Guidelines for the description of the results of statistical analyses for Empirical Dissertations (Linee Guida per la descrizione dei risultati delle analisi statistiche per le Tesi empiriche), available on the website of the Master's program, on the page related to the Final Examinations.

The dissertation can also be written in another language than Italian, only if previously

discussed with the Supervisor.

Other orientation activities or other experiences with a propaedeutic function to the writing of the thesis dissertation, are indicated in the Didactic Regulations of any academic year (Coorte) as in Attachment n. 1.

Art. 8. Sanctions and disciplinary procedures in case of ascertained plagiarism of the Thesis dissertation

The Ethical Code (art.4 – Intellectual property and Plagiarism) of the University of Milano-Bicocca states: “The authors of an intellectual work have the right to be recognized as such and they are required to not make use of it for private purposes and to maintain the confidentiality of the results obtained from it until the moment of their official publishing and protection. The University condemns plagiarism, which is intended as the partial or total attribution of other people’s words, ideas, research or discoveries to oneself or to other authors or the omission of the correct citations and references.”

The procedures undertaken in case of plagiarism found in Thesis dissertations are the following:

- 1) Admonition. If the Supervisor should find that the student has attributed, totally or in part, other people’s words, ideas, research or discoveries to themselves during the writing of the dissertation. Procedure: the Supervisor, through a specific report, informs the Head of the Department about the case, who summons the student for a consultation with the President of the Teaching Coordination Council or with the Coordinator of the Master’s program in which the student is enrolled. After having heard the student and ascertained the plagiarism, the Head of the Department may activate a disciplinary procedure as indicated by art. 41, comma 11 of the Students’ Regulations (“*The admonition is written by the University Rector, after having heard the student and on the basis of a specific report, which should be signed by the person that has detected the infraction and counter-signed by the Manager of the Institute in which the infraction has taken place*”);
- 2) Exclusion from one or more Final Examination sessions. (a) In case of repeated plagiarisms, that is to say in case the student has already received an Admonition (1st

point) during the writing of the dissertation; (b) in case the plagiarism is detected after the submission of the dissertation, during the evaluation process from the assigned Co-supervisor. Procedure: the Supervisor or the Co-supervisor, through a specific report, informs the Head of the Department about the case, who summons the student for a consultation with the President of the Teaching Coordination Council or with the Coordinator of the Master's program in which the student is enrolled. After having heard the student and after the receiving of a written objection with detailed charges before the Department's Council's session, the Department's Council establishes the number of months in which the student cannot present a new Diploma attainment request; this number can never be under 4 months. The student can present their written defences or ask to be heard during the Department's Council's session. Each deliberation is taken according to the votes of the majority of the present members. The decision is deliberated by the Academic Senate. In case of students belonging to more than one study program, the deliberation is taken on by the Academic Senate (Students' Regulations, art. 41, comma 12). The disciplinary procedures are registered in the student's academic career and written in the discharge sheets (Students' Regulations, art. 41, comma 8).

Art. 9. Limits to the Thesis dissertation

Generally, the dissertation does not exceed 150.000 characters, including spaces and excluding references and appendices. For Applied Experimental Psychological Sciences, the limit is of 20.000 words, excluding references and appendices. In case the dissertation exceeds these indications, the Co-supervisor has the faculty of refuse the co-supervision.

Art. 10. Choosing the Supervisor

In the writing of the dissertation, the student is supported by a lecturer that assumes the function of a *Supervisor*. It is possible to see the different lecturers' research topics, on the Dissertation (Procedure Tesi) page of the e-Learning platform.

Art. 11. Assignment of the role of Supervisor

1. The role of Supervisor can be assumed by full and associate professors, as well as researchers working in the Department, full and associate professors, as well as researchers

belonging to other Departments of this University, who hold a course in one of the Department's programs, and even external lecturers that hold a course in one of the Department's programs.

2. The Supervisor, if working in the Department, may avail themselves of the help of a Second Supervisor. The role of Second Supervisor can be assumed by an expert, deemed as such by the Supervisor, in the topics treated by the dissertation, independently from their belonging to the Department or not.

Art. 12. Tasks of the Supervisor

The Supervisor has the following tasks:

1. to make sure that the dissertation respects the scientific standards shared by the academic community and the chosen discipline;
2. to support the graduand during all phases of the dissertation production, by reading the drafts that the students submit to their attention, giving useful indications in order to improve their work and revising the drafts if needed;
3. to carry out their tasks until the moment of the discussion at the Final Examination.

Art.13. Procedure to request the assignment of a Supervisor

Each student has the right to be assigned to a Supervisor that supports them for the writing of their dissertation. The request to be assigned to a Supervisor has to be presented after having acquired 24 credits (CFUs), through the link in the Dissertation (Procedure Tesi) page of the e-Learning platform.

Art. 14. Renouncing to the Supervisor

The student can renounce to their Supervisor and simultaneously ask for a new Supervisor. The renounce requests will be monitored by the Dissertation Committee (Commissione Tesi) that reserves the right to consult the student and/or the Supervisor to know the reasons of the request.

The Supervisor can ask the Dissertation Committee to revoke the assignment, in case the student does not complete the dissertation in the year following the assignment and the Supervisor deems as insufficient the progress made in the writing of the dissertation. The Supervisor can also renounce to their role in case of substantiated reasons that compromise their work as Supervisor, by writing a detailed report to the Dissertation Committee.

Art. 15. Assignment and tasks of the Co-Supervisor

The assignment of the Co-Supervisor is decided by the Dissertation Committee during the creation of the Degree Committees. Supervisors that belong to the Department can propose up to three Co-supervisors. The role of Co-supervisor can be assumed by any professor or researcher belonging to the Department.

The Co-supervisor has the following tasks:

1. to read the dissertation and identify potential critical points to discuss with the candidate during the public discussion at the Final Examination;
2. to ensure that the dissertation meets the qualitative objectives of the Master's program and the scientific standards of the discipline on which it is focused.

Art. 16. The Dissertation Committee (Commissione Tesi)

The Dissertation Committee, after approval of the proposed members, is instituted by the Head of the Department and approved by the Department's Council: the Committee has to be composed of at least three professors and/or researchers belonging to the Department.

Art.17. Final Examination and admission requirements

The Final Examination (Prova Finale) consists in the public discussion of the Thesis Dissertation in front of a committee. A certain number of credits (CFUs) are assigned for the Final Examination, as established by the Didactic Regulations of the Master's program. In order to be admitted to the Final Examination, the student has to possess the following requirements:

- having acquired all the credits (CFUs) assigned to the activities provided by their Master's program, which, together with the credits assigned for the Final Examination,

should allow to reach 120 CFUs.

- having participated in the **Orientation activities or other propaedeutic experiences, indicated as mandatory** in the Didactic Regulations of the program in which they are enrolled and the academic year of their enrollment (Attachment n. 1)
- having concluded the Practical Internship (Tirocinio Pratico Valutativo or TPV) with a positive judgement and the acquirement of the related 30 CFUs during the Bachelor's and Master's program.
- having passed the Practical Examination (Prova Pratica Valutativa or PPV).

Art. 18. Diploma attainment request (Conseguimento Titolo)

The diploma attainment request must be presented on the Online Student Registry (Segreteria Online) in the modalities described on the Dissertation (Procedure Tesi) page of the e-Learning platform, specifically for each Final Examination session. Each diploma attainment request is valid exclusively for the Final Examination session for which it has been compiled.

Art. 19. Final Examination sessions

Four Final Examination sessions are held at different times, each academic year. The dates of the different sessions are posted, at the beginning of each academic year, on the Dissertation (Procedure Tesi) page of the e-Learning platform of your Master's program.

Art. 20. Degree Committee (Commissione di Laurea)

The members of the Degree Committees are nominated by the Head of the Department. The Degree Committees are composed of at least five members, of which at least 2/3 members are professors or researchers of this University. The professor with the highest role will be the President of the Committee. In case of equal roles, the President will be the professor with the greater seniority in that role and, in case of equal seniority, the oldest one. The creation of the Degree Committees is instructed by the Dissertation Committee, with the technical and administrative support of the Educational Services Sector (Settore Servizi Didattici). The composition of the committees and the dates of the sessions are regularly published on the website of the Master's program; this represents the only official notification.

Art. 21. Grading assignment

1. At the end of the discussion of the dissertation, the Degree Committee assigns a grade of up to 8 points that adds to the weighted average in hundred and tenths of the grades acquired during the Master's program. If the total reaches the full grade of 110/110, the President of the Committee or the Co-supervisor may ask for the distinction of the *honors (lode)*, which is awarded with unanimous votes from the Committee. Unanimity from the Committee is also needed for the assignment of the maximum grade (8 points).
2. In case the Co-supervisor and the Committee consider that the dissertation does not meet the minimum quality requirements, upon the proposal of the Co-supervisor and with the approval of the majority of the members (2/3 members), the Committee may deliberate to not grant the Degree. In this case, the Committee will produce a brief report illustrating the reasons for their decision. The report is then given to the student, in order to guide them during the process of re-writing their future dissertation, in case they decide to try again. The Supervisor has the duty to accept to be again the student's Supervisor, if they wish so.
3. The grading criteria include the evaluation of the following:
 - a. the coherence between the objectives of the dissertation and the chosen methodology;
 - b. the organisation and coherence of the text and the treated topics;
 - c. the mastery of the field-specific lexicon;
 - d. the knowledge and critical approach to the pertinent literature, especially that of particular relevance to the topic of the dissertation;
 - e. in case of an empirical research, the methodological quality, scientific significance and originality;
 - f. the critical analysis of the theoretical models and the past research pertaining to the thematic area of the dissertation;
 - g. the quality of the oral discussion, with particular reference to the capacity of the student to answer to possible questions with informed critical thinking.

Art. 22. Proclamation

The proclamation takes place at the end of the discussion and it is public.

Art. 23. Final and transitory norms

The present Regulations are applied to the cohort of students enrolled from academic year 2023-24.