Instructions for Students – The new Procedure for selecting and allocating the IBD thesis supervisors (tutors)

The following instructions outline the **new procedure** for selecting and allocating the IBD thesis supervisors (tutors) starting from July 2025. Students are required to follow each phase to ensure the timely and effective initiation of their dissertation projects.

Timeline of the new Procedure for selecting and allocating the IBD thesis supervisors (tutors):

- **Phase 1** Meeting #01 Indicative period: end of June-July
- **Phase 2** – Submission of Students' Preferences for Professor=Tutor - Indicative period: July–September
- **Phase 3** – Provisional Allocation and Thesis Meeting #02 - Indicative period: mid October

Phase 1 – Introducing the new Procedure - Meeting #01

Indicative period: end of June-July

Students are kindly invited to participate in the **thesis meeting #01**, which is primarily intended for newly enrolled students but open to all interested ones. Participation may occur either in person or remotely via Microsoft Teams (webinar). The session will be recorded for future asynchronous access.

During this **meeting #01**, the following key aspects will be addressed:

1. An overview of the structure, content, and formal requirements of the IBD dissertation, based on programme guidelines.
2. A presentation of some thesis topics proposed by some IBD professors.
3. A clarification of the administrative procedures related to the submission of the IBD dissertation, as outlined on the Departmental website.
4. The description of the newly established procedure for the allocation of dissertation projects to IBD supervisors (see also **Phase 2**).

IMPORTANT – All information about IBD professors eligible to be thesis tutors and the suggested topics will be available on the dedicated ELLY page since the beginning of July. One topic DOES NOT NECESSARILY imply only one thesis. A single topic can be developed by multiple students.

Every IBD professor will be given number of theses to supervise depending on:
- his/her academic activities
- his/her employment relationship with the University

Phase 2 – Submission of Students' Preferences for Professor=Tutor

Indicative period: July–September

Provisional Deadline: 10 September

Students will be invited to use a specific online platform (link will be available in the new ELLY web page, and it will be using a specific survey implemented in Microsoft Forms) **to submit their preferences** concerning available professors/supervisors. Each student must indicate 3 preferences that have to be ranked, according to the following framework:

1) First preference: Professor=Tutor #01
2) Second preference: Professor=Tutor #02
3) Third preference: Professor=Tutor #03

Once submitted, preferences cannot be amended during this Phase 2. These preferences will be treated with **priority** in the allocation process.

Phase 3 – Provisional Allocation and Thesis Meeting #02

Indicative period: mid October

After having collected the first set of students' preferences, the **IBD Dissertation Committee** will prepare an initial allocation table assigning students to IBD professors. This table will be reviewed in consultation with participating faculty to ensure balanced supervision loads and the feasibility of student–supervisor pairings.

The following steps will be taken:

- Individual assignments will be formally communicated to each student by the IBD President, who will request confirmation for validating the project for the IBD tutor selected.

- Another **thesis meeting #02** will be held in mid-autumn, revisiting essential elements already introduced in meeting #01, and presenting the academic resources and services provided by the Economics Library and the University of Parma.

Note: Students who did not submit preferences during Phase 2 may be granted an additional opportunity to do so following this Phase 3.

Phase 4 – Ongoing Monitoring

Period: From October until graduation sessions

The IBD Dissertation Committee will undertake periodic reviews (approximately every 2–3 months) to update the status of thesis supervision across the programme. Following each graduation session, the Committee will revise the allocation table to monitor supervisors' project loads and available capacity.

Phase 5 – Case-by-Case Support

Period: As needed

Students who have not yet initiated their thesis projects, or who have not been matched with a supervisor, may submit specific requests to the IBD Dissertation Committee. The Committee will assess these cases individually and, where possible, propose solutions based on supervisors' availability.

Students are requested to ensure a full compliance with each phase of this new process. Adherence to deadlines and clear communication with both the Committee and assigned supervisors are essential for the successful completion of your dissertation.