HOW TO GRADUATE
(Bachelor's Degree)

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

Review the available graduation periods online:

https://www.unipd.it/en/graduation

Please note: in order to graduate you must register for graduation on Uniweb **by the deadline set for each graduation period**.

You should check your **Study Plan** is "**Approved**" and **complete** (you must have collected **180 credits/CFU**).

You can check your Study Plan on *Uniweb -> Menu -> Print Plan*: only exams included in your Study Plan will be considered.

Be careful! Once you've registered for graduation your Study Plan will no longer be editable

Don't forget to meet the "**Deadline for passing examination**"
(further information at https://www.unipd.it/en/graduation -> "When to register for graduation" -> select a period -> "Engineering")
NOTE: "Passing" is defined as the date on which the grade is published by the Professor.

If you don't meet the Deadline you will have to cancel your application and **submit a new one** for the following period.

Registering for graduation

You must follow the registration procedure which is available in the section "*Diploma Attainment*" on Uniweb. The procedure is broken down into the following steps:

- **Inserting 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'.

- Approval of the dissertation title by the supervisor.

- Fill in the Almalaurea questionnaire.

- **Registering for graduation** upon choosing when to graduate.

- 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.

- **Note**: the whole procedure must be finalised by midnight on the last day of the application period.

Further information is available in the dedicated user's guide and at the following link
https://www.unipd.it/en/graduation

On the following link https://www.unipd.it/en/graduation you can find useful information on

- Cancelling dissertation information

- Changing the dissertation title

- Changing the supervisor

- Changing the dates when to graduate within the same period

- Graduating in the next period

For technical support please contact the office in charge:

Ufficio Carriere Studenti conseguimentotitolo.studenti@unipd.it

The graduation session includes **two steps** which will **take place in different days:**

1. The **Defence:**

the student presents his/her **work** to the Committee including the supervisor and, at least, another professor.

The date of the defence and the deadline for the presentation's upload will be set by the student's supervisor who will inform the student at least one week in advance

2. The **Final Ceremony**:

The final ceremony will take place in a different day to be defined by the Student's Secretariat.
During the final ceremony graduates will receive their diploma and final grade

The presentation

The student's **work** consists in a Power Point **presentation** which has to:

- be uploaded in a PDF/A format and be maximum of 40 MB

- have 15 to 30 slides

- last no longer than 30 minutes

- *Be named **LastName_FirstName**.pdf (for example: Green_Lucy.pdf)*

PLEASE NOTE: Students enrolled in degree programmes delivered entirely in English must create and discuss their presentations in English.

The presentation should be **uploaded before the defence** (according to the deadline set by the supervisor).

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.

The Diploma Supplement is available free of charge in your personal area on **Uniweb**. It will be viewable <u>after the end of each period scheduled for the proclamation of final grades.</u>

https://www.unipd.it/en/degree-diploma-collection

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-digitalcertificates

Certificates are official documents issued by the University that attest to information related to the academic careers of students at the University of Padua.
In order to obtain a Certificate you must follow instructions at the following link:
https://www.unipd.it/en/certificates

PLEASE NOTE: in case of graduation, it is absolutely necessary to verify that your academic record has been updated in the Uniweb portal (in the "student status" section) **before submitting any forms**. Please note that updating the data and the official registration of the academic degree may take a few days after the graduation ceremony.

Self-certifications

The University of Padua has made some types of self-certification of career available to its students. The self-certifications are available for printing in Uniweb, section Home -> Certificates, by following the instructions in the Self-certifications   tutorial (in Italian).
For more information: https://www.unipd.it/en/self-certifications

https://www.unipd.it/en/graduation

https://www.unipd.it/en/degree-diploma-collection

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

https://www.unipd.it/en/certificates

Uniweb - Student guide Diploma Attainment Application https://www.unipd.it/manuali-uniweb

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DEI Student's Secretariat   segredei@dei.unipd.it