How to Graduate

Global Engagement Office
International Desk @ DEI
International Tutoring @ DEI

The Thesis

Finding a supervisor

Application in Uniweb

Deadlines

Thesis practicalities

Graduation sessions

Final grading

Collecting the diploma

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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.

The **supervisor** is the person who will oversee the progress of your thesis: he or she must be a professor of a Department of the University of Padua.
The choice of the professor must be in line with the learning outcomes of your studies.

Get information on the research topics of the professors so that you will know more about the research they could be involved in
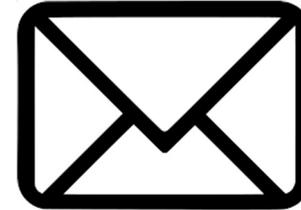
Once you have gathered information on the research topics of your interest get in contact soon to verify the **availability** of the professor you would like to write your thesis with.

Please be reminded that each professor can supervise a maximum number of students.
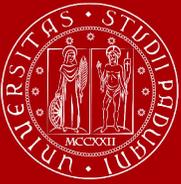
TIP: to get in touch with the professors

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,

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!

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 the School of Engineering!

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

Be aware that you must register for graduation when you are almost done with your exams (max 3/4 exams left). You will need to take all your exams before your graduation.
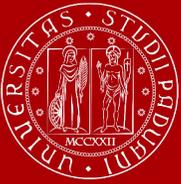
The procedure is broken down into the following steps:

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'*

   1. fill in the Almalaurea questionnaire

   2. approval of the dissertation title by the supervisor

   3. **registering for graduation** (you can choose the graduation period and in some graduation periods you can choose also the call)
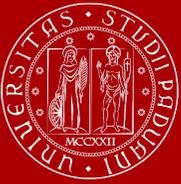
- Only at this point your application is **correctly submitted** and you will find the **payment slip of € 16.00** in the section '*Contributions*' on Uniweb

- Should you need to change your dissertation information, your supervisor or the graduation period, you can find the instructions [here](#) under the section '*How to change your application*'

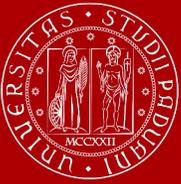**In the following slides, we will show you the procedure on how to register on Uniweb.**
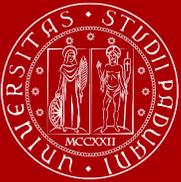
First, you log into your **Uniweb account**:

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:

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

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

- thesis title in original and English

  (check it carefully!)

- abstract (both in Italian and English)

- keywords and

- thesis availability

  (if the thesis work has been developed in collaboration with an external partner, it is necessary to check the agreements with that partner, such as non disclosure agreements)

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.

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

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.

After submission, you will see your thesis summary:

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

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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	OPOKI
Student identification number	204960
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

ℹ️ Thesis attachment missing

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

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

Continue the procedure and conclude it.

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

On the following page, you will be able to select the available graduation periods "periodi" in Italian.

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

Fill in the two questionnaires:

Select your graduation session:

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 (check potential agreements with external partners)

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

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

In the following weeks you will receive an email in your studenti.unipd account from the "segreteria" (faculty and students' office) with all the information about the graduation date, the schedule, the location and the regulations for the final discussion.

You will also receive all the information about the upload of your thesis in Uniweb and the deadline for the thesis upload: please be aware that your thesis must be uploaded in a PDF/A format and be maximum of 40 MB.

Here you can find some helpful instructions on how to create a PDF/A format:

Microsoft Office : From the "Save As" menu item, change the default format by selecting the PDF format (*.pdf). To make sure that the selected format is PDF/A, click on the "Options" button and make sure that "PDF/A compliant" is selected. This function is available only in Windows (not MacOS) versions of the operating system.

Open Office : from the "File" menu item click on "Export to PDF". In the PDF Options dialog box select the "PDF/A-1" item and then click on "Export".

The second (final) step is the **upload of the thesis.**

⚠️ *Remember to check the deadlines sent to you by email*

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.

Click on **"Upload thesis".**

You will find again the information you provided during your graduation application:

• thesis title
• keywords
These fields cannot be edited.

You can still edit the following fields:
• **Abstract**
• **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	🔒
	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:
ℹ️ Information
⏳ Open or in progress section
🔒 Locked section. It will be enabled once the previous sections are completed
✅ Section completed successfully

Upload thesis

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.

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 on this link:

https://www.unipd.it/sites/unipd.it/files/2023/HOW%20TO%20UPLOAD%20YOUR%20GRADUATION%20WORK%20TO%20UNIWEB%20%28last%20update%2001_12_2023%29.pdf

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.

On this link you can find more information about the DEI department regulations:
https://stem.elearning.unipd.it/mod/book/view.php?id=234&chapterid=66

Please, go on stem.elearning.unipd.it, select the DEI platform and then enter in the "General Information" section

By clicking on "Informazioni per gli studenti in corso", from the menu you can select : "Final Exam"

DIPARTIMENTO
DI INGEGNERIA
DELL'INFORMAZIONE

DEI - Informazioni generali / General Information

Cerca corsi

A.A. 2023 - 2024

A.A. 2022 - 2023

PhD Course in Information Engineering

Pagina successiva

...eria, Informatica, Telecomunicazioni), è

...rriculari minimi, una per ogni corso di laurea
...https://www.unipd.it/avvisi-ammissione-corsi
...avviso di ammissione
.../ secondo la procedura indicata

..., Bioingegneria, Informatica,

Information Engineering
Ingegneria dell'Automazione dei Sistemi
Ingegneria Biomedica (L)
Ingegneria Elettronica (L)
Ingegneria Informatica (L)
Control Systems Engineering (LM)
Bioingegneria (LM)
Computer Engineering (LM)
Ingegneria dell'Automazione (LM)
Electronic Engineering (LM)
ICT for Internet and Multimedia (LM)
Valutazione della didattica
Laurearsi
  Final Exam
  Date lauree e proclamazioni
  Archivio Lauree
Stage e tirocini
Research Training
Esperienze internazionali
  Programma Erasmus+
  Altri scambi internazionali

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 ⟹ third period A is divided into two calls (the first one is for the students who have been selected for a PhD, the second one, in October, is for all the other students)

Always check for updated information regarding exact dates on the School's website.
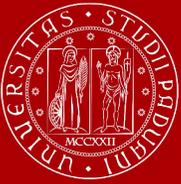
On this link you can find the deadlines for the School of Engineering:

https://www.unipd.it/en/graduation
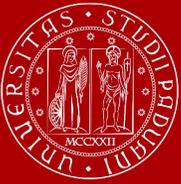
Specific formatting guidelines:

The thesis must be written using:

Times New Roman 12 font

1.5 line spacing

upper and lower margins of cm. 2, external margin cm. 2, internal margin of cm. 3

use the facsimile of the cover page that you can find on the link

(this facsimile can be modified as long as all the information reported in it is maintained)

Graduating students enrolled in a course of study taught entirely in English must write their thesis in English.

Thesis written in English must also contain an abstract in Italian, in addition to the one in English.
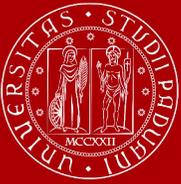
The graduation session is the last step for graduating.

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 Committee including the supervisor, co-supervisor and other professors, and you will **receive a grade for it** (IN PRESENCE)

During the final ceremony you **will receive your diploma and final grade**.
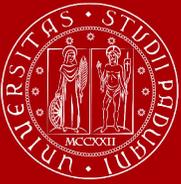
The final exam is considered passed when the candidate has obtained a grade of at least 66/110.

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 average of the exams is the 'starting point' to which the points for the degree are added:

Average of the exams ('starting point') + 'degree points' = final graduation grade.

The average of the exam grades is calculated and then reported into one-hundred-and tenths (110).

For example, if your exams grades are 26, 28, 30, 27 and 30L (Lode), your average is 28,2.

The average has to be converted in 110: (28,2 x 110)/30 = 103,4.

To the average for every exam with attribution "lode" 0,5 points are added, so: 103,4 + 0,5 = 103,9

The value is rounded to the next whole number: 104. This is your starting point for graduation.

Assuming your grades weighted average is 27:

- 27 x 110 / 30;

- 0.50 points are added or each "lode" (distinction) obtained up to a maximum of 2 points; an additional 2 points are added to students who take the final exam within the third year of regular enrollment in the course of study (December session) without recognition of credits from previous careers

- increment/decrement up to a maximum of 4 points obtained in the final exam and assigned by the Preparatory Commission

If you have obtained or exceeded the maximum grade (110), the Preparatory Commission may propose awarding the "lode" (distinction).

GPA calculations and 'starting point' for graduation grade

Weighted average (*Media ponderata***) =**

((exam1 grade x exam1 credits) + (exam2 grade x exam2 credits) +

(exam3 grade x exam3 credits)) / total number of credits

Example:

Exam 1: grade 26, credits 8
Exam 2: grade 29, credits 12
Exam 3: grade 28, credits 4

Weighted average = (26 x 8) + (29 x 12) + (28 x 4) / (8 + 12 + 4) = 27,83

'Starting point' − Base for graduation grade (*Base di laurea***) =**

(weigthed average) x 110 (maximum final mark) / 30 (maximum mark for the single exam).

Degree points − (*Voto di laurea***) =** base for graduation grade +

any extra points (punti velocità (graduating within degree d

and/or honour points(*lode*))
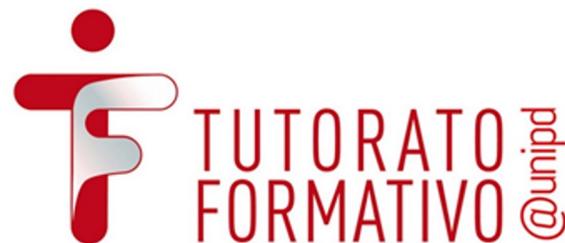
Extra points - BSc

'Velocità' points:

Quantile	Average of quantile	Study duration: 3 years - graduation from July to September	Study duration: 3 years and more - graduation from December to February	Study duration: 4 years: graduation from July to September	More than 4 years
I	[30 – 26.5)	4.5	3.5	2.5	1.5
II	[26.5 – 25.0)	4.0	3.0	2.0	1.0
III	[25.0 – 24.0)	3.5	2.5	1.5	0.5
IV	[24.0 – 23.0)	3.0	2.0	1.0	0
V	[23.0 – 18.0)	2.5	1.5	0.5	0

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Extra points - BSc

Honour ´lode' points:

'lode' points	6 − 12	12 − 18	19 − 24	> 24
increment	0.5	1	1.5	2

⟸ credits with the lode

Degree points:

Final exam credits	Lode	30 − 27	26 − 24	23 − 22	21 − 18
3	2	1.5	1	0.5	0

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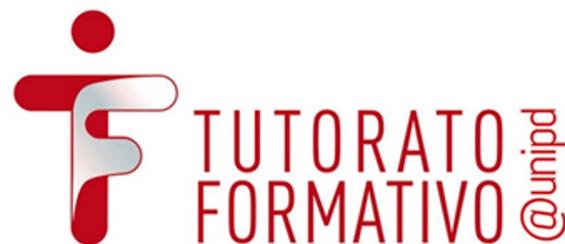
Extra points - MSc

Honour ´lode' points:

'lode' points	6 − 12	12 − 18	19 − 24	> 24
increment	0.5	1	1.5	2

⟵ credits with the lode

Degree points:

- Increment is assigned to the weighted average grade
- The maximum percentage increase for each assessment is given in the following table

Final examination evaluation	sufficient	fair	good	excellent
Percentage increase	0%	2%	4%	6%

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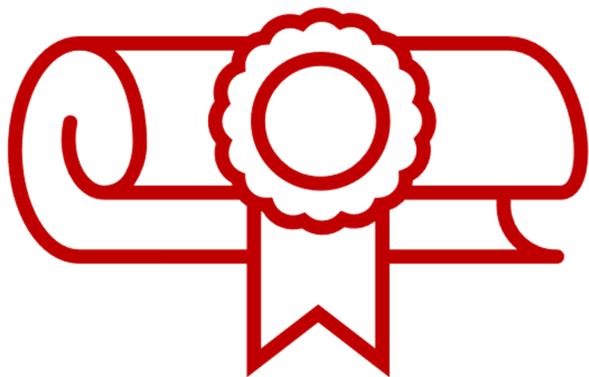
Alternatively, you can apply for **shipment of the diploma**:

- via email to conseguimentotitolo.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.
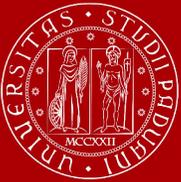
You can apply:

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

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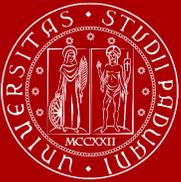
The digital certificate will allow you to easily **share** your **educational qualification** via the main social networks and allow those who receive it to verify its authenticity automatically.

For more information:

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

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

Step 1: On the day of graduation, you will receive the diploma in Italian

Step 2: You can find the diploma supplement in UNIWEB at the end of each graduation period (https://www.unipd.it/en/diploma-supplement)

Step 3: You can request the transcript of records and enrollment/graduation certificate in English by paying a 16 Euro stamp fee. Write an email to carriere.studenti@unipd.it attaching the following documents:

1. Application form (one per career/student ID).
2. Receipt of payment of the revenue stamp, to be paid online through the PagoPA portal
3. Copy of your ID card

Step 4: Once submitted the application digitally, you either choose to receive the translated documents in-person (if urgent); via shipment; or in a digital format

(More information about certificates here)

Any questions?
Get in touch!

- **International desk:
  international@dei.unipd.it**

Thank you for your attention!