UNIVERSITY OF GASTRONOMIC SCIENCES

FINAL EXAM FOR THE GRADUATE DEGREE PROGRAM

GUIDELINES FOR THE PREPARATION AND PRESENTATION OF THE GRADUATION THESIS

Sommario

Art. 1 – Final Thesis for the Graduate Degree Program

Students enrolled in the two-year Graduate Degree Program receive their degree after presenting a final thesis, consisting of an original written work and a discussion thereof before the Academic Committee, formed as described in Art. 27, paragraph 7 of the UNISG Academic Regulations.

Art. 2 – Developing a Final Thesis Topic with the Thesis Advisor

Students regularly enrolled in the second year of the Graduate Degree Program whose university-fee payments are up-to-date, may then meet with one of the designated teaching professors of the graduate program to determine a topic for the final thesis.

The thesis advisor must be either: a professor on faculty at UNISG; research fellows at UNISG, provided they have first obtained approval from their academic advisors; a professor on faculty at another university; clearly qualified scholars (e.g. research managers, scholars affiliated with university-related institutions).

The professor who assigns a student a thesis topic will then be considered the student's thesis advisor and will be his or her contact throughout the writing process. Professors reserve the right to reject students' requests for thesis supervision.

If the research process for the thesis is partially or completely carried out at an organization, institution, or business, the primary thesis advisor will also be assisted by a "supporting advisor" employed at the said organization, institution, or business, who will be the student's additional contact person throughout his or her research process.

Art. 3 – Graduation Thesis Preparation

The final paper must be an original and personal work, in which the candidate must show his or her critical analysis of the chosen topic. Two or more students can work to produce one joint graduation thesis, provided that each individual contributes a separate element to the final work.

Theses can be written and presented in Italian or English.

For advice on how to write the final paper, please refer to the "Editorial Guidelines for Writing a Degree Thesis".

Art. 4 – Online Submission of the Thesis Application

Students must have their thesis topic selected, approved by their thesis advisor and registered online **no later than two months prior to the date of their thesis defense.**

Once the thesis topic and title have been approved, students must compile the "Domanda di Conseguimento Titolo" online, which can be found on the UNISG academic portal: www.unisg.esse3.cineca.it/Start.do.

The request to graduate may be submitted online, provided that the student is:

1. Enrolled in the last, or subsequent, year of the study program;

2. Up-to-date with all university fee payments. Any outstanding debts must be sorted prior to making the official online request to graduate;
3. Registered on the AlmaLaurea website, by clicking "Laurea" on the left-hand side of the main menu, and has completed the AlmaLaurea questionnaire on the "graduating students" page of the website;

Any subsequent changes related to thesis topic, title, primary or supporting advisor, must also be noted online using the "Modify thesis" function **no later than 15 days prior to the thesis defense date**. After the student submits the online request to graduate, the thesis advisor, through his online portal, must approve the thesis application. Until the thesis is approved, the thesis advisor may make changes to the title of the thesis submitted by the student. Once the thesis advisor approves the thesis request, the student will be notified at his university e-mail address.

Art. 5 – Application for the Admission to the Thesis Defense

Fifteen days prior to the scheduled date of the thesis defense, candidates must:

a. Upload the finalized thesis as an attachment on the UNISG academic portal and through the Turnitin anti-plagiarism platform
b. Return all borrowed academic materials to the UNISG Library
c. Complete the UNISG online teaching evaluation questionnaire, which provides feedback on the student's university experience.

Art. 6 – Final Thesis Submittal

At least 7 days prior to the date of the thesis defense, candidates are required to bring to the Registrar Office 1 hard copy of the final version of the thesis, book (not spiral) bound.

Art. 7 – Admission Requirements for the Thesis Presentation

To be admitted to the presentation, applicants must have passed all exams, and training period attendance.
Grades obtained on exams or obtained from study trip reports must have been regularly registered.
Applicants failing to complete and deliver the required forms and documents within the deadlines stated in Articles 4, 5, and 6 above will not be allowed to present and defend their graduation theses.

Art. 8 – Thesis Presentation

The final grade will be assigned by the Academic Committee and will reflect the quality of the thesis presentation. Each student will have between 15 and 20 minutes to present his or her thesis to the Academic Committee. Additional time will be allotted to answer one or more questions, either during or after the presentation.

Candidates are allowed to support their presentations with multimedia tools (Power Point slides, videos, etc.), which will have to be delivered to the General Services Office two days before the presentation date.

Art. 9 – Final Grading of Theses and Presentations

The number of credits given to students for their graduation theses and presentations is indicated in the relevant Study Plan. The final grade received following the thesis presentation is graded out of 110 points, and is computed by calculating the weighted mean (GPA) of the grades obtained by the candidate for the exams taken during the three-year degree course and the grade assigned to the final thesis and presentation.

At the student's discretion, grades obtained in elective courses in excess of the required credits may be excluded from the calculation of the grade point average. Students make this decision when they register for their thesis defense.

The weighted mean (GPA) out of 30 points is calculated as shown below:

$$\frac{\Delta V}{\Delta C}$$

where ΔV is the sum of all the grades received and ΔC is the total number of course credits completed through exams and activities for which grades are given. The weighted grades are calculated as follows:

(final exam grade) x (credits for the exam)

The weighted mean out of 30 points is expressed out of 110 points through the following operation:

Weighted mean out of 30: 30 = weighted mean in one hundred tenths: 110

The minimum passing grade for the awarding of a degree is 66/110.

The maximum possible grade is 110/110.

Grading Guidelines

The final paper is given a score between 0 and 6 points, calculated as a weighted average between the quality of the paper (2/3) and the quality of its presentation (1/3).

A grade will be assigned at the sole discretion of the Evaluation Committee without appeal, using the following criteria:

0 – All aspects poor and thesis barely reaches the minimum standards for passing; unacceptable bibliography (almost non-existent or not cited in the text);

1 – Mediocre, little more than a summary and carelessly put together; perfunctory bibliography (cited in the text);

2 – Overall adequate, little more than a summary, lacking original ideas, though sufficiently well written; substandard bibliography (cited in the text);

3 – Fair, with good potential, a few original ideas, though not particularly well developed; acceptable bibliography (cited in the text);

4 – Good, written with care and well-structured in terms of form and reasoning, with original aspects; good bibliography (cited in the text);

5 – Excellent, the result of careful and extensive research, well structured, put together with care; wide-ranging and high-quality bibliography (cited in the text);

6 – Exceptional, fully original, put together with great care, the result of extensive and out-of-the-ordinary research and containing significant critical reflection; accompanied by an excellent bibliography (cited in the text).

Art. 10 – Honors

The Academic Committee may, unanimously, decide to award Honors to a student in recognition of excellence in the course of his/her studies, an exceptional thesis and a brilliant thesis presentation and defense.

Art. 11 – The Academic Committee

The University Dean appoints the Evaluation Committees, authorized for the conferral of the undergraduate diploma, for the Final Examination. The Committees are composed of at least 3 members, of which at least 2 must be university professors and/or researchers. In each case, the presence of a university professor as part of the Evaluation Committee must be guaranteed. The functions of the President of the Committee are assumed by the most senior professor present.

Art. 12 – Enactment of Regulations

These guidelines for the preparation and presentation of the graduation thesis apply to all students enrolled in the two-year graduate program at the University of Gastronomic Sciences. In the event of discrepancies between this, and the Italian version of the graduation guidelines, the Italian version should be regarded as the definitive one.

EDITORIAL GUIDELINES FOR WRITING A GRADUATE THESIS

Style Guides

There are no style guides in English specifically focused on the preparation of degree theses. However, the following three reference titles provide chapters discussing general stylistic conventions for the preparation of manuscripts, theses, and dissertations.

Joseph Gibaldi
MLA Handbook for Writers of Research Papers
MLA, 2003 (6th edition)

Joseph Gibaldi
MLA Style Manual and Guide to Scholarly Publishing
MLA, 1998 (2nd edition)

Robert Ritter
The Oxford Guide to Style
OUP, 2002

For Italian-speaking students, the reference bibliography includes:
Umberto Eco
Come si fa una tesi di laurea
Bompiani, 2001 (3rd edition)

Emilio Matricciani
La tesi scientifica
Paravia, 2000

Tools

Any word-processing application may be used to write the thesis. Students are encouraged to consult the application's user manual to take advantage of such advanced tools as automatic page-layout controls — for text styles, pagination, headers/footers, etc.

Format of the paper

The final document must be a minimum of 200,000 characters/33,000 words (excluding the bibliography), with 12-point body text and 1.5 line spacing.

Thesis Structure

For both scientific and experimental theses, the general chapter sequence should be as follows:

1. Introduction
2. Aim of Research
3. Materials and Methods
4. Results and Discussion
5. Conclusions
6. Bibliography
7. Attachments (if any)

In theses based on or analyzing existing research, the above sequence can be organized differently, but in any case should include an introduction, a page outlining the aim of the thesis, and a bibliography.
A table of contents should be included before the foreword for ease of reference.
Dedications should be avoided (e.g. "To my parents" or "To my boy/girlfriend"), except as an acknowledgement to a business or institution, as in the case of a thesis developed during an internship.

Page Layout

Pages must be formatted to produce 32 to 35 lines per page, with 65 to 70 keystrokes per line.

The use of standard formatting — centered headings, text justification, etc. — is strongly recommended.
The following table summarizes the precise conventions for the thesis page layout and headings.

1 BOLD UPPER-CASE TEXT FOR CHAPTER HEADINGS
1.1 Bold upper- and lower-case text for section headings
1.1.1 Italic upper- and lower-case text for subsection headings

Heading numbers (e.g. 1, 1.1, 1.1.1) should not to be followed by a final period.

When pages are printed double-sided, new chapters should begin on an odd-numbered page. If the preceding chapter ended on a odd-numbered page, leave the following, even-numbered page blank.

Either indentations or double line spacing can be used to indicate where a paragraph starts. That said, whichever option is chosen should be consistently maintained throughout the thesis.

The thesis title page must include: the name and logo of the University, the thesis title (centered), the full name and matriculation number of the student, the name of the supervisor (and co-supervisor, if any), and the academic year to which the final paper refers. An example of the title page layout can be found in Appendix 1.

Type selection

A minimum number of typefaces should be used, namely one for the text (e.g. Times), one for headings (e.g. Helvetica), one for math symbols (e.g. Symbol) and one to simulate a printed text (e.g. Courier).

Special effects should be used sparingly. Outline or drop-shadowed fonts should not be used.

Typefaces used for page numbering and mathematic notations should be smaller than those used in the text.

Spelling

Grammar and spelling mistakes in the thesis may affect your final grade.

Before using a given word it is strongly recommended to use a dictionary if there is any doubt about its meaning.

NOTE: both American English and British English spellings are allowed.

Abbreviations

Students must limit the use of abbreviations to bibliographic references, tables, and parenthetical references.

The following are the most widely adopted abbreviations:

- vol. = volume; vols. = volumes
- ch. = chapter; chs. = chapters
- par. = paragraph; pars. = paragraphs
- fig. = figure; figs. = figures
- no. = number; nos. = numbers
- p. = page; pp. = pages
- e.g. = for example
- i.e. = that is
- re = with reference to
- etc. = et cetera (always preceded by a comma)

The above-listed abbreviations for parts of printed materials should always be used with the relevant reference number (e.g. "re: ch. 12").

If "for example" or "that is" is used, it should never be abbreviated in the main text, but only in parenthetical references.

Abbreviation of units of measurement are considered symbols, and as such they are never followed by a period or pluralized (kcal; KB; m; ha).

Scientific Nomenclature

For units of measurement, students are required to refer to the International Measuring System (http://www.science.unitn.it/~labdid/sisint/si.html).

For biological references, students are required to follow the rules of binomial nomenclature, the standard convention used in taxonomy to name a species. That is, the combination of the genus name, which is capitalized, and the species name, which is written in all lower case. Both names must be written in italic (e.g. *Homo sapiens*).

If a specific genus or species thereof has already been mentioned in the text, then the genus name can be abbreviated by its capitalized initial (e.g. *H. sapiens*), but must never be omitted. In rare cases, the abbreviated form may replace the full name. For example, the *Escherichia coli* bacterium, which is often referred to as *E. coli.*

When referring to chemical compounds, it is required to use the traditional nomenclature or the less-used but widely known IUPAC nomenclature rules (http://www.chem.qmul.ac.uk/iupac/).

The names of elements and compounds are always written in lower case (e.g. boron, and not Boron; silver chloride, and not Silver Chloride). For compound formulas the appropriate superscripts and subscripts must be always used (e.g. H_2O, and not H2O).

Italic Type

Italics should be used only for uncommon foreign words and expressions, and for Latin words.

When a foreign word is sufficiently assimilated into the English language, it is printed in roman type.

When a foreign word occurs several times, it must be written in italics only in the first occurrence, and in roman type for the following ones.

The following must always be written in italics:

- titles and subtitles of books, newspapers, magazines, reviews, and other periodicals
- letters indicating variables or scientific relations (equations)
- binomial nomenclature (e.g. *Saccaromyces cerevisiae, Pinus sylvestris*)

Numbers

In text, numbers from zero to nine must be spelled out unless they refer to a measurement, page, chapter, etc., in which case they must be written in figures.

Use a comma as the thousands, millions, and billions separators in figures of four digits and more. Use a point to denote decimal breaks (e.g. 1,000,000.00).

When referring to periods of time, the following rules apply:

- decades: the 1930s; the Thirties
- centuries: spelled out for centuries between the first and tenth (e.g. the sixth century; sixth-century art); in figures from the 11th century onward (e.g. the 19th century; 19th-century architecture). Avoid using superscripts (e.g. 11th).

Except when referring to chapters, roman-numeral references must be avoided.

Illustrations

Figure, table, and plate numbering uses a double-figure form, the first number referring to the reference chapter and the second to the figure or table number within that chapter (e.g. Figure 5.12; Table 4.15). If the thesis only includes a few illustrations they may be numbered in a single sequence (e.g. Fig. 1; Fig. 2, etc.).

Ideally, illustrations should be centered in the text for easy reference. The use of colors should be limited.

When illustrations are taken from books or downloaded from the internet, sources must be cited.

Footnotes

If explanations need to be appended to a concept within the text, footnotes may be used, in which case the word-processing application's footnote function should be used.

Mention of Equipment and Software

If special experimental equipment or software was used during the research process, it must be mentioned in the text, noting the equipment or software used, and parenthetically the manufacturer and the location where the firm operates (e.g. "…coffee was prepared using a Bialetti Easy Timer
machine (Bialetti Industrie SpA, Italy)…" or "…image analysis was processed using the Image ProPlus4 application package (Media Cybernetics, Silver Spring, MD, USA)…")

References

All published works mentioned in the text and in footnotes must be included in the bibliography at the end of the thesis.

Within the text, at the point where the quotation or reference is made, the author's last name must be referenced (no initials) with the year the quoted work was published in parentheses, (e.g. "…as demonstrated by Sun & Du (2004)…" or "…This conclusion is consistent with more recent results (Anthony 1988)…")

In the case of two or three authors, all author names must be used on the first occurrence (e.g. "…Anderson, Renard and Mervin (1988) demonstrated how…") If there are more than three authors, it is preferable to use the last name of the first author followed by "et al." in roman type, (e.g. "…Anderson et al. (1988)…")

Students must check that the author's last name, publication year, and publisher are consistent within the bibliography and within the text.

The titles of magazines, books, and conference proceedings must never be abbreviated, except when an acronym or abbreviation is widely used.

Bibliography

The bibliography is an essential part of any publication, including theses and dissertations.

An incomplete, unsystematic, or badly compiled bibliography may affect the final assessment.

The format of the bibliographic reference is meant to offer specific information about the publication (book, magazine articles, conference speech, etc.) mentioned in the thesis, including page references, if any.

Bibliographic citations must one of the following formats:

(Text in red indicates the essential information that must always be included. Additional data is optional and depends on thesis style and format.)

TYPE OF PUBLICATION	CITATION FORMAT
BOOK	Author/Editor last name, Author/Editor first name initial/s. *Title.* edition number, publisher (series), place of publication: year
MAGAZINE ARTICLE	Author last name, author first name initial/s. "Article Title". *Magazine title.* place of publication, publisher, issue number, month, year, page reference (single page or interval)
BOOK CHAPTER, CONFERENCE PROCEEDINGS, ESSAY IN COLLECTIVE WORKS	Author last name, author first name initial/s. "Essay title". *Collective Work Title.* editor's first and last name, edition number, place of publication: publisher, volume number, year, page reference (single page or interval)

The final bibliography should list all authors in alphabetical order.

If an author has written more than one work, they must be listed in chronological order.

If an author has more than one work listed with the same year, a lowercase initial (e.g. a, b, etc.) must be added after the publication date, as below:

House, J. (1977a) *A Model for Translation Quality Assessment*, Tübingen, Gunter Narr.

House, J. (1977b) "A model for assessing translation quality", *Meta*, 2, 22, pp. 103-109.

Works written or edited by a given author solely must be listed first, followed by any joint works.

Examples

Journal article

Anderson, G. T., Renard, C. V., Strein, L. M., Cayo, E. C., & Mervin, M. M. 1998. A new technique for rapid deployment of rollover protective structures. *Applied Engineering in Agriculture* **23**(2): 34-42.

Sun, D.-W. & Brosnan, T. 2003a. Pizza quality evaluation using computer vision - part 1. pizza base and sauce spread, *Journal of Food Engineering* **57**(1): 81-89.

Sun, D.-W. & Brosnan, T. 2003b. Pizza quality evaluation using computer vision - part 2. pizza topping analysis, *Journal of Food Engineering* **57**(1): 91-95.

Book

Allen, J. S. 1988. *Agricultural Engineering Applications*. New York, USA: John Wiley and Sons.

Coombs, T. R., and F. C. Watson. 1997. *Computational Fluid Dynamics*. 3rd ed. Wageningen, The Netherlands: Elsevier Science.

Edited Book

Sun, D.-W. (ed.) 2005. *Emerging Technologies for Food Processing*. London, UK: Academic Press, Elsevier Science, 792 pp.

Part of a Book

ASAE Standards, 36th ed. 1989. S352.1: Moisture measurement -- Grain and seeds. St. Joseph, Michigan, USA: American Society of Agricultural Engineering.

Havemeyer, T. F. 1995. Statistical methods. In *Practical Programming Applications*, pp. 223-227. Holland, Michigan, USA: Overstreet Technical Publications.

Delgado, A. E., Sun, D.-W., & Rubiolo, A. C. 2005. Thermal physical properties of foods. In *Thermal Food Processing: New Technologies and Quality Issues*, pp. 1-32, D.-W. Sun, ed. Florida, USA: Dekker/CRC Press.

Bulletin or Report

CDC. 2000. Infection vectors for *E. coli* and intervention strategies. CDC Reference No. 9923. Atlanta, Georgia, USA: Centers for Disease Control and Prevention.

Jesperson, D. 1995. United States fruit and vegetable harvest projections: 1996. USDA-1007. Washington D.C., USA: GPO.

Published Paper

Anthony, W. S. 1998. Performance characteristics of cotton ginning machinery. ASAE Paper No. 981010. St. Joseph, Michigan, USA: American Society of Agricultural Engineering.

Miller, F. R. & Creelman, R. A. 1980. Sorghum: A new fuel. In *Proceedings of the 12th International Alternative Fuels Research Conference*, pp. 219-232. H. D. Londen and W. Wilkinson, eds. Wageningen, The Netherlands: Elsevier Science.

Dissertation or Thesis

Campbell, M. D. 1991. The lower limit of soil water potential for potato growth. Unpublished PhD Thesis. Pullman, Washington, USA: Washington State University, Department of Agricultural Engineering.

Lawrence, D. J. 1992. Effect of tillage and crop rotation on soil nitrate and moisture. MS thesis. Ames, Iowa, USA: Iowa State University, Department of Soil Science.

Software

SAS. 1990. *SAS User's Guide: Statistics*. Version 6a. Cary, North Carolina, USA: SAS Institute Inc.

SPSS. 2000. *SigmaPlot for Windows*. Version 3.2. Chicago, Illinois, USA: SPSS Inc.

Online Source

USDA. 1999. Wheat Production in the Upper Plains: 1998-1999. National Agricultural Statistics Database. Washington D.C., USA: USDA National Agricultural Statistics Service. Available at: www.nass.usda.gov. Accessed 23 April 2000.

NSC. 2001. Injury Facts Online. Itasca, Ill.: National Safety Council. Available at: www.nsc.org. Accessed 17 December 2001.

Patent

Moulton, R. K. 1992. Method for on-site cleaning of contaminant filters in livestock housing facilities. U.S. Patent No. 32455986.

Richarde, J. 1983. Process for protecting a fluid product and installations for the realization of that process. French Patent No. 2513087 (in French).

MLA Citation Style

(colour only exemplificative for segmentation of fields)

MLA Handbook for Writers of Research Papers, 6th edition

Follow these color codes:				
Author(s)	**Title of Book**	**Title of Article**	**Title of Periodical**	**Volume**
Place of Publication	**Publisher**	**Date**	**Other Information**	**Pages**

Book

Okuda, Michael, and Denise Okuda. *Star Trek Chronology: The History of the Future*. New York: Pocket, 1993.

Journal Article

Wilcox, Rhonda V. "Shifting Roles and Synthetic Women in Star Trek: The Next Generation." *Studies in Popular Culture* 13.2 (1991): **53-65.**

Newspaper or Magazine Article

Di Rado, Alicia. "Trekking through College: Classes Explore Modern Society Using the World of Star Trek." *Los Angeles Times* 15 Mar. **1995: A3.**

Book Article or Chapter

James, Nancy E. "Two Sides of Paradise: The Eden Myth According to Kirk and Spock." *Spectrum of the Fantastic.* Ed. Donald Palumbo. **Westport: Greenwood, 1988. 219-223.**

Encyclopedia Article (well known reference books)

Sturgeon, Theodore. "Science Fiction." *The Encyclopedia Americana.* International ed. 1995.

Encyclopedia Article (less familiar reference books)

Horn, Maurice. "Flash Gordon." *The World Encyclopedia of Comics.* Ed. Maurice Horn. 2 vols. New York: Chelsea, 1976.

Gale Reference Book (and other books featuring reprinted articles)

Shayon, Robert Lewis. "The Interplanetary Spock." *Saturday Review* 17 June 1967: 46. Rpt. in *Contemporary Literary Criticism.* Ed. **Sharon R. Gunton. Vol. 17. Detroit: Gale Research, 1981. 403.**

ERIC Document

Fuss-Reineck, Marilyn. Sibling Communication in Star Trek: The Next Generation: Conflicts between Brothers. Miami: Speech **Communication Assn., 1993. ERIC Document Reproduction Service ED364932.**

Website

Lynch, Tim. "DSN Trials and Tribble-ations Review." Psi Phi: Bradley's Science Fiction Club. 1996. Bradley University. 8 Oct. 1997
<http://**www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html>.**

Newspaper or Magazine Article on the Internet

Andreadis, Athena. "The Enterprise Finds Twin Earths Everywhere It Goes, But Future Colonizers of Distant Planets Won't Be So Lucky." **Astronomy Jan. 1999: 64- . Academic Universe. Lexis-Nexis. B. Davis Schwartz Memorial Lib., Brookville, NY. 7 Feb. 1999**

Literature Resource Center

Shayon, Robert Lewis. "The Interplanetary Spock." *Saturday Review* 17 June 1967: 46. Rpt. in *Contemporary Literary Criticism.* Ed. **Sharon R. Gunton. Vol. 17. Detroit: Gale Research, 1981. 403. Literature**

Resource Center. Gale Group. B. Davis Schwartz Memorial Lib., Brookville, NY. 16 Oct. 2001 <http://infotrac.galegroup.com/menu>.

Appendix 1

University of Gastronomic Sciences

(Indicate the name of the course)

THESIS TITLE

Primary Advisor: Prof.…….

Supporting Advisor: Prof. .....

Final paper of: student's name

Enrollment Number: 000000

____-____ Academic Year