



FINAL REPORT: Information and Guidelines

1. Students must submit the **Application for the Assignment of the Final Report** once they have acquired **at least 126 credits**, using the designated **digital procedure**. The application https://www.econ.univpm.it/graduation_new_procedure_applying?language=en must be completed **before** submitting the **Graduation Application** to the **Registrar's Office**.
2. Before filling out 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
3. The **Final Report** can be requested from **tenured professors of the Faculty** (full, associate, researcher), **contract professors**, or **professors/researchers from other Faculties of the University**.
4. If a student does not obtain a direct assignment from a professor, they may submit a **request to the President of the relevant study program**.
5. The student must undertake the **Final Report with consistent dedication**, requiring an estimated **50 hours of work**.
6. The **Final Report** should generally not exceed the **standard page limit** (21 lines per page, approximately **1,200 characters per page**) as outlined in the **"Guidelines for Writing the Final Report"**, excluding appendices and supporting documents, and following the formatting rules published on the Faculty website.
7. The **Final Report** must be submitted in its **final digital version** according to the instructions provided at: https://www.univpm.it/Entra/Engine/RAServeFile.php/f/segreteria_economica/Description_of_steps_to_obtain_your_degree.pdf
8. **Paper submission of the cover page and the Final Report is not required**
9. The completion of the ALMALAUREA questionnaire is mandatory for all students: [Application for Graduation – Almalaurea](#)

SEDE

Piazzale Martelli 8
60121 Ancona / Italia
www.univpm.it



GUIDELINES FOR WRITING THE FINAL REPORT

- **Page format:** A4 (21 x 29.7 cm)
- **Lines per page:** Approximately 21 (including spaces and headings) • **Line spacing:** Double • **Maximum length:**
 - **30 pages** for **DM 509/99 degree programs**
 - **40 pages** for **DM 270/04 degree programs**
(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

FINAL REPORT – 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):

- **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 **Final Report preparation**, 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.