COMPREHENSIVE GUIDE FOR PREPARING THE BACHELORS DEGREE THESIS

(prepared by the Department of Management)

Index

Purpose of the guide

This guide for preparing the final examination and the Bachelors thesis is an official document from the Department of Management. Its purpose is to provide useful information regarding:

- The procedure to follow for requesting a thesis supervisor (Bachelor/Master) amongst the professors of the Department of Management;
- The standards of reference for preparing the final examination/thesis in terms of editing, bibliographic references, and using tables and graphics;
- Tips and advice for a proper planning for thesis work.

1. Procedures

1.1 Procedure for preparing the thesis proposal form for the Department of Management

To declare a professor from the Department of Management as a thesis supervisor, one must complete the online procedure described below. Unless otherwise specified by the professor's university webpage, a preliminary meeting with the professor is encouraged for Bachelor students and required for Master students before completing said procedure. Students should of course consult the professor's page before making contact. The date of the preliminary meeting must be indicated during the online procedure.

The procedure:

1. Enter your username and password to access the Personal Area
2. Click on "Segreteria Studenti Esse3" (Student Secretary)
3. Click "Proposta tesi on line" (Online thesis proposal)
4. Click "Accedi applicazione" (Access application)
5. Click "Compila una nuova domanda di tesi" (Create a new thesis request)
6. Choose the department
7. Complete the form
8. Choose the professor

9. Click "invia proposta" (Send proposal)

The deadlines for students submitting the form and for professors to respond are reported in the table below:

Periods for form submission	Professor responses
15 April - 15 May	16-25 May
1 - 30 September	1-10 October
10 – 31 January	1-10 February

The professor will respond via internet with an acceptance, refusal, or a request for modification. Within 15 days of receiving the teacher response, the student must complete the procedure in the online system, by clicking "Conferma" (confirm). After this period, the proposals that have not been confirmed will be automatically refused.

N.B.: The Department of Management will not accept thesis proposals outside of the timeframes specified above or submitted by any means other than the online procedure in the Personal Area. In exceptional cases, such as a thesis project that requires immediate student attention outside the 3 established timeframes, thesis requests will be managed by the professors.

➔**KEEP IN MIND: THE THESIS PROPOSAL IS NOT TO BE CONFUSED WITH THE PROCESS FOR REQUESTING THE DIPLOMA (DESCRIBED IN THE FOLLOWING PARAGRAPH).**

1.2 Procedure for the graduation request

To be defend your thesis and be included in the list of graduates, one must complete an online graduation request. This request can only be completed after the thesis proposal has

been accepted through the procedure described above and its content has been established in collaboration with one's thesis supervisor.

In completing the graduation request, keep in mind the following University matters:

- Verify the payment of University taxes and fees for the current year (including possible late or missing payments). An additional check of payment status will be performed by "Settore Carriere L e LM" (Bachelor and Master Career Services) as part of the graduation approval;

- Complete all required fields of the University's online graduation request form, indicating the exams still to be taken or passed exams that have not yet been registered. For any anomalies, one must provide a written explanation in the form of an attached text file (saved in .pdf, .doc, or .jpeg with the name "Segnalazioni_Student Number_First Name_Last Name");

- Be sure to indicate the name of the thesis supervisor in the graduation request. If the information is not requested during the online procedure, send an email to provafinale@unive.it explaining this. Without the name of the supervisor, the request cannot be completed;

- If enrolled in a Master under the former system, an abstract must be submitted with the graduation request;

- Complete the questionnaire *AlmaLaurea* at: http://www.almalaurea.it/en;

- Once the graduation request is confirmed in the Personal Area (labelled "Conseguimento titolo" [Diploma attained]), a summary of the inserted information will be shown indicating the request was submitted. This page should be printed and kept as a receipt of submission;

- Verify that the thesis supervisor has consented by logging in to the Personal Area and going to "Upload tesi di laurea e verifica accettazione relatore" (thesis upload and check supervisor approval) > "Stato della tesi" (state of the thesis) > "si" (yes);

- Purchase a 16€ *marca da bollo* before the university deadline (Personal Area > Servizi Segreteria Studenti - ESSE3 [Student Secretary] > Pagamenti [Payments]). If this is your third graduation request or more, an 80€ payment will be required, to be paid by following the same procedure;

- If you have not already done so, activate your university email account (StudentNumber@stud.unive.it) for all communications from the *Bachelor and Master Career Service Centre* ("Settore Carriere student L e LM") regarding the status of your graduation request.

If you complete the online request but then later decide to delay your graduation date, you must complete the online request again in a later term.

With the exception of third year Bachelor students and second year Master students who plan to graduate in the summer session, one cannot be lacking more than 24 credits at the time of filing the graduation request. The final examination and required internships do not figure in the 24 credits. Only students graduating in the summer session can submit a request without regard for the number of missing credits.

Prospective summer graduates must pass all missing exams in the first exam session of the summer.

N.B.: The instructors of the Department of Management advise students to contact their thesis supervisor before submitting the graduation request (no later than a couple of weeks before the submission deadline). Students should not submit the graduation request without first consulting their supervisors.

2. Choosing a topic and a direction

2.1 Getting started

The final examination and thesis should demonstrate a student's capacity to develop a professional project or make a meaningful scientific contribution relating to a concept that was studied as part of the degree coursework.

Given the variety of themes that can be analysed, there is no perfect model that students must follow in writing their thesis. Still, one must keep in mind that thesis attests to a student's ability to independently analyse an idea at an advanced level; it can therefore be considered a first step into the professional world.

The thesis is a personal project generally based on one or more of the ideas addressed during one's coursework. Choosing the topic of the thesis is the first step. This decision

must take into account one's professional and academic goals and interests as they fit into one's completed coursework. After choosing a topic, one must determine which professors in the department are suitable for effectively supervising the project, based on their own academic specialities. Students are advised to go to the office hours of professors who might be interested in supervising the project before completing the thesis proposal form described in paragraph 1.1.

The student must choose, in collaboration with the supervisor, the specific theme of the final examination and thesis along with the appropriate methodology. Once the idea for the thesis has been established, the student should meet again with the supervisor to plan the project in a more detailed way.

Keeping in mind the established theme of the thesis, the student should prepare a conceptual outline detailing the specific ideas that will be addressed. In formulating one's research hypotheses, it is a good idea to thoroughly analyse all aspects of the topic, with possible consideration to current and past social and economic aspects.

Next, students should concentrate on reviewing the literature in the field (textbooks, articles, other projects, etc.). It is often a good idea to begin with a few textbooks and then go deeper into the current literature in order to understand how one's theme has been studied in the past. For the literature review, one can also consult the news articles and other digital resources available on the university website (see paragraph 3.8).

For Bachelor degrees conducted in Italian, the thesis can be written in Italian or English. For Bachelor degrees conducted in English, one must write the thesis in English.

2.2. The final examination for the Bachelor

The final examination for the Bachelor degree consists of a written document (a paper of a few dozen pages), essentially completed in autonomy. The nature of the document is decided with the thesis supervisor who agrees to help the student prepare the project, and who ultimately approves the final examination.

Although the final examination for the Bachelor degree is just a brief research project, students must still formulate a working hypothesis based on their research activities. The objective of the project must be clearly stated in the introduction.

Regarding the specificity of the project, students can also present findings from either their own internships or experimental research.

For the Bachelor thesis, it is preferable that students choose a specific idea to analyse in a profound way rather than simply describing a frequently studied topic in a general way.

N.B.: The Bachelor thesis proposal form must be submitted no later than the semester before one's anticipated graduation.

2.3. The Master thesis

The Master thesis is a complex task that requires a greater effort and time commitment than the Bachelor thesis. It can be considered an authentic research project specifically tailored to the goals of the student; to this end, it requires a higher level of interaction with the thesis supervisor. The Master thesis must also include a specific problem, along with a literature review that is much more detailed and extensive than the one conducted for the Bachelor thesis.

The Master thesis must be carried out with a deeper knowledge of the methodology commonly used in the corresponding discipline. The finished product is characterized by a high level of originality and advanced scientific knowledge.

N.B.: The Master thesis proposal form must be submitted no later than two semesters before one's anticipated graduation.

3. The structure of the final examination and thesis

3.1 The title and index

The title of the final examination/thesis must be capable of expressing the theme and perspective of the research project; it must also be concise and precise (the thesis supervisor can be helpful here). The title does not need to be decided right away, but it can be a good place to start.

To begin writing and verifying the coherence of the one's ideas, it is helpful to establish a provisional index to show one's supervisor in order to plan the necessary steps. The index

becomes a guide for the research, even if it must be modified as the project takes shape. The final index must appear at the beginning of the thesis following in the following format:

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It is important to keep in mind that each chapter begins with a sub-chapter and also that a chapter should not be excessively subdivided.

3.2. The writing process

Once the general plan for writing each chapter has been established, it is useful to prepare an outline of ideas (in either a list or a chart) in which you insert references to the literature while imagining possible critiques from an audience of non-experts.

Students are advised to avoid over-fragmenting the chapters by adding too many sub-chapters or paragraph divisions, particularly when these subdivisions contain just a few lines of text.

It is often best to write the introduction and conclusion after writing the chapters than contain the description of the research project.

While writing the thesis, use only short, linear sentences consisting of 1) subject, 2) verb and 3) possible complements[1]. It is best to minimize the use of adverbs as they generally weigh down the text without adding any significant value.

Moreover, pay attention to verb tenses: using different tenses to describe the evolution of your topic may sometimes be important, but it should only be done with great attention.

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[1] It may be helpful to procure a good book on grammar and syntax to avoid making major mistakes; often in common speech, certain words are used incorrectly.

Furthermore, one should not use too many exclamatory sentences or questions (exceptions are allowed in some cases, if done correctly).

All technical terms must be defined, as the reader's understanding cannot be taken for granted. The same holds true for acronyms; the words must be written out at least the first time they are used in the thesis. Pay attention also when "paraphrasing" works which are written in a foreign language: other than potentially constituting plagiarism, direct translations can be confusing and incoherent. When referring directly to a text written in English, one must translate with great care, by reconstructing the sentence in Italian rather than providing a literal translation. One should also avoid using words in a different language when a widely accepted equivalent exists in Italian.

When using words in a foreign language that are not commonly used in Italian, it is a good idea to write them in *italics*.

Furthermore, when the literature defines a certain word (example: capital, work, income, etc.), it is preferable to use those words rather than constantly repeating a definition of the concept. A concept should always be referred to with one name, even if that name must be repeated. It may sometimes be useful to explain more important or difficult concepts several times so that the idea is easily accessible to the reader.

According to most professors, a research project should use impersonal pronouns rather than the first person. Others may have a different opinion, so it is best to ask your supervisor his or her preference.

One must carefully defend value judgments with references to scientific literature. Similarly, one cannot jump to hasty conclusions resulting from ignoring or underestimating important conceptual nuances in the literature.

N.B.: While writing, it is important to establish with your supervisor a schedule and method for receiving corrections and feedback.

3.3. The structure of the final examination and thesis

A thesis should include the following parts. The list represents a general scheme: each discipline may have different norms.

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Title page
Acknowledgements (optional)
Index
Introduction
Chapter 1
………
Chapter N
Conclusion
Appendix (If any)
List of abbreviations, figures, tables (almost exclusively in the fields of mathematics/statistics)
Bibliography/List of references

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Some general guidelines may be useful: the title/cover page must precede the text and contain the first and last name of the author, the title of the thesis, the academic year, the name of the thesis supervisor, and the name of the department and the university. This page is not numbered.

The acknowledgements section can be added to thank people who made significant contributions to the project; this section goes at the beginning of the thesis so that they are seen immediately by the reader. The index must provide a detailed presentation of the chapters and subchapters with indications of their corresponding page numbers. The Appendix section should contain documents that are necessary for illustrating the ideas of the text but that are too obtrusive to be put in the middle of a chapter. If the case of multiple appendices, they should be assigned letters or numbers and put in the order in which they are referenced in the text (Appendix A, Appendix B, Appendix C…). The bibliography should contain the list of references in alphabetical order based on the name of author and inserted at the end of the document.

3.4. Introduction and conclusion

The introduction and conclusion, unless otherwise directed by the thesis supervisor, should be prepared after the thesis is completed, when all the ideas are clearly defined, problems have been identified and directions for future research can be proposed. These sections should constitute a clear, synthetic summary of the work, referring the reader to specific chapters for further descriptions of the ideas. Specifically, the introduction presents the

ideas to be addressed and the methodology used as a way to stimulate the reader's interest. The conclusion, on the other hand, presents the problems addressed in the work with a clear explanation of the results; no new concepts should be presented in the conclusion.

3.5. Notes and bibliography

As a scientific document, the thesis must provide precise documentation for every assertion of significance. "Citing" means giving credit to another person for their thoughts, words, and data. The function of bibliographic citations can be summarised in the following way:

- Recognizing the origin of a statement, datum, or figure;
- Demonstrating that one's personal ideas fit in a larger context by evoking the relevant literature;
- Validating one's own ideas by referencing similar ideas from a respected authority;
- Indicating the existence of dissenters;
- Giving readers the possibility to explore the references to search for further information about the theory, methodology, or data discussed in the thesis.

Thus, every idea introduced in the thesis must be supported by theoretical arguments or empirical data and adequate bibliographic references. No ideas should be inserted without proper citation: this does not mean you should copy text directly, but rather reword it in a way that indicates understanding. When quoting a text exactly, it necessary to highlight the borrowed text (with quotation markers, for example) and insert the proper citation.

N.B. No thoughts or expressions should appear in the thesis without the proper citation. When sentences or paragraphs are inserted without a citation, it will be treated as plagiarism[2].

In-text citations can appear in one of two ways:

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[2] Regarding plagiarism, Art. 6 of the Università Ca' Foscari di Venezia Ethical Code states: *"Members of the university community are obliged to respect the norms regarding plagiarism. Plagiarism is defined as the total or partial attribution of another person's ideas, research, or discoveries to one's self or to another author, or omitting a citation either intentionally or by accident."* All cases of plagiarism will be dealt with by the Disciplinary Council of the University.

1) As a footnote, conforming to Italian norms. The first time the source is referenced, all information about the work and the author must be specified. The following format is considered acceptable:

> A IROLDI G., B RUNETTI G., C ODA V*., Lezioni di economia aziendale*, Il Mulino, Bologna, 1989, p. 327 e ss.

For additional references to the same work, a more concise citation can be used:

> A IROLDI G., B RUNETTI G., C ODA V*., cit.*, p. 340.

2) Directly in the text, following the Anglo-Saxon tradition (Harvard style). The citation in this case must appear in parentheses and mention only the authors' last names, the year of publication, and a possible page number. The citation should be listed in its entirety in the reference list at the end of the work. The in-text citation should take the following form:

> (A IROLDI B RUNETTI C ODA, 1989, p. 340)

Detailed references will then appear in an alphabetical list (by author's last name) at the end of the thesis.

> (A IROLDI B RUNETTI C ODA, 1989) - A IROLDI G., B RUNETTI G., C ODA V*., Lezioni di economia aziendale*, Il Mulino, Bologna, 1989.

Several different citation norms exist: it is important, however, that the same norm must be applied to all reference. To choose the best citation norm for your work, you should consult a book on thesis writing and choose the norm which is most frequently used in your discipline. The citation norm should be chosen with the supervisor.

Students are advised to avoid long and overly detailed footnotes: if what you are writing is of significant importance, it should go directly into the body of the text. If following the first citation norm listed about, footnotes are the most commonly used method to credit others for their work.

Still, footnotes can be used to add corollary ideas to help develop the main points. In general, footnotes have a smaller font size in relation to the rest of the text. Brief statements or clarifications can be insert directly in the body of the text as a parenthetical statement.

Aside from literary references, sometimes it is necessary to cite websites: even these sources must be mentioned in the thesis (sitography).

3.6. Tables and figures

Using examples to illustrate ideas, to make sure that the reader understands the major points, can be an effective way to clearly present the analysis you intend to perform. It is important that one takes care in presenting data. Tables should be numbered and labelled with concise and relevant titles. Each table must be accompanied by a reference to its source, if borrowed from another study. If the data in the table were collected as part of the thesis project, it is necessary to specify where the data come from. In this latter case, the student must insert a short description of the methods used to obtain the data in the table. Tables must always specify units of measure (number, quantity, value, etc.) and the year in which the data were collected. The table's title must be concise and should not report specific information that is clearly presented in the table. The same warning applies also to figures and graphs; it is imperative to clearly indicate the source and the units of measure (years, quantity, value, etc.).

3.7. Formatting

The Department of Management does not have a fixed rule regarding the format of thesis, but students are reminded to use a format that is clear and easy to read, such as the Cambria font, size 12 (with footnotes using Cambria 10); line spacing: 1,5; margins: 2,5 centimetres (from each side). Moreover, it is recommended to keep the use of underlining, bold types and italics to a minimum, and to avoid changing the body type of letters. In this way, the reading of the text should be facilitated also from a graphic point of view.

3.8. BEC Services – Biblioteca Area Economica (Economics Library)

BEC – *Biblioteca Area Economica* (or Economics Library) offers its users a number of services:

1)   Access to all libraries and their services

-     <u>Access</u>

The multiservice card allows students to enter libraries and take advantage of library services; it allows the staff to distinguish between members of the university community and external users.

-     <u>Ca' Foscari Users</u>

Ca' Foscari Users include the people of the following groups: students, teachers, researchers, administrative staff, scholarship recipients, doctoral candidates, employees with temporary work contracts, former students who have graduated in the last year, visiting professors, foreign exchange students, post-doctoral students, grant researchers, honorary fellows. To enter the library, one must present the multiservice card, or else ask the staff for a day pass.

-     <u>Reserved spaces</u>

The library has 12 individual study rooms, with a locker and electrical plugs.

Students using these rooms can connect to the internet via Wi-Fi. Alternatively, up to 6 carrels at a time can connect using a network. Only those with university login credentials are able to access the internet.

These spaces can be reserved by all degree-seeking students by filling out a form at the Welcome Desk on the ground floor.

2)   Library courses

The courses organized by the library are free of charge and have diverse learning objectives:

- beginner courses give an introduction to the library and its services;
- advanced courses allow students to deepen their knowledge about research tools and databases

The course calendar can be found at this link: http://www.unive.it/pag/10521/

The colour coding of the courses helps to distinguish courses of the various libraries: purple for BALI (Foreign Language and Literatures), green for BAS (Mathematics, Physics and Natural Science), grey for BAUM (Humanities), and orange for BEC (Economics).

3)   Consultation and borrowing services

In the following sections, you will find a description of how to consult, borrow, renew, and reserve Ca' Foscari resources.

-        <u>Consultation</u>

The Ca' Foscari library includes both print and digital resources.

The print resources are kept in the library and can be consulted by anyone, as indicated in the section on Library Access and services. The majority of these volumes are kept on shelves and are easily accessible to all; for the resources that are held in secure storage, one must ask library staff for help.

-        <u>Materials in secure storage</u>

To consult materials in storage (current and past periodicals that are not kept on the shelves), you must complete the online form "Richiesta periodici a magazzino BEC" (BEC secure periodical request), found on the library website.

The materials can be withdrawn at 5 different times of the day: 9.00am – 11.00am – 01.00pm – 03.00pm – 05.00pm (ask at the reception desk).

The location and availability of the documents can be verified by consulting the library catalogue at the following link: http://catalogo.unive.it

Electronic resources (databases, electronic periodicals, e-books, etc.) might be either open access or reserved access. In the latter case, you can consult these resources either in the library or remotely with your university login information (through the Ca' Foscari network, using a VPN and by following the instructions on the university website).

-        <u>Using electronic resources: Remote access</u>

It is possible to consult the library electronic resources from remote access through the following procedure. Download the software VPN (Cisco VPN Client) from this IP address:

http://venus.unive.it/wifi/vpn.php, on your own device and connect with the university login information (students will use their identification number as user name and the password connected with it). The software Cisco VPN is not compatible with Windows 8 and Windows 10. To be able to use it also on these two systems, please follow the instructions *How to use VPN on Windows 8 and Windows 10 through the software Shrewsoft* ("Utilizzo del VPN su Windows 8 e Windows 10 tramite software Shrewsoft - http://www.unive.it/pag/4759/)

Set the PROXY of your browser with the following parameters:

1. proxy address: proxy.unive.it
2. gateway: 3128

A pdf version of these instructions can be found at this address (in Italian):

http://www.unive.it/pag/fileadmin/user_upload/SBA/documenti/Istruzioni_Proxy.pdf

- <u>Borrowing service</u>

Ca' Foscari users and external users may use the loan service as shown in the section called *Access to library and its services* ("Accesso biblioteche e servizi"). In each library of a specific area of study (the 5 libraries of humanities are all included under the name of BALI), users can borrow materials depending on their roles as students, PhD students, post-doc, researchers, professors, according to the procedures of the library service regulations ("Carta dei Servizi"), as follows:

Once a book is searched on the catalogue (http://catalogo.unive.it), it is possible to verify its availability in real-time, by clicking on the word "Disponibilità" (Availability); or, in the case of multivolume publications, the book can be found by clicking on "Lo trovi su" (You find it in), an indication which appears under the book description.

Materials which cannot be borrowed, but only consulted in the library are: periodicals, course books, dictionaries and encyclopedias, multi-media materials (such as DVDs), rare and precious books. Those materials are labelled in the catalogue as:

- "Documento per sola consultazione interna" (Document for internal consultation only)/ "Libro di testo" (Course book). "Non prestabile" (Non-borrowing book);
- "Documento non ammesso alla circolazione" (Document whose circulation is not allowed).

By logging in to your personal library account called *Personal Area* ("Area Personale") in the catalogue website (http://polovea.sebina.it/SebinaOpac/Opac?action=news), you can check the status of your reader account (borrowed books, reserved and requested books, suggestions for purchase, ILL-DD requests), receive and send messages to the libraries, save your search and create your bibliography.

- <u>Reservation</u>

A book which has already been borrowed can be reserved by another user who, in this way, has a priority over it for some days after the reserved book is returned. Once the item is returned, the user will receive a notification on his or her student e-mail address.

The reservation can be made in one of the following ways:

- in person, at the library desk
- by phone
- via e-mail
- online, though the Personal Area of the catalogue:
  http://polovea.sebina.it/SebinaOpac/Opac?locale=en_GB

For further information on the use of one's own personal library account, see the user book, at the following address:

http://www.unive.it/pag/fileadmin/user_upload/SBA/documenti/Guida_all_uso_del_catalogo_e_all_Area_personale.pdf

- <u>Renewal</u>

The borrowing of a book may be renewed one time, unless it has been reserved by another user, through the online procedure within **5 days** of the item's due date. The following types of users are allowed to renew materials:

- students or graduate students up until one year after their graduation date;
- professors, researchers, administrative staff, honorary fellows;
- Inter-University PhD students, alumni, members of University's projects.

The following types of users are not allowed to renew the borrowing:

- Erasmus students;

- Harvard Summer School students;

- external users;

- users enrolled to Polo VEA libraries (*Polo di Venezia del Servizio Bibliotecario Nazionale*).

The renewal can be done online in the users' Personal Area of the catalogue, or with a request to the library loan service, and it can be allowed only if:

- the borrowing period is not expired;

- the material has not been reserved by another user;

- the material has not been already renewed once.

4) Bibliographic Research

The bibliographic research service can help those who need to find an update bibliography on a topic of research or study, and those who want to learn how to use bibliographic resources, databases and other research tools that are available at the library or online.

To access the service, fill in the online form "Ricerche bibliografiche" (Bibliographic research) which can be found on the library website

(http://www.unive.it/nqcontent.cfm?a_id=38919)

The results of the search will be sent by e-mail in the shortest possible time, depending on the number of requests. While filling in the module, it is important to provide a detailed description of the topic, with specific references to place, time, linguistic or subject area. It is particularly useful to indicate keywords in the known languages, and possibly, authors of reference. The user will be contacted if the requests are not clear enough, or if more information is needed. The answer will indicate which documents and bibliographic resources were consulted, and the user will receive explanations on how to find the documents mentioned in the bibliography.

BEC library (Economics) also offers a support service for bibliographic research at the library, according to these procedures:

On appointment, a consultancy service is active at the library, offering a specialized bibliographic research in the fields of management, economy and law, thanks to the

presence of a librarian who will help the user, showing him or her how to consult and select databases.

This free service is addressed to Ca' Foscari users, available during the following timetables: Monday, Tuesday, Thursday: 8.30am - 05.30pm; Wednesday, Friday: 8.30am - 02.00pm

To book an appointment, please write to consulenzabec@unive.it

For more information: tel. 041 234 8765 / 8775

5)   Copy, print, scanning instructions

Each library offers an internal copying and printing service (black/white, A4 format, +A3) which can be used with the multiservice card, available for Ca' Foscari users, including Erasmus students and students enrolled to single courses. Employees with temporary work contracts, grant researchers, honorary fellows and external users with annual permission can use it with the white badge, valid also for the access to the library.

Access the printer by swiping your multiservice or your white (guest) card through the card reader. Press the [copy] button which appears on the screen. Configure the settings as you wish (the default is A4 to A4, single sided) then enter the number of copies you want and press the [start] button. Remember to log out when you have finished.

The card can be charged at the machines placed close to the copiers only with cash money of € 5, 10, 20 and 50. Top-ups on the same card are valid in every library. The cost of a photocopy or a printing is € 0,06. Charging the card does not require its activation as credit card. It is possible to verify online the balance of your card (at the following address: http://www.unive.it/print), relative to printing and photocopies.

Scanning is free of charge (only of documents which are not covered by copyright rules), and documents can be sent to your e-mail address, but it requires you to have a positive balance of at least € 0,06 in your multiservice card.

Access the printer by swiping your multiservice or your white (guest) card through the card reader. Press the [scan] button which appears on the screen. Enter your university email address, tap the settings for scanning your document. Press [start] to scan your document. Check the scanned files status to see that the document was successfully sent. If the status message says it is [completed], the scanned document was successfully sent. Remember to log out when you have finished. To retrieve your scanned document, you will have to log in

to your university email account. Your document will be sent to you in PDF format as a link to download.

It shall be reminded that books can be photocopied for study and personal reasons only, respecting the current regulations about copyright (it is not allowed to copy more than 15% of each book or article, with the exclusion of works which are no more available in publishing catalogues). Materials which are still in perfect conditions should not be photocopied, to avoid damaging them in the process.

- <u>Web-print service</u>

To print from a wireless device (pc or smartphone) connect to the website: https://webprint.unive.it/login.cfm?lang=en (insert your student/staff number as username and your student/staff password), upload the file you want to print and select the printer of the corresponding library. Go to the printer, access it by swiping your card and select the file you wish to print. Once is printed, remember to log out from your account.

- <u>E-mail printing</u>

How e-mail printing works: Send an e-mail with an attachment of the documents you want to print, at the address: print@unive.it NB: the e-mail will be accepted only if it comes from your student/university address (@stud.unive.it or @unive.it). After sending it, connect to the webpage https://webprint.unive.it/login.cfm?lang=en (insert your student/staff number as username and your student/staff password) and click on *My print jobs* ("I miei lavori di stampa") and click on the corresponding printer you want to use. Go to the printer, access it by swiping your card and select the file you wish to print. Once is printed, remember to log out from your account.

6)   Interlibrary loan (ILL)

- <u>For Ca' Foscari users</u>:

Ca' Foscari users (professors, researchers, PhD students, students, recipients of scholarship, graduate students, teaching assistants, grant researchers and administrative staff) can request the loan of materials which are not available at the University libraries, nor at the city's public libraries. Therefore, this service may be used to request material held in

other/distant library sites. Before sending the request for interlibrary loan, it is suggested to verify that the desired material is not available in the University library catalogues BDA (http://www.unive.it/pag/9756/) and Polo VEA-SBN (polo veneziano, http://polovea.sebina.it/SebinaOpac/Opac?locale=en_GB)

Requests should be sent through the online form called "Prestito interbibliotecario" (interlibrary loan) which can be found on the library website (http://www.unive.it/pag/10514/).

The user will be notified when the material arrives. It is not possible to guarantee delivery within a specific time, which may vary depending on the libraries and the air post service (2-3 weeks on average)

The length of loan period, the possibility of taking the volume at home or of copying it, depend on the conditions determined by the lending library. It is possible to check the status of the requests by logging in to your Personal Area of the catalogue (in the section "Il mio spazio-la mia situazione lettore" – my reader status)

- Collection and restitution – at Ca' Bernardo building (ground floor), with the following timetables:
    - collection: Monday to Friday 9.00am - 01.00pm
    - restitution: Monday to Friday 9.00am - 05.00pm
- Costs:

A contribution to the expenses is required, depending on the provenance of the material:
    - Italy: 10 €
    - Europe: 20 €
    - UK, USA, Extra-Europe: 25 €

A cash payment can be made at Ca' Bernardo building (Monday to Friday 9.00am - 01.00pm) or with a bank transfer, following the instructions which will be given by e-mail.

- Contacts:

 ill-dd@unive.it - tel. 041 234 7346 / 7385

7) Document Delivery service (DD)

- For Ca' Foscari users

Ca' Foscari users (professors, researchers, PhD students, students, recipients of scholarship, graduate students, teaching assistants, grant researchers and administrative staff) can request a copy of articles from journals and periodicals, or of book chapters which are not available at the University libraries, nor at the city's public libraries. Before sending a request, it is suggested to verify that the desired material is not available in the University library catalogues BDA and Polo VEA-SBN (see websites above).

Requests should be sent through the online form called "Richiesta articoli da periodici" (document delivery) which can be found on the library website (see "Fornitura documenti" - http://www.unive.it/pag/10514/)

Requests of essays in monographic publications may be sent with the whole book by the lending library, considering the volume instead of the single article. In this case, the request will be labelled as interlibrary loan.

- Number of requests:
  - Students may request up until four articles per month,
  - Students who are about to graduate may exceed the limit of four articles, by sending a request signed by their thesis supervisor to the director of the library,
  - Professors, researchers and PhD students have no limitations in the number of their requests.
- Delivery methods

The articles may be collected at the welcome and information desk at the entrance of the Economics Library (Biblioteca di Area Economica).

- Costs:

The service is free of charge, apart from the reimbursement of expenses which may be required by the lending library.

In the event that it was not possible to find the articles through the library exchanges, the University library may turn to specialized services, informing the user about fees and times of these services, to ask for his/her permission to use them.

- Contacts:

 ddbec@unive.it tel. 041 234 8775

8)   Electronic resources and digital collections

Students can download online in pdf or html format the articles of the main international journals, directly from the database of the University.

Electronic resources are accessible to Ca' Foscari users (http://www.unive.it/pag/10393/). They include electronic periodicals, databases and e-books, digital archives and collections with open access, all aiming to fruition and preservation of research products (ARCA and Thesis Archive), and the digitalization of historical and didactic materials of the University (Phaidra).

A. The catalogue of electronic periodicals

The catalogue of electronic periodicals to which the University subscribed can be accessed online, and the open access academic periodicals can be found at this address: http://aire.cab.unipd.it:9003/unive/a-z/unive

B. Databases:

The list of bibliographic and full-text databases acquired by the University, and the electronic resources with free access selected by the library of each area of study. To make research of a suitable database more effective, it is suggested to choose your field of study from the list, in the menu called "Area disciplinare" (field of study), or "Discipline" (subjects).

They are available at this address: http://www.unive.it/nqcontent.cfm?a_id=32451)

NOTE: The link above allows to find the main databases for Management (differently than the previous version, this new version has a single search engine which helps to avoid communicating wrong links later updated by the website administrators).

9)   Digital Archives

-       ARCA (Archives for Research at Ca' Foscari) is the open access repository of the University Ca' Foscari of Venice, aiming to collect and give higher visibility to research and didactics products of the University. ARCA can also be consulted using the digital library of the University (BDA), or at the following address: https://arca.unive.it/

-        Thesis Archive: This open access institutional archive contains the PhD thesis discussed starting from 1st January 2010, the Master Degree thesis and the 5-years Bachelor Degree (also referred to as "Vecchio Ordinamento") thesis, presented starting from the summer session of 2012. The Thesis Archive can also be consulted using the digital library of the University (BDA), or at the following address:

http://dspace.unive.it/handle/10579/1895

10)   Phaidra: Phaidra is a project of the University Library System (SBA) which aims at creating an open access digital archive for the perpetual preservation of historical, scientific and didactic documents concerning Ca' Foscari University, from its beginning to the present time. The various types of items (monographies and periodicals, photographs, audio/video files, …) come from the libraries, departments, centers and the historical archive of the University of Venice. The digitalizing service of the University Library System (SBA) has scanned and described the documenting and photographic materials of the Historical Heritage of Ca' Foscari University, with the purpose of promoting and spreading the history of the University, also in view of its 150° anniversary in 2018.

This digitalizing process of the materials envisages the creation of digital collections finalized to a wider fruition of the various resources.

Currently, the digital collections of Phaidra are:

A.   History of Ca' Foscari (https://phaidra.cab.unipd.it/collections/storia_ca_foscari)
It presents the milestones in the history of the University, showing events and episodes which are also related to the history of Venice and of Italy (wartime, institutional events, didactics, cheerful moments, eminent personalities, etc.).

B.   Ca' Foscari Events (https://phaidra.cab.unipd.it/collections/ca_foscari_eventi)
It is a collection of photographs, videos, texts of speeches and documents which characterized events of great scientific, historical, social and cultural impact, held at the University.

C.   Ca' Foscari – Orient&Teach (https://phaidra.cab.unipd.it/detail_object/o:72829)
It presents the alternative means for the orientation and spread of teaching and

research, of innovative and experimental didactics, and the use of technologies to create and disseminate knowledge.

D. "Carte del Contemporaneo" Archive (Contemporary documents) https://phaidra.cab.unipd.it/collections/carte_del_contemporaneo) It deals with documents of contemporary authors born or living in the Veneto region, such as Ernesto Calzavara, Pier Maria Pasinetti, Armando Pizzinato and Carlo della Corte. The documents, which were acquired during the years 2006-2011, are currently conserved in the archive of "Centro Interuniversitario di Studi veneti" (CISVe – Interuniversity Centre for Venetian Studies).

E. Special funds (https://phaidra.cab.unipd.it/collections/ca_foscari_fondi_speciali) It collects rare and ancient books of Ca' Foscari: a collection of antique editions, valuable and rare, which were acquired or donated to the libraries of the University by professors or students.

For more information, please write to: phaidra@unive.it

4. Uploading the thesis & The final defence

4.1 Uploading the thesis

Before the final uploading of your thesis, it is necessary to check that the text is well prepared in all its details, and that the sequence of its parts is correct. It is suggested to read the text many times, to verify the absence of mistakes, to listen to its rhythm, and to be sure that each part fits in with the entire discourse.

It is important to always verify the numeration of pages: the number should appear on the external side of the page, or at the centre. The first page of each chapter has to start with an odd number, leaving - when necessary - a white page on the left.

Finally, make sure that the formatting is uniform in the whole work, and that the texts are aligned correctly.

Is it also suggested to keep abreast of the latest information on deadlines and current regulations, checking the website of the University.

Once the work is concluded and **the supervisor's approval is obtained**, the student will have to upload the file with his or her thesis in the Personal Area, under the heading "Upload tesi di laurea e verifica accettazione relatore" (thesis upload and check supervisor approval), which can be found in the menu called "Servizi Segreteria Studenti – ESSE3" [Student Secretary] (go to "Laurea"> Degree). The thesis upload must be planned within the specific sessions whose dates are published in the University website before each session (see deadlines at the following address: http://www.unive.it/pag/11103/).

Once the file is uploaded, it is not possible to withdraw from the degree exam. In case of withdrawal, the student will have to submit a new request to graduate in another session. Information at: http://www.unive.it/pag/11107/

After the upload deadline has passed, the University will check all uploaded documents using the COMPILATIO.NET software. The results of the check will be displayed in the student Personal Area > "Upload tesi di laurea e verifica stato domanda laurea" (Upload thesis and check request to graduate status). If a significant percentage of text resembles other sources, the student's supervisor will establish whether incorrect use of sources has been made and may decide to postpone the student's thesis defence to the next degree exam session.

N.B.: Failure to upload your thesis in the established period will disqualify you from defending your thesis.

4.2 Evaluation and oral defence of the Bachelor thesis

The supervisor will give a grade to the student's final exam, which will be sent to the student's University e-mail address.

Once the degree has been officially rewarded, the graduate may download the diploma with the degree grade from his or her online Personal Area (> Servizi Segreteria studenti – ESSE3 [Student Secretary] > Certificati [Certificates] > Autodichiarazione di laurea con voto [Self-declaration of graduation with grade).

Students will receive their diploma on the Graduation Day, which is scheduled after each session.

As far as the degree in Economics and Management (Economia aziendale) is concerned, the final exam will be evaluated with points from 0 to 6, which will be added to the final grade. The criteria established by the Department for the evaluation of the thesis are the following:

- 1 point if the student's weighted average of his or her grades in equal or higher than 27;
- from 0 to 5 points for the value of the thesis. In particular:
  - 5 points for an outstanding thesis (equal to 30 with honours in an exam)
  - 4 points for a very good thesis (equal to 28 or more)
  - 3 points for a good thesis (equal to a grade between 24 and 27)
  - 2 points for a satisfactory thesis (equal to a grade between 20 and 23)
  - 1 point for a sufficient thesis
  - 0 points for a hardly sufficient thesis.

The attribution of an eventual bonus is calculated automatically according to the rules laid out in the attached table. For all degree programmes, the award of honours to the final grade is at the discretion of the supervisor. The attribution of the award is limited to the cases in which the sum of the weighted average, the points of eventual bonuses and the grade of the final exam is equal or higher than 110. In fact, the degree grade is calculated by adding the grade of the final exam and eventual bonuses to the weighted average calculated in hundred-and-tenths.

4.3 Evaluation and oral defence of the Master thesis

During the periods established for each session by the University, the thesis defence takes place before a committee made up of university professors and experts who will jointly assess the quality of the thesis and propose a final grade. The composition of the committee and the calendar of the final exams is published in the website of the University two weeks before the beginning of each session (see calendar at: http://www.unive.it/pag/11103/)

The degree grade is calculated by adding to the weighted average, calculated in hundred-and-tenths, the points of the thesis and eventual bonuses given by the committee, according to the rules laid out in the attached table.

On the day of the oral defence, upon official proclamation, the President of the committee will give each graduate his or her diploma.

Graduates may request the services of a university-approved photographer to take pictures or videos. These services are at the expensive of the student. For more information: laurea@veneziavision.it.

Once the degree has been officially rewarded on the day of the oral defence, the graduate may download the diploma from his or her online Personal Area. Diplomas procured in this way are considered legal and valid, and automatically come with a digital stamp. The original diploma with a stamp and signature will still be available at the office "Settore Carriere L e LM" (Bachelor and Master Career Services).

N.B.: We remind students that, in alignment with the university's policies regarding sustainability, it is no longer necessary to print paper copies of the thesis to distribute to the evaluators; students can instead send the file directly to the professors as a pdf document, unless otherwise directed by one of them. These professors will have full access to the thesis in their Personal Area.