

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# How to Graduate

International Desk @ School of Medicine  
Administrative Office – Claudia Veronese



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

**The mandatory steps you need to  
take before applying in Uniweb**



# The road to graduation



Finding  
a lab



Finding  
a supervisor/  
Thesis  
Mentor



Thesis  
internship  
stepping  
stones



Application  
on Uniweb



Deadlines



Thesis  
practicalities



Graduation  
sessions



Final  
grading



Collecting  
the diploma





# The final examination: the thesis

At the end of your studies, you must sit a **final examination (30 CFU)**.

- **The Master's thesis must be an experimental project (technical-scientific)** written under the guidance of a responsible Professor, **the supervisor/Thesis Mentor.**
- The thesis includes a period of experimental research activity **(internship of thesis)** on topics that are consistent with the educational path of the Master's Degree in Pharmaceutical Biotechnologies.
- **The thesis must be experimental**, written and discussed in English with an abstract in English.





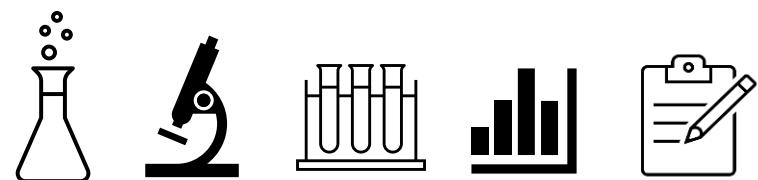
# The thesis internship

## Pay attention:

**The thesis internship – to be carried out in a laboratory - must last no less than seven (7) months.**

**No exception will be made, this is a mandatory requirement!**

- You can carry out your thesis internship either in a research laboratory of the University of Padova; in other Italian/international Universities; in public/private research laboratories; in industries, companies and external bodies based on established agreements.





# The thesis internship

Students that are regularly enrolled and **interested in writing their thesis abroad** will have the chance to spend a period to study abroad thanks to the [Call for the Erasmus+ for Studies Programme.](#)



**Be reminded to check all specific procedures before planning a Mobility period abroad!**

**If you are planning to perform a thesis internship abroad, inform and always keep in touch with the Academic Coordinator (Responsabile di flusso).**

**Also in this case students have to comply with the minimum duration required (7 months) for the thesis internship.**



# The thesis internship

**Be careful, you cannot start the thesis internship at any time...**

**You must comply with the requirements to start the internship:**

- ❖ To have been awarded **at least 50 CFU (the CFU must be already registered in your Booklet)**
- ❖ The **thesis internship application form duly filled and signed** must be submitted to the Didactics Office of the Master's Degree in Pharmaceutical Biotechnologies **at least 15 days before the expected start date of the thesis internship**
- ❖ **The application form can be sent via email ([didattica.dsf@unipd.it](mailto:didattica.dsf@unipd.it)), attaching a scan of your ID document**



# Thesis internship application form

## Department of pharmaceutical and pharmacological sciences

### Master Degree in Pharmaceutical Biotechnologies

#### *Application form of thesis intermission*

This form must be submitted duly filled and signed to the Didactics Office at least 15 days before the expected beginning date of the thesis internship for approval by the Chair of the Master Degree Course in PharmBiotec.

Students must have been awarded at least 50 credit points in order to submit their thesis internship application.

I, the undersigned \_\_\_\_\_,  
responsible for \_\_\_\_\_, being in \_\_\_\_\_, the \_\_\_\_\_

Address \_\_\_\_\_ Phone nr. \_\_\_\_\_

E-mail \_\_\_\_\_  
Street \_\_\_\_\_ Phone nr. \_\_\_\_\_

Enrolled in the year \_\_\_\_\_ of the Master Degree in Pharmaceutical Biotechnology, I  
communicate to be in agreement with Prof. \_\_\_\_\_ to carry out the thesis  
internship in the research laboratory.

1, the undersigned states to have been awarded \_\_\_\_ CFU and to have taken successfully nr. \_\_\_\_ educational activities (exams) as listed below, with the purpose to begin the thesis internship starting from the date \_\_\_\_\_

I, the undersigned states to carry out all/part of my thesis internship during the Erasmus period at the University (Erasmus CODE )

Date of departure \_\_\_\_\_

Padova

**SIGNATURE**

I, the undersigned Prof. \_\_\_\_\_ declares to accept the studies  
for the thesis interimthesis or thesis Superior.

2024 RELEASE UNDER E.O. 14176

Padova

SIGNATURE

**Department of pharmaceutical and pharmacological sciences**  
**Master Degree in Pharmaceutical Biotechnologies**

### Application form of thesis intermaking

#### 1. List of CFU and educational activities (exams) carried out by the student

enrolment nr. \_\_\_\_\_ enrolled in the year \_\_\_\_\_ of the Master Degree in  
Pharmaceutical Biotechnologies

Padova

SIGNATUR

Alternatively to this second page, you can download from Uniweb and submit the [Self-certification of enrolment and transcript of records](#)



# Let's find a supervisor

The **Thesis Mentor** is the person who will oversee the progress of your thesis.  
**All Professors belonging to and/or teaching in a Degree Programme of the Department of Pharmaceutical and Pharmacological Sciences (DSF) can be Thesis Mentor.**

- Get information on the research topics of the Professors of your Master's Degree Programme and of your Department so that you will know more about the research they could be involved in.
- Once you have gathered information on the research topics of your interest **get in contact soon to verify the availability** of the Professor you would like to write your thesis with.

**Please be reminded that each Professor can supervise a maximum number of students!**



# Let's find a supervisor

**TIP:** to get in touch with the Professors you can send them an e-mail, take an appointment and go to their **office hours**.



**EXTRA TIP:** remember to start looking for a Thesis Mentor in advance with regard to the time you are planning to graduate.

**It is a long and complex work that takes time!**





DEPARTAMENTO DI SCIENZE DEL FARMACO

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

28.03.2014

Master Degree in Pharmaceutical Biotechnologies

**Standard Operative Procedures (SOP) for the preparation of master thesis**

All students must provide the following information to "Thesis Project Commission" (Prof. L. Acquasaliente, laura.acquasaliente@unipd.it – Prof. A. Sosic, alice.sosic@unipd.it) and Italian Supervisor (Relatore di tesi) within 30 days of arrival in the host laboratory.

External Supervisor Name

Institution

Provisional Project Title or Project key words

Brief outline of practical work to be undertaken:

Study concept

Scope

Methods

Student Name

Signature

Date

❖ All students must **fill in the SOP form** for the preparation of the Master's thesis and send it to **the “Thesis Project Degree Board/Commission”** (Prof. L. Acquasaliente, laura.acquasaliente@unipd.it – Prof. A. Sosic, alice.sosic@unipd.it) **and the Italian Supervisor** (Relatore di tesi) **within 30 days of arrival in the host laboratory.**

❖ **The Examiner/Opponent is appointed by the Thesis Project Degree Board/Commission** within two months from the beginning of the thesis internship.

**An important point to keep in mind: the Examiner/Opponent must be frequently informed by the student on the progress of the thesis work**



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**1<sup>st</sup> STEP :**

**How to apply in Uniweb**



# How to apply in Uniweb

In order to graduate you must **register for graduation on Uniweb** by the deadline set for each graduation period.

Before registering for graduation, review the available graduation periods online:

**<https://www.unipd.it/en/graduation>**

Keep in mind to double check the **deadlines** on our [website](#)

You must follow the **registration procedure** which is available in the section '*Diploma attainment*' on Uniweb.



# How to apply in Uniweb

The procedure is broken down into the following steps:

1. **insert your dissertation information:** title, title in English, keywords and supervisor

*Note: your dissertation will be written in English, so you must insert the same title twice, both in the field 'thesis title' and in the field 'thesis title in English'*

2. fill in the [Almalaurea questionnaire](#)
3. approval of the dissertation title by the supervisor
4. **registering for graduation** upon choosing when to graduate



# How to apply in Uniweb

- Only at this point your application is **correctly submitted** and you will find the **payment slip of € 16.00** in the section ‘*Contributions*’ on Uniweb
- Should you need to change your dissertation information, your supervisor or the graduation session, you can find the instructions [here](#) under the section ‘*How to change your application*’

***In the following slides, we will show you the procedure on how to register on Uniweb.***

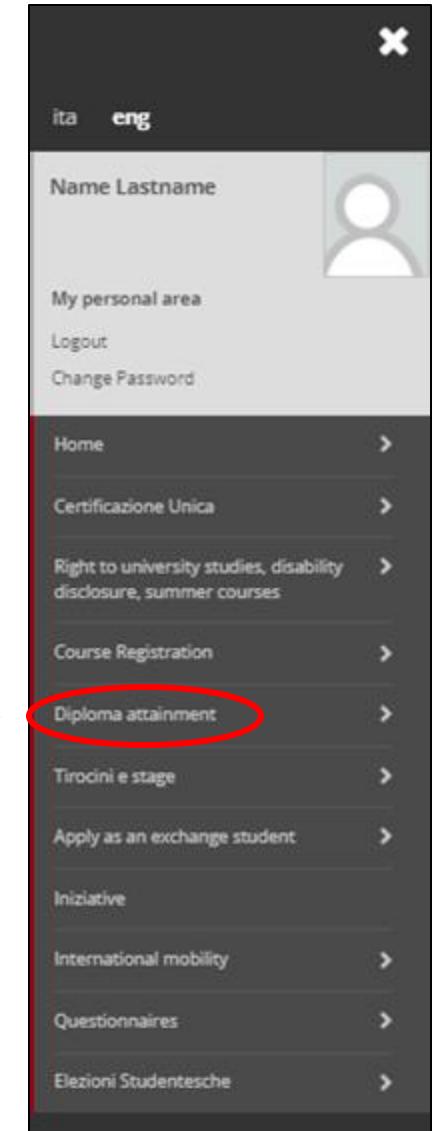


# How to apply in Uniweb

First, you log into your Uniweb account:



The screenshot shows the Uniweb homepage with a red header. On the right side, a vertical menu is open, showing options like 'Area riservata', 'Registrazione', 'Login' (which is circled in red), and 'Gestione username/password'. A large blue arrow points from the Uniweb homepage to the 'Diploma attainment' section of the logged-in menu.



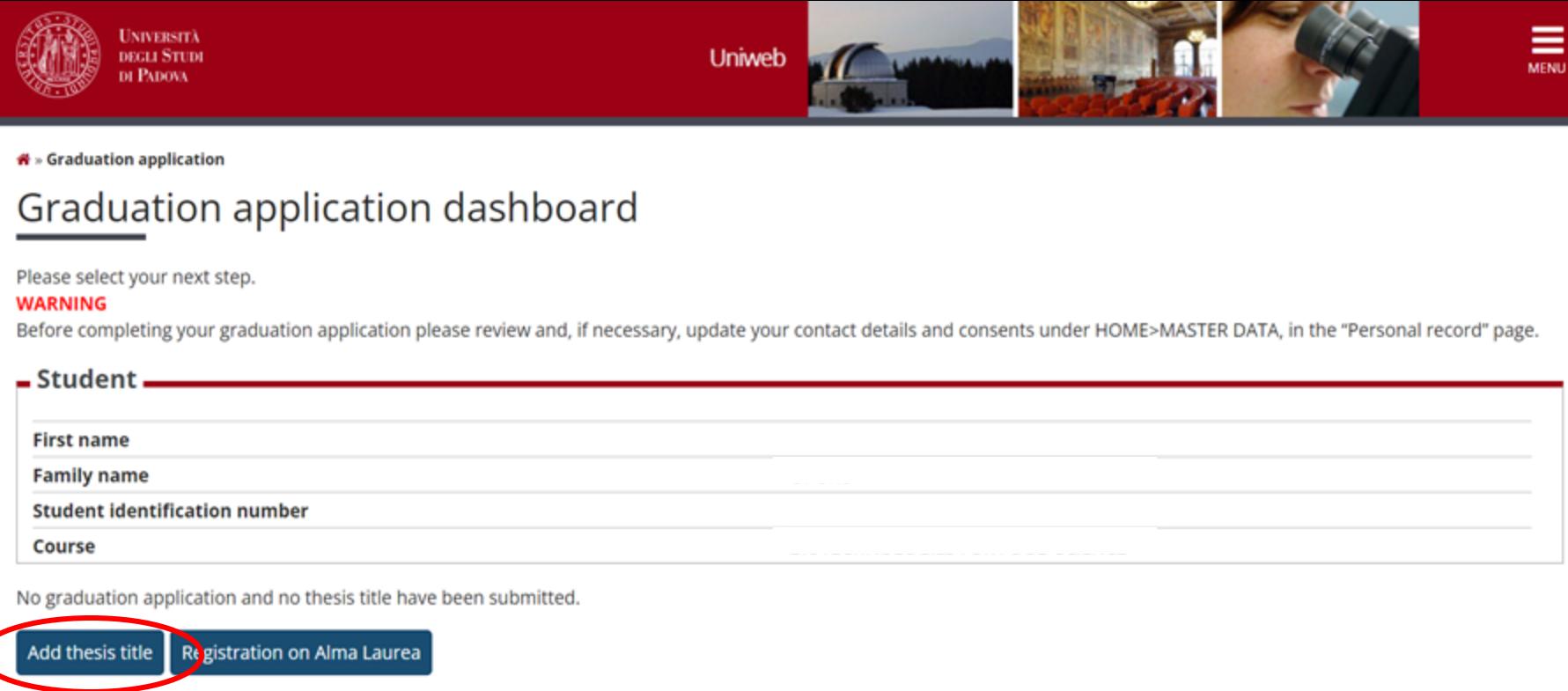
The screenshot shows the Uniweb menu after logging in. The 'Diploma attainment' option is circled in red. A large blue arrow points from the Uniweb homepage to this section.

Once logged in, open the menu and click on  
**“Diploma Attainment”**:



# How to apply in Uniweb

Once you are in the Diploma attainment section, you will find the following overview:

A screenshot of the Uniweb graduation application dashboard. The header features the University of Padova logo, the text "UNIVERSITÀ DEGLI STUDI DI PADOVA", the "Uniweb" logo, and a collage of three images: a building, a lecture hall, and a person using a microscope. A "MENU" button is also present. The main content area is titled "Graduation application dashboard" and includes a "WARNING" message: "Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page." Below this, a section titled "Student" contains fields for "First name", "Family name", "Student identification number", and "Course". A message at the bottom states "No graduation application and no thesis title have been submitted." At the bottom, there are two buttons: "Add thesis title" (circled in red) and "Registration on Alma Laurea".

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Uniweb

Graduation application

Graduation application dashboard

Please select your next step.

**WARNING**

Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

**Student**

First name

Family name

Student identification number

Course

No graduation application and no thesis title have been submitted.

Add thesis title

Registration on Alma Laurea

In order to proceed you will have to click on the button on the left, to start inserting your thesis data.



# How to apply in Uniweb

In the form on the right, you will have to fill in the **relevant information for your thesis**:

- thesis title (to be repeated also in thesis title in English)
- abstract
- keywords
- Thesis availability

1 2 B 1

Add your thesis title

Please enter the information on your thesis title

Thesis title

Type of thesis\* Written work

Text length cannot be more than 4000 characters long

Thesis title\*

Thesis title in English\*

Text length cannot be more than 4000 characters long

Academic activity

Key word 1\*

Key word 2\*

Key word 3\*

Key word 4

Key word 5

Level of access to the thesis\*

Back Next



# How to apply in Uniweb

You will have to add **your supervisor/Thesis Mentor** as well.

 A 1 2  B 1

**List of supervisors**

Please review supervisors listed for your thesis

**List of types of supervisors available**

Type of supervisor	Min	Max	Options
Supervisor	1	1	<b>Add</b>

 No supervisor associated to your thesis

[Back](#)

Once you have entered the surname and the name of your supervisor/Thesis Mentor, you can continue with the procedure.



# How to apply in Uniweb

Type in your supervisor's/Thesis Mentor's surname and name in order to add them.

Search for supervisor

Please enter the information to search for a supervisor

Search for a supervisor

Last/Family Name

A large blue arrow points to the left, indicating where the user should type the supervisor's name.

[Back](#) [Next](#)



# How to apply in Uniweb

Once you submitted your thesis information, your **supervisor/Thesis Mentor will have to approve it**. He or she will receive a notification from the system. Continue by confirming your thesis information.

Confirm Thesis information

Please review your thesis information

**Thesis information**

Thesis type

Thesis title

Thesis title in English

Keywords

Thesis availability

List of your thesis supervisors

Supervisor	Supervisor type	University teacher/External staff
	Supervisor	University teacher

Back **Submit thesis information**



# How to apply in Uniweb

After submission, you will see your thesis summary:

! **Please note that you  
can still modify the  
information at this  
point!** !

Graduation > Thesis summary

## Thesis summary

Information on the thesis submitted

**Student**

First name  
Family name  
Student identification number  
Course

**Thesis summary**

Thesis type: Written work  
Submitted on  
Thesis title

Thesis title in English

Thesis status: Submitted  
Alma Laurea keywords  
Thesis availability

List of your thesis supervisors

Supervisor	Type of supervisor	University teacher/External staff
	Supervisor	University teacher

[Back to graduation dashboard](#) [Edit thesis](#)



# How to apply in Uniweb

As a next step, you will be asked to fill in the questionnaire of **Alma Laurea**.

Graduation application dashboard

Please select your next step.

**WARNING**  
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

**Student**

First name  
Family name  
Student identification number  
Course

You have not submitted your graduation application.

**Registration on Alma Laurea**

**Thesis summary**

Thesis details [View thesis details](#)  
Type of thesis Written work  
Thesis title

Thesis academic activity

List of your thesis supervisors

Supervisor	Type of supervisor
	Supervisor

**Thesis attachment missing**



**Please note that this is a mandatory step to finalize your registration!**



# How to apply in Uniweb

Once your supervisor/Thesis Mentor has confirmed the thesis title, you will be able to finalize your request for graduation.

Continue the procedure to choose your graduation date and conclude the procedure.

► Graduation application

## Graduation application dashboard

Please select your next step.

**WARNING**  
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

**Student**

First name  
Family name  
Student identification number  
Course

You have not submitted your graduation application.

**Add graduation application** **Registration on Alma Laurea**

**Thesis summary**

Thesis details  
Type of thesis  
Thesis title

View thesis details  
Written work

Thesis academic activity



You will receive a mail to your student address  
[name.surname@studenti.unipd.it](mailto:name.surname@studenti.unipd.it)  
once your Professor confirmed your thesis title.



## 2<sup>nd</sup> STEP :

**How to complete the graduation  
application**



# How to apply in Uniweb

On the following page, you will be able to select the available graduation sessions “appelli” in Italian.



Once you click to proceed, you will see two questionnaires, one of which is mandatory.



Fill in the two questionnaires:

List of questionnaires

This page lists the questionnaires you can fill in.

Questionnaire      Status      Options

Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	●	<a href="#">Fill in</a>
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea	●	<a href="#">Fill in</a>

[Back](#) [Next](#)

Select your graduation session:

Choose graduation session and call  
Please select graduation session and call.

**Student** \_\_\_\_\_

First name \_\_\_\_\_  
Family name \_\_\_\_\_  
Student identification number \_\_\_\_\_  
Course \_\_\_\_\_

Graduation session and call  
Graduation calls\*  Graduation call PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023 of the session TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from 04/09/2023 to 28/10/2023

Graduation call	Academic year	Session	Start date	Details
PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	18/09/2023	<a href="#">View</a>

Graduation calls\*  Graduation call SECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023 of the session TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from 04/09/2023 to 28/10/2023

Graduation call	Academic year	Session	Start date	Details
SECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	09/10/2023	<a href="#">View</a>

[Back](#) [Next](#)



# How to apply in Uniweb

You will be asked to check again your abstract and thesis information...

Add your thesis title  
Please enter the information on your thesis title

Type of thesis: Written work  
Text length cannot be more than 4000 characters long

Thesis title:

Text length cannot be more than 4000 characters long

Thesis title in English:

Thesis abstract\*:

Thesis abstract in English:

Key word 1: Kriethyl  
Key word 2: postharvest  
Key word 3: firmness  
Key word 4: ripening  
Key word 5: chilling injury

Level of access to the thesis\*: Open access

... and to give your consent on whether your thesis can be accessed by other students via the Thesis archive of UniPD.

**You should ask your Thesis Mentor/ Supervisor.**

Padua Thesis Licence  
Licenza Padua Thesis and Dissertation Archive

When selecting options "open consultation" or, if available, "restricted" (delayed publication of the full text of the thesis with immediate display of metadata), the user automatically accepts to grant the following Licence:

As copyright holder, they grant the University of Padova the irrevocable, non-exclusive rights of permanent storage and distribution in electronic-digital format of the work submitted and its metadata.

The user states:

1. to be the author of the work and holder of the related rights according to the law in force;

They also certify that, to the best of their knowledge, the content of the work:

2. does not entail infringement of copyrights and related rights owned by third parties;  
3. does not involve violations of the current legislation on the protection of personal data;  
4. if sponsored or financed by third parties other than the University of Padova, any obligation foreseen by contracts or agreements with the aforementioned parties has been fulfilled.

[Indietro](#)



# How to apply in Uniweb

To finalize the registration process click on “Complete diploma attainment application”.

◀ ▶ ⏪ ⏫ ⏪ ⏫

Diploma attainment confirmation

Please check the diploma attainment information you entered.

**Student**

First name \_\_\_\_\_  
Family name \_\_\_\_\_  
Student identification number \_\_\_\_\_  
Course \_\_\_\_\_

**Session/Term**

Academic year 2022/2023  
Diploma attainment session TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE  
Starting date of diploma attainment term 18/09/2023  
Diploma attainment term PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023  
Term details [View term details](#)

**Thesis information**

Type of thesis Written work  
Thesis title \_\_\_\_\_  
English title \_\_\_\_\_  
Abstract della tesi \_\_\_\_\_

Abstract della tesi in inglese \_\_\_\_\_

Parole chiave AlmaLaurea \_\_\_\_\_  
Modalità di consultazione della tesi \_\_\_\_\_  
Attività di didattica di tesi \_\_\_\_\_

List of supervisors associated to the thesis

Supervisor	Type of supervisor	University teacher/Non-academic person
Supervisor	Supervisor	University teacher

[Back](#) [Complete diploma attainment application](#)





# How to apply in Uniweb

At this point, your graduation request was registered and the payment link under  
**“Right to university studies, disability disclosure, summer courses” →**  
**“Payments”** in the menu will be available.

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Uniweb

≡  
MENU

Fees

## List of Fees

Click on the bill code in the first column to see the details

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
+ <a href="#">7520806</a>	Second cycle degree - PHARMACEUTICAL BIOTECHNOLOGIES - Rata: Rata unica - Stamp duty for obtaining a degree Year 2021/2022		16,00 €	● pagato confermato	
+ <a href="#">7076335</a>	- Second cycle degree - PHARMACEUTICAL BIOTECHNOLOGIES - Rata: Rata unica - Fee for late payment of instalments beyond the deadline, from the 16th day of late payment onwards, on the 1st instalment Year 2021/2022		54,00 €	● pagato confermato	
+ <a href="#">6998132</a>	I - Second cycle degree - PHARMACEUTICAL BIOTECHNOLOGIES - Rata: Prima rata - Enrolment fee for Group B degree courses Year 2021/2022	30/09/2021	189,00 €	● pagato confermato	
+ <a href="#">6644020</a>	PHARMACEUTICAL BIOTECHNOLOGIES - Rata: Rata unica - Registration fee Year 2020/2021	30/09/2020	188,00 €	● pagato	

Cerca

Addebiti fatturati

Legenda:

- non pagato
- pagamento in attesa



## 3<sup>rd</sup> STEP:

# How to upload the thesis in Uniweb



# How to upload the thesis in Uniweb

The final step is the **upload of the thesis**.



***Deadline to upload the thesis in Uniweb and get the Thesis Mentor's thesis approval: five days before the graduation session (discussion)***

In order to upload your thesis, you will be required to **proceed to complete your thesis information**.

Click on this button to begin the process of uploading your thesis.

Graduation application dashboard

Please select your next step.

**WARNING**  
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

**Student**

First name  
Family name  
Student identification number  
Course

**Registration on Alma Laurea**

**Graduation application summary**

Graduation session/call details	<a href="#">View graduation session and call details</a>
Status of your application	Submitted
Session	2 <sup>o</sup> PERIODO 2022/2023
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
Graduation call start date	13/07/2023

[Edit application](#) [Cancel application](#)

**Thesis summary**

Thesis details	<a href="#">View thesis details</a>
Type of thesis	Elaborato scritto
Thesis title	thesis title

**Proceed to complete your thesis information**

**List of your thesis supervisors**

Supervisor	Type of supervisor
[REDACTED]	Supervisor

**Thesis attachment missing**



# How to upload the thesis in Uniweb

## Upload thesis

Through the following pages you can upload your Thesis

The University of Padua processes the personal data of the data subjects in accordance with the principles of fairness, lawfulness, transparency and data minimization, for the protection of confidentiality and all the rights of the data subjects. In compliance with Regulation available at the following link: <https://www.unipd.it/en/privacy>

Activity	Section	Status
A - Completamento informazioni tesi	Inserimento informazioni completamento tesi	⌚
	Inserimento licenza Tesi	⌚
	Riepilogo completamento informazioni tesi	⌚
B - Inserimento allegato definitivo per la tesi di laurea	Gestione allegati Tesi	⌚
C - Conferma finale di inserimento informazioni tesi	Conferma	⌚

**Legend:**

- i Information
- ⌚ Open or in progress section
- 🔒 Locked section. It will be enabled once the previous sections are completed
- ✓ Section completed successfully

Click on “Upload thesis”.

You will find again the information you provided for your application to graduate:

- thesis title
- keywords

These fields cannot be edited.

You can still edit the following fields:

- Abstract (compulsory)
- Abstract in English (optional)
- Thesis availability



Upload thesis



# How to upload the thesis in Uniweb

Final thesis attachment

Please check the final attachment added for your thesis. Attachment size cannot be over 40 megabytes and must be in PDF/A format.

Uploaded attachments

No attachments uploaded

**Add a new attachment**

Back

Click on “Add a new attachment” to open a new screen.  
Then select your thesis.

Statement on final thesis attachment

Please enter the information on the final thesis attachment

Statement on final thesis attachment

Attachment name: \*

Supported file extensions: PDF/Apdf file pdf devono essere conformi alla specifica PDF/A

Attachment: \*

Surname\_Name.pdf

Confirm final version of your thesis  I hereby confirm this is the final version of my thesis

Warning! Once you confirm the final attachment version, you won't be allowed to modify it anymore

Back **Next**

The “Attachment name” field should be completed as follows: Surname\_Name.

**Once you have uploaded your thesis, you will no longer be able to edit it and the status “Submitted” will appear on your dashboard.**



# How to upload the thesis in Uniweb

Graduation application dashboard

Please select your next step.

**WARNING**  
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

**Student**

First name	
Family name	
Student identification number	
Course	

**Registration on Alma Laurea**

**Graduation application summary**

Graduation session/call details	<a href="#">View graduation session and call details</a>
Status of your application	Submitted
Session	2 <sup>o</sup> PERIODO 2022/2023
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
Graduation call start date	13/07/2023

**Edit application** **Cancel application**

**Thesis summary**

Thesis details	<a href="#">View thesis details</a>
Type of thesis	written work
Thesis title	thesis title

**Repeat process to complete thesis information**

List of your thesis supervisors

Supervisor	Type of supervisor
Supervisor name	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Approved



At this point, your supervisor/Thesis Mentor has to approve your thesis upload.

The decision will be displayed on your Graduation application dashboard.

**Once the status is “Approved”, you have completed the procedure.**

The step-by-step procedure on how to upload your graduation work on Uniweb is available at this **page**.



The structure of your thesis should resemble that of a scientific article/paper  
**(remember that the thesis is experimental!).**

This means that your thesis should (roughly) include the following sections:

- Index
- Abstract
- Introduction
- Aims
- Materials and Methods
- Results
- Discussion and Conclusions





# How to apply in Uniweb



**To be admitted to the graduation session, you must:**



- have **sat and recorded all the examinations** of your study plan at least 15 days before the graduation dates;
- have **paid the tuition fees**;
- have **asked your supervisor to approve your dissertation title** and have **submitted your dissertation** in accordance with the procedure and by the set deadlines;
- have **paid the revenue stamp for graduation**, otherwise your student's records cannot be approved.



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# Final remarks



# Don't miss the deadline

Each academic year, the University establishes **four graduation application periods**. These periods refer to the current academic year 2025/26:

<https://www.unipd.it/en/graduation>

## **First period:**

Graduation application: from Monday, January 12, 2026 to Tuesday, February 10, 2026

## **Second period:**

Graduation application: from Monday, April 20, 2026 to Tuesday, May 19, 2026

## **Third period A:**

Graduation application: from Monday, June 15, 2026, to Tuesday, July 14, 2026

## **Third period B:**

Graduation application: from Monday, August 31, 2026, to Tuesday, October 13, 2026



# Don't miss the deadlines

**Note:** *third period A* and *third period B* are two different periods and therefore require two different applications to graduate.

Always **double check** also on DSF website [here](#).

Graduation sessions Master's Degree in Pharmaceutical Biotechnologies a.y. 2025/26					
	1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period - A	3 <sup>rd</sup> period - B	
			PhD students session		
<b>Discussion</b>	18 and 19 March 2026	15 and 16 July 2026	17 September 2026	7 and 8 October 2026	9 and 10 December 2026
<b>Graduation Ceremony</b>	20 March 2026	17 July 2026	18 September 2026	9 and 10 October 2026	11 and 12 December 2026





# The final countdown: Graduation sessions

The graduation session is the last step for graduating.



The discussion of the thesis and the final ceremony take place **on different days**

During the discussion of the thesis, you will **present and defend the thesis** in front of a Thesis Discussion Degree Board (Commissione di discussione tesi), consisting of three members: the Supervisor/Thesis Mentor, the Chair of the Board and the Examiner/Opponent and you will **receive a grade for it**.



## The final countdown: Graduation sessions

After the presentations of all students, the Committee will announce **your final grade and you will receive your diploma. Now you are officially graduated!**

→ a common practice is to shake hands with the Committee members when receiving your diploma. If you do not feel comfortable with this practice, please inform us in advance.





# Traditional graduation ceremony in Padua

Once the graduation ceremony is over, graduates and their family and friends are asked to leave the room.

Outside of the building, it is common to **take pictures** of the graduate with the “**corona di alloro**”, a traditional laurel wreath graduates wear in Italy for graduation.

**Friends and family** come to congratulate and celebrate with the graduate.





# Traditional graduation ceremony in Padua

A typical tradition in Padua is the “**papiro**”, a poster including a caricature of the graduate and funny anecdotes, in form of crosswords or rhymes, about them from their student career.

During the graduation session, you will find many of them taped to trees or pillars.



**Check out the University's and DSF social media channels for pictures and curiosities:**



The final Italian graduation grade is expressed in one-hundred-and tenths (n/110).

The final exam is considered *passed* when the candidate has obtained a grade of at least 66/110.

The highest grade is 110/110 and it can be attributed **with honours/cum laude** ("lode").

The final graduation grade is expressed as a percentage and as the sum of :

- the weighted average of the marks weighed with the related credits
- the increase/decrease of the mark, expressed in 110, achieved on the final exam
- an eventual increase of marks linked to the awarding of the degree.

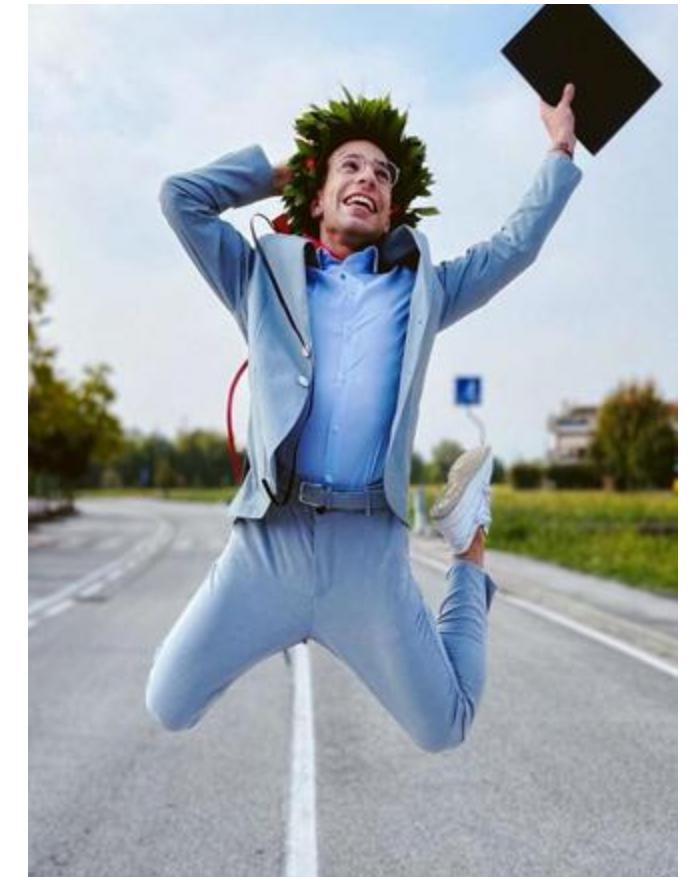




The Thesis Discussion Degree Board can attribute up to a maximum of **10 points** to the thesis

- ❖ The Supervisor's proposal: **maximum 5 points**
- ❖ The Opponent's and Chair of the Board proposal **maximum 5 points** .

When appropriate, **the Thesis Discussion Degree Board can propose the student for honors**.





- ❖ The Thesis Discussion Degree Board draws up a report that will be acquired by the Exam Thesis Degree Board (five members).
- ❖ The score of the Exam Thesis Degree Board is the sum of:
  - 1 point, assigned if the student graduates within the official end of the degree course;
  - 0,2 points, assigned for every “lode” acquired (up to a maximum of 5).
- ❖ **The “cum laude” proposal can only be advanced when the weighted average of the grades is not lower than 113/110.**  
To award the honors the proposal must be accepted by 3 members of the Degree Board and only if the student awards 10 points during thesis discussion.





# How to collect your diploma



The consignment of the diploma takes place on the day of your proclamation.

Diplomas are issued in **ITALIAN** and contain:

- The graduate's personal information
- Qualification obtained
- Graduation date

Graduates are also issued with the [Diploma Supplement](#), a digital informative report in two languages (English and Italian), describing the nature, the level, the context, the content, and the status of the studies carried out and successfully completed by the student, according to standards agreed by the European Commission, the Council of Europe and UNESCO.



# How to collect your diploma



For any specific enquiry concerning your diploma you can write to: **conseguimentotitolo.studenti@unipd.it**

## Replacement of the Degree Diploma

If the original diploma gets lost or destroyed, or if the personal information changes, you can apply for a replacement diploma, by proving the change in personal information, the loss or destruction of the original. The replacement diploma complies with the layout in force at the time of application.

You can apply:

- via email to: [conseguimentotitolo.studenti@unipd.it](mailto:conseguimentotitolo.studenti@unipd.it)
- or via registered mail to: Ufficio Carriere studenti, Lungargine del Piovego 2/3, 35131 Padova



# Self-certifications

The University of Padua has made some types of self-certification of career available to its students: <https://www.unipd.it/en/Self-certifications>

The **self-certifications** are available for printing in [Uniweb](#), section **Home > Certificates**

There are two self-certifications available for graduates:

- Self-certification of academic qualification and transcript of records
- Self-certification of tuition fees per calendar year (current and previous year)

Other types of **certificates**, which are **official documents** are issued by the University of Padua, stating information on students' career.

You can use certificates when dealing with private bodies and institutes abroad:  
<https://www.unipd.it/en/certificates>



# Digital Certificates



Each graduate will automatically receive an email sent from the Bestr platform for the collection of the Open Badge and subsequently for the collection of the Digital Certificate.

The digital certificate will allow you to easily **share** your **educational qualification** via the main social networks and allow those who receive it to verify its authenticity automatically.

For more information:

**Open Badges:** <https://www.unipd.it/en/open-badge>

**Digital Certificates:** <https://www.unipd.it/en/blockcerts-digital-certificates>



## Key points

- Take your time to look for a laboratory which could be of your interest
- Take your time to check Professors' research topics and their availability to be supervisors/Thesis Mentors
- Make sure to comply with all mandatory steps: submit the thesis internship application form and SOP in due time
- Make sure to be up to date with tuition fees payments
- **Register for graduation on UNIWEB within the deadlines**





## Key points

- The **1<sup>st</sup> step** should be completed as soon as possible in order to allow the supervising professor to give her/his approval in time to complete the **2<sup>nd</sup> step**
- After the application for the degree has been submitted, the study plan may no longer be changed
- Payment of the €16 is also compulsory in the case of cancellation of a degree application



**CHECK THE DEDICATED [FAQ!](#)**



# Useful contacts

Any questions?  
Get in touch!



Email to:

Administrative Office: [didattica.ds@unipd.it](mailto:didattica.ds@unipd.it)

Be kindly reminded to check the [\*\*Regulations for the thesis internship and final examination\*\*](#)