

INSTRUCTIONS FOR GRADUATING CANDIDATES IN “MOLECULAR BIOLOGY AND GENETICS”

1. Graduation sessions calendar

The complete list of graduation sessions as well as the list of the deadlines for the graduation application, booklet closure and thesis submission are available at the link: <https://dbb.dip.unipv.it/en/education/graduation-sessions-calendar/graduation-sessions-biology>

Delays in thesis submission are not allowed.

2. Thesis supervisor and co-supervisor

Only faculty members of the University of Studies of Pavia can be supervisors.

In the event that the student performs the thesis in an external facility, not belonging to the University (example CNR, Mondino, Maugeri, San Matteo...), before starting the activity he/she will have to identify and contact a faculty member from the Teaching Board of Biological Sciences whose expertise is related to the thesis activity to be carried out and who will formally be the thesis supervisor. In this case, the person responsible for the activity at the outside may be indicated as the co-supervisor.

1-2 co-supervisors may be indicated in the graduation application, who will be part of the Degree Committee as invited guests.

3. Thesis front page

A template of the thesis front page can be downloaded at the link:

<https://dbb.dip.unipv.it/it/didattica/informazioni-utili-guide-e-modulistica>

4. Thesis subject, language and length

This thesis should contain a scientifically-relevant, original study about one of the topics of the master course. This work should be performed autonomously inside a university department, an institute or a research centre, in Italy or abroad. The length of the thesis should be around 70-90 pages (times new roman, point 12, line space 1.5), including figures, tables and literature references.

The thesis must be written in English.

The thesis should be organized in sections: Abstract, Table of Contents, Introduction, Aim of the work, Materials and Methods, Results and Discussion (grouped in a single section or in two individual sections), Conclusions, References. It is suggested to keep acknowledgements short and with an appropriate language.

The thesis must include an abstract in Italian of a maximum of 2 pages; on the front page, the title must be given in both English and Italian.

The copy of the thesis for the Student Secretariat must be uploaded electronically and must include the abstract in Italian.

The thesis is evaluated with a maximum score of 8 which is added to the weighted average of the curricular marks. If the final grade is one hundred and ten or more, honours may be requested, which must be granted unanimously by the graduation committee.

5. Minimum number of printed thesis copies

The copy of the thesis for the Student Secretary is uploaded in electronic format (must include the abstract in Italian) and therefore it is no longer necessary to provide a copy printed on paper. The thesis will be digitally signed by the supervisor.

It is at the discretion of the thesis supervisor and of the opponent to request the printed copy of the thesis.

However, the student is advised to keep a hard copy of the thesis.

6. Graduation committee

Time, date and composition of the graduation committee (president, members, supervisors and opponents), will be available at the link:

<https://dbb.dip.unipv.it/en/education/graduation-sessions-calendar/graduation-sessions-biology>

7. Documentation for supervisors and opponents

Once the committee has been established, the candidate should contact the opponent for submission of the thesis (hard or soft/digital copy). The applicant should also send an email containing the thesis summary to each member of the committee (max 3 pages, including thesis front page as first page).

8. Thesis defence

The candidate should prepare a presentation (15-20 minutes max), summarizing the work done for the thesis. The presentation must be in electronic format (powerpoint). The presentation will be loaded on the computer just before the beginning of the session during which the student will defend the thesis, consequently, he/she has to reach the classroom with a usb drive/thumb drive containing the file.

The presentation will be followed by questions from the opponent and from the other members of the graduation committee.

9. Registration of non-exam activities

In addition to the exams, the other teaching activities envisaged in the master's degree courses must also be recorded online [Laboratory of (Free activity), Internship for experimental thesis, Informatic skills, Other activities-soft skills]. Please note that the credits assigned to the final exam as well as credits for the second year internship are acquired at the same time as the thesis discussion.

Students, who are about to graduate, **at least 10 days before the closure of the booklet (that is the deadline for the registration of all activities)**, must send by email to the President of the Academic Council (cd_biologia@unipv.it) their **study plan and the declaration of acquisition of credits relating to the teaching activities mentioned above**, duly completed and signed by the supervisor of thesis.

The President of the Teaching Council will provide for the verbalization of the activities within the established times.

The declaration forms can be downloaded at the link:

<https://dbb.dip.unipv.it/it/didattica/informazioni-utili-guide-e-modulistica>

10. **Bibliography**

The bibliography must be inserted at the end of the thesis and must contain all the essays (scientific papers, books, essays, thesis from other students...) mentioned in the text of the thesis, in alphabetical order based on the surname of the author or in numerical order of quotations.

In the text, whenever you quote information from articles or books or other sources, it's mandatory to mention the source according to one of these following modalities:

a - Specify, in brackets, the surname of the author followed by the year of the publication of the article or of the book.

- if the author is one: (Bolsi,2010)

- if the authors are two: (Bolsi and Tavarez, 2010)

- if authors are more than two: (Bolsi *et al.*, 2010)

b - Specify, in brackets, the progressive number of the citation.

Journal articles

Surname and the initial of the name. Title. Title of the journal shortened like mentioned in PubMed. Year of publication; number of the book: first page-final page.

If the authors are two, mention them both; if the authors are more than two, mention the first one followed by *et al.*

Examples

Raleigh L, Cole SP. Con: factor concentrate usage in cardiac surgery-a paucity of data limits their universal adoption. J Cardiothorac Vasc Anesth. 2018;32:1068- 1071.

Balakrishnan P et al. Arsenic-gene interactions and beta-cell function in the strong heart family study. Toxicol Appl Pharmacol. 2018; 348:123-129.

Books

Surname and the initial of the name of the author/authors. Year of publication. Title of the book in italics. Number of the book. Edition. Place of publication: publishing house, year of publication.

Example

Grant RM. *Contemporary strategy analysis*. 7th ed. Chichester: John Wiley & Sons, 2010.

Chapter of a book

Surname and initial of the name of the author/authors. Year of publication. Title of the chapter. Title of the book in italics (surname and initial of the name of the editor or editors of the book). Edition. Place of publication: publishing house, number of the front page and final one.

Example

Rapley R. 2010. Recombinant DNA and genetic analysis. In: *Principles and Techniques of Biochemistry and Molecular Biology* (Wilson K, Walker J, editors). 7th ed. New York (NY): Cambridge University Press, p. 195–262.

11. Application for graduation

The application for graduation must be completed online via the student's [reserved area](#) (MENU>DEGREE>DIPLOMA ATTAINMENT) before the deadlines.

Detailed information about the online procedure for application for graduation are indicated at this page (double language) <https://portale.unipv.it/it/didattica/corsi-di-laurea/studiare/laurearsi> .