



# UNICAMILLUS

## **MA HUMAN NUTRITION SCIENCES FINAL EXAMINATION REGULATIONS**

**Approved by the Organising Committee on 15<sup>th</sup> June 2022**  
**Rev\_1 Organising Committee Resolution of 22<sup>nd</sup> November 2022**  
**Rev\_2 Organising Committee Resolution of 10<sup>th</sup> January 2023**

## **MA HUMAN NUTRITION SCIENCES FINAL EXAMINATION REGULATIONS**

### **Article 1 – ADMISSION REQUIREMENTS**

In order to sit the final examination, students must have completed all the modules as well as any qualifying examinations for a total of 108 credits. Dissertation writing is awarded 12 credits.

Students wishing to apply for graduation must gain a total of 108 credits. In addition, they must have completed their enrolment (in the 2<sup>nd</sup> year or in the following years, if they have failed to complete the course within the prescribed time), and must have paid any outstanding fees within the deadlines established in the relevant Tuition Fees and Funding Regulations.

### **Article 2 – FINAL EXAMINATION**

The final examination consists in a public viva voce exam at UniCamillus University, Rome. Your dissertation may be defended in Italian or in English and its content should be regarded as innovative and original by the Academic Board.

Preliminary activity may be carried out at the University, or at companies, organisations or bodies chosen in accordance with and under the supervision of a tutor.

The final examination signals the completion of the degree course taken by students, enabling them to improve their skills in terms of knowledge, ability to apply knowledge, interpersonal skills development, communication and autonomy of judgement.

Undergraduate students are supervised in their work by a tutor, who teaches on the programme, and by one or more assistant supervisors, who may be external to the University.

Students who fail to pass the final examination in the four sessions scheduled within the same academic year, despite having applied for graduation, must renew their enrolment for the following academic year and pay for the entire year.

Once they pass the qualifying examination, graduates can ask to enrol in the National Board of Biologists.

### **Article 3 – ACADEMIC BOARD AND GRADUATION SESSION**

The Academic Board is made up of at least 5 tutors teaching on the programme and is appointed by the Rector before the beginning of the session.

The Board's Chair is a Full or Associate Professor belonging to the departmental faculty which offers the programme.

There are four graduation sessions for each academic year and they are held in the months indicated below:

- summer session in July;
- autumn session in October;
- winter session in December or January;
- spring session in March.

The dates of the sessions are published on the UniCamillus website in the students' personal webpage.

#### Article 4 – SCORE AND MARKING CRITERIA

The final examination is awarded 12 credits. The final mark is given in hundredths (110). The mark for admission to the final examination is determined by comparing the weighted average of the examinations (given in thirtieths) to 110. Any decimals are rounded off to the nearest whole number.

In calculating the weighted average, the mark "30 e Lode" is counted as 31. Any other "idoneità" is not included in the calculation of the weighted average.

The Academic Board may propose an appropriate merit mark to the student's work: this also takes into account the student's entire degree pathway in terms of achieved outcomes and objectives.

The Board awards the final examination a mark between 0 and 11 points. A bonus of 1 point is awarded to students who have carried out activities as student representatives within the University.

A distinction is awarded on the basis of a joint decision made by the Board for those who achieve a score of 111 out of 110.

The Board may propose the publication of the student's dissertation besides awarding them a distinction.

#### Article 5 – DISSERTATION SUBMISSION PROCEDURE

##### 5.1 – Choice of supervisor:

Students must submit a written application to the Teaching Services Office stating that they wish to graduate in one of the four sessions of the academic year, specifying the subject. Supervisors must be chosen from among the tutors teaching on the programme. The topic of the dissertation must be agreed with the supervisor and must meet the student's expectations and interests. An assistant supervisor may be chosen from among the University professors, the programme tutors or an expert in the subject.

Professors from other universities or institutions may also be proposed as assistant supervisors.

The application for the choice of a supervisor must be submitted to the Teaching Services Office in compliance with the deadlines set out in Attachment 1 "*Deadlines schedule*".

Please note that, in order to be able to graduate in the first session of the academic year, i.e. the summer session in July, students regularly enrolled in the 2<sup>nd</sup> year of the course or those who failed to complete the course within the prescribed time, must have acquired at least 60 credits at the time of applying for a supervisor.

##### 5.2 – Dissertation proposal application:

A dissertation proposal application may only be submitted by students who are in full compliance with their enrolment in the 2<sup>nd</sup> year of course, or have failed to complete the course within the prescribed time. After receiving confirmation from the Teaching Services Office of the choice of supervisor and after agreeing with the latter on a topic, the student

may proceed with an online application through the GOMP portal as follows: **Homepage > Career > Graduation > Dissertation Request**.

Once the mandatory fields have been filled in, the student may submit his/her application to a tutor.

The tutor chosen as supervisor must access the GOMP portal and accept the application submitted by the student. Once the request has been accepted, the tutor will grant an authorisation to act as a supervisor for the student.

Please note that the procedure must be carried out in compliance with the deadlines set out in Attachment 1 "*Deadlines schedule*".

#### Article 6 – GRADUATION APPLICATION PROCEDURE

A graduation application may only be submitted by students who:

- are fully enrolled and have paid all outstanding fees within the specified deadlines, as indicated in the Tuition Fees and Fundings Regulations;
- have sat all the examinations relevant to their programme, with the exception of the final examination. This means students must have acquired a total of 108 credits;
- have submitted a dissertation proposal through the GOMP portal by the deadline specified in Attachment 1 "*Deadlines schedule*". The application must be accepted by the supervisor selected during the application procedure.

Students may proceed with the submission of the Graduation Application through the GOMP portal as follows: **Homepage > Career > Graduation > Graduation Request**.

The AlmaLaurea questionnaire must also be filled out in this section.

Once all fields have been filled in, students may submit their application.

It will then be possible to print out the application in PDF format and proceed with the payment of a fee of € 250.00 + € 16.00 for stamp duty. This payment must be made as follows: **Homepage > Career > Graduation > Graduation Tax**, or click on "**Tuition and Fees**". This amount is the same also for students who have chosen to graduate in one session and wish to defer their final examination to one of the other sessions within the academic year.

Once payment has been made, the panel enabling the student to upload his/her dissertation file in PDF format is automatically activated. This must be carried out as follows: **Homepage > Career > Graduation > Dissertation Upload**. The PDF file must not exceed 30 megabytes. Once your dissertation has been uploaded, it will not be possible to change it.

Please note that the procedure must be carried out in compliance with the deadlines set out in Attachment 1 "*Deadlines schedule*".

#### Art. 7 – SITTING THE FINAL EXAM

Candidates who have met all the deadlines will be called to appear before an Academic Board at UniCamillus University in Rome to defend their dissertation.

The student decides with his/her supervisor how to present his/her work. A 10-minute PowerPoint presentation of his/her dissertation is also compulsory. For this, the student must use a template provided in Attachment 7 "PowerPoint Template".

On the day of the final exam, the student must bring a bound copy of his/her dissertation and hand it over to the Board. This copy will then be handed back to the student at the end of the exam.

## 8 – ATTACHMENTS

Students are required to read and use the attachments to these regulations:

Attachment 1 - Deadlines schedule (.pdf download);

Attachment 2 - Technical note for dissertation drafting (.pdf download);

Attachment 3 - Exact copy of the dissertation cover page (.docx download);

Attachment 4 - Exact copy of the dissertation front page (.docx download);

Attachment 5 - Logo (.png download);

Attachment 6 - Research originality statement and declaration of academic honesty (.pdf download);

Attachment 7 - PowerPoint Template (.ppt download).

## 9 – FINAL POINTS

For legal and interpretation purposes, only the Regulations approved by the Organising Committee and subsequent amendments, filed and available at the UniCamillus Teaching Services Office and drafted in Italian, are authentic. A certified copy may be obtained. For all matters not covered in this document, please refer to the Statute and Regulations governing the University's activities operation.

*For questions concerning the graduation procedure, please contact*  
**[graduation@unicamillus.org](mailto:graduation@unicamillus.org)**.