UNIVERSITY OF GASTRONOMIC SCIENCES

GUIDELINES FOR EXAMS AND FINAL THESIS/REPORT FOR MASTER PROGRAMS

Art. 1 – Exams

Students must take and pass all the exams in the program. Only one exam date will be held for each course. All grades will be registered directly through the online procedure. A student who fails to pass one or more exams will not be allowed to receive her or his degree.

Students must be present for exams that take place in class (oral exams, written tests, presentations, papers, etc.) and must comply with the instructions given by professors. If a student fails the exam, she or he must take the exam again. The new exam will be assessed with a penalty, as indicated below. Penalties increase for each consecutive attempt at passing the exam.

If a student does not show up in class for the exam, leaves before the completion of the exam, fails to take the exam in any way, or submits the work that counts as an exam after the deadline, she or he must take the exam again, and the same penalties will apply as for those that apply to failed exams. Late submissions should be an EXCEPTION and, if they occur, duly motivated and communicated to the professor with didattica@unisg.it in cc.

If a student fails to take an exam because of illness or other very serious reason, she or he must submit to the Academic Office a medical certificate or other official document to prove that she or he was unable to do so. In any other situation, the student will be automatically considered to have failed the exam. NOTE: It is not possible to make up tasting classes and exams. Failing to attend a tasting exam will be considered a failure, unless a medical certificate is provided.

Since many faculties are visiting professors, students who fail/miss an exam should communicate with the professor immediately in order to arrange to make up the exam. Students should include the Academic Office in all correspondence with the professor in this case.

Penalties for failed/missed exams or late submission of paper:

- 1st failure/missed exam (or 1-10 days late submission): 10% off the assessed grade

- 2nd failure/missed exam (or 11-20 days late submission): 20% off the assessed grade

- 3rd failure/missed exam (or 21-30 days late submission): 30% off the assessed grade

If a student hands in a paper more than 30 days late, she or he will automatically fail that evaluation and will no longer be allowed to present her or his thesis/report and receive the Master degree. In this case, the student will only be eligible to receive a certificate of attendance from the master program.

Art. 2 – Online Booklet and Academic Transcripts

2.1. Online booklet

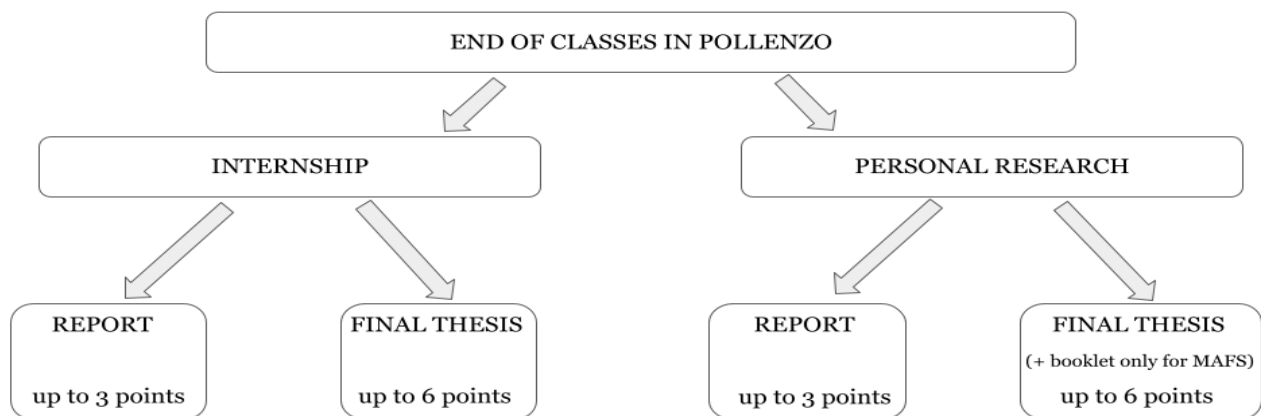Online transcripts (summary of grades) are available here

1. Log in with your username and password.

2. Choose "Career" from the right-hand menu.

3. Choose "Booklet."

2.2. Certificates

Enrollment certificates, transcripts and University fee payment receipts are available here

1. Log in with your username and password

2. Choose "Registrar's Office" from the right-hand menu

3. Choose "Certificates"

4. Print or save

Art. 3 – Online Request to Graduate

At the end of classes, a student can choose to do an internship or a personal research (Please read carefully "Internship and personal research guidelines").
The MAFS students follow the Personal Research path (only Final Thesis and Booklet) as Action learning &research experience, phase 3 and 4 of the MAFS Program. For Specific info check Thesis manual and

After having agreed with the supervisor the subject and title of the final thesis/report, at least **two months** before the date of the graduation, the student must complete the "Request to Graduate".

Non-resident visiting professors may act as thesis supervisors, provided they hold an academic position in their universities and they are granted an authorization by the Master Convenor.

Students who decide to write a report must choose as supervisor their Master Convenor.

Any change to the theme or title of the thesis/report or the name of the advisor or any external supporting advisor must be made online using the "Modify thesis" function, no later than **15 days** from the date of the graduation.

After the student submits the online request to graduate, the thesis/report advisor, through his online portal, must approve the thesis/report request. Until the thesis/report is approved, the advisor may make changes to the title submitted by the student. Once the advisor approves the thesis/report request, the student will be notified at his university e-mail address.

Art. 4 – Uploading abstract and final thesis/report

15 days before the graduation, using the "Modify thesis" function online, **the student must**:

a. have obtained and registered all of the university credits relative to the exams and the internship/research project specified in the Study Plan;

b. have obtained and registered the credits relative to the internship/research project, as stated in the *Internship and Research Project Guidelines Internship*, by sending to the Career Center (career@unisg.it) the following document:

· in case the student did an internship, the completed and signed *Internship Dossier*

· in case the student did a research project, the *Research Project Form*/*Research proposal guideline of MAFS* filled out and signed

· in case the student did a job instead of an internship, the *Job Form* filled out and signed.

c. complete the abstract field, inserting a brief description (300-400 words) of the final thesis/report;

d. upload the finalized thesis (and booklet for MAFS)/report as an attachment on the UNISG academic portal and on the Turnitin anti-plagiarism platform (detailed instructions can be found

e. return all borrowed academic materials to the UNISG Library.

A candidate who has not completed the points above indicated, within the required times, will under no circumstances be allowed to graduate.

Art. 5 – Grading

The Academic Committee when assigning the final grade will evaluate the quality of the report or the quality of the final thesis and its presentation.

Your final grade will be out of a maximum of 110 and is obtained by adding together the weighted average out of 110 of the grades received by the candidate for the regular exams and the points attributed to the final thesis/report.

The weighted average out of 30 is obtained using the following formula:

$$\Delta G$$
$$\Delta C$$

where ΔG is the sum of all the weighted grades awarded and ΔC is the total number of credits obtained from exams and graded activities. The grades awarded are weighted using the following formula: (exam grade) * (credits assigned to the exam)

The weighted average out of 30 is converted into a grade out of 110 using the following equation:

weighted average out of 30: 30 = weighted average out of 110: 110

Final Report: it will be given between 0 and 3 points.

0 – Mediocre, little more than a summary and carelessly put together

1 – Fair, though not particularly well developed

2 – Good, written with care and well-structured

3 – Excellent in structure and content

Final Thesis: it will be 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 for the final thesis will be assigned at the sole discretion of the Evaluation Committee without appeal, using the following criteria for the final paper:

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).

For the thesis defense, students have between 15 and 20 minutes for the presentation + 10 minutes for discussion with the Academic Committee, so it is highly recommended that students rehearse in advance to verify their timing. Candidates who wish to use any multimedia support (PowerPoint, videos, etc.) during the discussion of the thesis must supply the files to the General Services Office no later than **two days before** the thesis defense.

Art. 6 – Use of Artificial Intelligence Tools

UNISG promotes a transparent, conscious and responsible approach to the use of artificial intelligence (AI) tools. The use of such tools is permitted solely as a complementary and not substitutive support for the following purposes:

a) Editing activities, aimed at ensuring the syntactic, grammatical and linguistic accuracy of the text.

b) Preliminary research of information and initial brainstorming, which must be followed by a thorough verification of the content through alternative, authoritative sources and tools.

If the advisor allows the use of AI tools for the preparation of the final paper beyond the uses listed in points a) and b) above, they must provide detailed and specific guidance to distinguish uses that are

appropriate (for example, systematization and organization of data, comparative analysis of documents, development of summary frameworks) from those that are inappropriate.

Whenever AI tools are used, the student must always clearly and transparently specify, in a note at the beginning or end of the paper, which tool was used, how it was employed and for which of the permitted purposes.

Under no circumstances may AI tools replace the student's personal effort and intellectual responsibility, nor the human capacity to produce rigorous and high-quality academic work.

The advisor may use anti-plagiarism software to verify that the work is the result of the student's individual effort and that any use of AI tools is limited to the permitted purposes and methods. Cases of improper use of AI tools must be reported by the advisor to the Disciplinary Committee and will be treated as plagiarism offenses, subject to disciplinary measures.

INTERNSHIP REPORT

Introduction
Describe the hosting organization and the internship goals

Supervision
Describe the impact of the hosting organization tutor on your learning process

Internship and UNISG program topics
Describe the interrelation between the internship experience and one or more topics studied in your program

Tasks/Daily activities
Describe tasks/daily activities and competences/knowledge gained during the internship

Thoughts on improvement
Describe the main improvements you would put in place in the hosting organization according to one or more topics studied in your program.

Students are required to present a paper of approx. 2.500 words (not including appendixes, interviews, bibliography, etc... Bibliography is elective and not mandatory).
Number pages and labels on all photos and charts/graphs are compulsory. A final electronic copy must be submitted in PDF format and files named according to the following format: lastname_firstname_report.pdf.

Attachment 2: Personal Research Report

PERSONAL RESEARCH REPORT

Introduction
Describe your personal and general interest for the chosen research topic, stating the relevance and connection between the subject of the research and the topics of your Master program.

Research topic
Describe the research topic, the hypotheses, the sources used and the expected results.

Documentation, data, interviews collected during the research are elective and not mandatory. Bibliography, references, footnotes and acknowledging sources are elective and not mandatory.

Conclusion
Summarize results/findings

Students are required to present a paper of approx. 2.500 words (not including appendixes, interviews, bibliography, etc... (The bibliography is optional and not mandatory).

Page numbers and labels on all photos and charts/graphs are mandatory.

A final electronic copy must be submitted in PDF format, with files named according to the following format: lastname_firstname_report.pdf.

MASTER THESIS GUIDELINES

The final thesis should be structured as a "traditional" academic paper, with academic and other relevant references, and should address a thesis main question/statement or research objectives from the mentored research.

The structure and main content focus of the thesis have to be always agreed by the supervising UNISG professor.
Ideally, the thesis should be structured in this way:

a. An introduction including:
I. the state-of-the-art of the academic literature on the main topic addressed by the thesis; II. a discussion on the relevance of the chosen topic for the gastronomic sciences and food studies;
III. a clear description of the research objectives.
b. A methodological section, including the adopted framework, the methods, the sample or research site description, as well as how the student have handled eventual ethical issues touched by the research.
c. A results section where the student presents the most relevant results obtained.
d. A discussion section where the student tries to answer the research objectives identified in A., showing evidence of a sound critical analysis of the entire research pathway, including a brief discussion of the limitations of the study and of the future research horizons. e. A reference list (linked to all the references quoted within the thesis text), of which at least 30 have to be scientific/academic papers, books/book chapters or other written contributions.

Students are required to present a paper of approx. 10,000-12,000 words (equivalent to 30-35 pages, 12pt Times New Roman, double spaced), not including the bibliography. Number pages and labels on all photos and charts/graphs are compulsory. A final electronic copy must be submitted in PDF format and files named according to the following format: lastname_firstname_thesis.pdf.

For the discussion of the thesis, students are required to prepare and deliver a short oral presentation. This may include photos, videos, data, diagrams, figures. Students have between 15 and 20 minutes for the presentation + 10 minutes for discussion with the commission. It is highly recommended that students rehearse in advance to verify their timing.
In case of students, who are not English native speakers, it is advisable that they go through their presentation a number of times and well before the presentation day, and preferably with an audience.