



FOUR-YEAR DEGREE THESIS: Information and Guidelines

1. Students must submit the **Application for Thesis Assignment** when they have **only two exams remaining** before completing their studies, using the designated **digital procedure**. The application must be completed **before** submitting the **Graduation Application** to the **Registrar's Office**.
2. The **thesis** can be requested from **tenured professors of the Faculty** (full, associate, researcher), **contract professors**, or **professors/researchers from other Faculties of the University**.
3. Before completing the assignment form, students may consult the **list of available final reports/theses** supervised by faculty members and their respective topics at: https://esami.econ.univpm.it/assegnazione_tesi_eng/ricerca.php
4. If a student does not obtain a direct thesis assignment from a professor, they may submit a **request to the President of the relevant study program**.
5. The student must undertake the **thesis with consistent dedication**, under the supervision of the **Supervisor** and possibly a **Co-Supervisor**. The Co-Supervisor is a person who has directly assisted the student, even if only for a specific part of the thesis. They may be one of the figures mentioned in point 2, or others as designated by the **Academic Senate**.
6. The **thesis will be evaluated based on its originality and clarity of exposition**. **Interdisciplinary theses written in a foreign language** must include a **brief summary in Italian**, which will be an integral part of the thesis.
7. The **thesis should generally not exceed the standard page limit** (21 lines per page, approximately **1,200 characters per page**), as specified in the "**Guidelines for Writing the Four-Year Degree Thesis**", excluding appendices, in accordance with the formatting rules published on the Faculty website.
8. The **thesis must be submitted in its final digital version** according to the instructions provided at:
https://www.univpm.it/Entra/Engine/RAServeFile.php/f/segreteria_economia/Description_of_steps_to_obtain_your_degree.pdf
9. **Paper submission of the thesis is not required.**
10. The completion of the ALMALAUREA questionnaire is mandatory for all students:
[Application for Graduation – Almalaurea](#)



GUIDELINES FOR WRITING THE FOUR-YEAR DEGREE THESIS

- **Page format:** A4 (21 x 29.7 cm)
- **Spacing limits:** *(See thesis template for MS Word)*
- **Lines per page:** Approximately 21 (including spaces and headings)
- **Line spacing:** Double
- **Printing format:** Double-sided (front and back)
- **Maximum length:** Generally **200 pages**, excluding appendices or attachments

STRUCTURE

- **Index**
- **Introduction**
- **Chapters**
- **Conclusions**
- **Bibliography or References**
- **Appendices or Attachments**

FORMATTING RULES

- **CHAPTER TITLES:** **Bold, uppercase, centered**
- **Paragraph Titles:** **Bold, uppercase**
- **Sub-paragraph Titles:** **Lowercase, underlined**
- **Numbering of tables, figures, etc.:** Based on chapter location (e.g., **Table II.2** = Second table in Chapter II)
- **Footnotes:** At the bottom of the page or end of the chapter (with a different line spacing than the main text)
- **References:** Books or articles directly cited in the text
- **Bibliography:** Books or articles consulted but not directly referenced

CITATION FORMAT

- **Books:** **Author (uppercase, initials for first name), Title (italicized or underlined), Publisher, Location, Year, Pages**
- **Articles or Conference Proceedings:** **Author (uppercase, initials for first name), Title (italicized or underlined), Journal or Conference Proceedings (in quotes), Location, Volume, Year, Pages**

SEDE

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FOUR-YEAR DEGREE THESIS – DIGITAL FORMAT SUBMISSION

Within the deadlines established for each graduation session, students must, under penalty of exclusion from the graduation session, upload the following documents through their ESSE3 Personal Area (Graduation Application → Graduation → Dissertation Completion):

- the final version of the dissertation (including the title page) in [PDF/A format](#)
- Students must also upload the following documents through ESSE3web (Academic Career → Career Attachments → General Attachment):
ESSE3 → Career → Career Attachments → General Attachment:

- declaration of Responsibility regarding the graduand's code of conduct to be observed during the graduation session
- declaration of integrity, authenticity and conformity

Both forms can be downloaded from the University's website under the [Forms section](#).

IMPORTANT NOTICE:

For any additional **information or clarification** regarding the **Four-Year Degree Thesis**, students should **consult their Supervisor**.

Courtesy translation: in case of discrepancy between the Italian language original text and the English language translation, the Italian version prevail.