

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

How to Graduate

Global Engagement Office
International Desk DTG



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The final examination: the thesis

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

The final examination consists in an original **thesis** written under the guidance of a **supervisor**. You will have then to submit your thesis and defend it to the a Commission.

The number of CFU (credits) assigned to your final examination is **15**.

There are two typologies of thesis:

- **Internship-related thesis**
- **Bibliographical/speculative/research thesis**





The final examination: the thesis

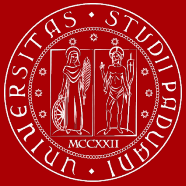
1. Internship-related thesis

In this type of thesis, the student generally spends a longer period in the company, carrying out an innovative project that becomes the main subject of the thesis.

The student together with the **company and the academic tutor, since the beginning of the project, evaluates the possibility to develop the thesis based on the project carried out during the internship.**

The activities carried out during the internship should provide **sufficient and adequate material** for drafting the thesis. General activities do not consent to be used for the thesis.

The possibility of conducting the internship without developing the thesis on it remains valid.



The final examination: the thesis

2. Bibliographic/speculative/research thesis (empirical)

The thesis concerns a project, a bibliographic research or experimental activity based on the collection and analysis of documents and/or empirical data (from laboratories, surveys, etc.). The student together with the academic tutor will define the thesis topic.

In these cases, the internship can take place also in the laboratory with the academic tutor or in the company.



How to 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 DTG or the University of Padua.

- ➔ 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 can supervise a maximum number of students.



How to find a supervisor

To get information on the research topics of the professors, you can start by consulting their **personal page** in the Syllabus.

- ➔ Access the [Syllabus](#) of your degree programme
- ➔ Scroll down on the page to see the courses
- ➔ Click on the name of the professor on the right (“Teacher in charge” section) to visit the personal page of the professor

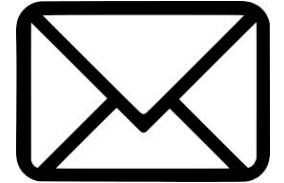
In the personal profile of the professor, you can find their CV, **research fields** and even **thesis topics** you can apply for!

For Management Engineering: there is also the [thesis proposal page](#) available on STEM!



How to 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 [didattica.unipd](https://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!



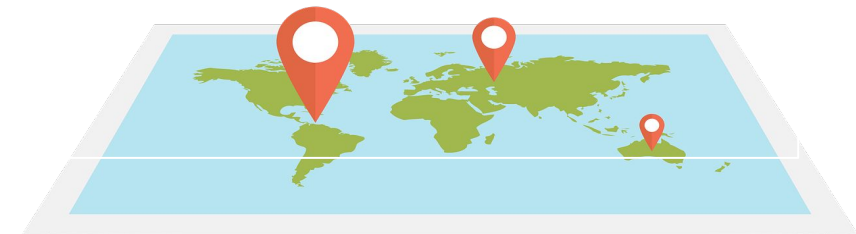
How to find a supervisor

What if...

... I want to work on my thesis abroad?

The first step is always to contact the professor with whom you would like to work on your thesis. If you wish to do your **research abroad**, you can apply for the **Erasmus +** programme. You will then need to find a faculty member at the foreign university who will be your **co-supervisor** during your studies abroad.

Consult the dedicated [Erasmus+ page](#) for further information.





How to find a supervisor

What if...

... I want to work on my thesis with a company abroad?



As a first step, you will have to find a company hosting you for the internship and is interested in elaborating a thesis project with you. Please contact as well a professor with whom you would like to work on your thesis.

The office responsible for internship procedures is the [Career Service](#). They can offer support and guidance during the search for internship opportunities.

Once you have obtained an internship opportunity in a company, you must activate **the internship agreement** with the University before starting your internship. There are specific procedures for [internships abroad](#). For further information, see the dedicated [Internships page](#).

For internships in Italy please check this website [here](#).



When can I graduate?

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>

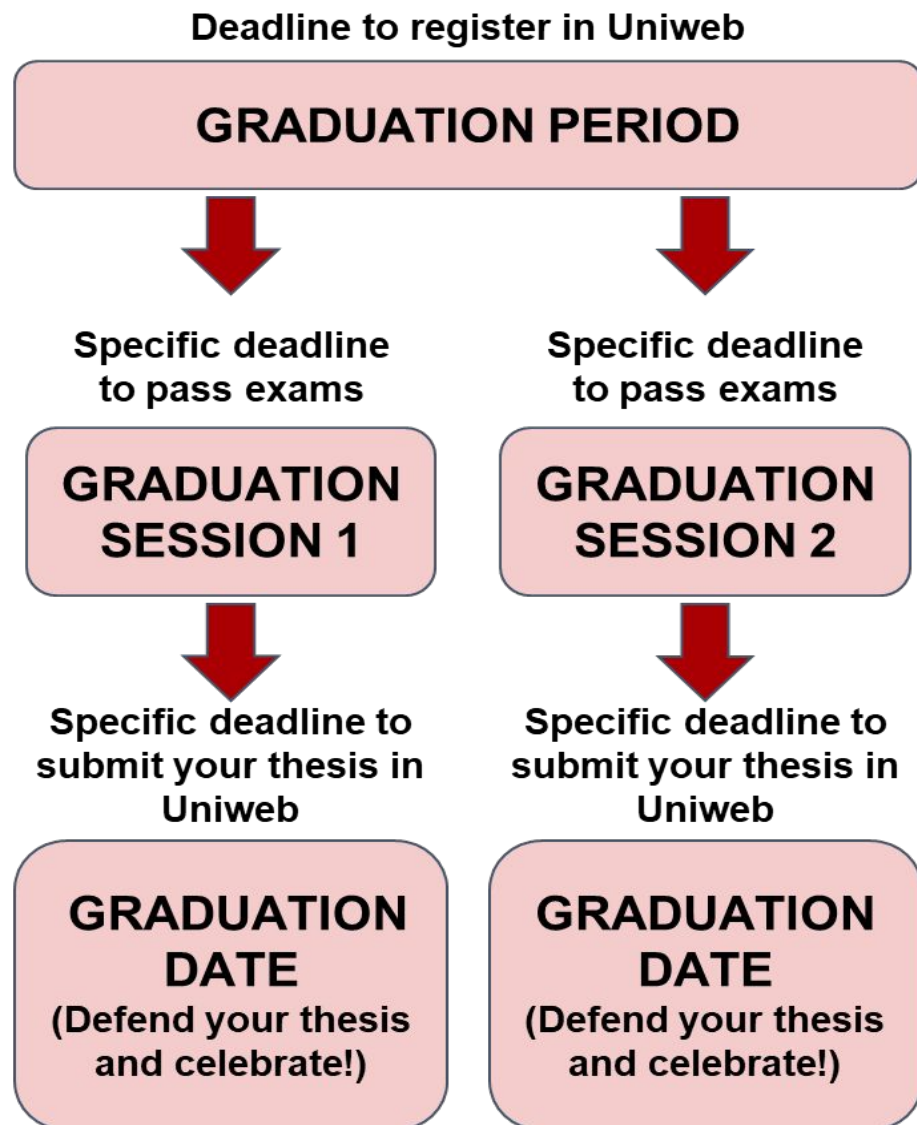
Keep in mind to check the **deadlines of your School!**

You need to **pass all of your exams** and **upload your thesis in Uniweb** by specific deadlines (one deadline to pass exams, another to submit the thesis).

"*Passing*" is defined as the date on which the grade is *published by the Professor*, so it is important that you receive the communication that your grade is published, but do not worry if your exams are not yet *registered* in Uniweb when the deadline comes.



When can I graduate?



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

Within each graduation period, each degree programme can have one or more **graduation sessions (or “appelli”)**; within the graduation session, you will be assigned to a **specific graduation date**.

The deadline to register in Uniweb varies depending on the **graduation period**.

The deadline to pass exams varies depending on the graduation session = it is the same deadline for the whole *session*, no matter the specific date you are assigned to. The **thesis** must be uploaded in Uniweb at least 2 working days before your **graduation date**.



When can I graduate?

A.A. 2024-2025				
Graduation period	1st period 17 February 2025 - April 17 2025	2nd period 18 June 2025 - 25 July 2025	3rd period A 1 September 2025 - 25 October 2025	3rd period B 3 November 2025 - 13 December 2025
Application in Uniweb	18 November 2024 - 21 January 2025	24 February 2025 - 6 May 2025	18 June 2025 - 15 July 2025	18 August 2025 - 7 October 2025
Graduation sessions	First session & second session	Single graduation session (7-18 July 2025)	First session & second session Attention: First session reserved for students enrolling in a PhD course	Single graduation session (24 November - 12 December 2025)
Deadline for passing exams	Different deadlines for first session & second session	Single deadline (25/06/2025)	Different deadlines for first session & second session	Single deadline (10/11/2025)

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. You can find the deadlines published [here](#).



How to apply in Uniweb

The procedure is broken down into the following steps:

1. Access the **registration procedure** available in the section '*Diploma attainment*' on Uniweb.

2. **Insert your thesis information:** title, title in English, keywords and supervisor

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

3. Fill in the [Almalaurea questionnaire](#)

4. Approval of the thesis title by the supervisor

5. **Registering for graduation** upon choosing when to graduate – please consider that there only specific periods available each academic year



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 thesis 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.



Step 1: Start the graduation registration

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



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



Step 1: Start the graduation registration

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

The screenshot shows the 'Graduation application dashboard' on the Uniweb portal. The header includes the University of Padua logo, the Uniweb logo, and a navigation menu. The main content area has a breadcrumb trail '» Graduation application' and a title 'Graduation application dashboard'. Below the title, it says 'Please select your next step.' followed by a red 'WARNING' icon and text: '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.' A section titled 'Student' contains a form with fields for 'First name', 'Family name', 'Student identification number', and 'Course'. Below the form, it states 'No graduation application and no thesis title have been submitted.' At the bottom, there are two buttons: 'Add thesis title' (highlighted with a red circle) and 'Registration on Alma Laurea'.

» 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.



Step 1: Start the graduation registration

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

- thesis title in original and English
- abstract
- keywords
- consent to access your thesis in the thesis archive

The form is titled "Add your thesis title" and includes a progress bar at the top with steps A, 1, 2, B, 1. Step 1 is currently active. The form contains the following fields:

- Thesis title**: A text input field with a placeholder "Please enter the information on your thesis title".
- Type of thesis***: A dropdown menu with "Written work" selected.
- Thesis title***: A text input field with a placeholder "Text length cannot be more than 4000 characters long".
- Thesis title in English***: A text input field with a placeholder "Text length cannot be more than 4000 characters long".
- 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 "Back" and "Next" buttons.



Step 1: Start the graduation registration

You will have to add **your thesis supervisor** 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	<div>Add</div>
Assistant supervisor	0	1	<div>Add</div>

i

No supervisor associated to your thesis

Back

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



Step 1: Start the graduation registration

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



Step 1: Start the graduation registration

Once you submitted your thesis information, your **supervisor will have to approve it**. They 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



Step 1: Start the graduation registration

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

Submitted on

Thesis title

Thesis title in English

Thesis status

Alma Laurea keywords

Thesis availability

Written work

Submitted

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



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Step 1: Start the graduation registration

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

Please **do not wait until the last minute to submit your thesis title!** Approval by professors might take some days.



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



Step 1: Start the graduation registration

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!



Step 2: Finalize your registration

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

» 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	



Step 2: Finalize your registration

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](#)



Step 2: Finalize your registration

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

The screenshot shows a web form for thesis registration. At the top, there is a navigation bar with tabs labeled 1, C, 2, 3, and >>. The main section is titled 'Add your thesis title' and includes a sub-instruction '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', 'Thesis abstract*' (with a note 'Text length cannot be more than 4000 characters long'), 'Thesis abstract in English', and five 'Key word' fields. At the bottom, there is a 'Level of access to the thesis*' field.

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

The screenshot shows the 'Padua Thesis Licence' page. It includes the title 'Licenza Padua Thesis and Dissertation Archive' and a paragraph explaining the licence terms. Below this, it states 'The user states:' followed by four numbered points. A red circle highlights the 'Grant licence' button, which is next to the 'Do not grant licence' button. There is also an 'Indietro' button at the bottom.

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;
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.

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



Step 2: Finalize your registration

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

<< 4 D 1 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
	Assistant supervisor	University teacher

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





Step 2: Finalize your registration

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	



To be admitted to the graduation session, you must:



- have **sat and recorded all the examinations** of your study plan by the deadline indicated on our [website](#) (document section on the right) – **also the internship!**
- have **paid the tuition fees;**
- have **asked your supervisor to approve your thesis title** and have **submitted your thesis** 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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Step 3: Thesis submission

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

*As a general rule, you have to upload it **at least 2 days** before the graduation date.*



Check our [Department website](#) for more information on the upload!

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



Step 3: Thesis submission

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
- Abstract in English
- Consent thesis access

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:

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

Upload thesis



Step 3: Thesis submission

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. The thesis must be uploaded in PDF/A format. Follow the instructions [here](#) to correctly format 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.



Step 3: Thesis submission

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	XXXXXX
Family name	XXXXXX
Student identification number	XXXXXX
Course	XXXXXX

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
XXXXXXXXXX	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Approved

At this point, **your supervisor has to approve** your thesis upload. Keep in mind that this might take some time, so do not wait until the last day to submit your thesis.

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 final countdown: Graduation session

The graduation session is the last step for graduating.



The discussion of the thesis and the final ceremony **take place on the same day.**



During the discussion of the thesis, you will **present the thesis** to the Commission 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.**



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The final countdown: Graduation session

The specific **date** and **time** for each graduation session are published [here](#).

Select the abbreviation "**LM-IG**" and download the document.





A new regulation on the final grade calculation will be approved most likely in May 2025.

More information will be provided to you as soon as possible.



How to collect your diploma



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

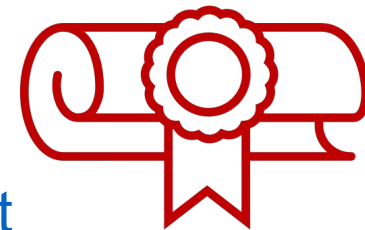
Diplomas are issued in **ITALIAN** and contain:

- 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.



Diploma Supplement and certificates in English



Diploma Supplement

A few days after your graduation, you can find your [Diploma Supplement](#) in your personal area in UNIWEB. It is digitally signed and only issued in digital format.

Certificates in English

You can request a **certificate of graduation** in English and/or a **certificate of graduation with transcript of records** in English by following this procedure [here](#).

You can request digital certificates or hard copy certificates. The issue of each document requires the payment of a 16 Euro stamp fee. You can choose to receive the documents in person or have them shipped.



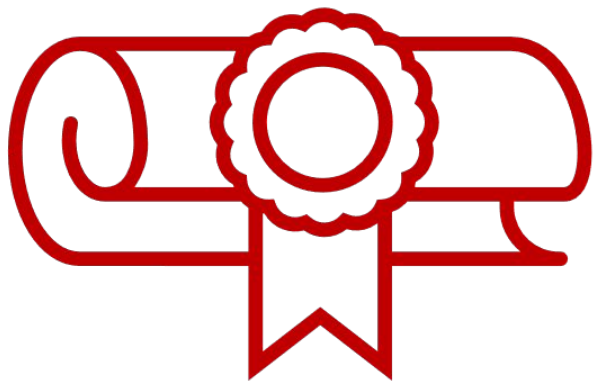
How to replace your diploma

Replacement of the Degree Diploma

If your original parchment gets lost or destroyed, or if your personal information changes, you can apply for a replacement diploma, by proving the change in your 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 e-mail to: consequimentotitolo.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:

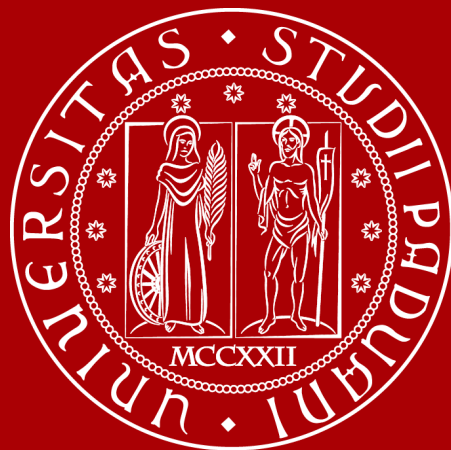
[Open Badges](#)

[Digital Certificates](#)



Let's repeat: The main steps

1. Choose a **thesis topic**
2. Contact a professor working in the field of your interest and ask for available to be your **supervisor**
3. Check the **graduation sessions**
4. **Register for the session** in line with your timeline following the instructions indicated – remember: all exams need to be registered at the deadline indicated on our [website](#) (document section on the right), including the internship!
5. Finalize the procedure and choose your **graduation date** – if more than one are available
6. Upload your **thesis - at least 2 days before the graduation session!**
7. Check the date and time of your **graduation ceremony**
8. Present your thesis at the graduation ceremony and obtain your **diploma!**



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Thank you for your attention!

International Desk DTG

For more information or inquiries, you can contact:

International.students@gest.unipd.it