



DEPARTMENT OF PSYCHOLOGY

Dissertation Regulations

Master Degree in

Applied Experimental Psychological Sciences (F5105P)

Valid for students enrolled from academic year 2017-18

Art. 1. Degree thesis and final exam

The master degree thesis (hereinafter degree thesis or thesis) constitutes the conclusion of the student's educational path. In the thesis, the student is the author of a personal project, which describes in an extensive and in-depth way usually an empirical research of an experimental or observational / correlational nature. To be admitted to the final examination, the student must have obtained the university credits (CFU or ECTS) related to the activities foreseen by the Master's Degree program which, added to those to be acquired with the final exam, allow to reach 120 ECTS credits. The final exam consists in the discussion of the thesis. The thesis is assigned 16 CFU.

Art. 2. Preparatory experiences to the thesis

All students are expected to participate to experiments for a total of 10 hours before their thesis, so to be exposed to a range of experimental protocols that will increase their background for their project eventually resulting in their thesis. Procedural details will be reported in a dedicated section on the website of the Master Degree.

Art. 3. Argument of the thesis and choice of the supervisor

In drafting the thesis the student is followed by a professor who assumes the role of supervisor. The research topics of each professor are briefly indicated on the website of the Department of

Psychology.

The thesis can be carried out on a topic proposed by the supervisor and approved by the student or proposed by the student and approved by the supervisor in the general thematic area of the master's degree program.

Art. 4. Assignment of the role of supervisor.

Professors (Full, Associate, and Assistant) in the Department of Psychology of this University (hereafter, Department) or who held a course in this master degree can be supervisors.

The supervisor, if from the Department, can avail himself of the help of an expert Co-supervisor, regardless of whether s/he belongs to the Department.

Art. 5. Tasks of the supervisor.

The supervisor has the task of following the student in the relevant phases of the thesis work, providing feedback and suggestions, and verify that the thesis respects the canons of scientificity shared by the academic community of reference for the chosen discipline. S/he is expected to carry out his/her duties until the thesis is presented and discussed.

Art. 6. Procedure for requesting and assigning the supervisor.

Each student has the right to have assigned a supervisor who follows him in the degree work. The details on how to request a supervisor will be available on the website of the Master Degree on a dedicated section.

In general, there are two different ways.

A. Direct agreement with a supervisor. The student can directly make arrangements with a professor (among those indicated in art. 4) who agrees to act as a supervisor. In this case, the student presents the request for assignment of the supervisor specifying only the name of the professor with whom he has made arrangements.

B. Office assignment of a supervisor. Students who have been unable to make a direct agreement with a supervisor can apply for an assigned supervisor.

Further details are available on a dedicated section in the website of the Master Degree.

Art. 7. Renunciation to and of the supervisor.

The student can renounce the supervisor (either agreed or assigned) submitting an application available in the website of the Master Degree. The renouncement will be examined by the Thesis Committee, which reserves the right to contact the student and / or the supervisor to discuss the reasons for the renunciation. Simultaneously with the application for the renunciation of the supervisor, the student can forward the request for the assignment of a new supervisor. The

supervisor can ask the thesis committee to revoke the assignment if the student has not completed the thesis within a year of the assignment and the supervisor considers insufficient progress in the drafting of the work. The supervisor can also renounce his role in case of proven reasons that compromise his/her role, writing a detailed report to the Thesis Committee that will contact the student.

Art. 8. The Thesis Committee

The Thesis Committee is common to all Master Degrees offered by the Department and consist of at least three members (a full professor, an associate professor, and a researcher). The Thesis Committee will assign the co-examiner (*correlatore*) who will read the thesis, evaluate the overall quality of the work also in relation to the shared standards within the discipline, and identify critical points to bring to the discussion with the candidate during the degree session.

Art. 9. Preparation of the degree thesis

The thesis will have to respect the minimum standards of comparable works in the discipline. The thesis must be written in English and usually cannot exceed 20000 words (references excluded, title, index, abstract, tables, figures, and appendixes excluded).

Art. 10. Sanctions and disciplinary procedures in established cases of copying of the degree thesis.

The Code of Ethics (article 4 - Intellectual Property and Plagiarism) of the University of Milan-Bicocca states: "The author of an intellectual work has the right to be recognized as such and he is obliged not to use it for private purposes and to maintain the confidentiality of the results achieved by the same until the moment of protection and official disclosure. The University condemns plagiarism understood as partial or total attribution of words, ideas, researches or discoveries of others to themselves or to other authors or in the omission of quotations and sources." In line with the provisions of the University Didactic Regulations (Article 35 - Disciplinary Sanctions, Article 36 - Disciplinary Procedure), the Department of Psychology establishes the following procedure in the established cases of copying of the thesis aimed at obtaining a degree (BSc or Master).

1) Warning.

In the event that the supervisor establishes that, during the writing of the thesis, the student has attributed to him/herself partially or totally " words, ideas, researches or discoveries of others".

Procedure: the supervisor, on the basis of a report prepared for this purpose, reports the case to the Director of the Department who summons the student for a contradictory together with the President of the Didactic Coordination Council or the Study Course Coordinator to whom the student belongs. Having heard the student and having verified the copying, the Director of the Department will be able to initiate the disciplinary procedure envisaged by art. 36, paragraph 2 of

the University Teaching Regulations ("The admonition is made in writing by the Rector, after hearing the student, on the basis of a report prepared for this purpose, signed by the person who detected the infraction and countersigned by the person in charge of the structure in which the event occurred").

2) Exclusion from one or more graduation sessions.

(a) In the case of repeated copying behaviors, or in the case in which a student has already received a warning (point 1) during the writing of the thesis;

(b) in the event that the copying behavior comes to light after the formal delivery of the thesis under evaluation by the supervisor or the assigned co-examiner (*correlatore*).

Procedure: the thesis supervisor or co-examiner, on the basis of a report prepared for this purpose, reports the case to the Director of the Department who summons the student for an interview with the President of the Didactic Coordination Council or the Course Coordinator to which the student belongs. After hearing the student, the Department Council, after a written and detailed argumentation of the objections to be made before the Council meeting, establishes the number of months in which the student can not submit a new degree thesis, which can never be less than 4 months. The student can present his/her defense in writing and/or ask to be heard in the session of the Department Council. Each resolution is taken by a majority of those present. In the case of students belonging to interdepartmental courses, the resolution is taken by the Academic Senate. In all cases the decision is ratified by the Academic Senate (University Teaching Regulations, article 36, paragraph 3). As established by the art. 35, paragraph 7 of the University Didactic Regulations, "the disciplinary measures are recorded in the student's academic career, and transcribed in the discharge papers (*foglio di congedo*)".

Art. 11. Application for admission to the degree exam (achievement of the degree title).

The application for admission to the evaluation of the degree thesis of the Course, accompanied by the necessary documentation, must be sent to the Careers Management Office (*Ufficio Gestione Carriere*) in the manner and in the terms indicated therein. Each application is valid only for the session to which it refers.

Art. 12. Evaluation sessions of the degree.

For the evaluation of the degree thesis of the Course at least four sessions are scheduled, appropriately distributed in the academic year. The scheduled periods are announced at the beginning of each academic year.

Art. 13. Constitution of the Degree Commission.

The members of the Degree Commissions are appointed by the Director. The Degree Commissions are composed of at least five members. The commissions are constituted for at least

2/3 by professors of the University. The President of the Commission is the highest tenured professor or, within the same role, the professor with the greatest seniority in the role or, within the same seniority of role, the oldest professor. The Degree Commissions are established by the Thesis Committee, which makes use of the technical-administrative support of the Didactic Secretariat.

Art. 14. Assignment of scores to the thesis.

After the discussion of the thesis, the Commission can assign a score up to a maximum of 8 points, which is added to the weighted average of one hundred and ten of the marks obtained during the Course. If the maximum score is reached (110/110), the President of the Commission or the Co-examiner can request the distinction of the praise (*cum laude*), which is conferred by unanimous vote of the Commission. The unanimous vote of the Commission for the allocation of the maximum score is also required (8 points).

If the Co-examiner and the Commission do not recognize the minimum requirements for the thesis quality, at the suggestion of the Co-examiner and with a majority of at least 2/3 of the members, the Commission can decide not to confer the degree to the candidate student. The Commission draws up a brief report setting out the reasons for the decision. The report is given to the student, so that he can avail himself of it in the eventual new writing of the thesis.

The criteria for the evaluation of the score to be assigned to the degree thesis include an evaluation of the quality of the writing according shared standards in the discipline and of the oral discussion, with particular reference to the ability of the student to answer questions with adequate knowledge and mastery.