

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# How to Graduate

Global Engagement Office  
International Desk @ ICEA



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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 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) assigned to the final examination in the Study programme of your degree.



# Let's 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 University of Padua.



Get information on the research topics of the professors of the School of Engineering or of your degree programme 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 keep in mind that each professor can supervise a maximum number of students.



# Let's find a supervisor

To see the thesis topics currently proposed by your professors, you can consult the dedicated [Thesis Proposals page](#) on STEM (update in progress).

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!



# 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](https://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!

*As a rule of thumb, you should start contacting potential advisors 9-10 months before the desired graduation period or when 2 or 3 exams remain to be taken.*

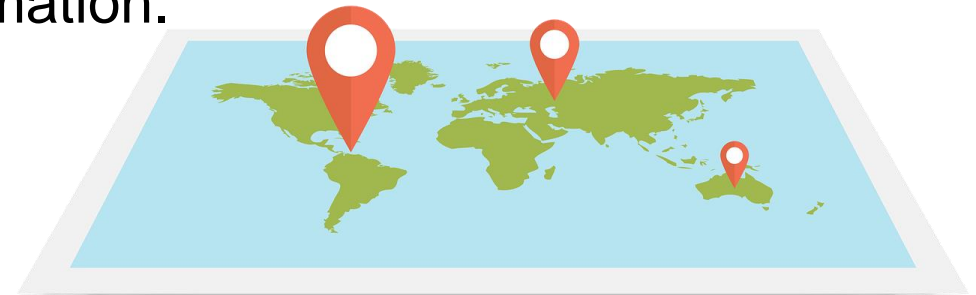


## What if...

### ... 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 +** 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.





## 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 online:

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

Keep in mind to check the [deadlines](#) of your School!

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:

**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. approval of the dissertation title by the supervisor

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

**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.***



# Step 1: Start the graduation registration

First, you 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 >

**AWVISI**

**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”**:



# Step 1: Start the graduation registration

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

UNIVERSITÀ DEGLI STUDI DI PADOVA

Uniweb

MENU

» 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 screenshot shows a web form for adding thesis information. At the top, there are navigation tabs labeled 'A', '1', '2', 'B', and '1', with '1' under 'A' and '1' under 'B' being active. Below the tabs, the heading 'Add your thesis title' is followed by the instruction 'Please enter the information on your thesis title'. The form contains several fields: 'Thesis title' (with a sub-label 'Thesis title\*'), 'Type of thesis\*' (with a dropdown menu showing 'Written work'), 'Thesis title in English\*' (with a sub-label '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 '-'). There are also two buttons at the bottom: 'Back' and 'Next'.



# 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	<a href="#">Add</a>
Assistant supervisor	0	1	<a href="#">Add</a>

**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**. He or 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

## Important!

Do not wait until the last minute to submit your thesis title: your supervisor will have to approve it and it might take a few days!



# 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

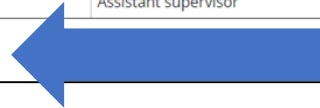
**Thesis summary**

Thesis type: 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](#)





# Step 1: Start the graduation registration

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



You will receive a mail to your student address  
[name.lastname@studenti.unipd.it](mailto:name.lastname@studenti.unipd.it)  
once your Professor confirmed your thesis title.

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

The screenshot shows the 'Graduation application dashboard' with the following elements:

- Header: Graduation application dashboard
- Text: Please select your next step.
- Warning: **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.
- Section: **Student** (indicated by a red line)
- Form fields: First name, Family name, Student identification number, Course
- Text: You have not submitted your graduation application.
- Buttons: **Add graduation application** (circled in red), Registration on Alma Laurea
- Section: **Thesis summary** (indicated by a red line)
- Form fields: Thesis details (with a [View thesis details](#) link), Type of thesis (Written work), Thesis title, Thesis academic activity

A blue arrow points from the 'Add graduation application' button to the 'Thesis summary' section.



# 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 *	<span style="color: red;">●</span>	<a href="#">Fill in</a>
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea	<span style="color: yellow;">●</span>	<a href="#">Fill in</a>

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	<a href="#">View</a>

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	<a href="#">View</a>

Back Next



**Please note: this procedure is only possible if there are more than one graduation calls available.**



# Step 2: Finalize your registration

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

The screenshot shows a registration form with the following fields:

- Add your thesis title**: A section header with a sub-instruction "Please enter the information on your thesis title".
- Thesis title**: A text input field with a "Type of thesis" dropdown set to "Written work" and a note "Text length cannot be more than 4000 characters long".
- Thesis title in English**: A text input field with the same length restriction.
- Thesis abstract\***: A text input field.
- Thesis abstract in English**: A text input field.
- Key word 1** through **Key word 5**: Five text input fields for keywords.
- Level of access to the thesis\***: A dropdown menu.

..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 "Licenza Padua Thesis and Dissertation Archive" 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 imposed or incurred 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:



# Step 2: Finalize your 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	<a href="#">View thesis details</a>
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

After confirming the graduation registration, your 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

Addebiti fatturati

Cerca

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
<a href="#">+ 7679899</a>	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
<a href="#">+ 7362442</a>	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	
<a href="#">+ 7041679</a>	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 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.





# Don't miss the deadline

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

	1st period	2nd period	3rd period A	3rd period B
	5 February 2024 to 30 April	3 July 2024 to 12 July	2 September 2024 to 26 October	28 October 2024 to 14 December
Application in Uniweb	6 November 2023 to 11 January 2024	26 February 2024 to 7 May 2024	3 June 2024 to 16 July 2024	19 August 2024 to 8 October 2024

**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](#).





# Don't miss the deadline



Keep in mind that, in order to graduate, you must sit and record all examinations before a specific deadline.

You can find this specific deadline [on this page](#). From the top-right corner of the page, select “Primo periodo” or “Secondo periodo”, according to the period in which you want to graduate. Then select the School of Engineering (“Ingegneria”)



# Step 3: Thesis submission

The final step is the **submission of your thesis** (exclusively in digital format).  
It must be uploaded in UNIWEB **at least 3 working days before its defense.**

Navigation icons: << < > >>

### 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**





UNIVERSITÀ  
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DI PADOVA

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

Click on the corresponding button to begin the process of uploading your thesis.

# 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	
Family name	
Student identification number	
Course	

[Registration on Alma Laurea](#)

**Graduation application summary**

Graduation session/call details	<a href="#">View graduation session and call details.</a>
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	<a href="#">View thesis details.</a>
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 (compulsory)**
- **Abstract in English (optional)**
- **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

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	
Family name	
Student identification number	
Course	

Registration on Alma Laurea

**Graduation application summary**

Graduation session/call details	<a href="#">View graduation session and call details</a>
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	<a href="#">View thesis details</a>
Type of thesis	written work
Thesis title	thesis title

Repeat process to complete thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
66666666	Supervisor

List of thesis attachments

Title	Final title	Status
<a href="#">Surname Name</a>	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](#).





## Thesis guidelines and cover page

There are no specific formatting requirements set by the Department: you can consult your supervisor for further information.

The **cover page** template is available at [this page](#). You can find the template at the bottom of the page: “Frontespizio tesi MAGISTRALE”.







# 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 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**.



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

Select “**Graduations Master’s degree in Environmental Engineering or Mathematical Engineering**” to access the pdf document.





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 honor** (“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 Graduation Commission will assign the final graduation grade by evaluating the following elements:

- the **weighted average** of the grades obtained during the course of study
- the **evaluation** obtained by the student during the **final examination**
- possible attribution of a **career bonus**:
  - a. the number of CFU of the exams in which the student obtained a 30 with honours (**30 e lode**) grade;
  - b. any other **elements of merit** or demerit in the student's career



## 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 CFU/ total number of CFU.

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

$$WA = (\sum_i g_i c_i / \sum_i c_i) \cdot 110/30$$

$g_i$  = grades of the exams in the study-plan

$c_i$  = number of CFU.





## 2. Evaluation of the final examination

The assessment of the final examination is expressed using the following scale: “Sufficient”, “fair”, “good”, “excellent” and is based on the following elements:

- the level of originality displayed in the work done and the results obtained;
- the commitment shown by the undergraduate and the thoroughness with which the thesis was produced;
- the quality of the written thesis itself and its presentation (completeness, correctness, clarity of presentation)
- significance of the theoretical methodologies employed and/or the experimental undertaking.





## 2. Evaluation of the final examination



According to the overall assessment by the Commission, one of the following percentage increases can be applied on the weighted average grade:

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

In the event that a student has done particularly outstanding work on his/her thesis, he/she is eligible for an exceptionality procedure. You can find more information on this procedure [here](#).



## 3. Possible attribution of a career bonus

### a. Number of CFU with a “30 e lode” grade



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

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





## b. Other elements of merit or demerit

The Commission may award **up to a maximum of one point**

(in hundredths, and including rounding up) for participation

in the TIME project or any other initiatives previously approved for the purposes of the final graduation mark.



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).



## Final remark: “with honor” attribution



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

- receive the favorable assessment of at least 4/5 of the members of the Graduation Commission
- obtain a final grade of at least 113/110

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



# 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 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](mailto: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](#)



# 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](#).

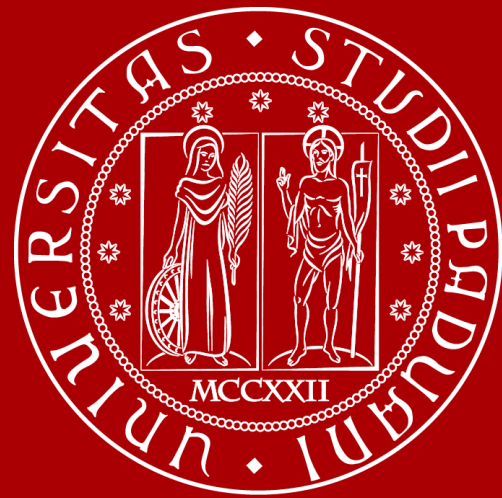
You can request digital certificates or hard copy certificates. The issue of each document requires the payment of a 16 Euro stamp fee. You can choose to receive the documents in person or have them shipped.





# Let's repeat: The main steps

1. Choose a ***thesis topic***
2. Find a ***supervisor***
3. Check the ***graduation sessions*** available
4. ***Register for the session*** in line with your timeline following the instructions indicated – remember: all exams need to be registered at least 15 days before the graduation session!
5. Finalize the procedure and choose your ***graduation date*** – if more than one are available
6. Upload your ***thesis***
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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DEGLI STUDI  
DI PADOVA

**Thank You**  
**International Desk @ ICEA**

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