



FREIE UNIVERSITÄT BOZEN
 LIBERA UNIVERSITÀ DI BOLZANO
 FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
 Wirtschaftswissenschaften

Facoltà di
 Economia

School of
 Economics and Management

School of Economics and Management

Master in Global Management and Markets

Dissertation timeline and guidelines

3 months before the final exam at the latest	45 days before the final exam at the latest	30 days before the final exam at the latest	21 days before the final exam at the latest	10 days before the final exam at the latest	7 days before the final exam at the latest	Date of the final exam
<ul style="list-style-type: none"> - Hand in form title thesis - E-mail AlmaLaurea 	<ul style="list-style-type: none"> Get assigned co-supervisor 	<ul style="list-style-type: none"> Request for final exam 	<ul style="list-style-type: none"> - Submit printed versions of the thesis to (co) supervisor and secretariat - Submit digital version of the thesis to the secretariat 	<ul style="list-style-type: none"> Achieve necessary CP 	<ul style="list-style-type: none"> - Resign from final exam - Upload digital version of the thesis - Send power point presentation 	<ul style="list-style-type: none"> Discussion thesis

1) General information

Communication/Information

All communication and information, together with the necessary forms, will be saved on-line at http://www.unibz.it/en/economics/progs/msc_management_markets/thesis/default.html .

Duration of the final exam

The final examination consists of a thesis discussion in front of a committee that will evaluate this final examination. The presentation is to be held in the language the thesis was written but mustn't take more than 10 minutes. However, the committee members may ask questions in the other official languages.

The presentation and the discussion altogether are supposed to last approximately 45 minutes.

Points for the degree thesis

The Master degree thesis grade ranges from 1 to 10 points. In order to assign more than 5 points, a co-supervisor has to be appointed by the supervisor according to the School regulation.

Documents/forms to be submitted or things to be clarified before the discussion

The date of the final examination the latest the student has to hand in to the student secretariat:

- a revenue stamp for the diploma.

Moreover the student has to resolve his/her library account:

- return loaned media
- pay debts if existent

The date of the final examination the latest the student has to hand in either to the Careers Advisory Service or to the School secretariat

- the AlmaLaurea receipt: before the student has to complete the AlmaLaurea questionnaire on-line at <http://www.unibz.it/en/students/internships/almalaurea/default.html> .

2) Timeline

3 months before the date of the final exam: thesis request form

The student has to submit the thesis request form to the secretariat of the School not later than three months before the date of the final exam. The form has to be completed in every part and signed in original by the student and the supervisor. If the student decides to postpone the final exam, it's not necessary to hand in another form.

As soon as we register the title of the thesis the colleagues of the Careers Advisory Service are going to send you an e-mail with indications concerning AlmaLaurea. Keep in mind that it is mandatory to fill out the questionnaire and to hand in the receipt, either to the Careers Advisory Service or to the School secretariat.

Change of the supervisor

If a student wants to change supervisor, he/she has to request the Dean for permission by sending an e-mail. The student will be informed whether his/her request has been approved or not.

45 days before the date of the final exam: co-supervisor

The Dean can, after a supervisor's request, appoint a co-supervisor 45 days prior the date of the final examination. It's up to the student to contact his/her supervisor to know whether a co-supervisor has been appointed or not.

30 days before the date of the final exam: final exam request form

The student has to register to the final exam by submitting the application form to the secretariat of the Faculty at least 30 days in advance. The degree programme director will sign the form and submit it to the student secretariat where it will be archived.

21 days before the date of the final exam: submit thesis

Two printed copies of the thesis have to be submitted in the intended folders, which are available in the library of the Free University of Bozen-Bolzano, at least 21 days prior the set date for the final examination together with the digital version to the secretariat of the School of Economics and Management. It's also necessary to attach the request form for archiving the thesis. Students are responsible for submitting in time a copy of their thesis to the supervisor/co-supervisor. After having handed in the thesis in the secretariat of the School of Economics and Management, no more changes to the content of the thesis are allowed.

10 days before the date of the final exam: missing credit points to be registered

The student has to achieve and to register all the mandatory credit points as specified in the individual study plan at least 10 days before the final exam date.

7 days before the date of the final exam: resign

The student can resign until one week before the final exam. In this case he/she has to submit again the form for the final examination with the original signatures and the revenue stamp within the set deadline of the next final examination date.

7 days before the date of the final exam: upload digital version

The digital version of the thesis has to be uploaded at <http://www.unibz.it/intranet/students> 7 days before the date of the final exam at the latest.

7 days before the date of the final exam: Power Point Presentation

The student has to prepare a Power Point presentation of the thesis which has to be presented during the discussion. The presentation has to be sent to the schoolofeconomics@unibz.it 7 days before the date of the final examination at the latest. It's not allowed to change data after sending the presentation.

School of Economics and Management

April 2009