

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

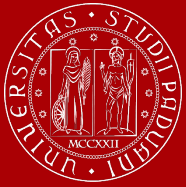
How to Graduate

Global Engagement Office
International Desk @ DII

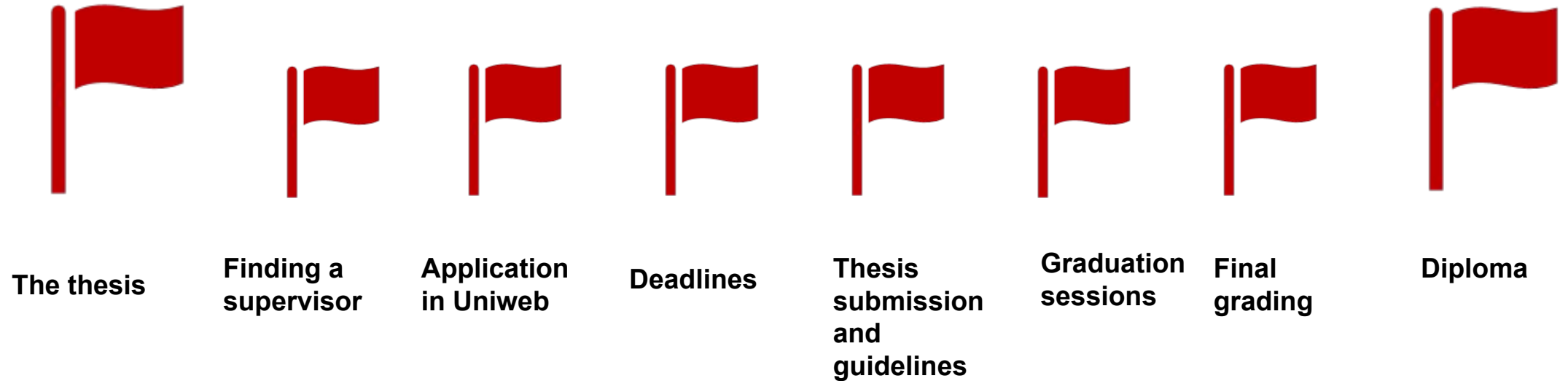


1. Introduction
2. How to find a supervisor - slides 5-9
3. How to apply in UNIWEB - slides 10-25
4. Deadlines - slides 26-27
5. Thesis submission - slides 28-32
6. Thesis practicalities - slide 33
7. Graduation sessions - slides 34-35
8. Final graduation grade - slides 36-42
9. Graduation diploma - slides 43-46





The road to graduation





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 before a Degree Commission in the Final Dissertation.



The thesis concerns a **research project**, that could be in a research lab (at University or in other research institutes – for example CNR, INFN) or in a company. In the the graduating student shall demonstrate mastery of the topics covered, ability to work independently, attitude for synthesis and communication skills.



In your Study plan you can check the credits (CFU/ECTS) assigned to your final examination, according to your Degree programme.



Find a supervisor

The **supervisor** is the person who will oversee the progress of your thesis: he / she must be a professor of the University of Padua.



Get information on the professors' research topics, so that you will learn 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 supervise your thesis.

Please keep in mind that each professor can supervise a maximum number of students.



To get information on the professors' research fields, you can consult their **personal page** in the Syllabus.



Access the Syllabus of your Degree programme



Scroll down on the page to see the courses



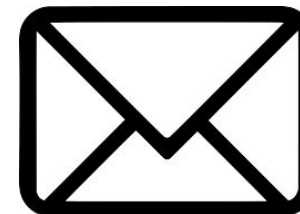
Click on the professor's name or on the right ("Teacher in charge" section) to visit his / her personal page

In the professor's personal profile, you can find his / her CV, **research fields** and even the **thesis topics** you can apply for!



Find a supervisor

TIP: to get in touch with the professors
you can send them an e-mail
and/or meet them during their **office hours!**



These are hours scheduled outside of class to meet with students
On the syllabus (on didattica.unipd.it),
each professor publishes the schedules and modality of their office hours.



EXTRA TIP: Remember to start working on your thesis and looking for a supervisor well in advance (at least 4-6 months) with regard to the time you are planning to graduate.
It is a long and complex work that takes time!

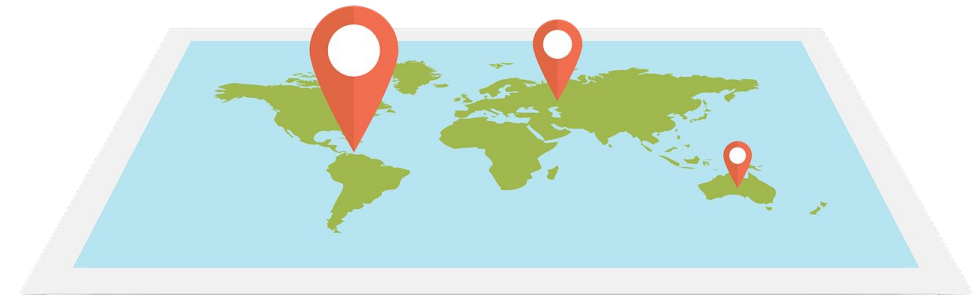


What if...

... 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. To do your **research abroad**, you can apply for the **Erasmus+ / Ulisse** programme. You will also need to find a faculty member at the foreign University who will be your **co-supervisor** during your studies abroad.

Consult the dedicated [Erasmus+](#) and [Ulisse](#) pages for further information.





What if...

... I want to work on my thesis in a company?



It is possible to work on your thesis while doing an **internship in a company**. The first step is always to **contact the professor** with whom you would like to work on your thesis.

The office responsible for internship procedures is the [Career Service](#). It 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 in Italy](#) and for [internships abroad](#). For further information, see the dedicated [Internships page](#).



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 at:

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

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

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



How to apply in Uniweb

The procedure is broken down into the following steps:

1. enter your dissertation information: title, keywords and supervisor

Note: if your dissertation is written in English you must enter 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 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*'

In the following slides, we will show you the procedure on how to register on Uniweb.



How to apply in Uniweb

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

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

ita eng

Area riservata
Registrazione
Registrazione con SPID
Login
Gestione username/password

Offerta formativa >
Bacheca esami >
Area Aziende >

AVVISI

Sospensione del sistema UNIWEB Mercoledì 22/11/2023
Mercoledì 22/11/2023 i servizi Uniweb saranno sospesi dalle ore 13:30, per un massimo di 4 ore, per l'aggiornamento dei sistemi informativi. Ci scusiamo per il disagio

Scarica subito l'app OrariUniPD!
L'app OrariUniPD permette di visualizzare l'orario delle lezioni, degli esami, lo stato di occupazione delle aule e degli spazi studio e, se previsto, di registrare la propria presenza a lezione. Per maggiori informazioni visita il nostro sito <https://www.unipd.it/orariunipd>.

Biblioteca digitale
Scopri le opportunità della Biblioteca Digitale a tua disposizione per:
1) cercare un documento in modo facile e veloce
2) consultare da casa periodici e banche dati
3) gestire e organizzare in autonomia le tue ricerche bibliografiche
4) accedere ad una vasta gamma di oggetti multimediali (immagini, documenti, libri, audio, musica, video, risorse per la didattica). Se sei interessato, consulta la piattaforma [Phaidra](#)
Tutto questo e molto altro consultando il seguente link <https://bibliotecadigitale.cab.unipd.it>



ita eng

Name Lastname

My personal area
Logout
Change Password

Home >
Certificazione Unica >
Right to university studies, disability disclosure, summer courses >
Course Registration >
Diploma attainment >
Tirocini e stage >
Apply as an exchange student >
Iniziative
International mobility >
Questionnaires >
Elezioni Studentesche >

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:

The screenshot shows the Uniweb interface for a graduation application. At the top, there is a navigation bar with the University of Padua logo, the text 'UNIVERSITÀ DEGLI STUDI DI PADOVA', the 'Uniweb' logo, and a 'MENU' button. Below the navigation bar, the page title is 'Graduation application dashboard'. A message reads: '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.' Below this is a section titled 'Student' with a red underline. It contains four input fields: 'First name', 'Family name', 'Student identification number', and 'Course'. At the bottom of the page, there is a message: 'No graduation application and no thesis title have been submitted.' Below this message are two buttons: 'Add thesis title' (circled in red) and 'Registration on Alma Laurea'.

In order to proceed, click on the button on the left, to start entering your thesis data.



How to apply in Uniweb

In the form on the right, you will have to enter the **relevant information of your thesis**:

- thesis title
- abstract
- keywords
- thesis availability (free consultation or confidential)

The screenshot shows a web form for entering thesis information. At the top, there are navigation tabs labeled 'A', '1', '2', 'B', and '1'. The main heading is 'Add your thesis title'. Below this, a sub-heading reads 'Please enter the information on your thesis title'. The form contains several fields: 'Thesis title' (with a note 'Text length cannot be more than 4000 characters long'), 'Type of thesis*' (with a dropdown menu showing 'Written work'), 'Thesis title*' (with a note 'Text length cannot be more than 4000 characters long'), 'Thesis title in English*', 'Academic activity' (with a dropdown menu showing '-'), 'Key word 1*' through 'Key word 5*' (each with a text input field), and 'Level of access to the thesis*' (with a dropdown menu showing '-'). At the bottom of the form, there are 'Back' and 'Next' buttons.



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

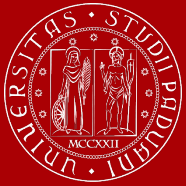
List of types of supervisors available

Type of supervisor	Min	Max	Options
Supervisor	1	1	Add
Assistant supervisor	0	1	Add

i No supervisor associated to your thesis

[Back](#)

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



How to apply in Uniweb

Type in your supervisor's name in order to add him / her.

Search for supervisor

Please enter the information to search for a supervisor

Search for a supervisor

Last/Family Name

Back Next



How to apply in Uniweb

Once you have submitted your thesis information, your **supervisor will have to approve it**. He / she 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



How to apply in Uniweb

After the 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: Written work
Submitted on
Thesis title
Thesis title in English
Thesis status: Submitted
Alma Laurea keywords
Thesis availability

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](#)



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

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!



How to apply in Uniweb

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

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

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



You will receive an e-mail to your student address

name.lastname@studenti.unipd.it

once your supervisor has 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 have clicked to proceed, you will see two questionnaires which have to be filled in, 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 call PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023 of the session TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from 04/09/2023 to 28/10/2023

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 call SECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023 of the session TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from 04/09/2023 to 28/10/2023

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](#)



How to apply in Uniweb

You will be asked to check your abstract ...and to give your consent on whether your thesis and thesis information again...

...and to give your consent on whether your thesis can be accessed by other students via the [Padua Thesis and Dissertation Archive](#).

The screenshot shows a web form titled "Add your thesis title". It includes several input fields: "Thesis title" (with a note "Text length cannot be more than 4000 characters long"), "Thesis title in English", "Thesis abstract*", and "Thesis abstract in English". Below these are five "Key word" fields and a "Level of access to the thesis*" field. A navigation bar at the top shows a menu icon, a "C" icon, and numbered tabs 1, 2, 3, and 4.

The screenshot shows the "Padua Thesis Licence" agreement page. It contains the following text:

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 Padua 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 Padua, 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:



How to apply in Uniweb

At this point, your graduation request has been 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 apply in Uniweb



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 your tuition fees**;
- have had **your thesis title approved by your supervisor** in accordance with the procedure and by the set deadlines;
- have **paid the graduation slip**, otherwise your student records cannot be approved;
- have **submitted your thesis** in accordance with the procedure and by the set deadlines.



Don't miss the deadline

Each academic year, the University establishes **4 graduation periods**.

	1st period	2nd period	3rd period A	3rd period B
	5 Feb 2024 - 30 Apr 2024	3 Jun 2024 - 20 Jul 2024	2 Sep 2024 - 26 Oct 2024	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: *3rd period A and 3rd period B* are two different periods and therefore require two different applications to graduate.

Always check for updated information regarding the exact dates in the University website (<https://www.unipd.it/en/graduation>).





Graduation periods:

	1st period February/March and April 2024	2nd period July 2024	3rd period A September and October 2024	3rd period B December 2024
Applications in Uniweb	November 6 th , 2023 - January 11 th , 2024	February 26 th - May 7 th , 2024	<i>Not available yet</i>	<i>Not available yet</i>
Deadline for last examination	February 12 th , 2024 for February/March; March 20 th , 2024 for April	June 20 th , 2024	<i>Not available yet</i>	<i>Not available yet</i>

1st period and 3rd period A: if you have registered for the 1st graduation session of the period, but decide to graduate later, you can request to be shifted to 2nd session by e-mailing to consequimentotitolo.studenti@unipd.it . You cannot graduate before the dates you have initially registered for.

For the exact dates of the graduation ceremonies, see:
<https://stem.elearning.unipd.it/course/view.php?id=4561>



Thesis submission

The final step is the **submission of your thesis** (exclusively in digital format).
It must be uploaded in UNIWEB **within 3 working days before its defense**
(<https://stem.elearning.unipd.it/mod/book/view.php?id=262011&chapterid=1808>).

Navigation icons: Home, Back, Forward, Search, Print, Refresh, Close

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 _____
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

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





Thesis submission

In order to upload your thesis, you will be required to **proceed to complete your thesis information.**

Click on the corresponding 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



Thesis submission

Click on “**Upload thesis**”.

You will find again the information already entered upon your graduation application:

- thesis title
- keywords

These fields cannot be edited.

You can still edit the following fields:

- **Abstract (compulsory)**
- **Abstract in English (optional)**
- **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	
B - Inserimento allegato definitivo per la tesi di laurea	Riepilogo completamento informazioni tesi	
	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 ←



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.

Statement on final thesis attachment

Please enter the information on the 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.



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	
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	written work
Thesis title	thesis title

Repeat process to complete thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
6611111111111111	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Approved

At this point, **your supervisor will have to approve** your thesis upload. Keep in mind that this may take some time, therefore 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 thesis (“graduation work”) on Uniweb is available at this [page](#).



Thesis guidelines and cover page

See the STEM DII page of your Degree programme:

- [Chemical and Process Engineering](#)
- [Energy Engineering](#)
- [Materials Engineering](#)





The final countdown: Graduation sessions

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 your thesis** to a Committee that may include your supervisor and other professors, and you will **receive a grade for it**.



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 honours** (“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.

All information to calculate your final graduation grade are available [here](#).





The Graduation Committee will assign the final graduation grade by evaluating the following elements:

1. the **weighted average** grades obtained in the examinations listed in the study plan (“starting point”);
1. the number of credits of the exams in which the student obtained a 30 with honours (**30 e lode**) grade;
1. any other **elements of merit** or demerit in the student’s career
1. the **grade** obtained by the student during his / her **final examination**



1. The weighted average



The weighted average of the grades is calculated using the following formula: sum of all the exam grades multiplied for the respective number of ECTS credits (CFU) / total number of ECTS credits (CFU).

The weighted average (WA) of the grades is calculated and then reported into one-hundred-and-tenths using the following formula:

$$\mathbf{WA = (\sum_i g_i c_i / \sum_i c_i) 110/30}$$

g_i = grades of the exams in the study-plan

c_i = number of credits.



2. Final examination grade



The evaluation of the final examination takes into account 4 different parameters. A score from 0 to 6 is attributed to each parameter.

The average of the scores obtained is then calculated and, based on this, a percentage increment is assigned to your weighted average grade, according to the following table:

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

For further details, carefully consult [this document](#).



3. Number of credits with a “30 e lode” grade



On the basis of the total number of ECTS (CFU) credits for which the student has obtained a grade of 30 with honours (30 e lode), the additional points (in hundredths) are awarded, according to the following table:

Number of ECTS	Points awarded
fewer than 9 educational credits	0 points
between 9 and 15 educational credits	0.5 points
more than 15 educational credits	1 point

For further details, carefully consult [this document](#).



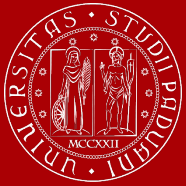
4. Other elements of merit or demerit

The Committee may award **up to a maximum of one point** (in hundredths, and including rounding up) for participation in the TIME project.

In the event that the candidate received demerits or was subject to disciplinary measures, the mark may be reduced by up to a maximum of two points (in hundredths, and including rounding down).

For further details, carefully consult [this document](#).





Final remark: “with honours” attribution



In order to obtain a Master’s Degree “with honours” (**110 e lode**), the student must:

- receive the favourable assessment of at least 4/5 of the members of the Graduation Committee
- obtain a final grade of at least 113/110 at the end of the evaluations referred to in points 1, 2, 3 and 4
- have an average examination grade of not less than 28/30.

For further details, carefully consult [this document](#).



How to collect your diploma



The **graduation parchment** is handed out **on the day of your proclamation**.

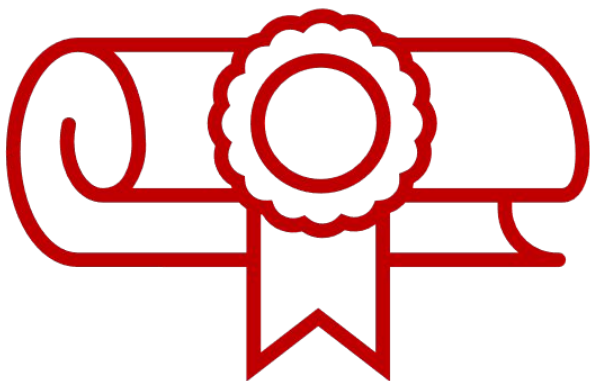
It is issued in **ITALIAN** and contains:

- your personal information
- the qualification obtained
- the 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 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: 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 e-mail sent from the Bestr platform for the collection of the **Open Badge** and subsequently of the **Digital Graduation 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>



Diploma Supplement and certificates in English

Diploma Supplement

A few days after your graduation, you will find your Diploma Supplement in your UNIWEB. It is issued digitally and automatically accessible.

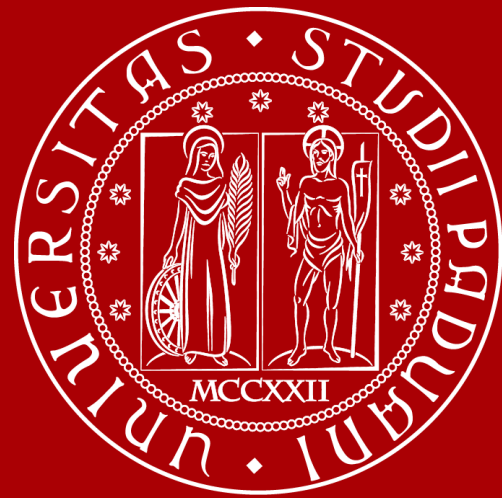


Certificates in English

You can request a **graduation certificate** in English and/or a **graduation certificate with transcript of records** by following the procedure described at:

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

You can request digital certificates or hard copy certificates. The issue of each document requires the payment of a 16.00 Euro fee. You can choose to either receive the documents in person or have them shipped.



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