



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/Servizi_agli_studenti/Economia_1/Esame_di_laurea_Economia_1/L/1
9. **Paper submission of the thesis is not required**.
10. Students must also complete the **mandatory questionnaire** available at: <https://www.univpm.it/Entra/Almalaurea/L/1>



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



FOUR-YEAR DEGREE THESIS – DIGITAL FORMAT SUBMISSION

By the deadlines set for each graduation session, students **must upload** the following documents in their **reserved area on ESSE3**, under:

Graduation Application → Degree Awarding → Thesis Completion:

- **Final Thesis (with cover page) in [PDF/A](#) format**
- **Cover page of the Thesis**, duly signed by both the **Supervisor** and the **graduating student**

Additionally, students must upload in:

ESSE3 → Career → Career Attachments → General Attachment:

- **Declaration regarding the electronic submission of theses – [Attachment A](#) ([Available in the Forms section](#))**

By uploading the **Four-Year Degree Thesis**, the student **declares** that:

- The document is **accessible, authentic, and complies** with the submitted work
- The content does not infringe on **third-party rights**, including graphs, images, text, and sensitive data

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.