How to Graduate

Global Engagement Office
International Desk @ DEI
International Tutoring @ DEI
The road to graduation

- The Thesis
- Finding a supervisor
- Application in Uniweb
- Deadlines
- Thesis practicalities
- Graduation sessions
- Final grading
- Collecting the diploma
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.
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 [didattica.unipd](http://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](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’*

2. fill in the [Almalaurea questionnaire](#)

3. approval of the dissertation title by the supervisor

4. **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”: 
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 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)
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.
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!
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!
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:
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 (check potential agreements with external partners)
To finalize the registration process click on “Complete diploma attainment application”.

[Image of Uniweb application form]
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
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.

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%20ON%20UNIWEB%20%28last%2801_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”
Each academic year, the University establishes four graduation periods.

<table>
<thead>
<tr>
<th></th>
<th>1st period</th>
<th>2nd period</th>
<th>3rd period A</th>
<th>3rd period B</th>
</tr>
</thead>
</table>

**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: \((28,2 \times 110)/30 = 103,4\).

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:

- $27 \times \frac{110}{30};$

- 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*) =

\[
\frac{((\text{exam1 grade} \times \text{exam1 credits}) + (\text{exam2 grade} \times \text{exam2 credits}) + (\text{exam3 grade} \times \text{exam3 credits}))}{\text{total number of credits}}
\]

Example:

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

**Weighted average** = \( \frac{(26 \times 8) + (29 \times 12) + (28 \times 4)}{8 + 12 + 4} = 27.83 \)

‘Starting point’ – **Base for graduation grade** (*Base di laurea*) =

(weighthed average) \(\times\) 110 (maximum final mark) \(\div\) 30 (maximum mark for the single exam).

**Degree points** – (**Voto di laurea**) = base for graduation grade + any extra points (punti velocità (graduating within degree duration) and/or honour points (lode))
## Extra points - BSc

### ‘Velocità’ points:

<table>
<thead>
<tr>
<th>Quantile</th>
<th>Average of quantile</th>
<th>Study duration: 3 years - graduation from July to September</th>
<th>Study duration: 3 years and more - graduation from December to February</th>
<th>Study duration: 4 years - graduation from July to September</th>
<th>More than 4 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>[30 – 26.5)</td>
<td>4.5</td>
<td>3.5</td>
<td>2.5</td>
<td>1.5</td>
</tr>
<tr>
<td>II</td>
<td>[26.5 – 25.0)</td>
<td>4.0</td>
<td>3.0</td>
<td>2.0</td>
<td>1.0</td>
</tr>
<tr>
<td>III</td>
<td>[25.0 – 24.0)</td>
<td>3.5</td>
<td>2.5</td>
<td>1.5</td>
<td>0.5</td>
</tr>
<tr>
<td>IV</td>
<td>[24.0 – 23.0)</td>
<td>3.0</td>
<td>2.0</td>
<td>1.0</td>
<td>0</td>
</tr>
<tr>
<td>V</td>
<td>[23.0 – 18.0)</td>
<td>2.5</td>
<td>1.5</td>
<td>0.5</td>
<td>0</td>
</tr>
</tbody>
</table>
# Final Grade

## Extra points - BSc

### Honour ‘lode’ points:

<table>
<thead>
<tr>
<th>‘lode’ points</th>
<th>6 – 12</th>
<th>12 – 18</th>
<th>19 – 24</th>
<th>&gt; 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>increment</td>
<td>0.5</td>
<td>1</td>
<td>1.5</td>
<td>2</td>
</tr>
</tbody>
</table>

Credits with the lode

### Degree points:

<table>
<thead>
<tr>
<th>Final exam credits</th>
<th>Lode</th>
<th>30 – 27</th>
<th>26 – 24</th>
<th>23 – 22</th>
<th>21 – 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>1.5</td>
<td>1</td>
<td>0.5</td>
<td>0</td>
</tr>
</tbody>
</table>
Extra points - MSc

Honour ‘lode’ points:

<table>
<thead>
<tr>
<th>‘lode’ points</th>
<th>6 – 12</th>
<th>12 – 18</th>
<th>19 – 24</th>
<th>&gt; 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>increment</td>
<td>0.5</td>
<td>1</td>
<td>1.5</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Final examination evaluation</th>
<th>sufficient</th>
<th>fair</th>
<th>good</th>
<th>excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage increase</td>
<td>0%</td>
<td>2%</td>
<td>4%</td>
<td>6%</td>
</tr>
</tbody>
</table>
How to collect your diploma

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

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

- The graduate’s personal information
- Qualification obtained
- Graduation date

Graduates are also issued with the [Diploma Supplement](#), a digital informative report in two languages (English and Italian), describing the nature, the level, the context, the content, and the status of the studies carried out and successfully completed by the student, according to standards agreed by the European Commission, the Council of Europe and UNESCO.
How to collect your diploma

Alternatively, you can apply for shipment of the diploma:

- via email to 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](https://www.unipd.it/en/open-badge)

**Digital Certificates:** [https://www.unipd.it/en/blockcerts-digital-certificates](https://www.unipd.it/en/blockcerts-digital-certificates)
How to collect your diploma

**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!