



**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](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](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/Servizi\\_agli\\_studenti/Economia\\_1/Esame\\_di\\_laurea\\_Economia\\_1/L/1](https://www.univpm.it/Entra/Servizi_agli_studenti/Economia_1/Esame_di_laurea_Economia_1/L/1)
8. Students must also complete the **mandatory questionnaire** available at:  
<https://www.univpm.it/Entra/Almalaurea/L/1>
9. **Paper submission of the cover page and the Final Report is not required.**



### 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

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 Report (with cover page) in [PDF/A](#) format**
- **Cover page of the Final Report**, 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 **Final Report**, 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

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**IMPORTANT NOTICE**

For any additional **information or clarification** regarding the **Final Report preparation**, students should **consult their supervisor**.

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