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**Orientation and Tutoring Service and Teaching Office**

**dSEA**

Department of Economics and Management «M. Fanno»

# Master's Thesis guidelines and procedure

for students enrolled in 2023/24

in:

Accounting, Finance and Business Consulting (**MAFIB**)

Applied Economics (**MAE**)

Management for Sustainable Firms (**MASFI**)

**December 17<sup>th</sup> 2024**

# Aim of the meeting

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- **Provide guidelines to students while taking an important decision**
- **Reply to doubts and queries**

# Website links

All information about procedures, dates... are available in the dedicated page of **dSEA's website**:

ECONOMIA.UNIPD.IT

<https://www.economia.unipd.it/per-laurearsi/home-per-laurearsi>

**Studenti e Laureati > Per laurearsi > Corsi di laurea magistrale**

ECONOMIA.UNIPD.IT/EN

<https://www.economia.unipd.it/en/how-graduate>

**Current Students and Graduates > How to graduate > Master's Degrees**

# Preview the list of topics

- **For students enrolled in 2023/24** the list of **TOPICS** will be available on the website of the dSEA > **Intranet**

<https://www.economia.unipd.it/accesso-alle-aree-riservate>

**by mid-February 2025**

- **One topic DOES NOT NECESSARILY imply only one dissertation:** a single topic can be developed by multiple students.

Every professor has a *given number of students to supervise* depending on:

- his/her academic activities
- his/her employment relationship with the University
- his/her Department

# Select the thesis 1/2

➤ **BEFORE** the selection procedure opens:

1. Read carefully all the topics

2. Contact the professors (it is strongly suggested!) in order to make a careful choice

➤ At the **beginning of March, 2025** the selection procedure will open



These dates applies only for students **enrolled in 2023/24.**

# Select the thesis 2/2



- You can select a topic **only** if you have **70 CFU**.
- *Note that:*
  - You will be required to **rank** your first **3 choices (max)**.
  - For every choice, you must fill in a **brief form** indicating:
    - Reasons for choosing the topic (BE SMART!)
    - Career information

# After your selection

➤ After you have done your selection, your first choice supervisor receives an email with your details.

➤ The Professor has **15 days** to:

**APPROVE YOUR REQUEST**

**OR**

**EXPRESS A MOTIVATED REJECTION**

What are the 15 days for?

Usually (but it is not mandatory) professors use these days for a short selection procedure (e.g. interviews).

# Can my request be rejected?

In case of:

- The supervisor receiving a number of requests higher than his/her maximum threshold
- Student not meeting minimum skills requirements to elaborate the topic

**The Professor may reject your request!**

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# In case your first choice is rejected...

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The previous procedure will be automatically activated for your **second** (and, eventually, **third**) **choice**.

# In case your first, second, and third choice is rejected...

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You'll have to express new preferences among the remaining topics.

**Under no circumstances will you be able to propose a topic of your choice to any of the Professors.**

# After the approval

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Within a **maximum of 30 days** after approval, the student must **contact the Professor** to start the project.

# Content (general info) 1/2

You are expected to develop:

- An **original** document of **roughly 80 pages**
- **in English** (in Italian only for students enrolled in curriculum *Consulenza e Direzione Aziendale - MAFIB*)
- Under the supervision of a Professor (**Supervisor**)

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# Content (general info) 2/2

The main features of a thesis are:

- An accurate description of the chosen **theme**
- **Bibliographic** research  
<http://bibliotecadigitale.cab.unipd.it/en/>  
<https://elearning.unipd.it/sba/course/view.php?id=13>
- Critical **review** of relevant literature
- Application of theoretical knowledge and / or **empirical analysis** (e.g. case study, statistical analysis, interviews...)

# Formatting your document



- Layout (line spacing, margins, font)
- Declaration of authenticity (Anti-Plagiarism Rules)
- Confidentiality commitment
- Cover page

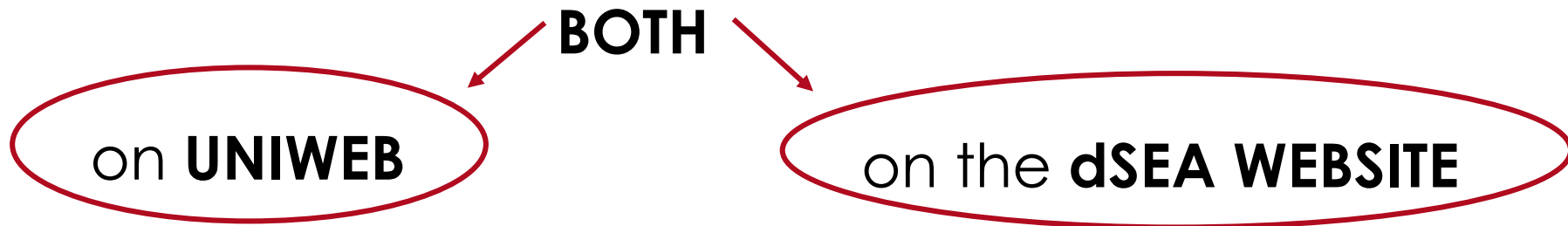
➤ Detailed guidelines are available at:

<https://www.economia.unipd.it/en/How-to-Graduate-Masters-Degrees/Home-How-to-Graduate-Master%E2%80%99s-Degrees>

**Current Students and Graduates > How to graduate > Master's Degrees**

# Thesis submission

- The thesis will be submitted **exclusively ONLINE**



- Detailed guidelines are available at:

<https://www.economia.unipd.it/en/how-graduate>

**Current Students and Graduates > How to graduate > Master's Degrees**

- There is **no** need to submit a printed copy
- After the submission you will be assigned a Discussant

# Anti-Plagiarism Rules and Declaration of Authenticity

## Anti-plagiarism rules

With the Anti-Plagiarism rules, the Department intends to promote and ensure the students' duty to write their thesis in full respect of copyright and intellectual property.

## Declaration of Authenticity

On the page following the title page of the thesis, must be inserted the **“Declaration of Authenticity”** signed by the candidate, in the absence of which the Supervisor cannot, under any circumstances, approve the paper which cannot, therefore, be submitted for the degree examination.

<https://www.economia.unipd.it/en/How-to-Graduate-Masters-Degrees/Home-How-to-Graduate-Master%E2%80%99s-Degrees/anti-plagiarism-rules-and-declaration-authenticity>



# Thesis evaluation (/110)

- **7/110**: maximum score that can be awarded to the final dissertation;
- the evaluation will take into account the quality and originality of the thesis, as well as its presentation and discussion;
- **Additional points**:
  - **3/110**: graduation in July or October;
  - **2/110**: graduation in December;
  - **1/110**: graduation in March;
- **cum Laude** can be awarded only if:
  - after the discussion the evaluation is the maximum (**7/110**);
  - final grade (before the dissertation mark) is not less than 105/110 (including the additional points);
  - upon the recommendation of the Discussant...
- Rules for determining the final grade:  
<https://www.economia.unipd.it/en/how-graduate>

# Application for graduation via Uniweb

- In addition to the previously described procedure, you must fill in an **Application for Graduation** early in the semester in which you intend to graduate.
- Applications for Graduation must be submitted electronically via **Uniweb**.
- Each electronic Application for Graduation will result in a € 16.00 non-refundable charge on your student's bill.
- **Submission deadlines** can be found in:  
[www.economia.unipd.it](http://www.economia.unipd.it) / [www.economia.unipd.it/en](http://www.economia.unipd.it/en)  
> [Studenti e Laureati > Per laurearsi](#)  
> [Current Students and Graduates > How to graduate](#)
- **Guidelines:**  
<https://www.unipd.it/manuali-uniweb>

# Save the dates!



**mid-FEBRUARY 2025**  
**PREVIEW OF THESIS TOPICS**

**beginning of**  
**MARCH 2025**  
**SELECTION OF TOPICS**

As soon as the dates are defined, this page will be updated:

<https://www.economia.unipd.it/en/How-to-Graduate-Masters-Degrees/Home-How-to-Graduate-Master%E2%80%99s-Degrees>

# For further information

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**Recording of the meeting and slides available in:**

**economia.unipd.it/en** > Current students > How to graduate > Master's Degrees >  
Topic and supervisor choice

<https://www.economia.unipd.it/en/How-to-Graduate-Masters-Degrees/Home-How-to-Graduate-Master%E2%80%99s-Degrees/topic-and-supervisor-choice>

**and in:**

**Moodle** > dSEA > Student Area > Orientation and Tutoring > Tutoring Service

<https://sesp.elearning.unipd.it/course/view.php?id=480>



For any further questions  
please write to:

**[didattica.economia@unipd.it](mailto:didattica.economia@unipd.it)**