How to Graduate

Global Engagement Office
International Desk @ School of Science

The road to graduation

- The Thesis
- Finding a supervisor
- Application in Uniweb
- Deadlines
- Thesis practicalities
- Graduation sessions
- Final grading
- Collecting the diploma

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.

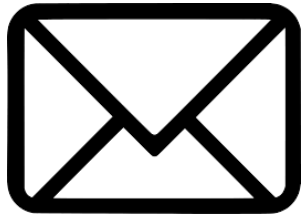
- Once you have gathered information on the research topics of your interest get in contact soon to verify the **availability** of the professor you would like to write your thesis with.

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!

UNIVERSITÀ DEGLI STUDI DI PADOVA

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.

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.

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: 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

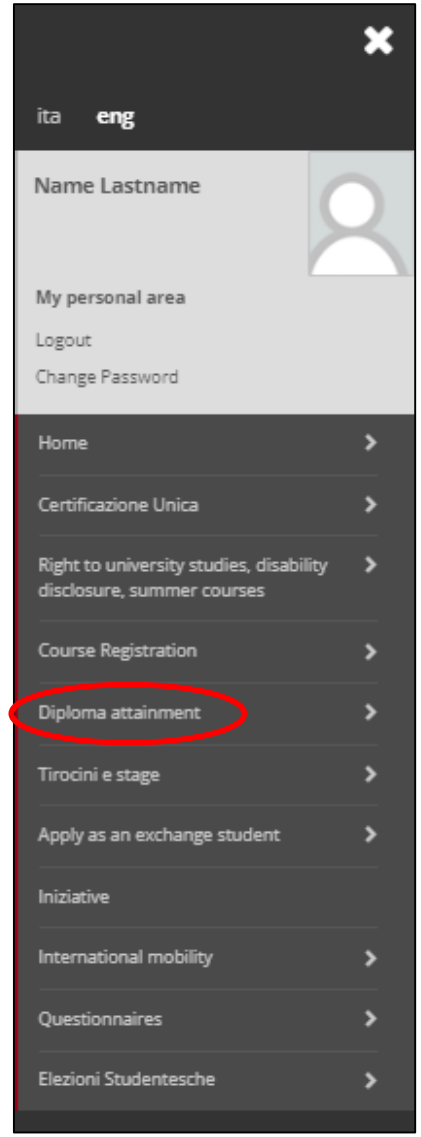
How to apply in Uniweb

- 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.

How to apply in Uniweb

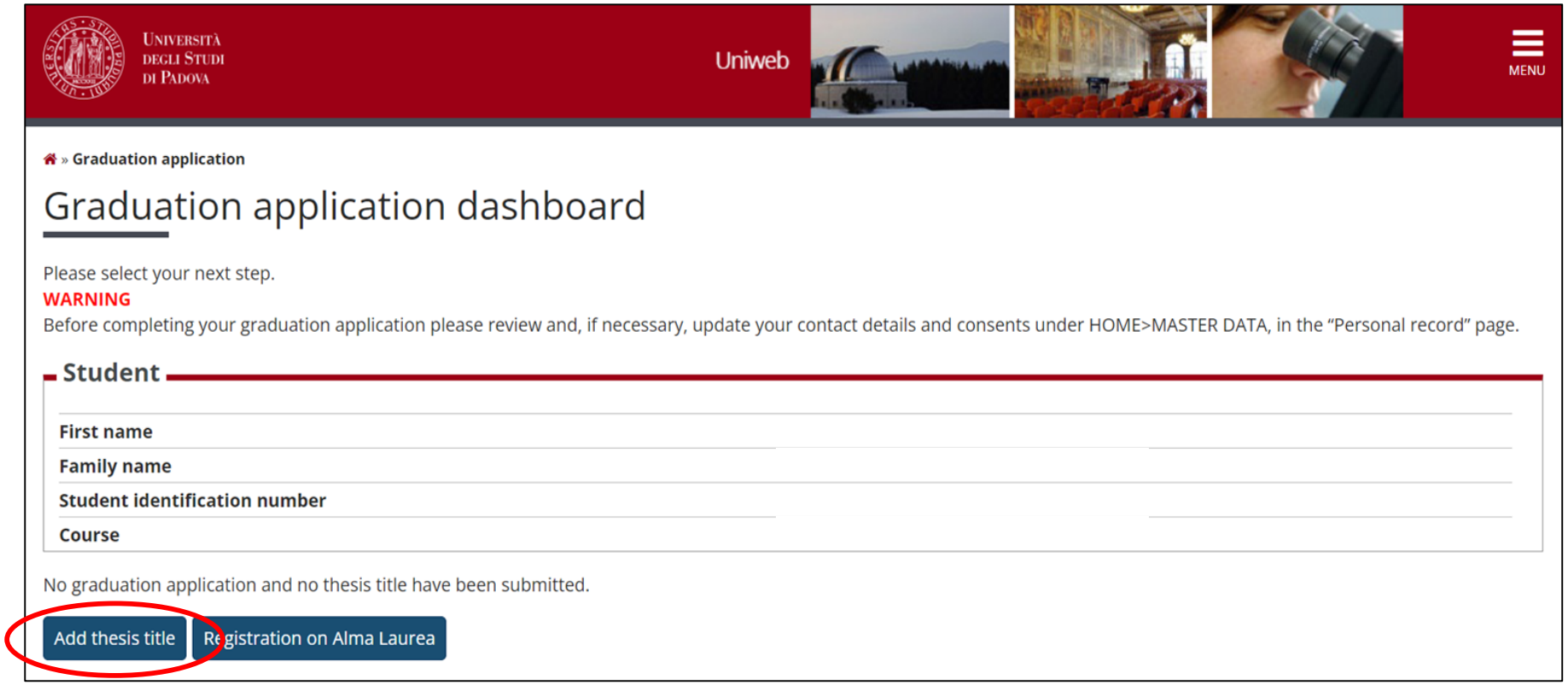
First, you log into your **Uniweb account**:



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:



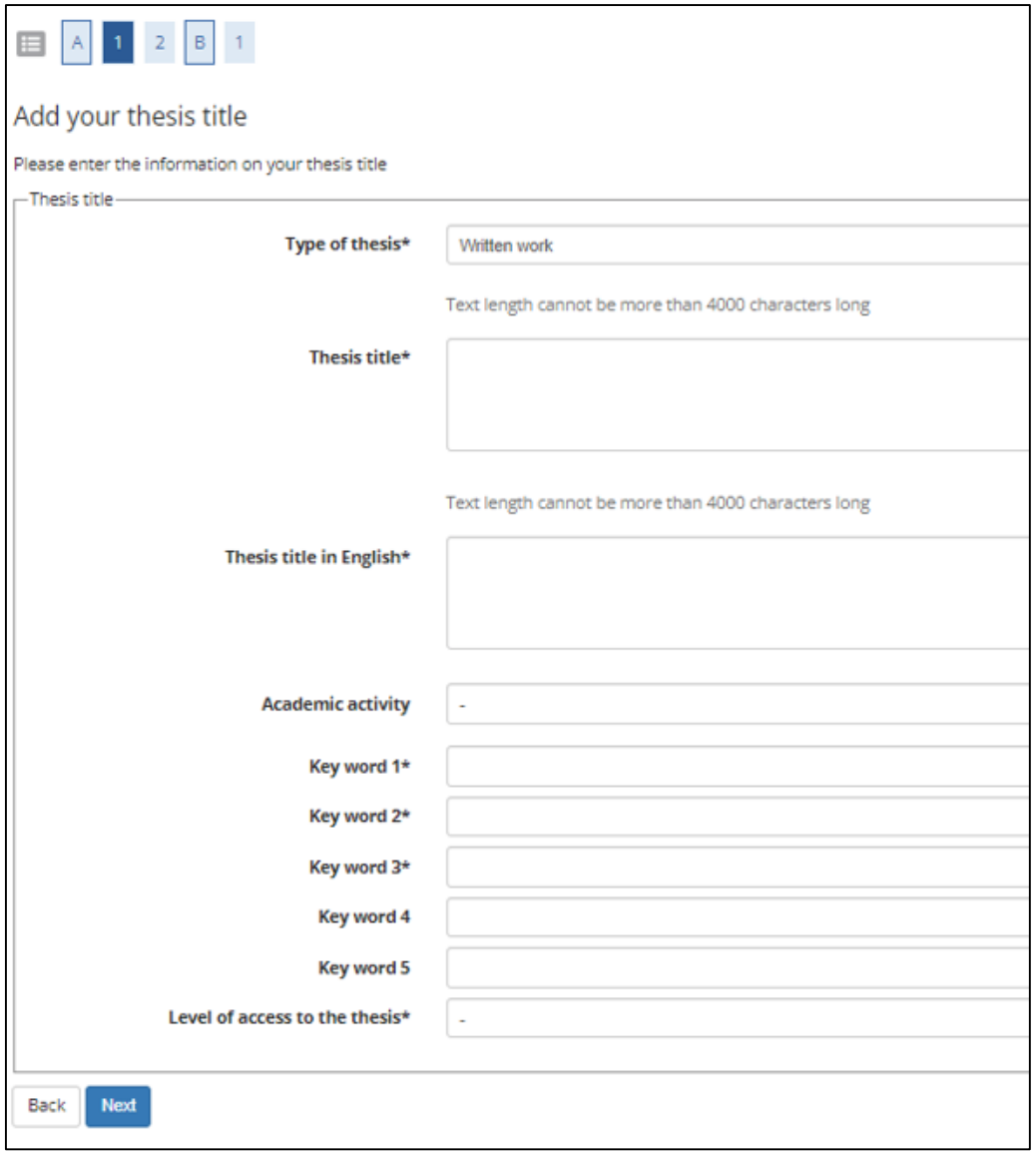
In order to proceed you will have to click on the button on the left, to start inserting your thesis data.

How to apply in Uniweb

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

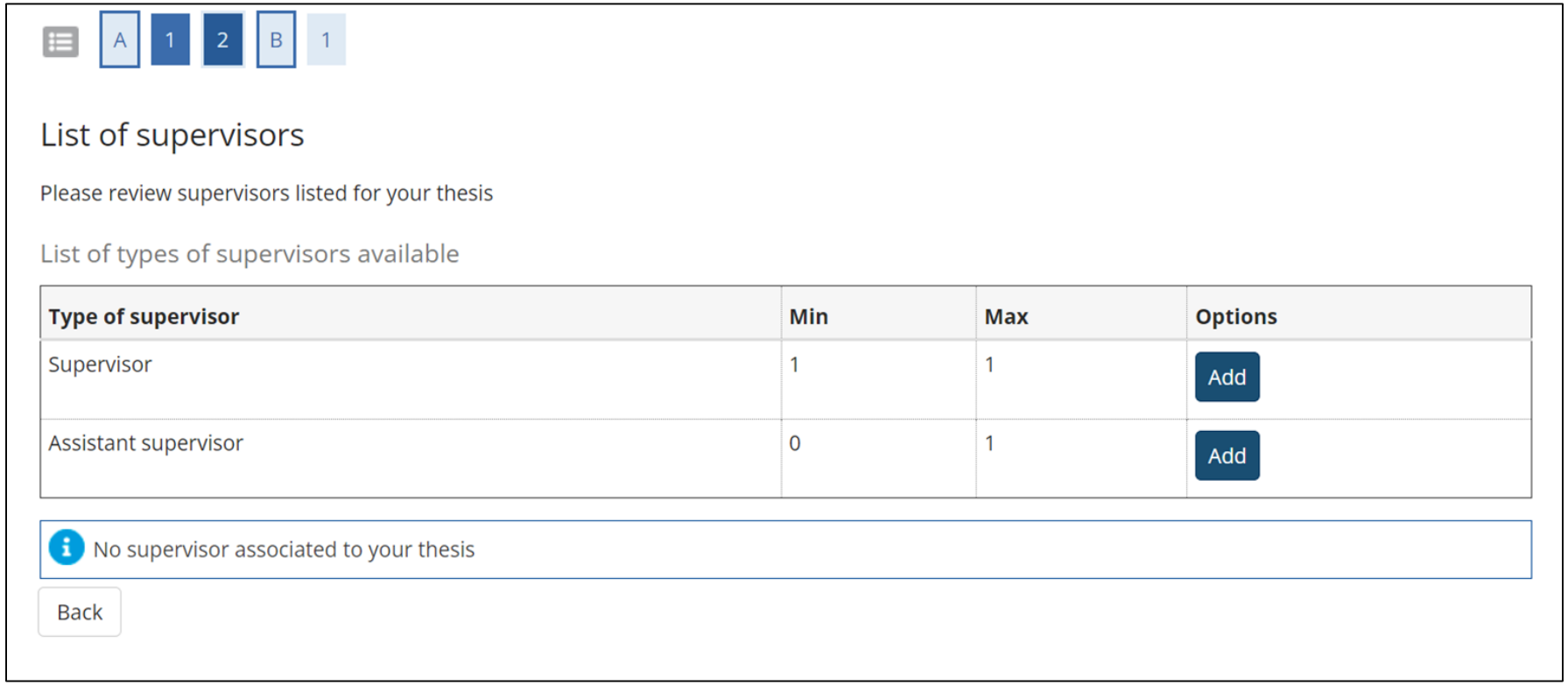
- Thesis title in Italian or English
- Thesis title in English
- Abstract
- Keywords
- Thesis availability

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



How to apply in Uniweb

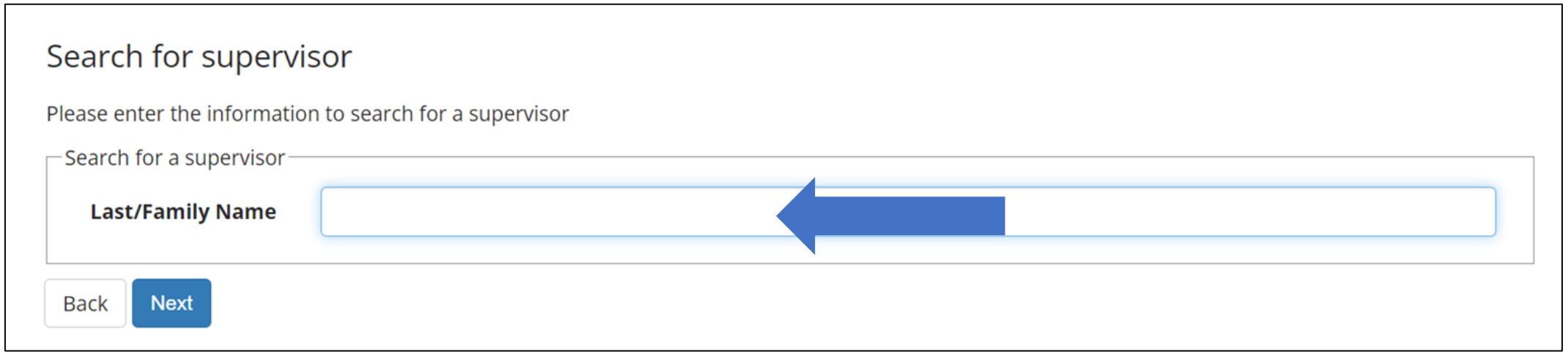
You will have to add **your thesis supervisor** as well.



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

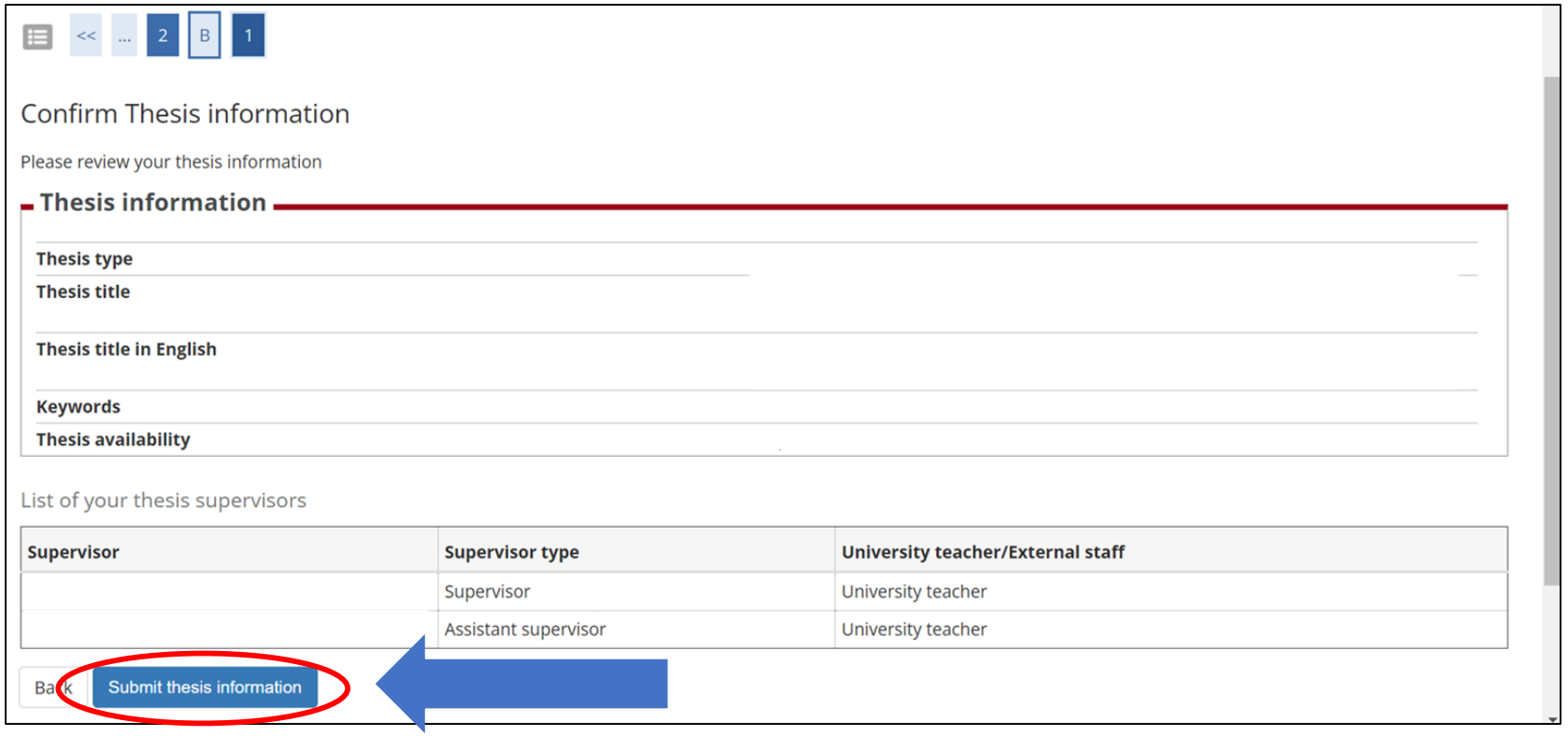
How to apply in Uniweb

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



How to apply in Uniweb

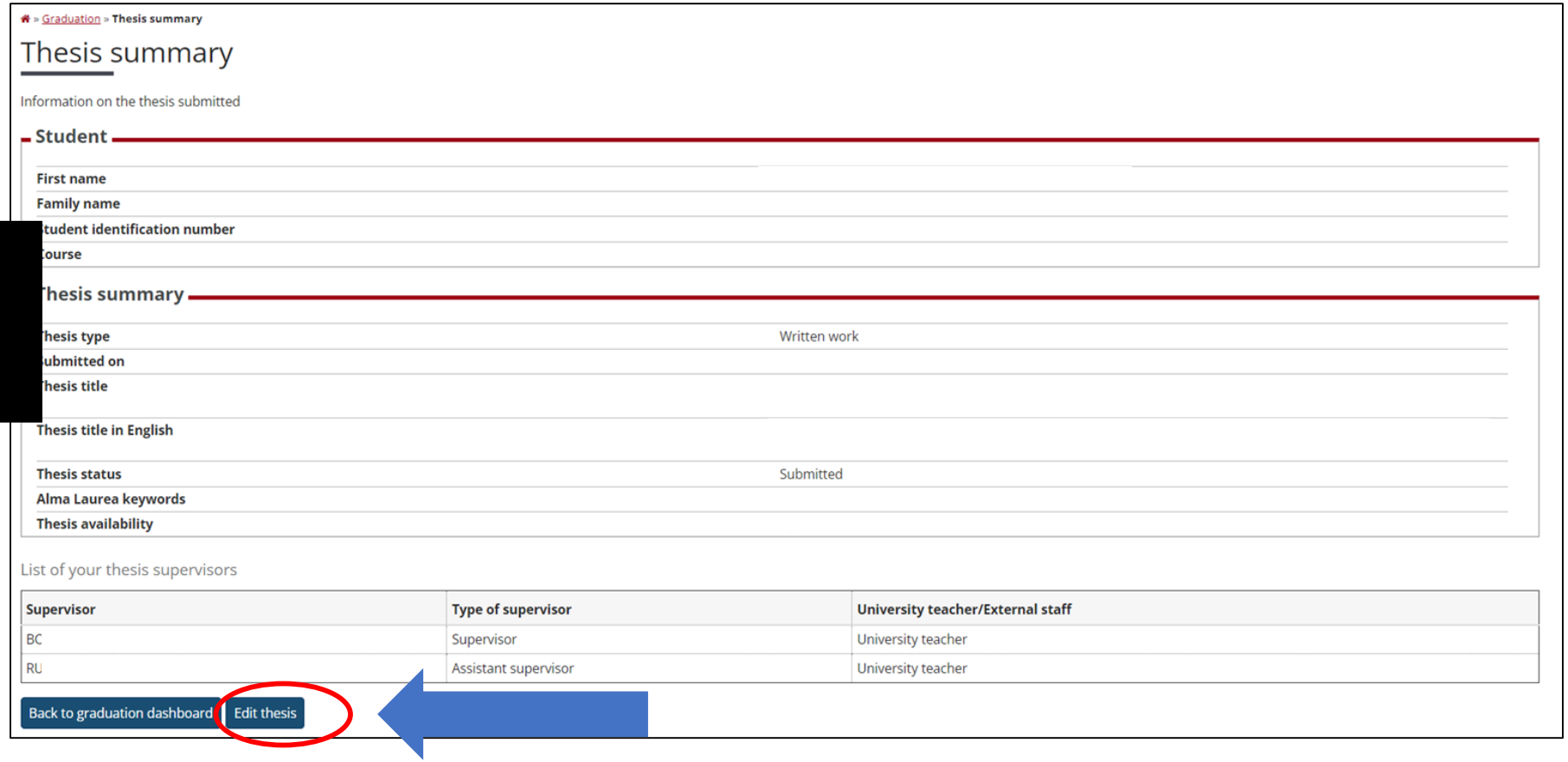
Once you submitted your thesis information, your **supervisor will have to approve it.** He or she will receive a notification from the system.
Continue by confirming your thesis information.



How to apply in Uniweb

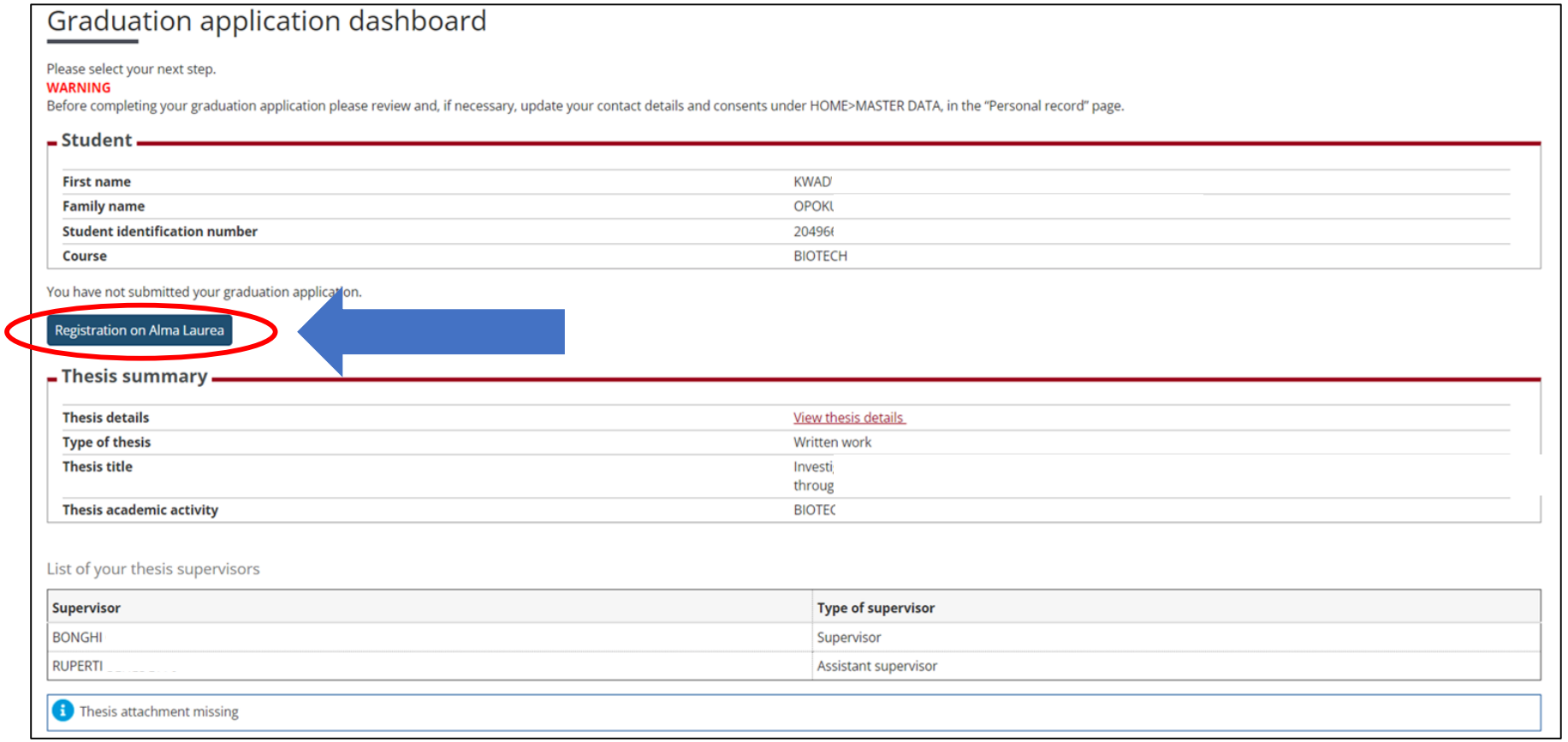
After submission, you will see your thesis summary:

lease note that yo can still modify the information at this point!



How to apply in Uniweb

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

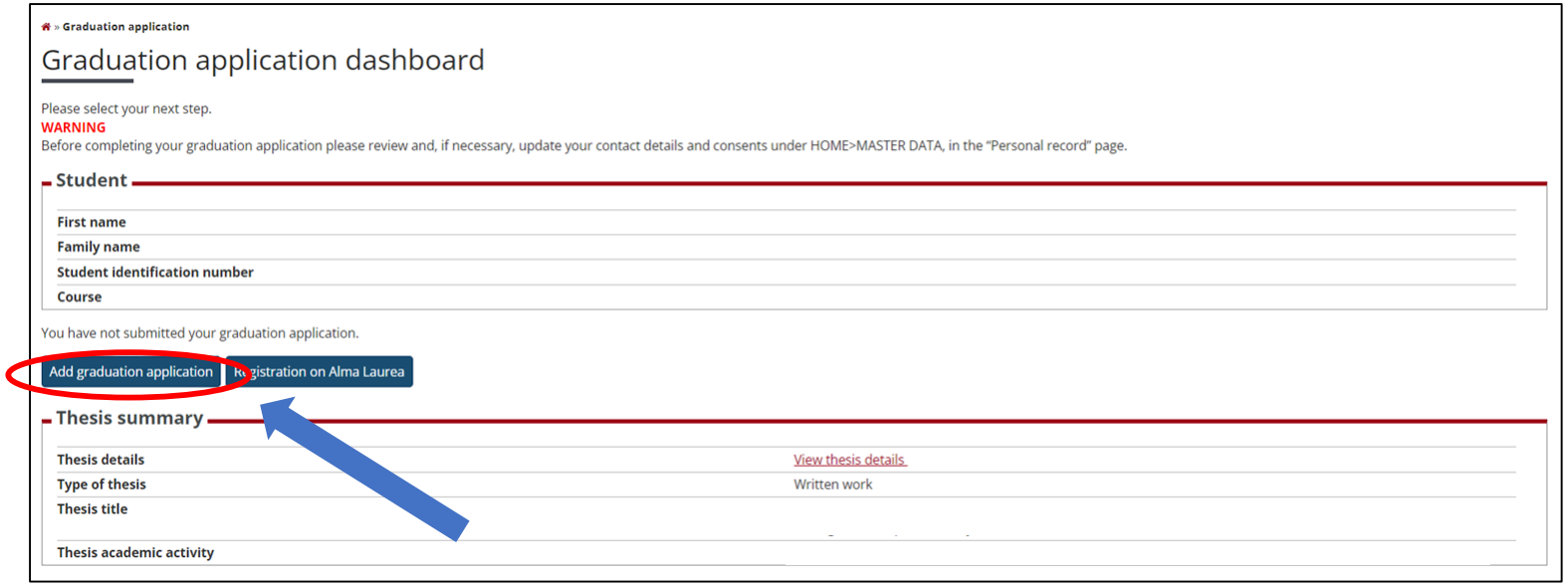


Please note that this is a mandatory step to finalize your registration!

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.



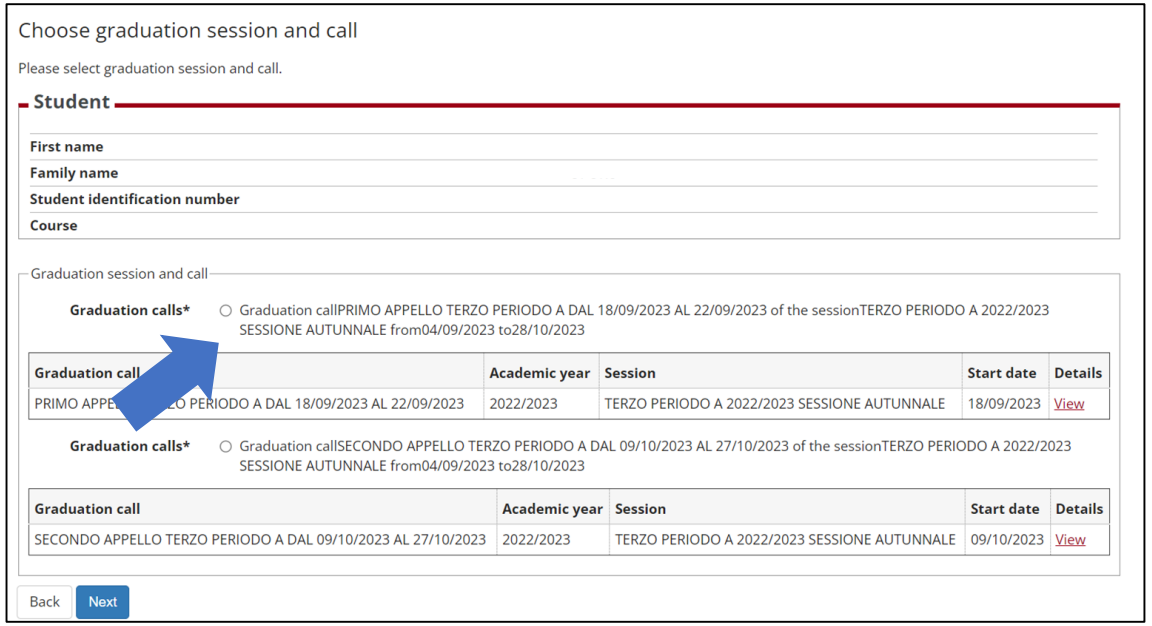
You will receive a mail to your student address
name.lastname@studenti.unipd.it
once your Professor confirmed your thesis title.

How to apply in Uniweb

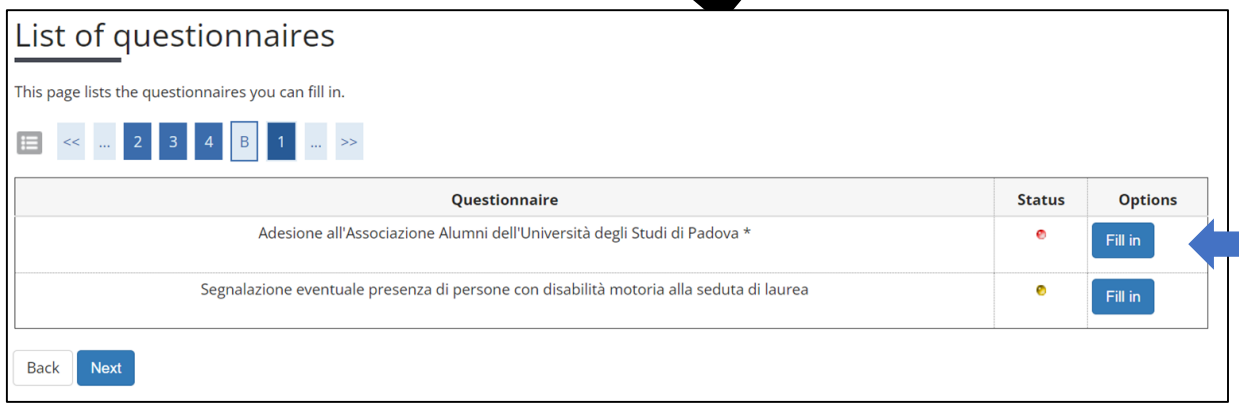
On the following page, you will be able to select the available graduation sessions “appelli” in Italian.

Once you click to proceed, you will see two questionnaires which have to fill too.

Select your graduation session:



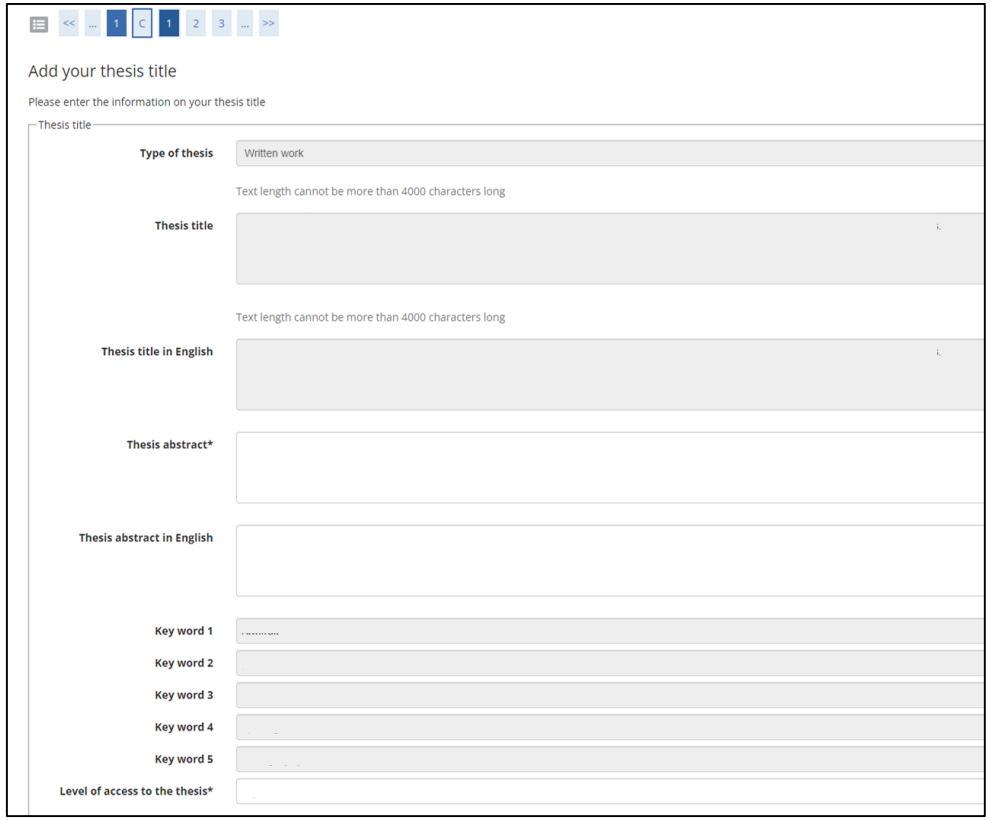
Fill in the two questionnaires:



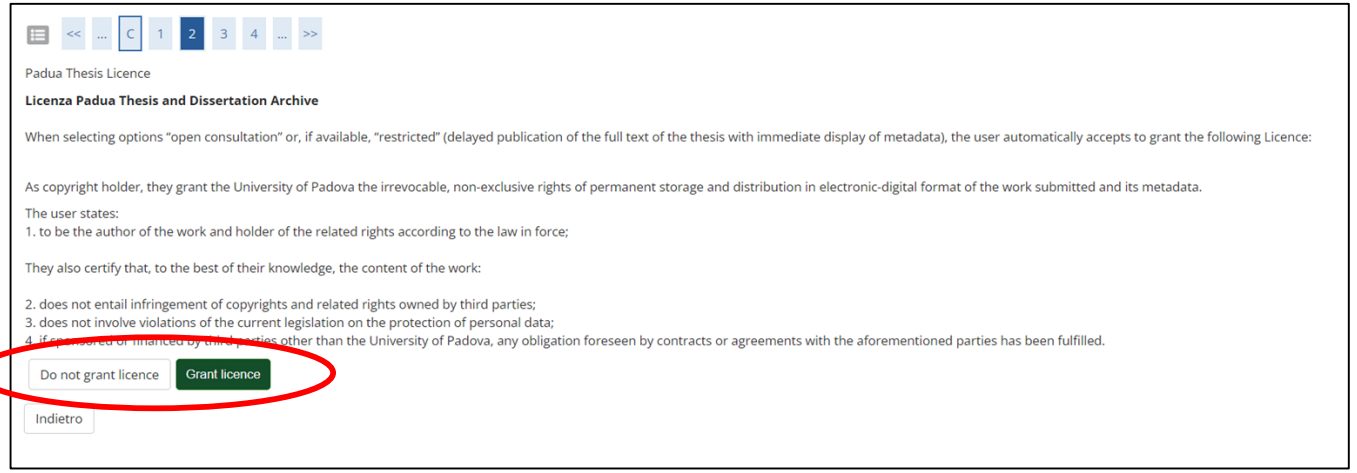
Keep in contact with Unipd in the *Alumni association*!

How to apply in Uniweb

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

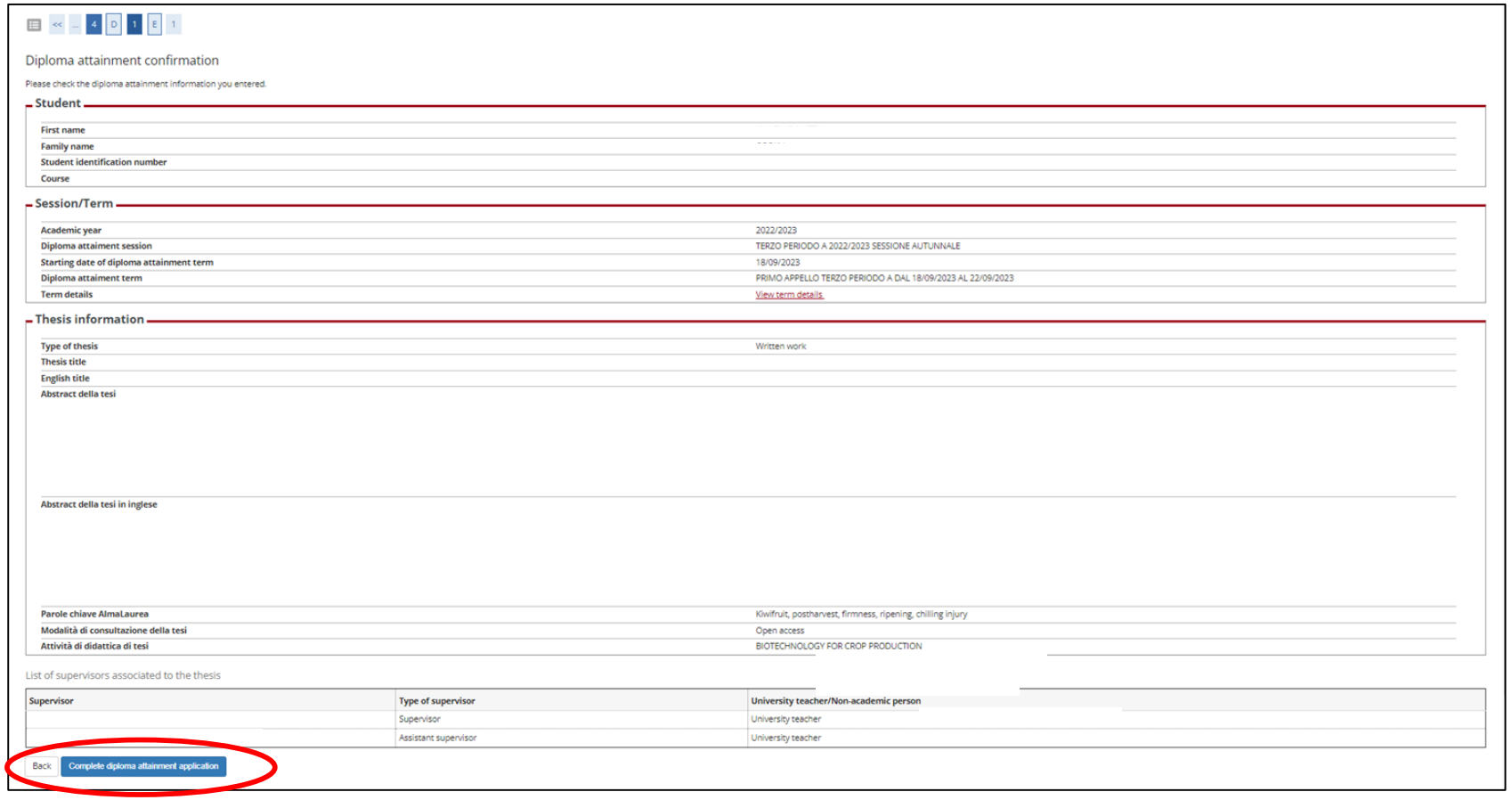


..and to give your consent on whether your thesis can be accessed by other students via the Thesis archive of UniPD.



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	Kiwifruit, postharvest, firmness, ripening, chilling injury
Modalità di consultazione della tesi	Open access
Attività di didattica di tesi	BIOTECHNOLOGY FOR CROP PRODUCTION

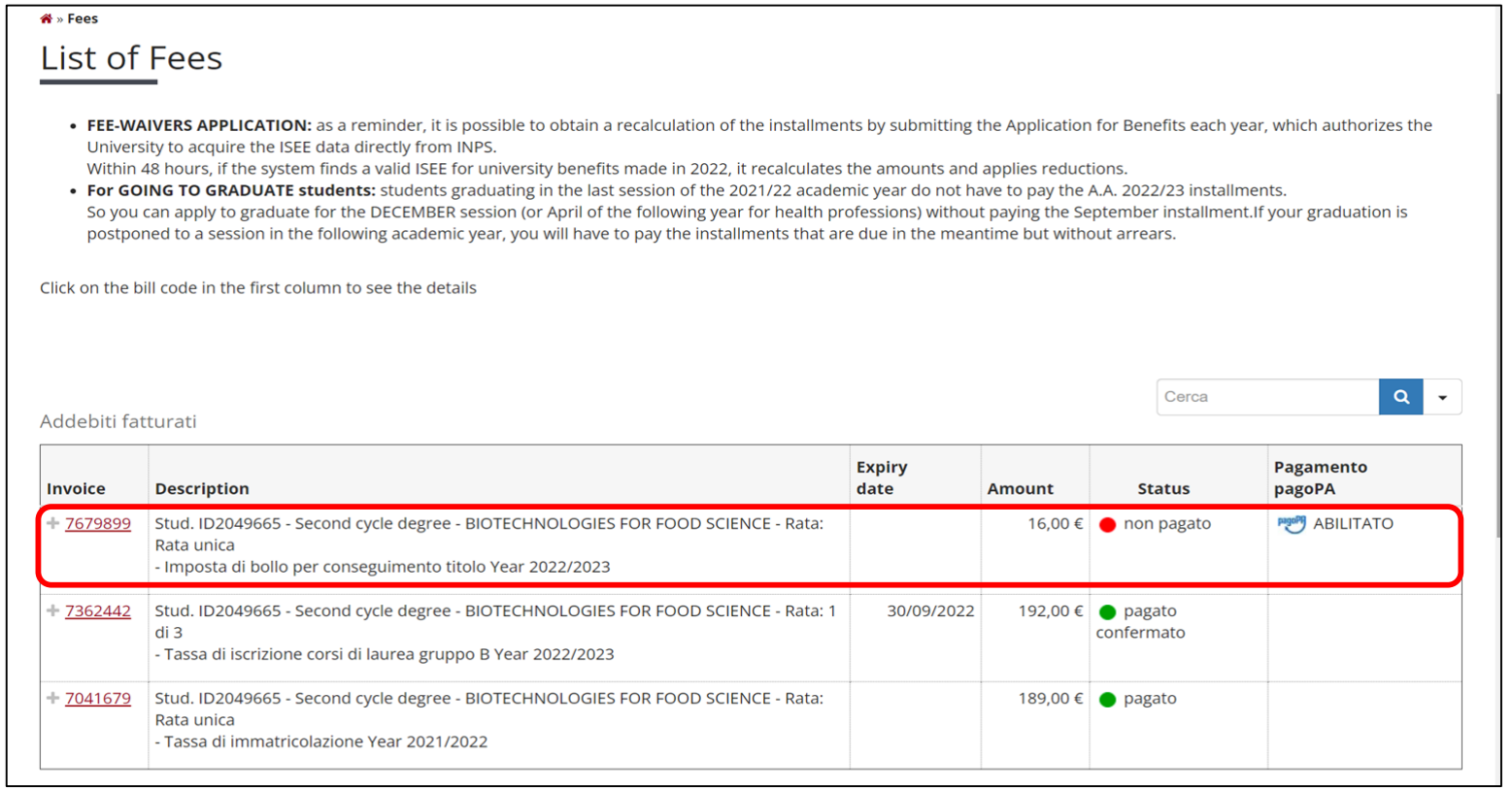
List of supervisors associated to the thesis

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

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.



» 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

Cerca

Addebiti fatturati

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.

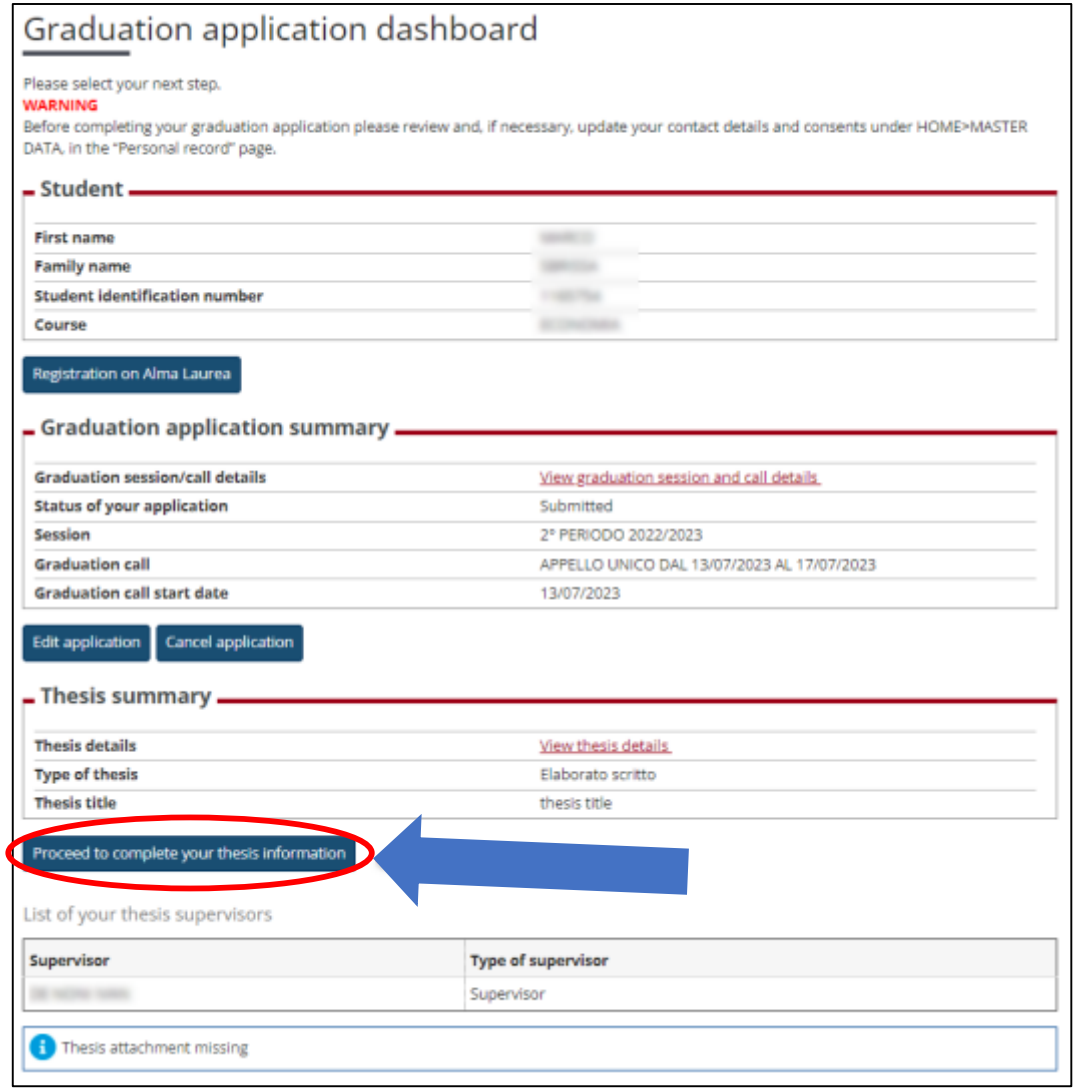
Remember to check the deadlines of your Degree course!

How to complete the procedure in Uniweb

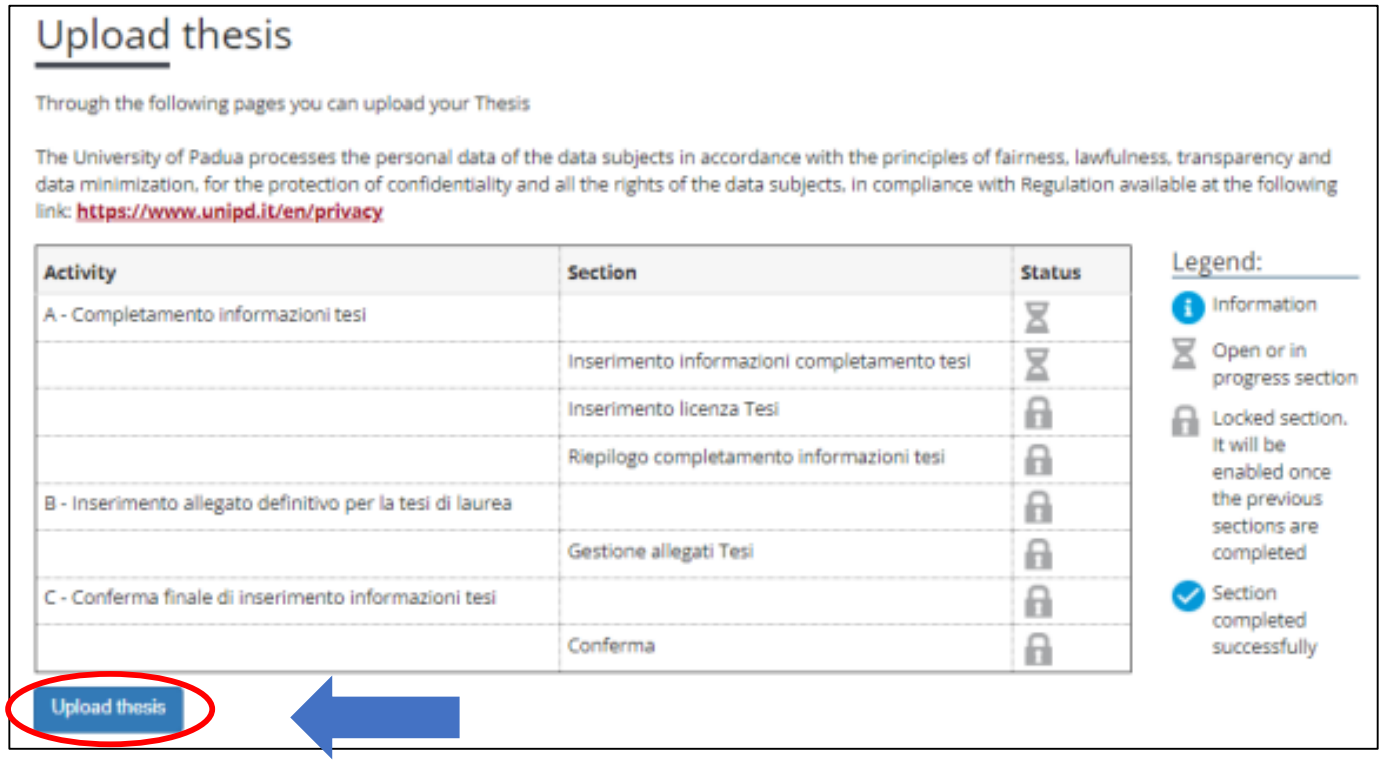
The final step is the **upload of the thesis.**

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.



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

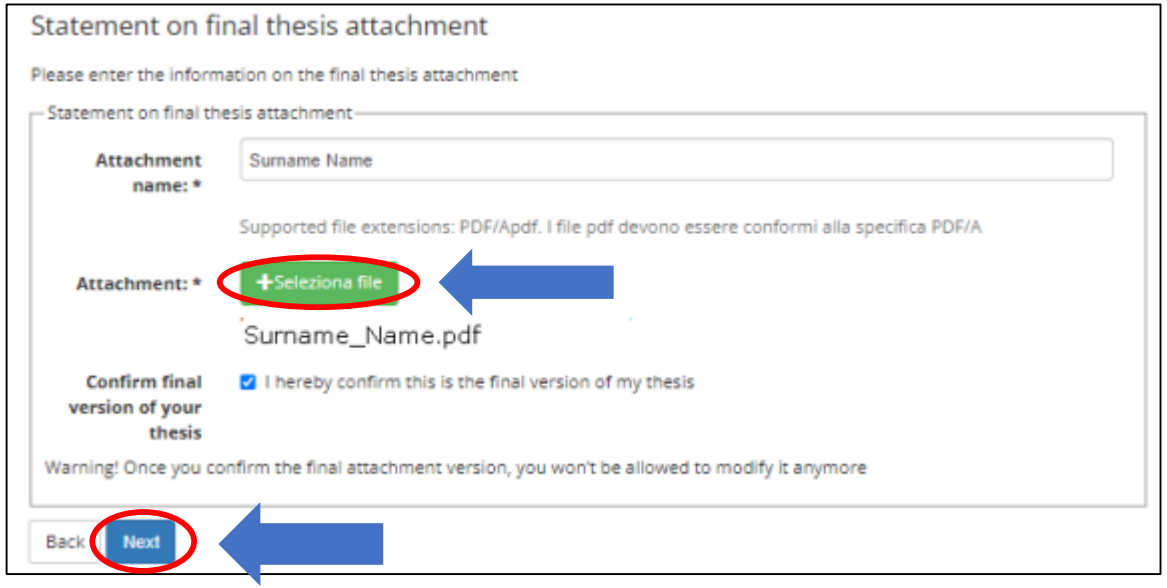
These fields cannot be edited.

You can still edit the following fields:

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

How to complete the procedure in Uniweb

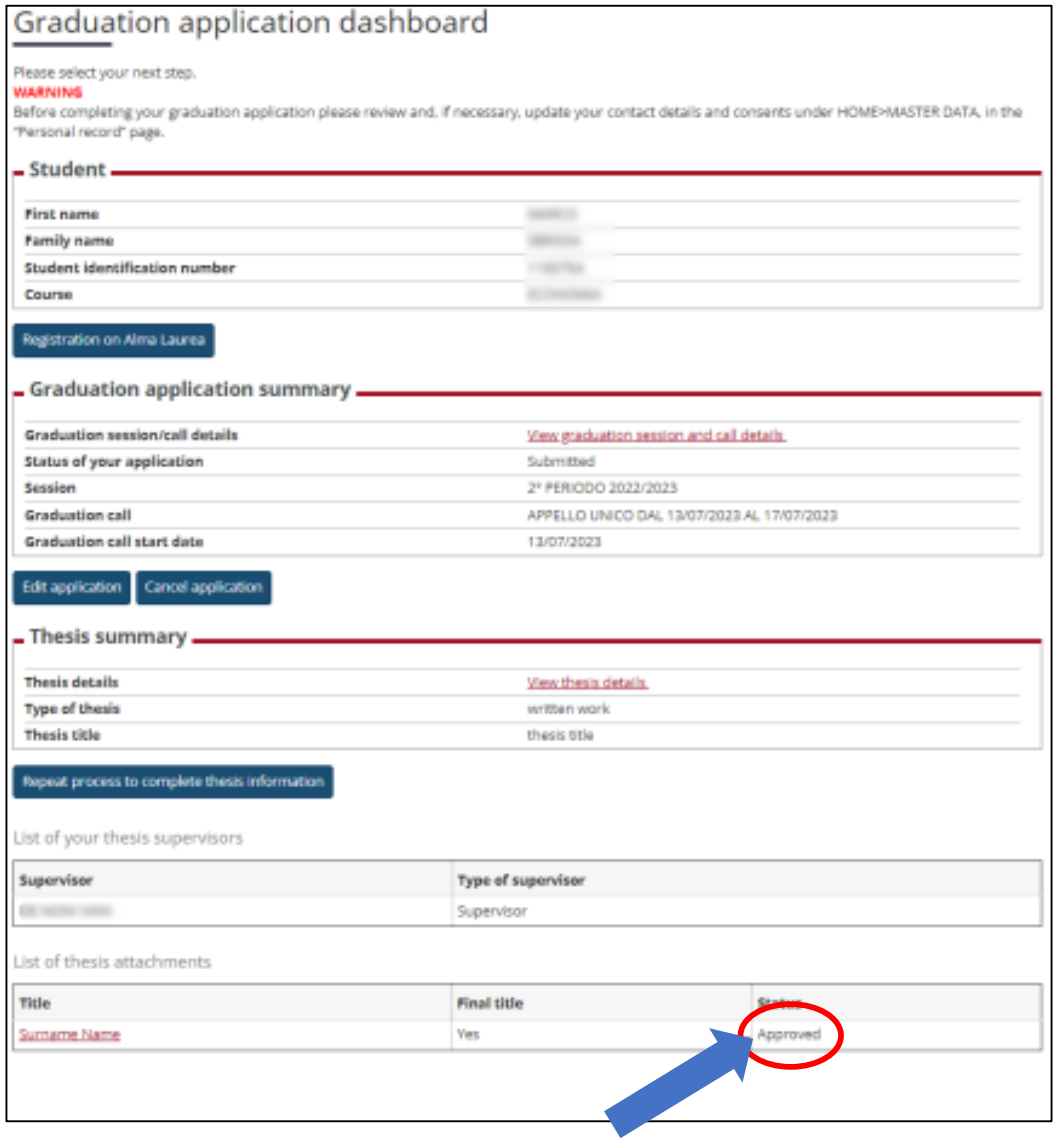
Click on “Add a new attachment” to open a new screen.
Then select your thesis.



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



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 summarize

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.

Final Steps

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**.

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

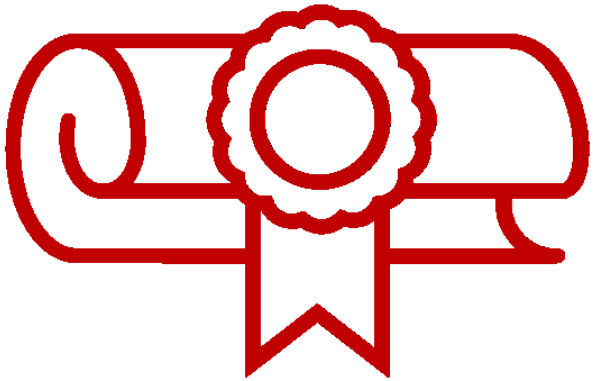
The consignment of the diploma takes place **on the day of your proclamation**.

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

CONTACTS

Any questions?
Get in touch with your
International Desk!

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

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