

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

How to Graduate

International Desk @School of Medicine
Didactics Office – Claudia Veronese



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 Italian.



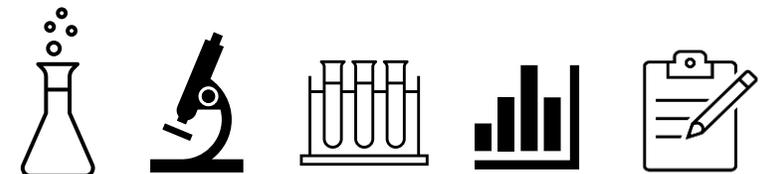


Pay attention:

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 **apply for the first Call for the Erasmus+ for Studies Programme within 16th January 2025.**

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).

- <https://www.unipd.it/en/erasmus-studies-out>

- <https://www.medicinachirurgia.unipd.it/servizi/erasmus-e-internazionalizzazione>

Also in this case students have to comply with the minimum duration required (7 months) for 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 **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.**
Alternatively, the application form can be sent also via email, attaching a scan of an ID document.



Let's find a supervisor

The **Thesis Mentor** is the person who will oversee the progress of your thesis.

All Professors belonging 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 (check if they are published in the syllabus)**.

These are hours scheduled outside of class to meet with students

On the syllabus, which you can find on didattica.unipd,

Professors publish schedules and modality of 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!





Standard operative procedures form

UNIVERSITÀ DEGLI STUDI DI PADOVA
DIPARTIMENTO DI SCIENZE DEL FARMACO

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



1st 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.



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](#):

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

ita eng

Area riservata
Registrazione
Registrazione con SPID
Login
Gestione username/password

Offerta formativa >
Bacheca esami >
Area Aziende >

AWVISI

Sospensione del sistema UNIWEB Mercoledì 22/11/2023
Mercoledì 22/11/2023 i servizi Uniweb saranno sospesi dalle ore 13:30, per un massimo di 4 ore, per l'aggiornamento dei sistemi informativi. Ci scusiamo per il disagio

Scarica subito l'app OrariUniPD!
L'app OrariUniPD permette di visualizzare l'orario delle lezioni, degli esami, lo stato di occupazione delle aule e degli spazi studio e, se previsto, di registrare la propria presenza a lezione. Per maggiori informazioni visita il nostro sito <https://www.unipd.it/orariunipd>.

Biblioteca digitale
Scopri le opportunità della Biblioteca Digitale a tua disposizione per:
1) cercare un documento in modo facile e veloce
2) consultare da casa periodici e banche dati
3) gestire e organizzare in autonomia le tue ricerche bibliografiche
4) accedere ad una vasta gamma di oggetti multimediali (immagini, documenti, libri, audio, musica, video, risorse per la didattica). Se sei interessato, consulta la piattaforma [Phaidra](#)
Tutto questo e molto altro consultando il seguente link <https://bibliotecadigitale.cab.unipd.it>



ita eng

Name Lastname

My personal area
Logout
Change Password

Home >
Certificazione Unica >
Right to university studies, disability disclosure, summer courses >
Course Registration >
Diploma attainment >
Tirocini e stage >
Apply as an exchange student >
Iniziative
International mobility >
Questionnaires >
Elezioni Studentesche >

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



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

The screenshot shows the Uniweb interface for a graduation application. At the top, there is a navigation bar with the University of Padua logo, the text 'UNIVERSITÀ DEGLI STUDI DI PADOVA', the 'Uniweb' logo, and a 'MENU' button. Below the navigation bar, the page title is 'Graduation application dashboard'. A message reads: '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.' Below this is a section titled 'Student' with a form containing four input fields: 'First name', 'Family name', 'Student identification number', and 'Course'. At the bottom of the page, there is a message: 'No graduation application and no thesis title have been submitted.' Below this message are two buttons: 'Add thesis title' (circled in red) and 'Registration on Alma Laurea'.

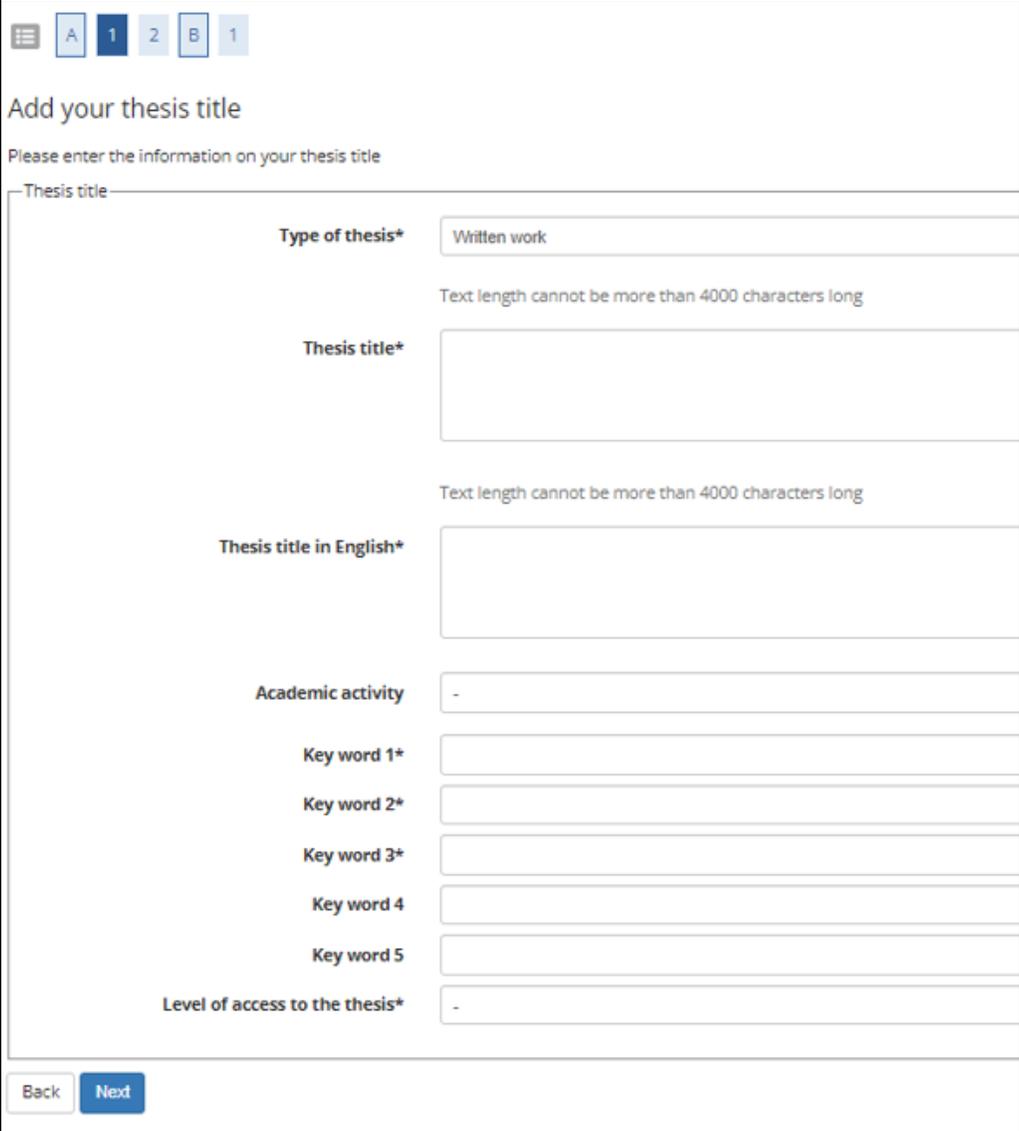
In order to proceed you will have to click on the button on the left, to start inserting your thesis data.



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 in Italian
- Keywords
- Thesis availability



The screenshot shows a web form for entering thesis information. At the top, there are navigation icons: a menu icon, a blue box with 'A', a blue box with '1', a blue box with '2', a blue box with 'B', and a blue box with '1'. Below these is the heading "Add your thesis title" and the instruction "Please enter the information on your thesis title". The form contains several fields:

- Thesis title**: A text input field with a placeholder "Thesis title".
- Type of thesis***: A dropdown menu with "Written work" selected.
- Thesis title***: A text input field with a placeholder "Thesis title".
- Thesis title in English***: A text input field with a placeholder "Thesis title in English".
- Academic activity**: A dropdown menu with "-" selected.
- Key word 1***: A text input field.
- Key word 2***: A text input field.
- Key word 3***: A text input field.
- Key word 4**: A text input field.
- Key word 5**: A text input field.
- Level of access to the thesis***: A dropdown menu with "-" selected.

At the bottom of the form, there are two buttons: "Back" and "Next".



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	Add

i No supervisor associated to your thesis

[Back](#)

Once you have entered 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 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

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	View thesis details
Type of thesis	Written work
Thesis title	
Thesis academic activity	



You will receive a mail to your student address
name.surname@studenti.unipd.it
once your Professor confirmed your thesis title.



2nd 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.

Navigation: << ... 2 3 4 B 1 ... >>

Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	●	Fill in
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea	●	Fill in

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 callPRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023 of the sessionTERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from04/09/2023 to28/10/2023

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	View

Graduation calls* Graduation callSECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023 of the sessionTERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from04/09/2023 to28/10/2023

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	View

Back Next



How to apply in Uniweb

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

The screenshot shows a web form titled "Add your thesis title". It contains several input fields: "Type of thesis" (set to "Written work"), "Thesis title", "Thesis title in English", "Thesis abstract*", "Thesis abstract in English", "Key word 1" through "Key word 5" (with values: Kiwifruit, postharvest, firmness, ripening, chilling injury), and "Level of access to the thesis*" (set to "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 Supervisor.

The screenshot shows the "Padua Thesis Licence" page. It includes the text: "Licenza Padua Thesis and Dissertation Archive". Below this, it states: "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 Padua 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 Padua, any obligation foreseen by contracts or agreements with the aforementioned parties has been fulfilled." At the bottom, there are two buttons: "Do not grant licence" and "Grant licence", with the latter being highlighted by a red circle. There is also an "Indietro" button.



How to apply in Uniweb

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

Navigation: << 4 D T E 1

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	University teacher

Back Complete diploma attainment application





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.

Fees

List of Fees

- FEE-WAIVERS APPLICATION:** as a reminder, it is possible to obtain a recalculation of the installments by submitting the Application for Benefits each year, which authorizes the University to acquire the ISEE data directly from INPS. Within 48 hours, if the system finds a valid ISEE for university benefits made in 2023, it recalculates the amounts and applies reductions.
- For GOING TO GRADUATE students:** students graduating in the last session of the 2022/23 academic year do not have to pay the A.A. 2023/24 Installments they see in uniweb. So you can apply to graduate for the DECEMBER session (or April of the following year for health professions) without paying the September installment. If your graduation is postponed to a session in the following academic year, you will have to pay the installments that are due in the meantime but without arrears.

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

Addebiti fatturati

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
7520806	Second cycle degree - PHARMACEUTICAL BIOTECHNOLOGIES - Rata: Rata unica - Stamp duty for obtaining a degree Year 2021/2022		16,00 €	● pagato confermato	
7076335	- 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	
6998132	1 - 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	
6644020	PHARMACEUTICAL BIOTECHNOLOGIES - Rata: Rata unica - Registration fee Year 2020/2021	30/09/2020	188,00 €	● pagato	

Legenda:

- non pagato
- pagamento in attesa



3rd 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	View graduation session and call details
Status of your application	Submitted
Session	2° 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	View thesis details
Type of thesis	Elaborato scritto
Thesis title	thesis title

Proceed to complete your thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
	Supervisor

Thesis attachment missing



How to upload the thesis in Uniweb

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

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	
B - Inserimento allegato definitivo per la tesi di laurea	Riepilogo completamento informazioni tesi	
	Gestione allegati Tesi	
C - Conferma finale di inserimento informazioni tesi		
	Conferma	

Legend:

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

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: * Surname Name

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

Attachment: * **+ Seleziona file**

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	View graduation session and call details
Status of your application	Submitted
Session	2° 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	View thesis details
Type of thesis	written work
Thesis title	thesis title

Repeat process to complete thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
6611111111111111	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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DI PADOVA

Final remarks



Don't miss the deadline

Each academic year, the University establishes **four** graduation periods. These periods refer to the current academic year 2024/25:

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

First period:

Graduation application: from November 18, 2024 to January 21, 2025

Second period:

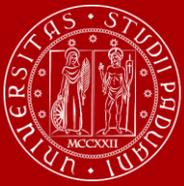
Graduation application: from February 24, 2025 to May 6, 2025

Third period A:

Graduation application: from Wednesday, June 18, 2025 to July 15, 2025

Third period B:

Graduation application: from August 18, 2025 to October 7, 2025



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. 2024/25

	1 st period	2 nd period	3 rd period - A		3 rd period - B
Discussion	19 and 20 February	16 and 17 July	PhD students session	8 and 9 October	10 and 11 December
Graduation ceremony	21 February	18 July	19 September	10 and 11 October	12 and 13 December



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**.



During the final ceremony you **will receive your diploma and final grade**.



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.

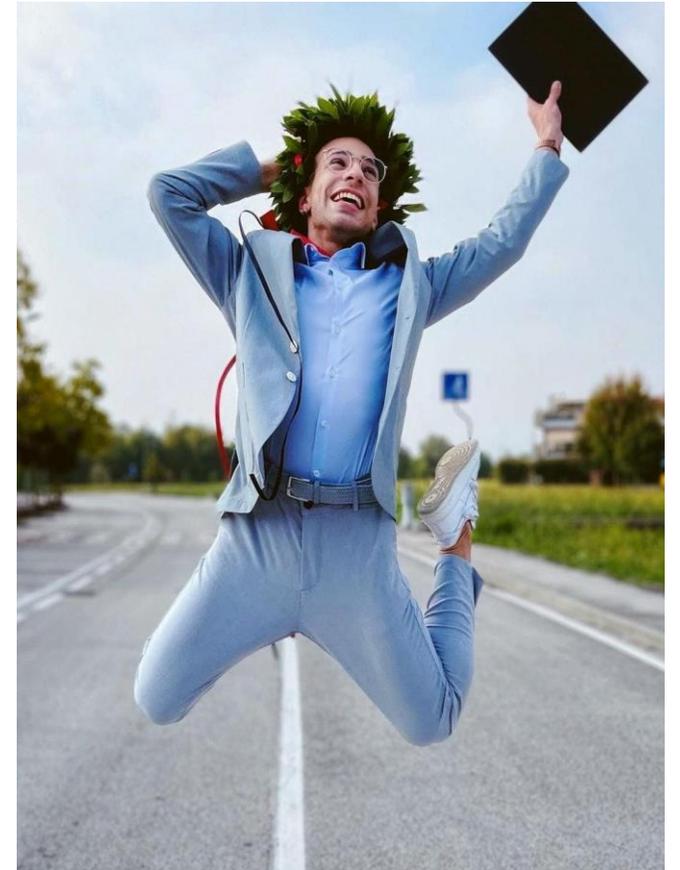




The Thesis Discussion Degree Board can attribute up to a maximum of **10 points** to the thesis

- ❖ 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.

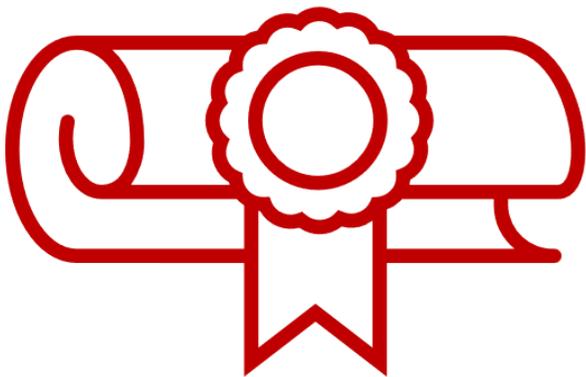
Diplomas are issued in **ITALIAN** and contain:

- 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



Alternatively, you can apply for **shipment of the diploma**:

- via email to consequimentotitolo.studenti@unipd.it
- or via registered mail to: Ufficio Carriere studenti, Lungargine del Piovego 2/3, 35131 Padova

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: consequimentotitolo.studenti@unipd.it
- or via registered mail to: Ufficio Carriere studenti, Lungargine del Piovego 2/3, 35131 Padova



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 **1st 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 **2nd 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!](#)



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Useful contacts

Any questions?
Get in touch!

Email to:

Didactics Office: didattica.dsf@unipd.it

