

A.Y. 2024/2025



by  
**Sara BROLLO**  
**Gabriele CARDINALE**



**guide to**

# **Bachelor Thesis**



*A concise guide on the thesis for undergraduate students.*

# index

## 1. INFORMATION

### 1.1 Overview

### 1.2 Deadlines

### 1.3 Opportunities Provided by the University

### 1.4 Tips

## 2. PROCEDURE

### 2.1 Degree Designation and impact

### 2.2 Degree exam registration

### 2.3 Submission of final work and request for approval

### 2.4 Format Specifications and Calculation of Degree Grade

## 3. RELEVANT RESOURCES

*All information contained in this PDF is sourced from the Bocconi website and its guides; it has been restructured and condensed into a single document without any intention of substituting official materials.*





# INFORMATION

## Overview

1.1

Congratulations! If you are reading this guide, it is probably because your Bachelor degree program is coming to an end. And now? You have already accumulated a vast number of credits and spent many sleepless nights studying, but to obtain your degree, one thing is still missing: your Final Paper.

Not sure where to start? We've got you covered!

In this brief guide, you will find all the necessary information to tackle your thesis writing in the best way possible: general information, procedures to follow, opportunities offered by the university, and some useful links to help you create your masterpiece.

To be admitted to the final exam, students must have earned all the credits required by their curriculum, except those designated for the final test. The degree is obtained upon passing the final exam and reaching a total of at least 180 credits. The final paper is worth 3 credits for all degree programs, except for the Bachelor in International Politics and Government (BIG), for which the final paper is worth 6 credits (only for students enrolled until the academic year 2017/2018).



The **final paper** consists of a concise written report that develops a topic of a purely theoretical nature or supported by empirical evidence. It may also be based on a work experience (internship) or study abroad experience. For the Bachelor degree in Global Law, the paper may be linked to a specific experience gained in legal clinics or internships.

Students enrolled in classes taught in Italian may choose to write their final paper in either Italian or English. Students enrolled in classes taught in English must write their paper in English. The content of the final paper must be related to a subject area connected to one of the university's departments but does not necessarily need to correspond to a course within the student's study plan. The final paper must be written under the supervision of a faculty tutor.

If a student wishes to base their final paper on an internship or a study period abroad, they must agree on the topic with their faculty tutor before the start of that experience. The paper is typically around 30 pages long and may take about a month to complete. The final paper must be accompanied by an abstract summarizing its subject.

Lastly, students must use proper citation methods, as the university employs specific software to verify authenticity. Any violations may result in referral to the Disciplinary Committee.



# Deadlines

## 1.2

A high-quality Final Paper requires preliminary organization and good time management. The first step in writing your thesis is to check the deadlines to ensure eligibility for your desired graduation session.

Below there are the deadlines for the academic year 2025:

Session	Reservation of graduation session (by 1:00 PM) **	Enter the final paper title	Final paper upload & abstract submission, approval request (by 11:00 PM)	Date for study plan completion ***
April 8-9, 2025	From November 15, 2024, to February 4, 2025	January 13, 2025 (SEE NOTE)	February 25, 2025	February 1, 2025
July 17-18, 2025 *	From March 11 to June 5, 2025	May 15, 2025 (SEE NOTE)	June 12, 2025	June 23, 2025

\*First graduation session available for third year students enrolled as regular students “in corso” in the 2024/2025 academic year. Students are invited to regularly check the information about tuition and fees available on the website of the Fees, Funding and Housing Office.

Please be advised that individuals planning to pursue a Master's Degree at Bocconi must complete their degree by the September graduation session. Regrettably, as of the writing of this guide, the dates for subsequent examination sessions in the current calendar year are unavailable. Nevertheless, it may be beneficial to review the dates for the 2024 calendar year (listed below), as they are expected to be largely similar.



Session	Reservation of graduation session (by 1:00 PM) **	Enter the final paper title	Final paper upload & abstract submission, approval request (by 11:00 PM)	Date for study plan completion ***
July 17-18, 2024	From March 11 to June 5, 2024	May 15, 2024 (SEE NOTE)	June 13, 2024	June 19, 2024
October 25-26, 2024	From June 24 to September 9, 2024	July 15, 2024 (SEE NOTE)	September 23, 2024	September 7, 2024
December 12-13, 2024	From September 16 to November 4, 2024	October 1, 2024 (SEE NOTE)	November 11, 2024	October 31, 2024

**You are invited to check the above-mentioned deadlines if you are interested in graduation sessions other than those scheduled for the A.Y. 2024/2025 at the following [link](#).**

\*\*All general exams do not need to be passed in order to reserve the graduation session. Regarding completion of the study plan, see the related deadline.

\*\*\* Booking a graduation session is not conditional on passing all required exams. For study plan completion deadlines, please refer to the relevant section.

\*\*\*\* Deadline by which the graduating student's study plan must be completed (i.e., the date by which the last exams at Bocconi must be taken and any recognition procedures for other academic activities—such as internships, language certifications, or exams taken abroad—must be finalized).

**NOTE:** This deadline refers to the **last date by which the graduating student must have entered the final paper title** and selected the faculty tutor through the "Graduation application procedure" procedure. However, tutor approval may occur after this date. Booking a graduation session is subject to the approval of the final paper title by the faculty tutor. Without this approval, it will not be possible to register for a graduation session.

For graduation proclamation dates, please refer to the following [link](#), which is periodically updated for each graduation session.



It is also important to highlight the key difference between the graduation session and the graduation ceremony. For Bachelor degrees, the candidate officially obtains the degree by registering for the selected graduation session. The confirmation of Graduation application procedure, along with the final grade, is communicated via platform notification in the days following the graduation session.

The graduation ceremony, however, takes place on a separate date. Each graduation session has a corresponding proclamation ceremony, usually held several weeks after the official Graduation application procedure.

For details on the procedure to access graduation sessions, please refer to the following chapter.

# Opportunities Provided by the University

## 1.3

To assist you in composing your Final Thesis, the university offers a range of resources, including:

- **Thesis Department and Faculty Guidance:** At the following [link](#), you will find a list of all university departments, along with a complete list of available faculty tutors within each department. This section will help you navigate different research areas and find the most suitable faculty tutor (advisor) to support you in your thesis project.
- ***Cite Them Right!* – Library Appointments:** Have you consulted numerous sources for your Final Paper but are unsure how to cite them correctly? The library offers dedicated time slots for this! Through your yoU@B Agenda, you can book an informational session on various citation techniques by following this procedure: yoU@B Agenda > Library > Initiative Calendar.



- **Thesis Archive Consultation:** Another service offered by the library is access to both physical and digital thesis archives. For theses published after the year 2000, you can consult the collection of digital copies available through the university. Text consultation can be done via the library website after logging in. For more information about the digital archives, you can visit this [link](#).

## Tips 1.4



Once the preliminary work has been completed, deadlines have been verified, and you have familiarized yourself with the opportunities provided by the university, you can focus on drafting your Final Paper. How?

- **Identify the Research Area** The first step is to find a research project that interests you and stimulates your curiosity for further research. A useful tip for this purpose is to formulate research questions. *Looking back at your university experience and beyond, is there a topic that has particularly caught your attention? Or a subject you would have liked to explore further but never had the opportunity to?*
- **Formulating Research Questions** Once you have identified the field, focus on specific aspects you would like to investigate. Ask yourself detailed and specific questions. *What intrigues you most about this topic? Why did you choose this particular theme?*

- **Drafting the Outline** Now try to answer the previous questions by creating an outline divided into subtopics. It may be helpful to assign each question to a chapter of your thesis and answer it through the various paragraphs within that chapter. At this point, you are ready to submit the outline to your Academic Advisor!
- **Approval of the Outline and Start of Writing** Once you receive your advisor's approval and, if necessary, discuss any modifications, you can begin writing! It is advisable to tackle the writing one chapter at a time and submit each chapter to your advisor to receive periodic feedback and guidance.

One of the fundamental decisions in developing your final project is selecting the type of thesis. The Final Paper can be of two types: *theoretical* or *empirical*.

The choice is based on the different research methods underlying each type. In most cases, it is implicitly determined by the selected topic, as it is intrinsic to the subject you wish to address. To understand whether your thesis project falls into one category or the other, you can refer to these two definitions (valid in the economic field):

- **Theoretical Thesis:** Based on the construction of theoretical and conceptual models to explain economic phenomena. It uses mathematical, logical, and deductive tools to develop hypotheses and theories.
- **Empirical Thesis:** Based on real data analysis to verify economic hypotheses. It uses statistical and econometric methods to test theories and identify causal relationships. It requires data collection, processing, and interpretation.

It is also helpful to consult your Academic Advisor when making this choice. Their academic and practical experience in the field may guide you toward the most suitable choice for your project and ensure it effectively addresses your research questions.



An important support for writing your final paper is provided by university guides, available online and conveniently divided by topic. For further and updated information regarding Graduation application procedure, you can visit the following link.

Additionally, the university offers an interactive support tool available in the yoU@B Agenda. By navigating to: **Agenda yoU@B > Graduation > How to: Useful Information for Graduation**, you can access a collection of interactive content to monitor deadlines, assist in choosing your thesis topic, and explore various resources provided by the university.

# PROCEDURE

2.1

## Degree designation and impact

Once the thesis topic has been decided with your academic advisor, you must proceed with entering the **Thesis Title**. It is crucial to meet the deadline for this step (see section 1.2), as failure to comply will result in the inability to register for the desired graduation session.

You can enter the title by accessing: **Agenda yoU@B > Graduation > Graduation application procedure > Proceed with Final Paper Title Entry**

Through this process, you will specify:

- Type of thesis ( empirical or theoretical)
- Thesis title
- Language of writing
- In the next screen (Advisor Selection), the name of the academic advisor

Once this information has been entered, it will be available to the advisor online. The advisor will then assign the final paper title (a necessary step to proceed further), followed by a notification in the **Diary** (under the *Notices and To-Do widget*).



After entering the title, a dedicated section will appear in **yoU@B Diary > Graduation > Graduation application procedure**, displaying a screen like this with specific buttons that allow you to carry out various operations.



Carry out the graduation reservation

**Title summary**

Title Details [View details](#)

Type

Title

Final paper title information completion Change title Cancel title Final paper attachments - not definitive files

- **Carry out the graduation reservation** Through this section, you can register for your desired graduation session and check for any outstanding requirements (such as pending payments).
- **Final paper title information completion** This section allows you to track your progress in completing the final paper and access the next steps.
- **Change title** In this section, you can modify the title without having to go through all the steps of the initial entry again. If the advisor has already assigned the title, their assignment remains valid. The title can be modified until the relevant deadline and, in any case, until you request approval from your academic advisor (after which this function will no longer be available).
- **Cancel title** The student may also choose to cancel their title, but in this case, they must repeat the entire title entry process and wait for assignment by a new academic advisor. To do this, any previously submitted graduation session registration must also be canceled and resubmitted within the established deadlines.





- **Final paper attachments – non definitive files** Only upon specific request and with prior approval from the academic advisor, the student may submit **non-final** versions of their work (e.g., individual chapters or draft sections) in **PDF format** for review. These files will be immediately available to the advisor online. Uploading files in this section **does NOT replace** the final submission, which must be completed exclusively using the function: **Final paper title information completion > Final paper final attachment.**

## Degree exam registration

### 2.2

Once the thesis title has been entered and approved, students will be able to register for a graduation session from those available at the following [link](#) by accessing: **yoU@B Diary > Graduation > Graduation Application Procedure > Graduation Reservation.** In the meantime, students may take exams, provided they are passed before the selected graduation session date.



During the registration process, the system will verify the student's administrative and financial status. Specifically, the following will be checked:

- The correct entry of the thesis title within the designated deadline.
- Approval of the thesis title by the academic advisor.
- Full payment of all required fees, including the graduation fee (payable via MAV, available in Punto Blu under **Administrative Area > Financial Status > Payments**). It is recommended to pay the graduation fee approximately one month before registering for the graduation session.

Students enrolled in their third year in the 2024-2025 academic year who plan to graduate by the December 2025 session are not required to enroll in the 2025-2026 academic year. However, students intending to graduate from the first session after December 2025 must enroll in the 2025-2026 academic year.

Once the registration is complete, students are advised to print the confirmation receipt through:

**yoU@B Diary > Graduation application procedure > Print Application.** After registering for the graduation session and completing all exams, students will receive a survey via email to evaluate their university experience. This survey is part of a national study aimed at collecting student feedback to improve the academic experience.



**After registering for a graduation session**, students cannot enroll in the next academic year unless they first cancel their graduation registration. If a student no longer wishes to graduate in the selected session, they can:

- Cancel their graduation application (within the deadline) **yoU@B Diary > Graduation > Application procedure > Cancel Reservation.**
- If the cancellation deadline has passed, submit a written request via **B in Touch > Graduation Section.**

If a student withdraws from the final available graduation session of the academic year (December), they must first enroll in the new academic year and settle their financial obligations before they can register for a new graduation session.



# Submission of final work and request for approval

## 2.3

Once the previous steps have been completed, students can proceed via **yoU@B Diary > Graduation > Final paper title information completion** to carry out the following tasks within the designated deadlines:

- Modify the assigned title, if necessary.
- Enter the **abstract**, summarizing the final paper's content. The abstract must not exceed 4,000 characters and must be typed directly into the designated text box (not copied from another file).
- Confirm the language in which the thesis is written.
- Authorize the university to use the final paper attachment.
- Upload the definitive attachment – a PDF file (max 10MB) containing the final version of the thesis. The file must be uploaded exclusively via **Final paper title information completion > Final Paper Definitive Attachment**. Uploading files via Final paper attachments – non definitive files does not serve as an alternative method for final submission. For specific file format requirements, see section 2.4.



The final paper and information entered by the student will be immediately available online for the academic advisor to review. Once the definitive file has been uploaded and the approval request has been submitted, no further modifications will be allowed.

The final step before admission to the graduation session is the **approval request**, which serves as the professor's official declaration of acceptance of the student's work. This marks the final stage of the **Graduation application procedure Process**.

A student can submit the approval request via **yoU@B Diary > Graduation > Graduation application procedure > Request Approval** once they have:

- An assigned thesis title.
- Registered for a graduation session.
- Entered the abstract and uploaded the final version of the thesis.

Once the approval is granted by the academic advisor, the student will receive a notification in yoU@B Diary, officially completing the Graduation application procedure Process.

## Format Specifications and Calculation of Degree Grade

2.4

To ensure the final paper is considered for evaluation by the graduation committee, students must comply with the university's requirements. The paper must be submitted as a **PDF file** (it is recommended to use tools such as Microsoft Word or Google Docs and download the file as a PDF via the "Print" function, rather than using a PDF editor). The file name must follow the format: LF + student ID number (e.g., LF1234567.pdf). The final paper must not contain any personal references (such as the student's name or ID number). The first four pages of the document must be as follows:

1. Blank page
2. Blank page
3. Blank page or page with dedication/acknowledgments
4. Blank page



The main content (table of contents, introduction, body text, etc.) must begin strictly after these four pages.

Additionally you should not include a title page (it will be generated automatically with the information entered online) nor the abstract.

Formatting Requirements:

- Maximum file size: 10MB
- Page size: 29x21 cm (A4 format)
- Lines per page: 26 to 30
- Margins: 2.5 cm (left and right)
- Recommended fonts: Arial, Tahoma, or Verdana
- Font size: 12
- Pages must be numbered
- The Bocconi University logo may not be used in the final paper

To simplify your work, we provide a template with all parameters pre-set.



The graduation grade is determined by the graduation committee. Students are not required to make an oral presentation of their final paper and are not required to be present during the committee's evaluation.

The final grade is calculated as follows:

- **Weighted GPA (out of 110):** The weighted arithmetic mean of all graded coursework (out of 30) in the study plan, converted to a 110-point scale.
  - Exams graded 30 with honors are counted as 31.
  - a maximum of 2 additional exams are taken into consideration (in cases where students have passed more than 2 additional exams, the 2 best results will be used).
  - if students have passed exams at other Italian or foreign universities with a mark not expressed out of 30, it is converted on the basis of a specific conversion table.
- from **0 to 4** points (out of 110) for the assessment of the "**quality of the final paper**" where the committee awards:
  - 4 points      Excellent paper
  - 3-2 points    Good paper
  - 0-1 points    Satisfactory paper
- 1 additional point (not cumulative) for:
  - participation in a curricular internship or, for the Bachelor in Global Law only, completing a legal clinic curricular activity (recorded in the academic career as "pass") and/or
  - participation in Exchange or Double Degree/Double Program mobility programs if at least 1 exam passed abroad has been recognized. The Free Mover initiative is not eligible for an additional point.



Based on the points proposed by the faculty member following the final paper, the Board assesses the quality of the final paper. The minimum graduation grade is 66 and the maximum grade is 110; if the decimal is equal to or higher than 5, then the graduation grade is rounded up, if the decimal is lower than 5 it is rounded down.

The Degree Assessment Board may unanimously award lode (cum laude) only if all the following 3 conditions are met:

- the total of the 3 elements used to calculate the graduation grade is equal at least to 111;
- the points awarded for the final paper is equal at least to 3 points;
- the student has not been charged any disciplinary sanction of suspension lasting 6 months or longer

Need help calculating your grade? We understand that this calculation can be complex! That's why B.lab has created a graduation grade calculator. Check your projected final grade and simulate different scenarios quickly and easily at the following [\*\*LINK CALCULATOR\*\*](#).





# USEFUL RESOURCES

## **BinTouch, Degree section:**

<https://bit.unibocconi.it/hc/it/categories/4502301336978>

## **Video featuring the index (you can watch it with subtitles):**

[https://youtu.be/GnVNi65I\\_b0si=HvhBoAE\\_YTPoWFbX](https://youtu.be/GnVNi65I_b0si=HvhBoAE_YTPoWFbX)

## **Video composition abstract (same as before):**

[https://youtu.be/EXAoKNIRt\\_wsi=THA0mV9hTDRSlcp6](https://youtu.be/EXAoKNIRt_wsi=THA0mV9hTDRSlcp6)

## **Thesis Guide**

[https://didattica.unibocconi.it/tsg/testo.phpidr=24887&comando=B  
ase&edizione=2025&volume=N3&idAnt=24887&strperc=](https://didattica.unibocconi.it/tsg/testo.phpidr=24887&comando=B<br/>ase&edizione=2025&volume=N3&idAnt=24887&strperc=)

## FOR INQUIRIES OR RECOMMENDATIONS



**GABRIELE CARDINALE**

[gabriele.cardinale@studbocconi.it](mailto:gabriele.cardinale@studbocconi.it)

@kings\_gabb

+39 3202126708



**SARA BROLLO**

[sara.brollo@studbocconi.it](mailto:sara.brollo@studbocconi.it)

@sara\_brollo

+39 347 099 7729

## FOR INFO REGARDING THE TEACHING DIVISION



**VITTORIA NASONTE**

[vittoria.nasonte@studbocconi.it](mailto:vittoria.nasonte@studbocconi.it)

@\_vittorian\_

+39 327 444 1476



**ELENA CACIOLI**

[elena.cacioli@studbocconi.it](mailto:elena.cacioli@studbocconi.it)

@elenacaciolii\_

+39 3928931605

