

Guide to the Bachelor's Thesis (BA)

All the guidelines contained in this document refer to the regulations of the degree exams of the Faculty of Design and Art and are intended solely as a reference to facilitate graduates in all the steps required to achieve the degree, from the moment the thesis title is submitted until the degree exam is passed. The official and binding document to which these guidelines refer is the [Regulation of the Degree Exams of the Faculty](#) (it/de).

Index

Exam session dates.....	2
Supervisor and second supervisor.....	2
Bachelor's thesis.....	3
Mid-term presentation.....	3
Practical part.....	3
Written work (documentation).....	3
Photographic documentation.....	4
Abstract.....	4
AlmaLaurea.....	4
Processing time.....	4
Library – extended access.....	4
Ateliers.....	4
Registration for the final degree exam.....	4
Admission to the final degree exam.....	5
Withdrawal from the final exam.....	6
Presentation spaces.....	6
Exam – Presentation of the Design Project.....	7
Exam – Presentation of the Art Project.....	7
Evaluation of the Final Exam.....	7
Proclamation.....	7
Grade Registratio.....	7
Diploma Delivery.....	7
Diplorama.....	7
Copyright.....	7
Alumni of the Faculty of Design and Art.....	7

Exam session dates

The **dates of the degree exam sessions** are published at the beginning of the academic year in the [Study Guide > Graduation > Design and Art > Bachelor Final Exam](#).

Supervisor and second supervisor

Before submitting the thesis topic, students choose their supervisor and second supervisor. In supervising the thesis work, the roles of supervisors and second supervisors are equal.

The role of supervisor can be assigned to:

- a) Professors, researchers (RTD or AR) of the Faculty;
- b) Contract lecturers of the Faculty who have an active contract at the time of the thesis topic submission, regardless of whether they have an assigned teaching during the thesis preparation semester.

The role of second supervisor can be assigned to:

- a) Professors, researchers (RTD or AR) of the Faculty;
- b) Contract lecturers of the Faculty who have an active contract at the time of the thesis topic submission, regardless of whether they have an assigned teaching during the thesis preparation semester;
- c) Professors, researchers (RTD) from other Faculties of the Free University of Bolzano or from other national or foreign universities or research institutions;
- d) Experts with proven professional experience, pending approval by the course director.

At least one of the two (supervisor and/or second supervisor) must be a professor or researcher (RTD or AR) of the Faculty.

In agreement with the supervisors and second supervisors, students define the topic of their thesis. Only after receiving approval from the supervisors and second supervisors can the digital process in MySNS proceed so that the submitted topic is approved by the supervisor. After formal approval in MySNS, the thesis preparation period begins. Each supervisor and second supervisor is available to the graduand for 5 hours until the exam date. Graduands are advised to make use of as many of the 10 total hours of availability from supervisors and second supervisors as possible.

If a student (see art. 4 of the "Regulation of the degree exams of the study courses of the Faculty of Design and Art") chooses the second supervisor from the persons indicated in letters c) and d), they must notify the Faculty Secretariat at least 10 days before the deadline for submitting the thesis topic.

The compensation for contract and external lecturers is €50 gross per hour of supervision (maximum €250 gross).

Submission of the thesis topic

mySNS: My graduation > Thesis Title Request

Since the roles of supervisors and second supervisors are equal, the content of the submitted topics must be agreed upon with both the supervisor and the second supervisor.

Thesis topics can only be submitted by students who, by the deadline, have:

- Passed all the exams required by the educational regulations or have only one exam pending (**maximum 8 CP**) that can be taken even during the official thesis preparation period;
- Met the language requirements set by unibz for obtaining the degree diploma as indicated in the

- "Guidelines on multilingualism and language certifications" of the Free University of Bolzano;
- Completed all the workshop courses required by the educational regulations.

The information needed for the submission and approval of the thesis topic via MySNS are:

- Thesis title (can be modified at the time of registration for the final exam when the PDF of the written work is uploaded);
- Names of the supervisors (unibz lecturers are to be chosen from the drop-down list);
- Language of the thesis;
- Description of the topic (Abstract) to be uploaded in PDF/A format.

It is not necessary to select the type of thesis (Type of thesis: Laboratory/Research project).

The thesis topic, submitted by the student via MySNS, must be formally approved by the supervisor by midnight on the indicated deadline date.

Students who intend to graduate in the November or March sessions are exempt from paying the fees due for the academic year in which they discuss their thesis. However, they must pay €16 for a bulletin to request the fee exemption.

Regarding language certifications, students who intend to present a language certification obtained by passing the language exam at the Bilingualism Office of the Autonomous Province of Bolzano and who request the Faculty Secretariat to issue a certificate to anticipate the exam date are reminded of the following.

Certifications issued by the public administration regarding states, personal qualities, and facts are valid and usable according to law no. 183 of 12.11.2011 only in relations between private individuals.

Public administrations and public service managers can no longer accept or request certifications issued by public administrations. In relations with public administrations and private public service managers, private citizens must by law use self-certification or substitute declarations of notoriety (arts. 40, 46, and 47 of D.P.R. 28.12.2000, no. 445).

The province, therefore, cannot accept certifications issued by the Free University of Bolzano, but only self-certifications or substitute declarations of notoriety.

You can produce a self-certification/substitute declaration of notoriety specifying that, as indicated in article 5 of the Regulations of the degree exams of the study courses of the Faculty of Design and Art, "students enrolled in the Bachelor's degree course (BA) from the academic year 2015/16 onwards can only submit the thesis topic if they have the appropriate language skills according to the "Guidelines on multilingualism and language certifications of the Free University of Bolzano" indicating the deadlines of the degree session.

Bachelor's thesis

The bachelor's thesis represents the final moment of the educational path in the Study Courses of the Faculty. All the skills learned are used to develop a topic chosen by the candidates.

With the bachelor's thesis, each student can freely develop and deepen the topic agreed upon with the thesis supervisors. The bachelor's thesis is developed autonomously and includes a practical part and a written work. An integral part of the written part is also a complete photographic documentation of the final project, which will be attached to the written part before the exam (see description of the photographic documentation).

Mid-term presentation

About 10 weeks after the submission of the topic, graduands present the progress of their work to a group of faculty members.

This is a presentation during which the project concept is discussed with particular attention to:

- The contents (**what**);
- The technical-cultural reasons that led to the choices made (**why**);
- The methods planned for the implementation of the project (**how**).

The presentation takes place in the same manner as the final exam, with graduates having 10-15 minutes for the presentation, followed by 15-20 minutes of discussion with the group of faculty members. The mid-term presentation is intended as a moment of exchange between graduates and faculty members, therefore students and faculty members are present for the entire duration of the meeting.

Practical part

The practical part of the bachelor's thesis consists of a project or realization in the contexts of design or art that represents a significant part of the thesis project and can be a product design, visual communication, a service, or an artistic realization. The project is presented in a space set up by the graduates, who in this context present the final project in all its parts, referring also, if necessary, to intermediate versions. **The discussion during the degree exam mainly focuses on this work.**

Written work (documentation)

The written work consists of a detailed critical text aimed at documenting the entire process that led to the development of the final project, including the research, design, and realization phases of the bachelor's thesis. In addition to including relevant sources and bibliographic references, it must demonstrate that the project is the result of thorough research and that its development/realization allowed the use and testing of the skills acquired during the course of study.

Photographic documentation

The photographic documentation (considered an integral part of the documentation) is a document that contains a series of images or photographs that provide a complete demonstration of the characteristics of the final project.

Abstract

The final project is described by the graduates through a brief abstract that summarizes the contents of the work, defining its specificities and contextualizing it. The length of the abstract, which must be written in the three languages of unibz, is 150-250 words.

AlmaLaurea

After entering the title of their bachelor's thesis, students receive a notification from MySNS inviting them to complete the AlmaLaurea questionnaire. Upon completion of the questionnaire, the system will automatically update. It is mandatory to fill in the questionnaire.

Information: <https://guide.unibz.it/en/graduation/design-art/almalaurea-survey/>

Processing time

The deadline calendar for the submission of works is published in the Study Guide: <https://guide.unibz.it/en/graduation/design-art/bachelor-final-exam/>. The first deadline is for the upload of the written work, title, and abstract.

If graduands do not meet the deadlines, they cannot graduate and must submit a new topic for the next degree session, which must differ from the previous one. A new supervisor and/or second supervisor can be chosen. The supervisor confirms in writing that the new topic differs substantially from the previous one. **With the authorization of the supervisors and the course director, students can keep the same topic but must still re-upload the abstract for the next session.**

The deadline for submitting the bachelor's thesis can also be extended in case of illness of the student, upon presentation of a medical certificate and authorization from the Dean. The submission deadline is extended for the duration of the illness. In this case, the exam will take place in the next session.

The date and time of the exam will be communicated after the secretariat has made the necessary checks and defined the exam session calendar.

Library – extended access

After entering the title in MySNS, students can request extended access to the Library of the Free University of Bolzano by filling out a specific form. For more information, please contact the university library (contact person for the Faculty of Design and Art: Elena Grigolato).

Ateliers

The Faculty has a limited number of workstations for graduands. After submitting the topic, the number of available workstations is communicated via email, and interested parties can book a workstation after a deposit is made. **The workspace must be returned in an orderly manner within a week after the final exams**, and the deposit will be refunded after inspection by the Facility Management.

Registration for the final degree exam

mySNS: MY GRADUATION

Before the deadline for admission to the final degree exam, students register for the degree session through MySNS, from which they must download the bulletins for the payment of 2 revenue stamps related to the final degree exam fee (€16) and the diploma (€16) through the pagoPA system (<https://www.unibz.it/it/legal/amministrazione-trasparente/pagamenti-informatici/>).

If payment is not made by the admission deadline (15 days before the final exam), students will not be admitted to the degree exam. It is therefore **recommended** to proceed with the payment well in advance of the deadline. The payment receipt does not need to be submitted to the Secretariat.

If the student has paid both revenue stamps but takes the exam in the next session, the €16 for the diploma will remain valid for the next session, while the revenue stamp for the exam registration must be paid again.

Anti-plagiarism check

<https://guide.unibz.it/en/graduation/design-art/antiplagiarism-check/>
[Turnitin: Thesis upload – Students Manual \(unibz.it\)](#)

The final version of the written work must be subjected to an anti-plagiarism check via **Turnitin** (www.turnitin.com). This step is an integral and mandatory part of the final exam procedure. Through Turnitin, only the mandatory anti-plagiarism check is performed, after which the report is obtained and subsequently uploaded to MySNS along with the final version of the written work. Follow the [instructions](#) carefully.

For the anti-plagiarism check, if the threshold value of the synthetic index is below 10%, graduates can upload the document and the report to MySNS. If the value is between 10% and 20%, supervisors and second supervisors must evaluate with the graduates whether the document can be uploaded. If the value is above 20%, the thesis should not be accepted, but it is always the supervisor's responsibility to verify the reasons for each Turnitin report and allow any exceptions to these indications.

As provided for in Art. 9 of the degree exam regulations, the detection of forms of plagiarism by the supervisor always implicates disciplinary sanctions, such as suspension from studies for a certain period, with the condition that the disciplinary sanction of temporary exclusion from the University cannot exceed a maximum duration of three years.

The "Final Thesis PDF/A" file verified through Turnitin and uploaded to MySNS must correspond to the printed version of the written work, i.e., reflect the paper thesis.

Admission to the final degree exam

For students to be admitted to the degree exam, supervisors, in agreement with second supervisors, must approve the written work of the bachelor's thesis and the progress of the practical part of the work. After approval, the written work can be uploaded to MySNS. Approval by supervisors also takes place through MySNS. If they believe that the work is not mature or adequately developed, supervisors can reject the admission request.

To be admitted to the degree exam, graduates must:

- Have acquired all the educational credits (CP) required by the educational regulations, excluding those assigned for the bachelor's thesis;
- Be up to date with the payment of all fees and contributions or have been exempted from them;

15 days before the degree exam date, by 11:59 PM, the following documents **must be uploaded and approved by the supervisor** in MySNS:

- The **final version of the written work in PDF/A** format;
- **Anti-plagiarism report** (see "anti-plagiarism check") not to be confused with the receipt;
- **Abstract** of the final project;
- **Thesis title** indicated in the abstract.

Beyond this deadline, the uploaded thesis cannot be replaced or modified.

Additionally, **the abstracts in PDF/A** (in the 3 teaching languages English, German, and Italian, length 150-250 words) must be sent to design-art@unibz.it, accompanied by the following wording:

IT

Titolo

Abstract della tesi di laurea elaborata da Nome Cognome
per la sessione d'esame 20xx/xx, xx.x (per es. 2022/23, 23.1)
presso la Facoltà di Design e Arti della Libera Università di Bolzano
in collaborazione con (Ditta o Istituzione)
Relatore/Relatrice: Nome Cognome – Correlatore/Correlatrice: Nome Cognome

DE

Titel

Abstract der Abschlussarbeit von Name Nachname
de: entstanden innerhalb der Prüfungssession 20xx/xx, xx.x (z. B. 2022/23, 23.1))
an der Fakultät für Design und Künste der Freien Universität Bozen
in Zusammenarbeit mit (Firma oder Institution)
Betreuer*in: Name Nachname – Zweitbetreuer*in: Name Nachname

EN

Title

Abstract of the degree project by Name Surname
for the exam session 20xx/xx, xx.x (e.g. 2022/23, 23.1))
at the Faculty of Design and Art of the Free University of Bozen-Bolzano
in cooperation with (Company or institution)
supervisor: Name Surname – second supervisor: Name Surname

15 days before the degree exam date, the form indicating the space where the presentation will take place, signed by a Facility Management collaborator, must be submitted to the Faculty Secretariat (Art students must also indicate on the form the duration of their presentation/performance if it exceeds the 20

minutes allocated).

One week before the degree exam date, by 12:00 PM, the following must be submitted to the Faculty Secretariat:

- **3 identical paper copies** (1 for the supervisor, 1 for the second supervisor, and 1 for archiving in the Library) of the written work (documentation) of the bachelor's thesis, which must correspond to the PDF/A file uploaded to MySNS. The written work of the bachelor's thesis must have a cover page with the following wording:

Title

Bachelor's thesis developed by Name Surname
for the exam session 20xx/xx, xx.x (e.g. 2025/26, 26.1)
at the Faculty of Design and Art of the Free University of Bozen-Bolzan
in collaboration with Company or Institution
Supervisor: Name Surname – Second supervisor: Name Surname

To avoid overloading the work in the workshops, it is possible to print only 4 copies of the bachelor's thesis (the 3 copies to be submitted, plus a personal copy). Any additional copies can be printed later.

By 12:00 PM on **the day before the first exam day** or by the date communicated by the secretariat, the following must be submitted to the Faculty Secretariat:

- The complete photographic documentation of the final product printed and folded in triplicate (considered an integral part of the documentation). The student will paste the printed and folded photographic documentation, stamped by the secretariat, on the third cover page of the documentation provided for archiving. For these reasons, the layout of the pagination must take into account the folding and pasting;
- Upload the images to the showcase portal and complete the consent for their publication,
- Upload high-resolution 300dpi project photos for printing to a shared folder, the link to which will be sent by the Secretariat.

Additionally, graduates must:

- Have returned all borrowed materials from the workshops and settled any debts;
- Have returned all borrowed materials from the Library and paid any fines.

The Degree Diploma and the Diploma Supplement cannot be issued until students have cleared any loans and/or debts.

Withdrawal from the final exam

Students can withdraw from the degree exam by sending an email to the Faculty Secretariat. In this case, they must register for a new degree session and pay the €16 fee for the final exam again.

Presentation spaces

Presentation spaces are assigned, upon deposit, by the secretariat and are distributed between the ground floor and the 3rd floor of building C. Before submitting the admission application for the degree exam, a meeting is organized to agree with the group of graduates on the assignment of spaces. Special space requirements (e.g., large exhibition objects; video as a degree test; ...) can be expressed during this meeting and are taken into account in the assignment, which is communicated a few days after the meeting.

The details and technical requirements (e.g., wall fixings, escape routes, equipment rental) are discussed with a collaborator from Facility Management. **After the degree exam, the presentation space must be tidied up** and returned to the condition it was found in. Any borrowed furniture and equipment must also be returned, and walls must be cleaned of stickers, paint, and/or photos/posters, etc. After verification

by Facility Management, the deposit can be refunded.

Exam – Presentation of the Design Project

Each degree exam lasts a maximum of 35 minutes, of which 20 minutes are available to the graduate. In addition to the project itself, the written work may be considered during the discussion with the committee, which is evaluated during the committee session after the presentations. The exams are public.

Exam – Presentation of the Art Project

Each degree exam lasts a maximum of 35 minutes, of which 20 minutes are available to the graduate. In addition to the project itself, the written work may be considered during the discussion with the committee, which is evaluated during the committee session after the presentations. The exams are public.

If the presentation (e.g., video/performance) exceeds the assigned 20 minutes, the student must notify the Faculty Secretariat in writing on the day the documentation is submitted, indicating the duration on the presentation location form.

Evaluation of the Final Exam

At the end of all the presentations scheduled for the exam day, the committee meets to collectively judge the exam tests and presentations of the day. The practical part and the written thesis, the abstracts, the presentation by the graduates, and the discussion with the committee are evaluated. The evaluation criteria are:

- Critical thinking and observation skills of the graduates
- Completeness and coherence of the proposals
- Clarity in presenting the process that led to the choices made during the exam
- Formal characteristics of the written work

The exam is evaluated by the committee with a score from 0 to 10 points, which are added to the average of the grades obtained by the graduates during their studies. If the total score exceeds 110/110, the committee may unanimously decide to award honors. The committee may reject the thesis if it is deemed insufficient.

Proclamation

At the end of the graduation session, the proclamation of all graduates of the session will take place. The date and place are communicated on the day of the exam.

Grade Registration

After the proclamation, the President of the Commission records the grades in MySNS.

Diploma Delivery

The Degree Diploma will be delivered during the "diploma awarding ceremony," which takes place once a year. Students will receive an official invitation from the Events Office.

Diplorama

The works presented are exhibited during Diplorama, a showcase of graduation projects accompanied by the publication of a catalogue.

Copyright

The copyright of the thesis remains legally with the author. The Faculty of Design and Art does not claim any participation in any usage rights. The Faculty reserves the right to use the theses for its press releases and publications. If the thesis is exhibited or goes into production after the graduation presentation, the author commits to mentioning that the work is the result of a thesis developed at the Faculty of Design and Art of the Free University of Bolzano.

Alumni of the Faculty of Design and Art

The Faculty commits to maintaining contact with graduates and updating them on events, competitions, job offers, and assignments. Graduates are invited to inform us of any changes to update our address book.