

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# How to Graduate in English Studies

Global Engagement Office - International Desk @ DISLL  
DISLL International





UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# Master Degree in English Studies

Contacts:

[International.disll@unipd.it](mailto:International.disll@unipd.it)

[Internationalstudents.disll@unipd.it](mailto:Internationalstudents.disll@unipd.it)

**DISLL** DIPARTIMENTO DI STUDI  
LINGUISTICI E LETTERARI

Corsi / A.A. 2023 - 2024 / Corsi di laurea magistrale / LINGUE E LETTERATURE EUROPEE E AMERICANE / CURRICULUM: ENGLISH STUDIES - HOME PAGE 2023/24

**CURRICULUM: ENGLISH STUDIES - HOME PAGE 2023/24**

LMLLA - Curriculum English Studies, a.y. 2023/2024



[News and Communications](#)

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# The road to graduation



**The Thesis**



**Finding a  
supervisor**



**Application  
in Uniweb**



**Deadlines**



**Thesis  
practicalities**



**Graduation  
sessions**



**Final  
grading**



**Collecting  
the diploma**

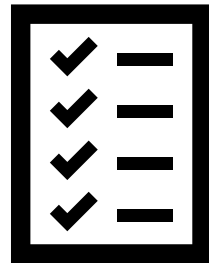


# The final examination: the thesis

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/ECTS) 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/School/Department*).



Get information on the research topics of the professors of the (*School/Department*) so that you will know more about the research they could be involved in



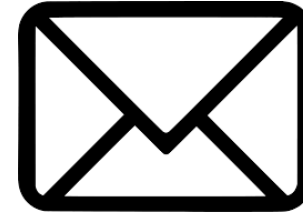
Once you have gathered information on the research topics of your interest get in contact soon to verify the **availability** of the professor you would like to write your thesis with.

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](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!



# 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/Department! [School of Human and Social Sciences and Cultural Heritage](#)
- 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, keywords and supervisor

*Note: regarding the title, you must insert it twice, both in the field 'dissertation title' and in the field 'dissertation title in English'*

1. fill in the [Almalaurea questionnaire](#)
2. approval of the dissertation title by the supervisor
- 3. registering for graduation** upon choosing when to graduate





# How to apply in Uniweb

- Only at this point is your thesis **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, 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”**:



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

The screenshot shows the Uniweb interface for the graduation application dashboard. 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, there 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 dashboard, there is a message: 'No graduation application and no thesis title have been submitted.' Below this message, there are two buttons: 'Add thesis title' (which is circled in red) and '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.



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

- thesis title in original (if not in English) and English
- abstract
- keywords and
- Thesis availability

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 input fields: 'Thesis title' (with a 4000-character limit), 'Thesis title in English' (with a 4000-character limit), 'Type of thesis\*' (pre-filled with 'Written work'), 'Academic activity' (pre-filled with '-'), 'Key word 1\*' through 'Key word 5\*', and 'Level of access to the thesis\*' (pre-filled with '-'). At the bottom, 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	<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.



# How to apply in Uniweb

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



# How to apply in Uniweb

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



# How to apply in Uniweb

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](#)





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	204961
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!**



# 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 a mail to your student address  
[name.lastname@studenti.unipd.it](mailto:name.lastname@studenti.unipd.it)  
once your Professor 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 click to proceed, you will see two questionnaires which have to be filled in.

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 *		<a href="#">Fill in</a>
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea		<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 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	<a href="#">View</a>

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

Back [Next](#)



# How to apply in Uniweb

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

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 page numbers 1, 2, 3, and 4.

..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 "Padua Thesis Licence" 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 the work is 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:



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.

» 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
<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	



The final step is the **upload of the thesis**.  
Check the **deadline with your Department/School!**

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

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](#)





# 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 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 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:** *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 on the School's website.







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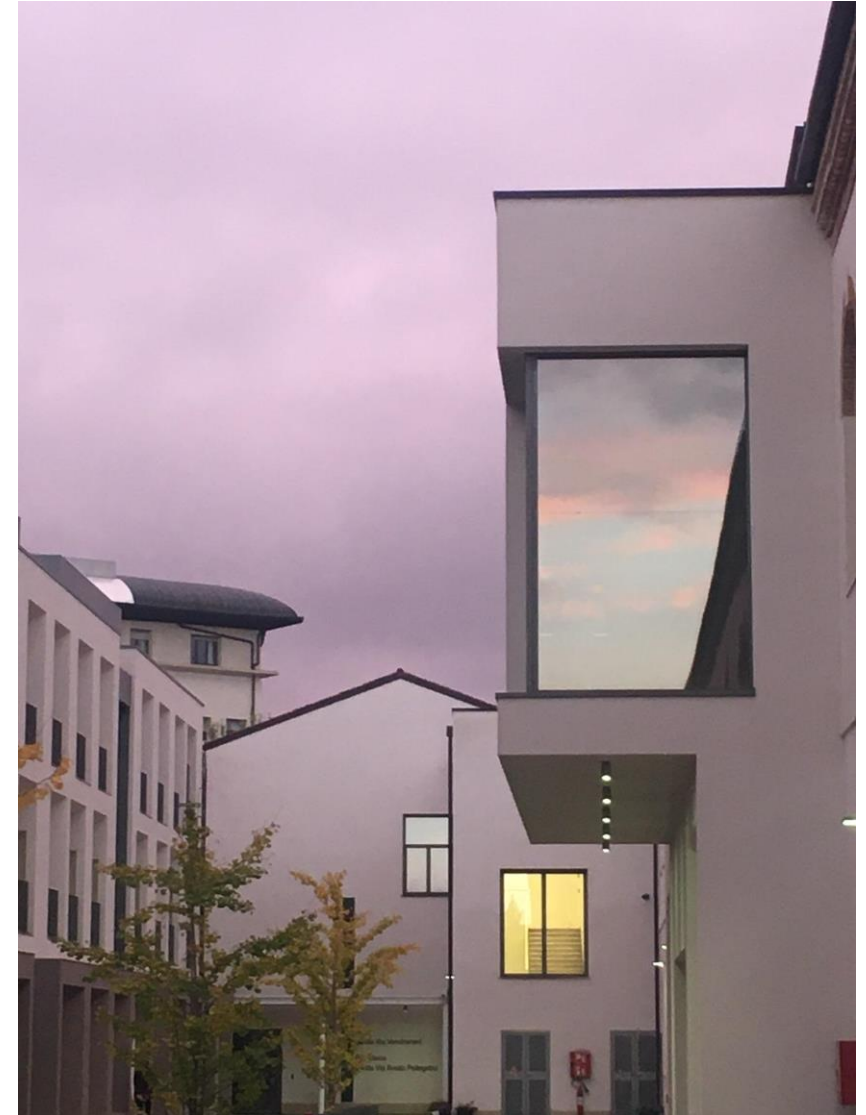
# School of Human and Social Sciences and Cultural Heritage

**Attention please!**



**Check the DISLL calendar with the exact  
days of the thesis defense:**

[A.A. 2023/2024: prospetto giorni unici di discussione del  
Dipartimento di Studi Linguistici e Letterari – Università degli  
Studi di Padova](#)





## GENERAL INFORMATION

Students are expected to choose a supervisor.

Upon agreeing with the supervisor on the topic and deadlines, students must register for the final exam/graduation via Uniweb. Students are required to write an original dissertation, under the guidance of the chosen supervisor.

The dissertation shall be written entirely in English.

Regarding the graduation day, the dissertation shall be discussed before a Committee.

The discussion will be held in English.

*P.S. We recommend students who fail to finish their thesis on time, to promptly cancel the registration (see <https://www.unipd.it/en/graduation> “How to change your application” section).*



## Formatting guidelines

- Length depends on the kind of your Thesis and on your supervisor.
- Arial or Times New Roman font
- Font size 12
- Double-spaced or 1.5-spaced
- Printed on A4 sheets, double-sided





## Cover page

The title page of the final paper must include at the top the name of the relevant Department of the study course and the name of the study course itself. If the thesis supervisor is not related to the relevant Department, a common case in study courses in which there are significant contributions from multiple Departments, both the name of the relevant Department and the name of the supervisor's Department are reported.

The image shows a template for a thesis cover page. At the top center is the University of Padua logo and name. Below it, the text reads: "Università degli Studi di Padova", "Dipartimento di Studi Linguistici e Letterari", "Corso di Laurea Magistrale in Lingue e Letterature Europee e Americane", "Classe LM-37", and "Tesi di Laurea". The title "Titolo dell'elaborato" is centered below. At the bottom, there are fields for "Relatore Prof. Nome Cognome", "Laureando Nome Cognome", "n° matr. XXXXXX / LMLLA", and "Anno Accademico xxxx / xxxx".

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Università degli Studi di Padova  
Dipartimento di Studi Linguistici e Letterari

Corso di Laurea Magistrale in  
Lingue e Letterature Europee e Americane  
Classe LM-37

Tesi di Laurea

*Titolo dell'elaborato*

Relatore  
Prof. Nome Cognome

Laureando  
Nome Cognome  
n° matr. XXXXXX / LMLLA

Anno Accademico xxxx / xxxx



## Thesis discussion

For the day of the discussion, students will have to prepare a 15 minute (max.) presentation of their work, that can be supported by slides.

After the presentation, the Committee and the supervisor will ask to the students a couple of questions.

The discussion will last 10 to 15 minutes.

As this part is finished, it is asked to exit the room so that the jury will be able to discuss the grade. Then, the candidate will be called back in the room for the proclamation; the Commission will announce the vote and the graduation in English Studies (this part might be in Italian).



# 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 Committee 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 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.







To this '**starting point**' the '**degree points**' will be added according to the rules set by the School of Humanities and Social Sciences.

The score obtained for the thesis is added to the base score, for which the judging commission has **1 to 5 points** available.

Added to this score are the points that the Graduate Committee assigns to the thesis work. If the sum of the two scores reaches 110/110, the committee may unanimously decide to award honors.



# Final Grade - (general rule)

Assuming your grades weighted average is 27:

- $27 \times 110 / 30$ ;
- 0.50 points are added for 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).



# How to collect your diploma



Your diploma is handed out on the day you graduate.

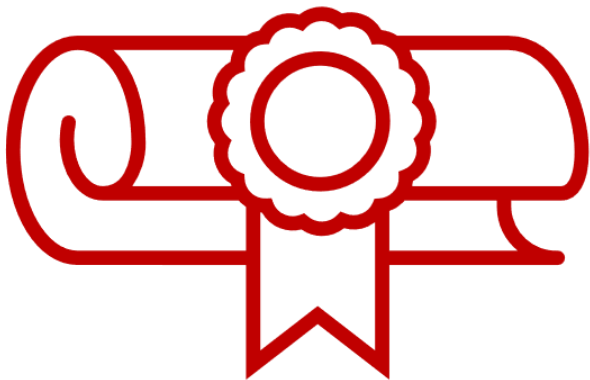
Diplomas are issued in **ITALIAN** and contain:

- 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 [consequimentotitolo.studenti@unipd.it](mailto:consequimentotitolo.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. The replacement diploma complies with the layout in force at the time of application.

You can apply:

- via email 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:** <https://www.unipd.it/open-badge>

**Digital Certificates:** <https://www.unipd.it/certificati-digitali>