

Guidelines for arranging thesis supervision (Alessandra Russo, School of International Studies and Department of Sociology and Social Research – 28/12/2024)

Considering the high number of supervision requests I have received in the last academic year, some general recommendations are needed to make the thesis preparation work as effective as possible.

Before starting working on your thesis:

1. Please feel free to drop me a line and/or to schedule an appointment (office hours) but try to come to the first meeting with some preliminary ideas you would like to work on, especially focusing on the following points: research topic and research question; their significance (try to reply to the following questions in relation to the topic you selected: "so what?" and "who cares?"); what's puzzling to you.
2. Please provide me the details about where you are in terms of exam completion, what your expectations are in terms of timing (graduation session) and final grade.
3. On the occasion of the first or second meeting, please bring with you a written thesis proposal summary (I will provide you with a template as soon as we agree on the supervision).

During the thesis preparation work:

1. Please be aware of the official administrative/bureaucratic deadlines: these are beyond my control and include the submission of the thesis title, the payment of the graduation fees, the registration of all exams of your study plan, the registration to the graduation session and the submission of the thesis full-text.
2. Please be aware that plagiarism, the inclusion of AI-generated contents, and other instances of academic misconduct / malpractice are strictly forbidden. I regularly check the materials you submit to me for the purpose of reviews and revisions through the software Turnitin. If you have doubts about how to properly reference, cite and quote other authors' work, do not hesitate to ask for instructions and clarifications.
3. Please consider that I will make corrections and comments on each chapter only once. I will not re-read revised chapters as endless "navettes" between the thesis students and the supervisor are hardly manageable.
4. Please do not submit incomplete chapters, chapters with bullet-point sections to be fully developed yet, chapters with missing sections. Take your time to complete the chapters and please send it to me once it is in a decent version, as a draft you are happy with.
5. Please allow me at least one week to make corrections: therefore, especially as per the last iteration, do not send me the manuscript the day before the deadline for the thesis submission. The same recommendation is valid in case you need my signature for all thesis-related matters, including the procedures required for the thesis abroad program; and this is especially valid if you wish to graduate in September: please consider that June, July and September are typical months for conferences, research missions abroad, academic mobility (and vacation).
6. Meetings with thesis students are held during the regular office hours (in person or on-line).

After the thesis submission and before the thesis discussion:

1. As per MA theses: the composition of the thesis commission and the identification of a thesis discussant is decided by the SIS Director and Secretary.
2. Should you wish to use a Power Point presentation for your oral defence, please note that I am available to review it...but I cannot do it on a last-minute basis or upon short notice. Please allow me at least 3 days.