



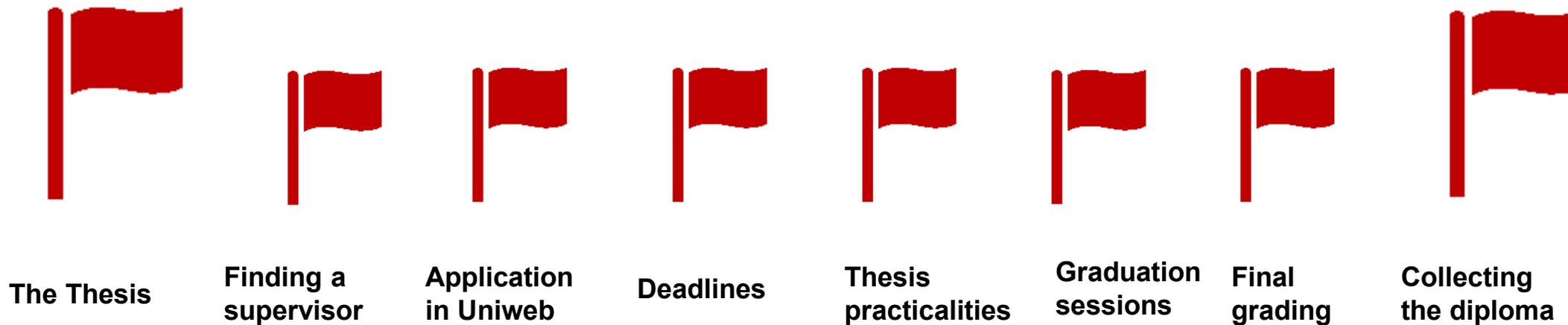
UNIVERSITÀ
DEGLI STUDI
DI PADOVA

How to Graduate

Global Engagement Office
International Desk @ School of
Science



The road to graduation



ATTENTION:

Check if any master's degree internship is required to graduate!

The final examination: the thesis

At the end of your studies, you must sit a **final examination**.

The final examination consists in an original student **thesis work** written under the guidance of a **supervisor**.

You will have then to submit your thesis and defend it to the Degree Commission in the Final Dissertation.



The thesis concerns a project, a **bibliographic research or experimental activity** in which the graduating student shall demonstrate mastery of the topics covered, ability to work independently, attitude for synthesis and communication skills.



You can check the credits (CFU/ECTS) assigned to the final examination in the Study programme of your degree.

Let's find a supervisor

The **supervisor** is the person who will oversee the progress of your thesis: he or she must be a professor of the University of Padova (always check if he or she must belong to the Department).



Get information on the research topics of the professors so that you will know more about the research they could be involved in.



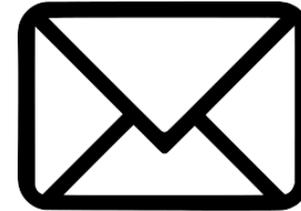
Once you have gathered information on the research topics of your interest get in contact soon to verify the **availability** of the professor you would like to write your thesis with.

Please be reminded that each professor may supervise a maximum number of students.

Get in contact soon!

Let's find a supervisor

TIP: to get in touch with the professors
you can send them an e-mail
and/or go to their **office hours!**



These are hours scheduled outside of class to meet with students
On the syllabus, which you can find on en.didattica.unipd.it,
each professor publishes schedules and modality of their office hours.



EXTRA TIP: Remember to start working on your thesis and looking for a supervisor **in advance with regard to the time you are planning to graduate.**

It is a long and complex work that takes time!

Checklist:



Verify any additional department-based procedures to graduate



Verify master's degree internship procedures and if it must be connected to your thesis project



Keep in mind that the deadline for the registration of all exams and activities is 15 days before the date of graduation



For the rules and methods of thesis of the individual degree courses refer to the information and contacts indicated on the site.



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

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 check the **deadlines** of your School/Department!

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: if your dissertation is written in English you must insert the same title twice, both in the field 'dissertation title' and in the field 'dissertation title in English'

2. fill in and submit 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

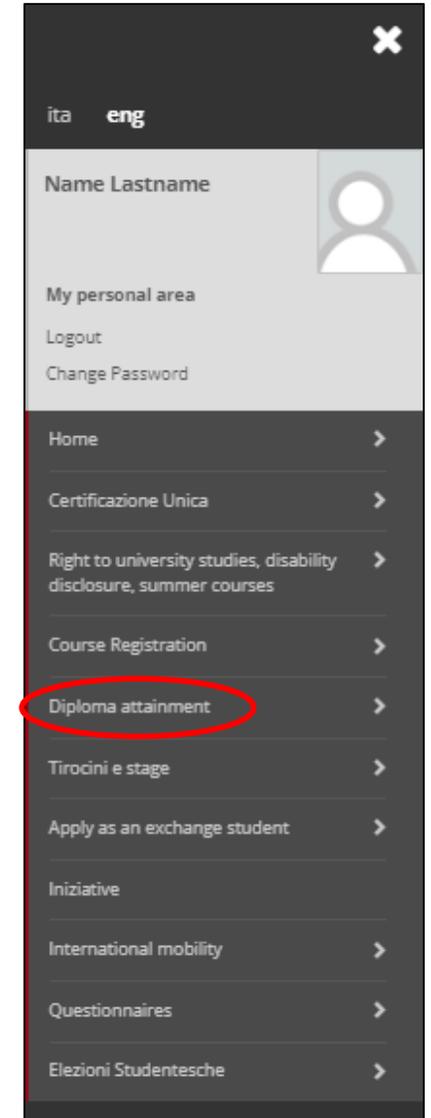
- Only at this point your application is **correctly submitted** and you will find the **payment slip of € 16.00** in the section '*Contributions*' on Uniweb
- Should you need to change your dissertation information, your supervisor or the graduation session, you can find the instructions [here](#) under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

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

First, you log into your [Uniweb account](#):



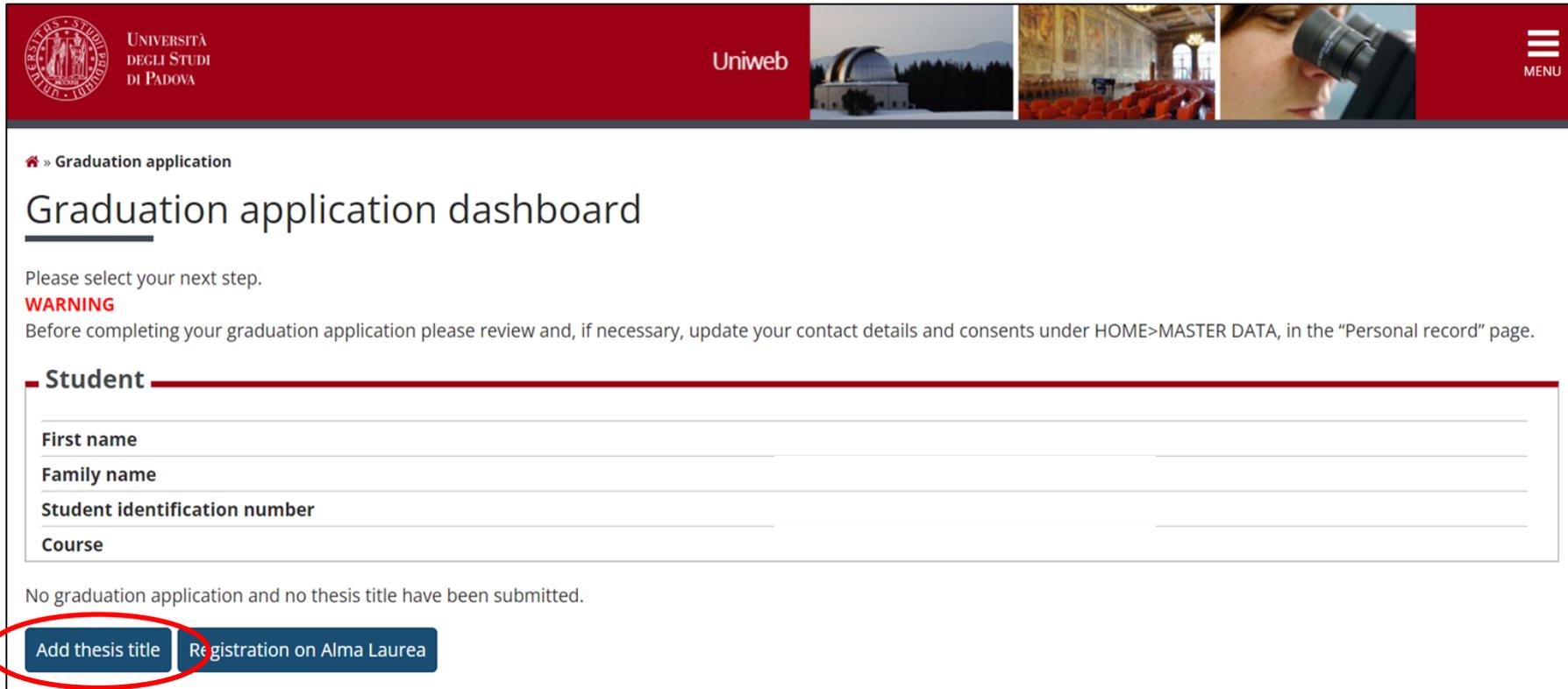
The screenshot shows the Uniweb website interface. At the top right, there is a navigation menu with 'ita' and 'eng' language options. Below this, a dropdown menu is open, listing several options: 'Area riservata', 'Registrazione', 'Registrazione con SPID', 'Login' (circled in red), and 'Gestione username/password'. Below the dropdown, there are links for 'Offerta formativa', 'Bacheca esami', and 'Area Aziende'. The main content area on the left contains several announcements under the heading 'AVVISI', including a notice about a system suspension on 22/11/2023 and a link to download the 'OrariUniPD' app. A blue arrow points from the 'Login' option in the menu to the right-hand screenshot.



The screenshot shows the Uniweb user profile menu. At the top, there are language options 'ita' and 'eng', and a close button 'X'. Below this, the user's name 'Name Lastname' is displayed next to a profile icon. The menu lists several options: 'My personal area', 'Logout', 'Change Password', 'Home', 'Certificazione Unica', 'Right to university studies, disability disclosure, summer courses', 'Course Registration', 'Diploma attainment' (circled in red), 'Tirocini e stage', 'Apply as an exchange student', 'Iniziative', 'International mobility', 'Questionnaires', and '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 the graduation application dashboard. At the top, there is a navigation bar with the University of Padua logo, the Uniweb logo, and a menu icon. Below the navigation bar, the page title is "Graduation application dashboard". A message asks the user to select their next step and includes a warning to review contact details. A form titled "Student" contains fields for "First name", "Family name", "Student identification number", and "Course". At the bottom, there are two buttons: "Add thesis title" (circled in red) and "Registration on Alma Laurea".

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Uniweb

MENU

» 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

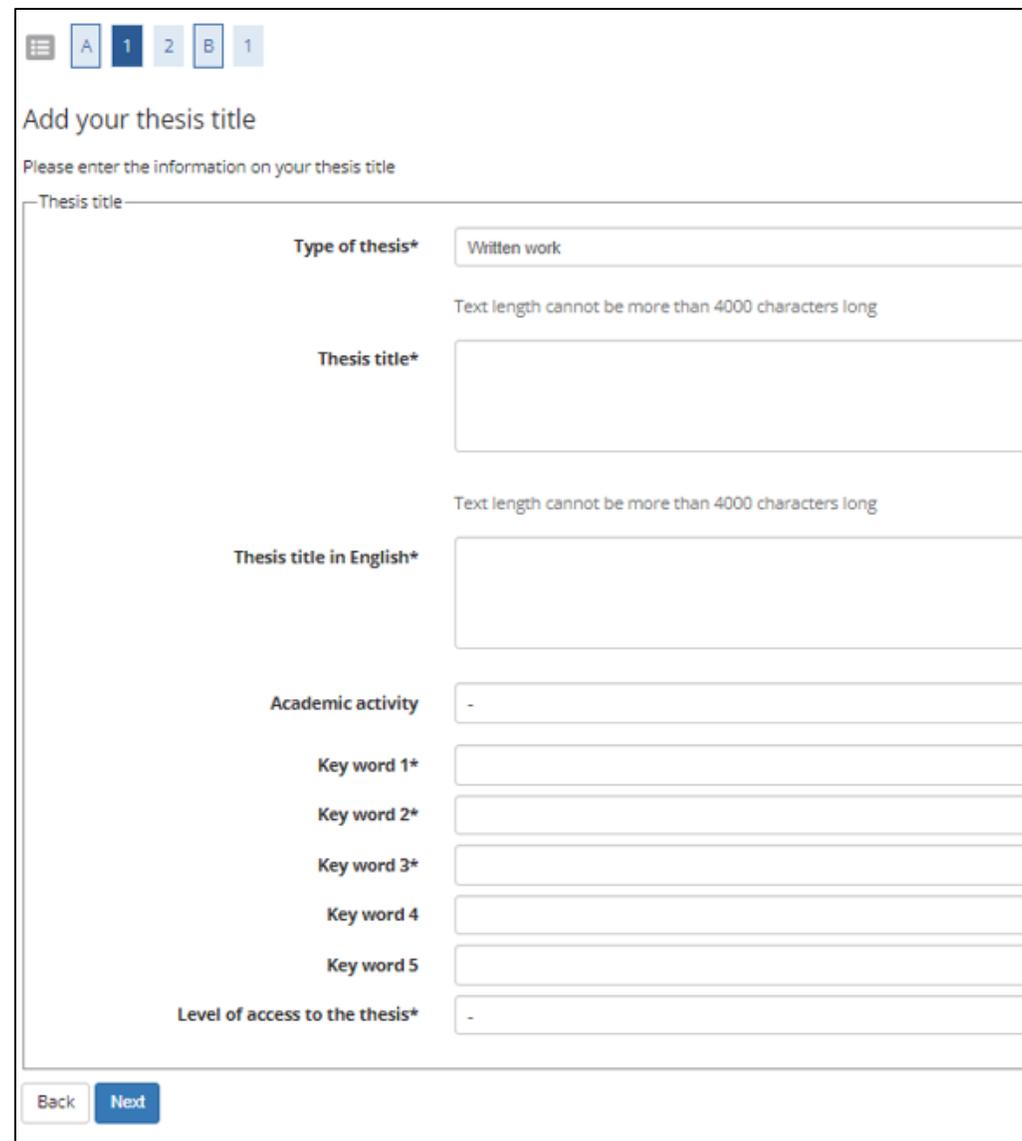
In order to proceed you will have to click on the button on the left, to start inserting your thesis data.

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

- Thesis title in Italian or English
- Thesis title in English
- Abstract
- Keywords
- Thesis availability

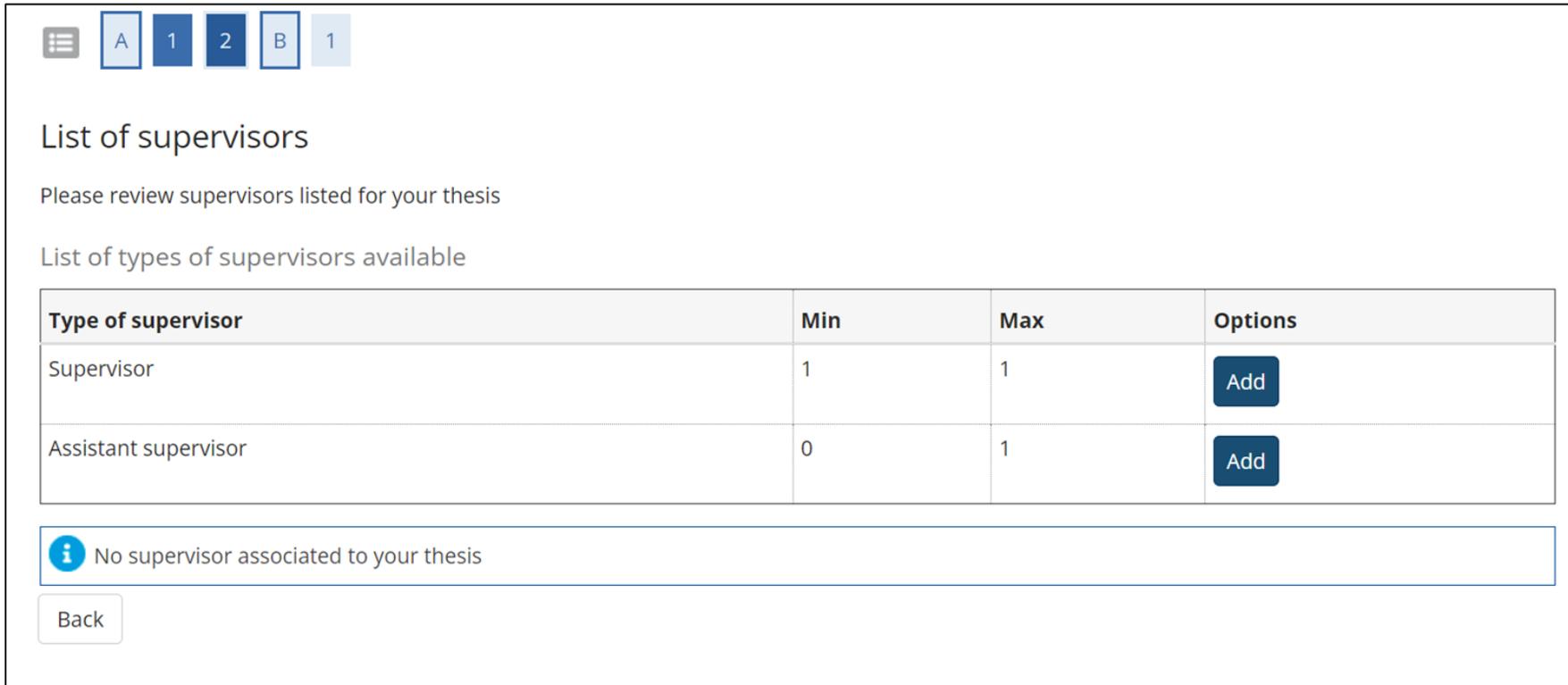


Once submitted the thesis title and keywords cannot be modified on Uniweb



The screenshot shows a web form for submitting thesis information. At the top, there are navigation buttons labeled 'A', '1', '2', 'B', and '1'. The main heading is 'Add your thesis title'. Below this, a sub-heading reads 'Please enter the information on your thesis title'. The form contains several input fields: 'Thesis title' (with a note 'Text length cannot be more than 4000 characters long'), 'Thesis title in English' (also with a 4000-character limit note), 'Type of thesis*' (a dropdown menu currently showing 'Written work'), 'Academic activity' (a dropdown menu currently showing '-'), and five 'Key word' fields (labeled 'Key word 1*' through 'Key word 5*'). At the bottom, there is a 'Level of access to the thesis*' dropdown menu currently showing '-'. Navigation buttons 'Back' and 'Next' are located at the bottom left of the form area.

You will have to add **your thesis supervisor** as well.



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
Assistant supervisor	0	1	Add

No supervisor associated to your thesis

[Back](#)

Once you have entered the name of your supervisor, you can continue with the procedure.



How to apply in Uniweb

Type in your supervisor's name in order to add them.

Search for supervisor

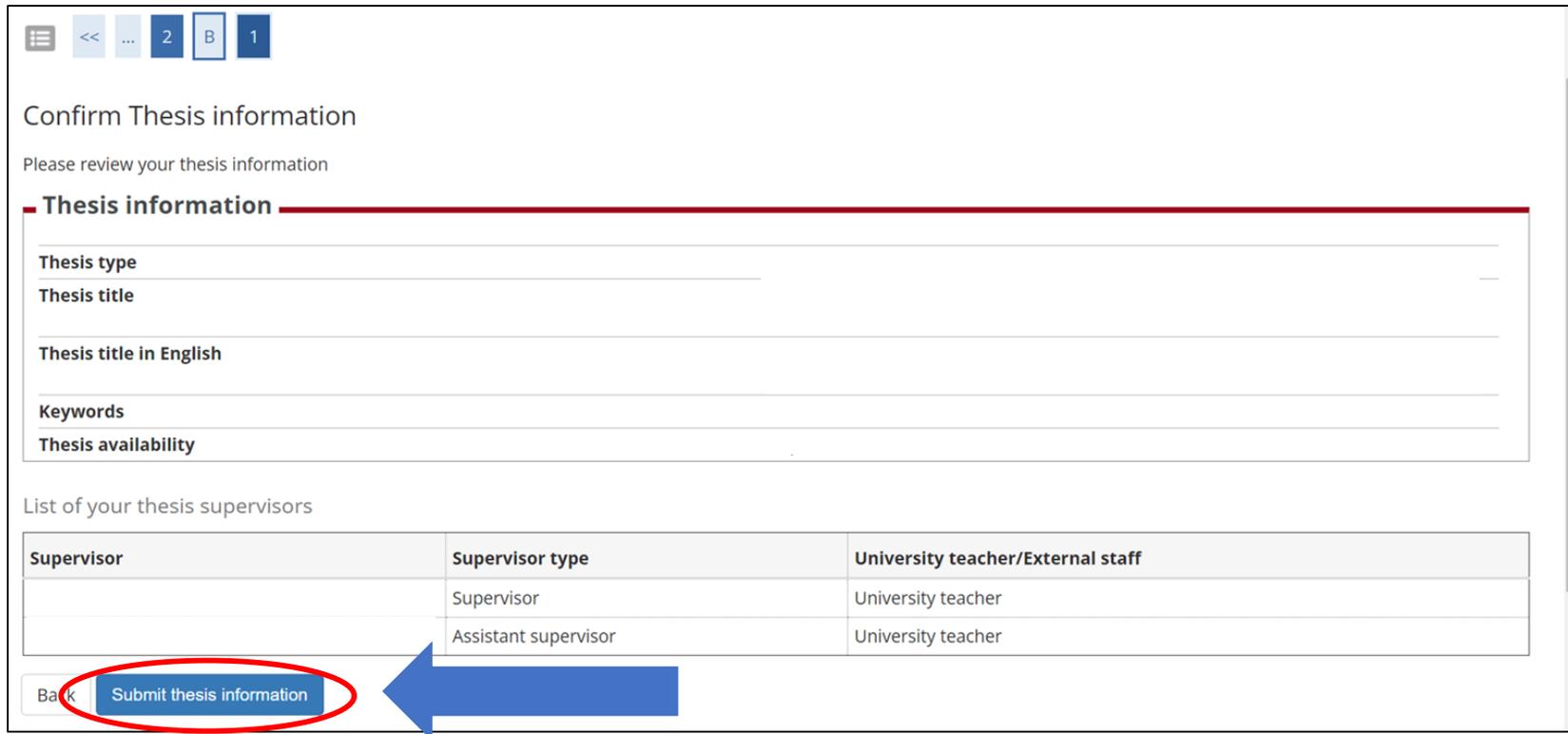
Please enter the information to search for a supervisor

Search for a supervisor

Last/Family Name

Back Next

Once you submitted your thesis information, your **supervisor 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
	Assistant supervisor	University teacher

Back Submit thesis information

After submission, you will see your thesis summary:

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

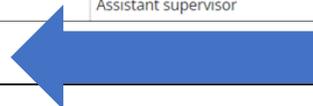
Thesis status: Submitted
Alma Laurea keywords
Thesis availability

List of your thesis supervisors

Supervisor	Type of supervisor	University teacher/External staff
BC	Supervisor	University teacher
RU	Assistant supervisor	University teacher

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

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



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	KWAD
Family name	OPOKL
Student identification number	204964
Course	BIOTECH

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	Investi throug
Thesis academic activity	BIOTEC

List of your thesis supervisors

Supervisor	Type of supervisor
BONGHI	Supervisor
RUPERTI	Assistant supervisor

Thesis attachment missing

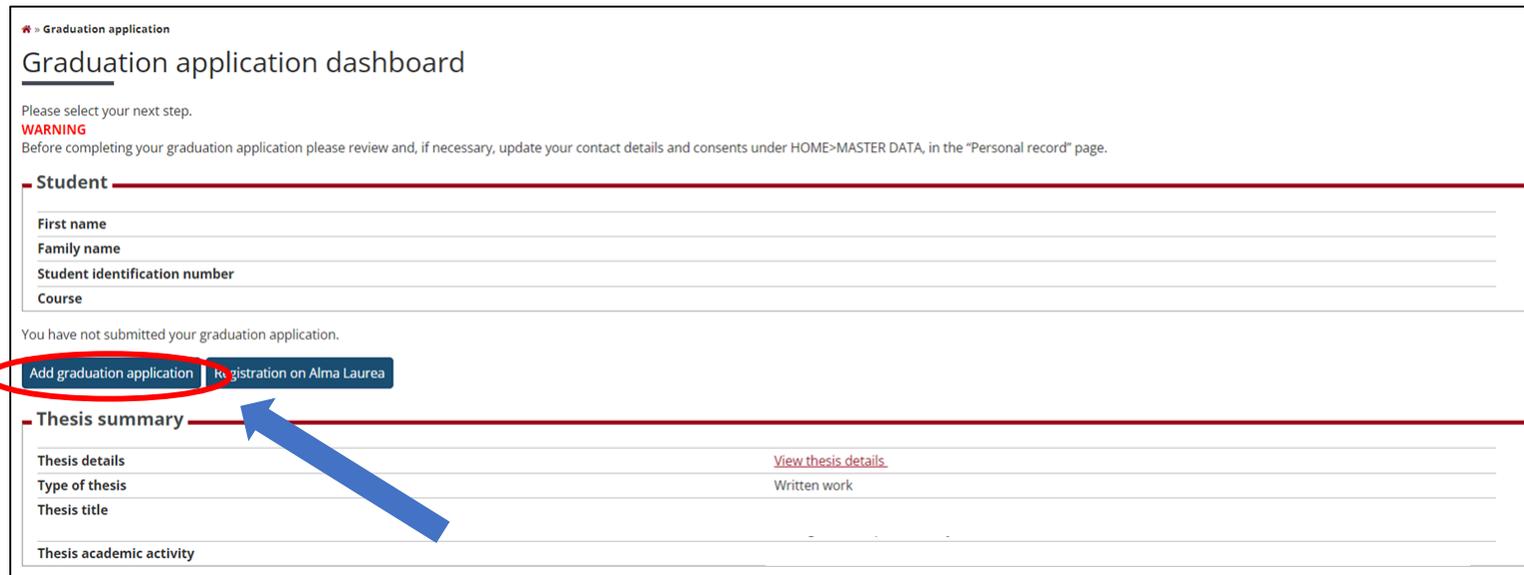
Please note that this is a mandatory step to finalize your registration!

How to apply in Uniweb

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

The title of the thesis approved by the supervisor in the online application and the title printed on the title page of the actual thesis must be exactly the same.

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



The screenshot shows the 'Graduation application dashboard' with the following elements:

- Header: Graduation application dashboard
- Instructions: Please select your next step.
- Warning: **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 section: Fields for First name, Family name, Student identification number, and Course.
- Status: You have not submitted your graduation application.
- Buttons: 'Add graduation application' (circled in red) and 'Registration on Alma Laurea'.
- Thesis summary section: Fields for Thesis details (with a 'View thesis details' link), Type of thesis (set to 'Written work'), Thesis title, and Thesis academic activity.



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

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 which have to fill too.

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

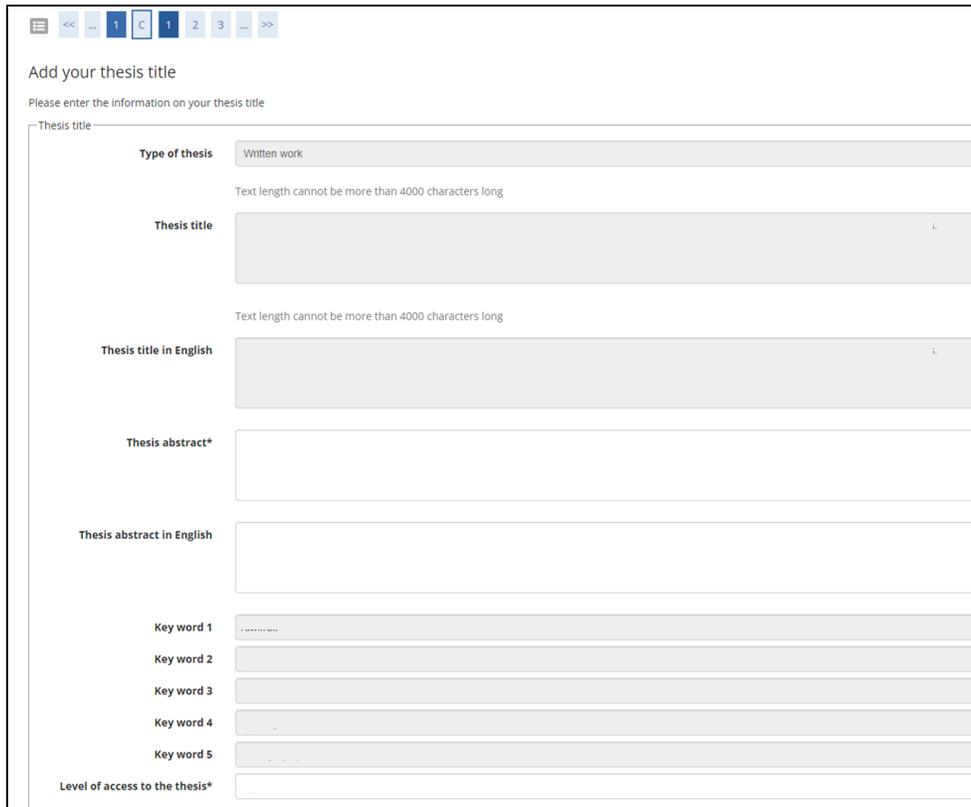
Graduation call	Academic year	Session	Start date	Details
SECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	09/10/2023	View

Back Next

Keep in contact with Unipd in the *Alumni association!*

How to apply in Uniweb

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



Navigation: << ... 1 C 1 2 3 ... >>

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

Text length cannot be more than 4000 characters long

Thesis title in English

Thesis abstract*

Thesis abstract in English

Key word 1

Key word 2

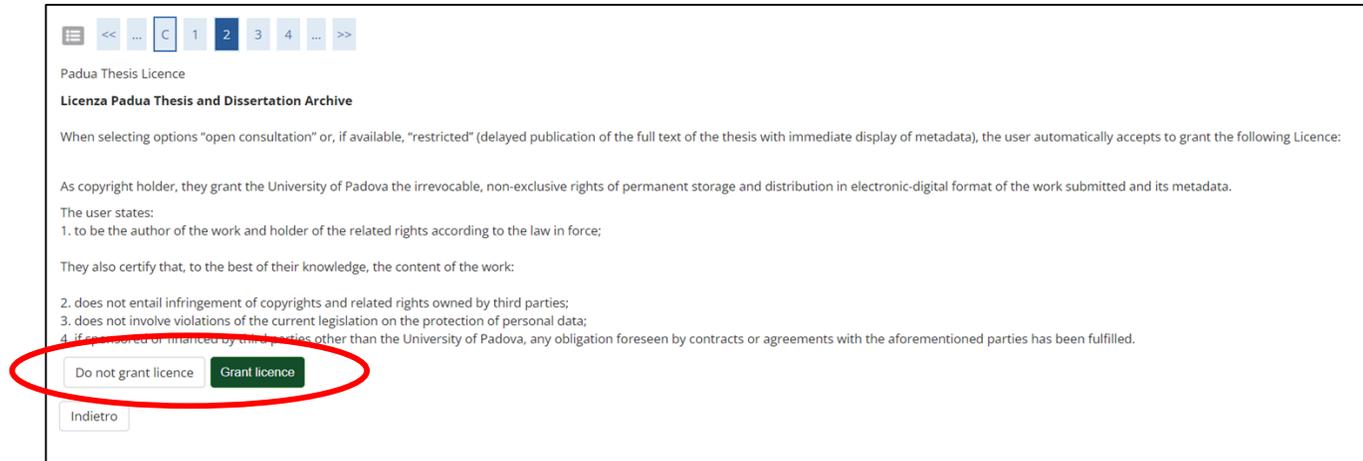
Key word 3

Key word 4

Key word 5

Level of access to the thesis*

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



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

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 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;
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.

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

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

Navigation icons: << - + 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: Kiwifruit, postharvest, firmness, ripening, chilling injury
Modalità di consultazione della tesi: Open access
Attività di didattica di tesi: BIOTECHNOLOGY FOR CROP PRODUCTION

List of supervisors associated to the thesis

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

Buttons: 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 2022, it recalculates the amounts and applies reductions.
- **For GOING TO GRADUATE students:** students graduating in the last session of the 2021/22 academic year do not have to pay the A.A. 2022/23 installments. 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

Cerca

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
+ 7679899	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Imposta di bollo per conseguimento titolo Year 2022/2023		16,00 €	● non pagato	 ABILITATO
+ 7362442	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: 1 di 3 - Tassa di iscrizione corsi di laurea gruppo B Year 2022/2023	30/09/2022	192,00 €	● pagato confermato	
+ 7041679	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Tassa di immatricolazione Year 2021/2022		189,00 €	● pagato	



**How to complete the
procedure in Uniweb**

How to complete the procedure in Uniweb

When your thesis will be completed, you will have to upload it on Uniweb.

Check to have correctly paid the graduation fees.



***Remember to check the deadlines of
your Degree course!***

How to complete the procedure in Uniweb

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

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 complete the procedure 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 complete the procedure 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.

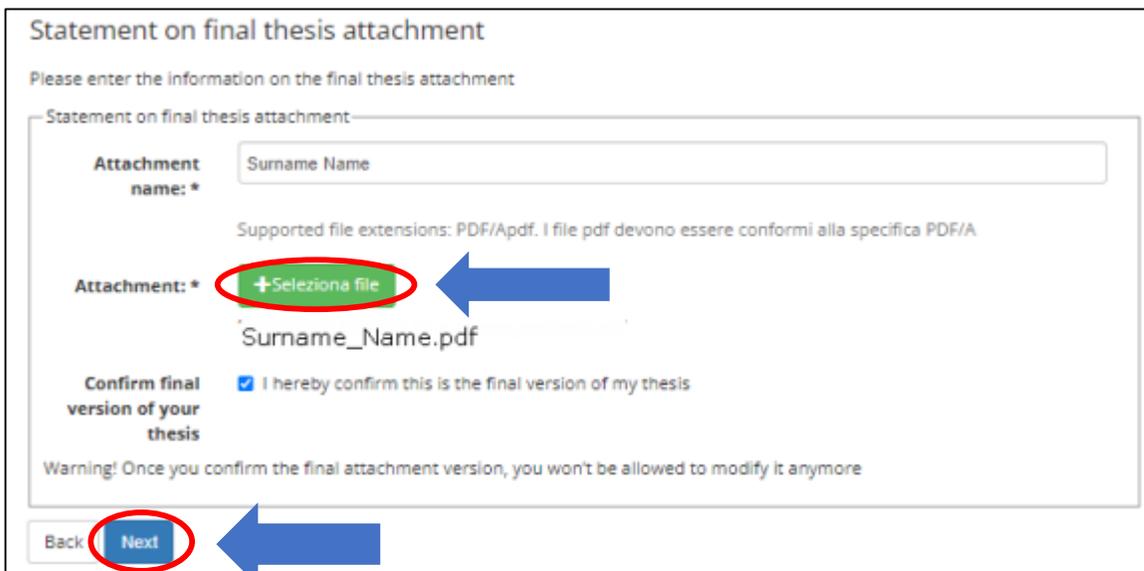
Uploaded attachments

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 in PDF/A format.

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 complete the procedure 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 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](#).



To be admitted to the graduation session, you must:



- 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 **sat and recorded all the examinations** of your study plan at least 15 days before the graduation dates;
- have **paid the tuition fees**;
- have **paid the revenue stamp for graduation**, otherwise your student's records cannot be approved.



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Final Steps



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Don't miss the deadline

Each academic year, the University establishes **four graduation periods**.

	1st period 5 Feb 2024 - 30 Apr 2024	2nd period 3 Jun 2024 - 20 Jul 2024	3rd period A 2 Sep 2024 - 26 Oct 2024	3rd period B 28 Oct 2024 - 14 Dec 2024
Application in Uniweb	6 Nov 2023 - 11 Jan 2024	26 Feb 2024 - 7 May 2024	3 Jun 2024 - 16 Jul 2024	19 Aug 2024 - 8 Oct 2024

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

Always check for updated information regarding exact dates with the Department.





The final countdown: Graduation sessions

The graduation session is the last step for graduating.



The discussion of the thesis and the final ceremony can take place **on different days** **OR on the same day** according to your Degree Programme.

➔ During the discussion of the thesis, you will **present the thesis** to the Committee including the supervisor, co-supervisor and other professors, and you will **receive a grade for it.**

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



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

The final Italian graduation grade is expressed in one-hundred-and-tenths. The highest grade is 110/110 and it can be attributed **with honour** (“lode”).

The final graduation grade is obtained as follows: the weighted average of the exams is the ‘starting point’ to which the points for the degree are added:

Weighted average of the exams (‘starting point’) + ‘degree points’ = final graduation grade.

The average has to be converted





How to collect your diploma



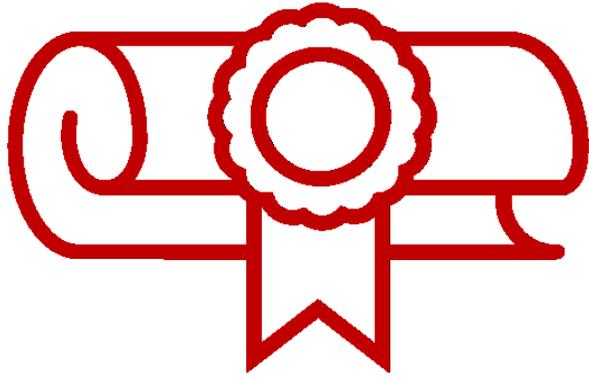
The consignment of the diploma takes place **on the day of your proclamation.**

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

e 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
- or via registered mail to: Ufficio Carriere studenti, Lungargine del Piovego 2/3, 35131 Padova



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>



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

CONTACTS

Any questions?
Get in touch with your
International Desk!



<https://www.scienze.unipd.it/didattica/international-students/#c2011>



UNIVERSITÀ
DEGLI STUDI
DI PADOVA



universitypadova



unipd