Double Degree process guide

Management of Educational Services, Adult and Continuing Education Double Degree Programme with the University of Padua

Aim of the document

The following guide outlines the guidelines and procedures that both incoming and outgoing students participating in the Double Degree Programme in “Management of Educational Services, Adult and Continuing Education” with the University of Padua, as well as the staff supporting them, should follow to ensure the programme's successful completion.

Table of Contents

1. Double Degree outgoing students from the University of Würzburg 1

1.1 Double Degree Options Announcement and Advertisement 1

1.2 Selection phase 1

1.2.1 Selection Committee 1

1.2.2 Selection process 2

1.2.3 Selection process timeline 3

1.2.4 Selection Criteria 3

1.3 Nomination 4

1.3.1 Nomination of the Students at the University of Würzburg 4

1.3.2 Informing the host University about the nominated students 4

1.4 Before departure to Padova 5

1.4.1 MoveOn 5

1.4.2 Erasmus Scholarship 5

1.4.3 Learning Agreement 6

1.4.4 Residence permit (for non-EU students only) 8

1.4.5 Applying in Padova 9

1.4.6 Accommodation in Padova 9

1.5 Exam Recognition 10

1.5.1 Transcript of Records 12

1.5.2 Credit Transfer Request Form 12

1.5.3 Short Evaluation Report of Thesis Work 13

1.5.4 Learning Agreement on UniWeb 13

1.6 Issuing of the degree certificates 15

1.6.1 Application for issuing the degree certificate in Würzburg 15

1.6.2 Application for issuing the degree certificate in Padova 16

1.7 Summary of the process and timeline 17

1.8 Study Plan for students with UNIWUE as their home institution 19

2. Double Degree Incoming students from the University of Padova 22

2.1 Nomination 22

2.2 Before Arriving in Würzburg 22

2.2.1 Application requirements at the University of Würzburg 22

2.2.2 Application in Würzburg 23

2.2.3 Accommodation in Würzburg 24

2.3 Exam Recognition 24

2.3.1 Transcript of Records ... 25
2.3.2 Credit Transfer Request Form ... 25
2.3.3 Short Evaluation Report of Thesis Work ... 26
2.4 Issuing of the degree certificates ... 26
2.4.1 Application for issuing the degree certificate in Würzburg ... 27
2.4.2 Issuing the degree certificate in Padova ... 27
2.5 Summary of the process and timeline ... 27
2.6 Study Plan for students with UNIPD as their home institution ... 28

3. Master's Thesis Process ... 31
3.1 Supervisors ... 31
3.2 Approval of the first chapter ... 31
3.3 Registration for the assignment of a master's thesis ... 31
3.3.1 Registration for the assignment of a master's thesis in Würzburg ... 31
3.3.2 Registration for the assignment of a master's thesis in Padova ... 32
3.4 Review of the Master's thesis before submission ... 33
3.5 Submission of the Master´s thesis ... 33
3.5.1 Submission of the Master´s Thesis in Würzburg ... 33
3.5.2 Submission of the Master´s Thesis in Padova ... 34
3.6 Defence of the Master's Thesis ... 34
3.7 Summary scheme and schedule for the Master´s Thesis ... 35
3.7.1 Schedule for the Master´s Thesis (ending in October) ... 35
3.7.2 Schedule for the Master´s Thesis (ending in December) ... 35
3.8 List of available supervisors ... 36
3.8.1 List of available supervisors from the University of Würzburg ... 36
3.8.2 List of available supervisors from the University of Padova ... 37

4. Resources and Useful Contacts ... 41
4.1 University of Würzburg ... 41
4.1.1 Websites and social media links ... 41
4.1.2 Links for form and administrative procedures ... 41
4.1.3 Contacts ... 42
4.2 University of Padova ... 43
4.2.1 Website and social media links ... 43
4.2.2 Links for form and administrative procedures ... 43
4.2.3 Contacts ... 44

1. Double Degree outgoing students from the University of Würzburg

1.1 Double Degree Options Announcement and Advertisement

The Double Degree option in "Management of Educational Services, Adult and Continuing Education" with the University of Padua will be announced by the University of Würzburg at the end of March and the beginning of April, when students start applying for the winter semester.

From March till the end of September (deadline for applying for the Double Degree option at the University of Würzburg), the Double Degree program will be advertised through:

- Website: https://www.paedagogik.uni-wuerzburg.de/studium/master-adult-education-and-management-in-lifelong-education-ma/double-degree-options/management-of-educational-services-adult-and-continuing-education-double-degree-programme-with-the-university-of-padua/
- Regular posts and stories on the Instagram page of the Professorship for Adult and Continuing Education with the active involvement of students participating in the program: https://www.instagram.com/ebwuerzburg/
- Posts on the LinkedIn "Professional Network for Adult Education and Lifelong Learning) Group, managed by the Professorship for Adult and Continuing Education of the University of Würzburg: https://www.linkedin.com/groups/8445381/
- Email to all applicants to the Master's programme "Adult Education and Management in Lifelong Education (M.A.)": to be sent after the application deadline has closed (end of July) and at the beginning of September to all enrolled students.
- Information events: organised within the general information sessions of the Master's programme "Adult Education and Management in Lifelong Education (M.A.)" and with the invitation of students participating in the programme.

1.2 Selection phase

The selection process is defined in accordance with the criteria set out in Articles 4 (*Admission requirements)* and 5 (*Student selection process*) of the Double Degree Agreement between the University of Würzburg and the University of Padova.

1.2.1 Selection Committee

The Professorship of Adult and Continuing Education at the University of Würzburg will form a Selection Committee each year, which will be responsible for selecting and nominating the Double Degree students.

The committee is formed by the Chair of the Department, Professor Regina Egetenmeyer, and by at least one member of the Master's Degree Program "Adult Education and Management in Lifelong Education".

1.2.2 Selection process

The selection procedure consists of four phases:

Phase 1 – Submission of application documents

All interested candidates must submit their application by the end of September each year to master@uni-wuerzburg.de, expressing their interest in participating in the programme and attaching the following documents:

- Proof of enrolment in the Master's programme *Adult Education and Management in Lifelong Education* (WueStudy)
- Proof of English language proficiency at level B2 (copy of the *Abitur* certificate, proof of completion of an English-language degree programme or tests recognised in the admission to the programme, e.g. TOEFL, IELTS or Cambridge)
- Proof of completed Bachelor's degree or Transcript of Records
- Motivation letter
- Information on current or planned scholarship applications (e.g. DAAD)

Phase 2 – Evaluation of documents

The admission committee will evaluate all submitted documents.

Phase 3 – Interview

All candidates who have submitted the required documents will be contacted by email and invited to an interview, which takes place at the beginning of October each year.

Phase 4 – Selection outcome and notification

The selection committee will:

- Review each candidate's profile based on the submitted documents and the interview
- Determine whether each candidate is *suitable* or *not suitable* for the Double Degree program with the University of Padova based on the selection criteria outlined below.
- Inform all candidates of the selection outcome by mid-October via email, request confirmation of participation from selected candidates, and provide them with an overview of the next steps

Examples of interview possible questions

Here are some possible questions which could be asked during the interview phase:

- Could you briefly introduce yourself and explain what motivated you to apply for the Double Degree program?
- In what ways do you think this program can contribute to your personal and professional development?
- Explain your studies? During your previous studies, did you write a thesis (for example, a bachelor's thesis)? If yes, could you briefly present it to us and describe how you worked on it (e.g., methodology, time management, etc.)?
- What do you like about the courses you will take in Padova?

Language used during interviews

Given that English is the language of instruction in the Double Degree Programme and that all candidates must demonstrate a B2 level of English to participate, the interview will be conducted in English.

1.2.3 Selection process timeline

Students' Submission of Application Documents	Interviews	Selection outcome and notification
Deadline: 30th September	Between: 1s of October -25th of October	By the 30th of October

1.2.4 Selection Criteria

The admission team will take into consideration the following points within the evaluation of the candidates:

- ***Academic path:*** Since admission to the Master's programme requires a minimum Bachelor's grade average of 2.2, all students eligible to apply for the double degree programme already meet this requirement. However, if the number of suitable candidates exceeds the available places, the admission committee may consider this criterion when establishing a ranking.
- ***Language skills:*** Candidates must demonstrate good English language proficiency at a minimum level of B2. Since admission to the Master's programme requires at least a B2 level, to be certified through an official language certificate, all students eligible to apply for the double degree programme already meet this requirement. However, language proficiency will also be assessed during the interview phase, during which students are expected to demonstrate clear and effective communication skills.

- ***Academic writing skills:*** During the interview phase, candidates should demonstrate experiences in academic writing skills, for example, by providing evidence of a Bachelor's thesis or other academic papers and by briefly explaining how their research was conducted (e.g. whether and how a literature review was carried out). If the admission committee considers that this criterion is not fully met, candidates may be required to complete an additional academic writing course as a prerequisite for participation in the programme.
- ***Motivation in participating in the program:*** Candidates should demonstrate, both in their motivation letter and during the interview, a high level of motivation and commitment to participating in the Double Degree programme. This motivation should fit within the programme's structure and content.
- ***Knowledge and understanding of the programme:*** Candidates are required to demonstrate a good level of knowledge and understanding of how the programme is structured, including the courses they are required to take, the general differences between the curricula in Padua and Würzburg, and the semester in which they will study in Padua.

1.3 Nomination

The nomination of students to participate in the Double Degree Programme will take place after the completion of the selection phase and after informing the students of the results and their acceptance.

1.3.1 Nomination of the Students at the University of Würzburg

The Master Team of the University of Würzburg will inform its Erasmus Unit.

The following information must be provided:

- Full name of the nominated student
- Country of citizenship
- Email address

The Erasmus Unit will be informed by email, sent to erasmus@uni-wuerzburg.de.

1.3.2 Informing the host University about the nominated students

As agreed in the cooperation agreement, the University of Würzburg will inform the University of Padova of the students nominated for the programme.

The following information must be provided:

- Full name of the nominated student
- Country of citizenship

- Email address

The University of Padova will be informed by email, sent to Incoming Mobility UNIPD: mobility.in@unipd.it, with Elisabetta Ghedin (elisabetta.ghedin@unipd.it), Monica Fedeli (monica.fedeli@unipd.it), and Giulia Crivellari (giulia.crivellari@unipd.it) cc'd.

As agreed within the cooperation agreement, the nominated student should be communicated to the University of Padova within the following deadlines:

- 31 October: Spring term

1.4 Before departure to Padova

1.4.1 MoveOn

MoveOn is the official platform used by the University of Würzburg to manage Erasmus applications.

1.4.1.1 Registration on MoveOn

All students participating in the Double Degree Programme with the University of Padova are required to register on MoveON. The updated registration link will be sent to the students by the Erasmus Unit of the University following their nomination in Würzburg.

1.4.1.2 Erasmus Study Programme Registration Form

After completing the registration on MoveOn, all Double Degree students are required to fill in the form “Erasmus Study Programme Registration Form (SMS 131) (for CHARM EU Joint Master/ selected students)”.

The link to the form and the relevant deadline will be communicated each year by the International Office of the University of Würzburg.

1.4.2 Erasmus Scholarship

Students participating in the Double Degree Programme with the University of Padova are eligible to receive an Erasmus Scholarship from the University of Würzburg.

Important information regarding the Scholarship:

- Students must ***apply for the scholarship*** via MoveOn.
- Students who ***already receive another scholarship*** (e.g. a DAAD scholarship) are not eligible to receive Erasmus funding and must register in MoveOn as zero-grant students.
- The exact monthly ***grant amount*** is determined each year based on the available budget (approximately €600 per month).

- The funding amount is transferred in ***two instalments***. Students will receive approximately 70 per cent of the funding amount with the first instalment, and the remaining amount after mobility is completed and all necessary documents have been submitted proactively.
- Students will also receive a ***travel allowance***. For Padova (508 km), the travel grant is approximately €309.
- ***Green Travel*****:** The use of sustainable means of transport ("green travel") is encouraged and may entitle students to additional funded travel days. If necessary, up to six travel days may be funded. "Green travel" refers to travel where low-emission means of transport, such as buses, trains, or carpooling, are used for the majority of the journey. Further information is available from the DAAD on funding opportunities for green travel.
- ***Social Top-Up:*** Participants with fewer opportunities receive an additional monthly grant of €250. The following groups qualify:
    1. Students with a chronic illness
    2. Students with a disability (degree of disability of 20 or higher)
    3. Students with children
    4. First-generation students

⚠ **Important:** Students must apply for any additional funding (e.g. travelling with a child or having a recognised degree of disability) when registering in MoveOn. Applications for additional funding cannot be submitted retrospectively.

1.4.3 Learning Agreement

All Double Degree students need to complete the Learning Agreement, which can be found at the following link: https://wuerzburg.moveon4.de/form/546e1224140ba02c49000000/eng.

The Learning Agreement needs to be filled in and signed by:

- Student
- Responsible person of the sending Institution (Erasmus-FK JMU): Regina Egetenmeyer (erasmus.education@uni-wuerzburg.de)
- Responsible Person from the Receiving Institution (Erasmus-FK host university): Elisabetta Ghedin (elisabetta.ghedin@unipd.it)

Learning Agreement compilation and recognition process

For the compilation and recognition of the Learning Agreement, students need to follow the following steps:

1. The student must choose which academic path to follow between the two offered at the University of Padova:
    - LM-50: Planning and Management of Educational Services
    - LM-57: Adult Education and Continuing Education Sciences
2. The student must complete the Learning Agreement in accordance with the examination combination agreed upon in the Cooperation Agreement.

For students who choose the ***LM-57*** path: **Courses at the University of Padova**			**Courses at the University of Würzburg (to combine)**	
Modules	*ECTS*		*Modules*	*ECTS*
Methodologies and strategies for adult teaching and learning	6		International Perspectives on Education, Ethics and Sociality	5
Global Cultural Pluralism in Organisations	9		Organisational Education and Pedagogy	10
Foundations of coaching for organisational effectiveness	6		Educational Guidance and Competence Development A	5
Selection of one of two courses			Research in adult and continuing education	10
Education for Inclusive Employability and Well-Being in Work Life	9			
Personnel selection in organisation and employee performance: challenges and opportunities				

For students who choose the ***LM-50*** path: **Courses at the University of Padova**			**Courses at the University of Würzburg (to combine)**	
Modules	*ECTS*		*Modules*	*ECTS*
Methodologies and strategies for adult teaching and learning	6		International Perspectives on Education, Ethics and Sociality	5
Global Cultural Pluralism in Organisations	9		Organisational Education and Pedagogy	10

Research methods in education	6		Basics in Empirical Research for Adult and Continuing Education (LM-50)	5
Education for Inclusive Employability and Well-Being in Work Life	9		Research in adult and continuing education	10

3. The filled-in document will need to be signed digitally by all three parties:
    - Student
    - Erasmus-FK JMU (Prof. Regina Egetenmeyer, Erasmus.education@uni-wuerzburg.de)
    - Erasmus-FK at the host university (elisabetta.ghedin@unipd.it)

⚠ **Note:** If the MoveOn system is not functioning, the Learning Agreement must in any case be signed by all three parties, following the procedure outlined below:

- The student must send the completed Learning Agreement to the Master Team at the following email address: master-education@uni-wuerzburg.de.
- The Master Team will forward the Learning Agreement to the Erasmus-FK JMU (Prof. Regina Egetenmeyer, Erasmus.education@uni-wuerzburg.de) for signature.
- The Master Team will contact the ERASMUS-Education team for the digital signature of the Learning Agreement.
- The signed document will then be sent to the Erasmus-FK at the host university (Prof. Elisabetta Ghedin: elisabetta.ghedin@unipd.it) for signature.
- Once signed by all three parties (the student, the Erasmus-FK JMU, and the Erasmus-FK at the host university), the Learning Agreement will be sent by the Master Team as a PDF to the International Office of the University of Würzburg at the following email address: iso-erasmus@uni-wuerzburg.de

⚠ **Important:** The Learning Agreement must be signed by all parties and submitted to the International Office by the ***28th of November***.

1.4.4 Residence permit (for non-EU students only)

As students normally cannot apply for a student visa for Italy, if they have a student visa from Germany, and a German visa does not permit study in Italy for more than 90 days, all students without an EU citizenship participating in the Double Degree programme with the University of Padova are required to obtain a residence permit for Germany before travelling to Italy. This residence permit for Germany must be valid before, during, and after the mobility in Padua.

To facilitate and expedite the process (since students normally just after six months of residence in Germany), the Master's Team will provide each student, immediately after

their nomination in Würzburg, with an official letter, which must be submitted to the City Hall of their place of residence when applying for the residence permit.

1.4.5 Applying in Padova

All Double Degree students must apply to the University of Padova. The application deadline for the summer semester is *15 November* each year.

The application needs to be filled online at the link which will be provided directly by the University of Padova.

Documents to be uploaded through the online application:

- ***copy of your passport/ID card*** – *mandatory document*
- ***passport-style photo –*** *mandatory document*
- ***previous study diplomas (University level)*** - *mandatory document*: documents related to the degree that gives the student access to the programme they will attend at Unipd, i.e. the Bachelor's degree if you will attend a Master's degree. Students must upload IN ONE SINGLE FILE the diploma/graduation certificate and the complete Transcript or Records (or the Diploma Supplement).
- ***previous study diplomas (Secondary education level)****:* (name of School, date of graduation, duration, final grade or GPA) about the degree that gave the student access to University education, i.e. a High School degree (the diploma is a *mandatory document only if the degree was obtained in Italy*; otherwise, the student will just need to provide relevant information)
- ***health and travel insurance*** (if you already have one) – *recommended document*
- ***European residence permit or visa*** (if you have any) – please refer to point 1.4.4.

Further information regarding the application process at the University of Padova can be found in the following link: https://www.unipd.it/en/before-your-arrival-double-joint-degrees.

1.4.6 Accommodation in Padova

Students participating in the programme are strongly recommended to live in Padova and to apply for accommodation in the university dormitories. Each year, the University of Padova publishes a call for applications for international incoming students seeking a place in the university dorms in Padova.

Around November, the Incoming Mobility Office of the University of Padova will send each student an email with further details on how to apply for accommodation.

Students must refer only to the information on accommodation provided by the Incoming Mobility Office (mobility.in@unipd.it) via email, as the procedure for double-degree students differs from the standard procedure.

⚠ **Important:** each student should ***be aware*** of the following information regarding the accommodation in Padova:

- The student dormitories are ***located in Padova***, and no university accommodation is available in Rovigo (where all lectures take place). However, Rovigo is well connected to Padova by train, with two trains per hour that take approximately 55 minutes.
- Many dorms offer ***double rooms*** with a shared bathroom (shared with one other roommate) and a shared kitchen (shared with two other roommates).
- Students who apply for a room in the dorms ***won't be able to choose*** the dorm or the type of accommodation (single or double room, private or shared bathroom)
- Student will have a spot in one of the following ***dorms***: Ceccarelli (https://www.esu.pd.it/en/residenze/ceccarelli-residence/), Colombo (https://www.esu.pd.it/en/residenze/colombo-residence/), Copernico (https://www.esu.pd.it/en/residenze/copernico-residence/), Galilei (https://www.esu.pd.it/en/residenze/galileo-galilei-residence/)
- If a student applies for accommodation, they will receive an offer after the end of the call, and they will be able to accept it or decline it, but not ask for a different dorm or type of accommodation.
- The ***monthly rents*** can be found at the following link: https://docs.google.com/document/d/1SY75UWECG7AbHTg6ckT2vB7zs-5rBFQ_IdbI7GaWBiw/edit?usp=sharing
- Students can also apply for private accommodation, but must be aware that the situation of the private housing market in Padua is not easy. It is therefore strongly recommended that students begin looking for accommodation immediately after their nomination in Würzburg and at least 5 months before the start of their stay in Padua.

1.5 Exam Recognition

At the end of each semester, students enrolled in the Double Degree Programme must apply for the recognition of credits at the Home University (University of Würzburg) or at the Host University (University of Padova), in accordance with the following scheme:

1) ***End of the first semester (by the end of March):*** students must submit to the administrative contact person of the degree course at Unipd (giulia.crivellari@unipd.it)

- *Transcript of Records* (see Section 1.5.1), including the credits and activities completed at the University of Würzburg.

2) ***End of the second semester (by the beginning of October):*** students must submit to the Master Team of the University of Würzburg (master-education@uni-wuerzburg.de):

   - *Transcript of Records* (see Section 1.5.1), including the credits and activities completed at the University of Padova,
   - *Credit Transfer Request Form* (see Section 1.5.2).

3) ***Beginning of the third semester (October)*:** Students are required to complete a form on their UniWeb page (Of the University of Padova):
New Learning Agreement (see Section 1.5.4)

4) ***End of the fourth semester (by the end of October):***

   The student's Master's Thesis supervisor must submit to the mobility out office of the University of Padova (mobility.out@unipd.it):

   - *Transcript of Records* (see Section 1.5.1), including the credits and activities completed at the University of Würzburg.
   - *Short Evaluation Report of Thesis Work* (see Section 6.3)

5) **After receiving the degree certificate in Würzburg**

   Students must send to the administrative contact person of the degree course at Unipd (giulia.crivellari@unipd.it):

   - *Final Transcript of Record:* which should also include the grade of the Master Thesis work
   - *Scanned version of the Degree certificate*

⚠ **Note:** The University of Padova will register all the grades from the 3rd and 4th semesters and will issue the final graduation grade only after the student has submitted these two documents, and not before.

Beginning of the 2nd Semester (April)	End of the 3rd Semester (September)	Beginning of the 3rd Semester (November)	End of the 4th Semester (Septemeber)	After reciving degree certificate from the University of Würzburg
The Tor of the first semester must be sent to the University of **Padua**.	Sumbission of **Padua** ToR (2nd Semester courses) and Credit Transfer Request Form to the University of **Würzburg**	Compilation and Submission of a new Learning Agreement on **UniWeb.** with 3rd and 4th semester courses.	Sumission of **Würzburg** ToR and Short Evaluation Report for Thesis Work to **Padua.**	Sumission of **Würzburg** final ToR and scanned Degree certificate to **Padua.**

1.5.1 Transcript of Records

To have the credits recognised, students must submit to the home or host University, in accordance with the scheme outlined above (Section 5), the Transcript of Records, an official document summarising the student's academic achievements during their studies.

Each student can find and download their Learning Agreement at the following locations:

- University of Würzburg: The University of Würzburg offers WueStudy verifiable certificates (https://wuestudy.zv.uni-wuerzburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y). The certificate can be opened as a PDF directly from the WueStudy server with the verification number (footer) indicated on the document. The content can thus be checked for accuracy, e.g. by other universities.
- University of Padova: The student will have to fill out the online form "Final Transcript of Records" linked here: www.unipd.it/relint/en under the "International students" menu. In the recipient details, the following email address must be indicated: master-education@uni-wuerzburg.de. The Transcript of Records will be sent ***by email*** to the University of Würzburg.

Please note that both Universities **only accept English versions** of the Transcript of Records.

1.5.2 Credit Transfer Request Form

To recognise credits at the University of Würzburg, students need to complete and submit, together with the Transcript of Records, the Credit Transfer Request Form, which can be downloaded here: https://www.uni-wuerzburg.de/fileadmin/33120300/Pruefungsamt/Formulare/Allgemeine_Formulare/Anrechnung_von_Pruefungsleistungen/Credit_Transfer_Request_Form.pdf.

The credit transfer can only be completed six months after the submission of the Transcript of Records. As the process takes time, it is advisable to send the Credit Transfer Request Form to Würzburg as soon as all grades from Padua are available.

The Credit Transfer Request process needs to follow the following steps:

1. The student completes and signs the ***Credit Transfer Request Form***.
2. The student must send the completed and signed form via email to master-education@uni-wuerzburg.de**.**
3. The Master Team at the University of Würzburg reviews the form to ensure it has been filled out correctly.
4. The verified document is forwarded to master-education@uni-wuerzburg.de for signature.

Afterwards, the document is signed by the ***chairperson of the examination board*** or a deputy for final approval and signature. After the signature, the Master Team will forward the document to the examination office. A few days after submission, students will see the recognition on WueStudy.

1.5.3 Short Evaluation Report of Thesis Work

To recognise the thesis work completed by the student at the University of Würzburg, the University of Würzburg will, at the end of the fourth semester, send the "Short Evaluation Report of Thesis Work" to the University of Padova.

The document can be found here: https://www.unipd.it/en/sites/en.unipd.it/files/Short%20Evaluation%20Report%20for%20Thesis%20Work.pdf.

The document must be completed and signed by the ***student's supervisor*** and sent directly from master-education@uni-wuerzburg.de to the administrative contact person of the degree course and in Cc to the Mobility Out office of the University of Padova (mobility.out@unipd.it).

1.5.4 Learning Agreement on UniWeb

Each Double Degree student, to recognise the activities they undertook in Würzburg during the 3rd and 4th semesters, will need to create a Learning Agreement on UniWeb. The Learning Agreement will need to have the following association:

For students who choose the ***LM-57*** path: **Courses at the University of Würzburg**			**Courses at the University of Padova (to combine)**	
Modules	*ECTS*		*Modules*	*ECTS*
Theories and societal framework in adult and continuing education	10		Educazione degli adulti ed elementi di deontologia	9

Media literacy education in an international perspective	5		Tecnologie per il knowledge management e le comunità di pratiche	6
International Learning Project	10		Psicologia del Lavoro e delle organizzazioni	9
Selection of one of three courses				
Educational Management A	5		Human and organisational development	6
Cross-cultural management for master students				
Cultural heritage and cultural policy				
Thesis	30		Workshop for research design and thesis	6
			Tirocinio - Internship	6
			Workshop: Comunicazione negli ambienti di apprendimento integrati. Principi e tecniche applicative - Communication in Integrated Learning Environments	3
			Prova finale - Final Exam/Thesis	15

For students who choose the ***LM-50*** path:

Courses at the University of Würzburg			**Courses at the University of Padova (to combine)**	
Modules	*ECTS*		*Modules*	*ECTS*
Theories and societal framework in adult and continuing education	10		Pedagogia dei servizi alla persona e deontologia professionale	9
Media literacy education in an international perspective	5		Tecnologie per il knowledge management e le comunità di pratiche	6
International Learning Project	10		Psicologia del Lavoro e delle organizzazioni	9
Selection of one of three courses				
Educational Management A	5		Servizi educativi e inclusione	6
Cross-cultural management for master students				
Cultural heritage and cultural policy				

Thesis	30		Workshop for research design and thesis	6
			Tirocinio - Internship	6
			Workshop: Comunicazione negli ambienti di apprendimento integrati. Principi e tecniche applicative - Communication in Integrated Learning Environments	3
			Prova finale - Final Exam/Thesis	15

1.6 Issuing of the degree certificates

Students who complete the Double Degree programme with the University of Padua will be awarded the *Laurea Magistrale in Management dei Servizi Educativi e Formazione Continua* from the University of Padua and *the Master of Arts in Adult Education and Management in Lifelong Education* from the University of Würzburg.

To obtain the two diploma certificates, students must request them separately from each university by following the procedure described below.

⚠ **Important:** As this is a Double Degree programme, each certificate is only valid if accompanied by the other. For this reason, it is essential that students request both certificates rather than just one.

1.6.1 Application for issuing the degree certificate in Würzburg

At the University of Würzburg, students must complete the application form for their certificates, available at the following link: https://go.uniwue.de/applicationfordiploma.

The signed form must be sent to the Examination Office *no later than the day of the defence in Padova*. The form needs to be sent to the examination office at the following email address: pruefungsamt.hw@uni-wuerzburg.de.

Students will be contacted by the Examination Office as soon as their degree certificate has been issued.

⚠ **Note:** If a student is unable to collect the certificate in person, a representative from the Master Team of the University of Würzburg may be delegated by submitting the delegation form together with a copy of a valid ID by post. The student will then collect the certificate at the Graduation Ceremony, which takes place in the second week of February each year.

If the student is unable to attend the Graduation Ceremony, it is not possible to delegate a member of the Master's Team for collection.

1.6.2 Application for issuing the degree certificate in Padova

Students from Würzburg may apply for the issuance of their degree certificate only after the graduation certificate has been issued in Würzburg.

Once they have received the graduation certificate from their home university, students must send to the administrative contact person of the degree course at Unipd (giulia.crivellari@unipd.it):

- Final Transcript of Records
- Scanned English version of the graduation certificate from Würzburg

⚠ **Note:** The degree certificate from the University of Padova cannot be issued before the student has received the degree certificate from the University of Würzburg. As a result, the certificate from the University of Padova may only be issued approximately one month after the student receives the degree certificate from Würzburg.

⚠ **Note:** To receive the diploma certificate in Würzburg, students must apply for shipment by email to: conseguimentotitolo.studenti@unipd.it

The application must include:

1. The shipment application form, duly completed and signed (PDF scan). The form can be downloaded here: https://wwwassets.unipd.it/sites/default/files/2026-05/M12-ENG_autorizzazione%20spedizione%20diploma%20laurea.pdf
2. The receipt of payment of the delivery costs, to be paid online through the PagoPA portal. Select "voluntary payment"; in the field "Payment reason" select "Other," and in "Reason" type: "Degree certificate shipment – Italy." Please check the exact amount in advance by emailing conseguimentotitolo.studenti@unipd.it.
3. A copy of a valid ID card.

Further information can be found in the following link: https://www.unipd.it/en/ritiro-diploma-laurea.

1.7 Summary of the process and timeline

Before the beginning of the 1st Semester		**1st Semester (Würzburg)**	
June - September	**30st September**	**Beginning of October**	**26th of October**
Announcement and advertisement of the new Double Degree call for applications	Deadline for *applying for the Double Degree Programme* with the University of Padova	*Interviews* in Würzburg	Deadline for *registering on MoveOn* and filling in the "Erasmus Study Programme Registration Form (SMS 131)
1st Semester (Würzburg)			
31st of October	**15th of November**	**28th of Nombever**	**End of first semester (March)**
Deadline for communicating the details of the *nominated students to Padova*	Deadline for students' applications *at the University of Padova*	Deadline for submitting the *Learning Agreement* (signed by all three parties) to the Würzburg International Office	Students must send the *ToR* of the First Semester to the University of Padova
2nd Semester (Padova)	**3rd Semester (Würzburg)**		
23rd of February	**Beginning of the 3rd Semester (October)**	**January/February**	
Double Degree students start the *semester in Padova*	Submission of Padova T*oR* (2nd semester courses) and *Credit Transfer Form* to Würzburg. Compilation of a *new Learning Agreement* (for the 3rd and 4th Semester) on UniWeb	Beginning of the *Master's thesis process* and selection of the first supervisor by the student (for further steps of the Master's thesis process, see Section 3). .	

4th/5th Semester				
End of the 4th Semester (September)	**December (of the 5th Semester)**	**By January (5th Semester)**	**After reciving Graduation Certificate in Würzburg**	**February (around 2nd Friday)**
Submission of *ToR* and *Short Evaluation Report* for Thesis Work to the University of Padova (This must be done before enrolling for the Master Thesis at the University of Padova)	Deadline for the *completion of studies* for Double Degree students	Application for *issuing the degree certificate* at the University of Würzburg and Padova.	Students must send to Padova final ToR and scanned version of the Degree Certificate	*Graduation Ceremony* in Würzburg at the Neubaukirche.

1.8 Study Plan for students with UNIWUE as their home institution

Master in Adult Education and Management in Lifelong Education - University of Würzburg								
1st year, 1st semester at the University of Würzburg – from a.y. 2025/26								
Year	Sem	Modules	ECTS	ECTS	ECTS	ECTS	Modules	
1	1	Lifelong learning: international perspectives and policies	5	30	30	6	Metodi statistici per la ricerca sociale (comune) - Statistical Methods in Social Research	
1	1	International-comparative research in adult and continuing education	15			3	Lingua inglese B2 (comune) - English Language	
						12	Culture dell'apprendimento permanente ed economia nelle organizzazioni (C.I.) (comune) - Lifelong Learning Culture and Economics in Organisations	
1	1	Theorien und gesellschaftliche Rahmung von Erwachsenenbildung/Weiterbildung -Theories and societal framework in adult and continuing education	10			9	Educazione degli adulti ed elementi di deontologia (LM-57) - Adult Education and Foundations of Professional Deontology	
						9	Pedagogia dei servizi alla persona e deontologia professionale (LM-50) - Pedagogy of Social Welfare Services and Professional Ethics	
1st year, 2nd semester at the University of Padua – from a.y. 2025/26								
Year	Sem	Modules	ECTS	ECTS	ECTS	ECTS	Modules	
1	2	Methodologies and strategies for adult teaching and learning (common)	6	30	30	5	International Perspectives on Education, Ethics and Sociality	

1	2	Global Cultural Pluralism in Organizations (comune)	9	
1	2	Foundations of coaching for organisational effectiveness (LM-57)	6	
		Research methods in education (LM-50)		
Mandatory for LM-50				
1	2	Education for Inclusive Employability and Well-Being in Work Life (LM-50)	9	
Selection of one of two courses for LM-57				
1	2	Education for Inclusive Employability and Well-Being in Work Life (comune)	9	
1	2	Personnel selection in organisation and employee performance: challenges and opportunities (LM-57)		

	10	Organisational Education and Pedagogy
	5	Educational Guidance and Competence Development A (LM-57)
		Basics in Empirical Research for Adult and Continuing Education (LM-50)
	10	Research in adult and continuing education

2nd year, 1st semester at the University of Würzburg – from a.y. 2026/27				
Year	Sem	Modules	ECTS	ECTS
2	1	Arbeitsfelder und professionelles Handeln in der Erwachsenenbildung/Weiterbildung - Working fields and professional acting in adult and continuing education	10	30

ECTS	ECTS	Modules
30	9	Valutazione e certificazione delle competenze e della qualità ed esercitazioni sul bilancio delle competenze (LM-57) - Assessment and Certification of Competences and Quality of Workshop Assessment and Evaluation Tools

2	1	Media education in an international perspective	5	
2	1	International Learning Project	10	
Selection of one of three courses				
2	1	Educational Management A	5	
		Cross-cultural management for master students		
		Cultural heritage and cultural policy		
2nd year, 2nd semester at the University of Würzburg – from a.y. 2026/27				
Year	Sem	Modules	ECTS	ECTS
2	2	Thesis	30	30

		Valutazione della qualità sostenibile ed esercitazione sulla costruzione di strumenti valutativi (LM-50) - Sustainable quality assessment and workshop on the construction of evaluative tools
	6	Tecnologie per il knowledge management e le comunità di pratica (comune) - Technologies for Promoting Knowledge Management and Community of Practice
	9	Psicologia del lavoro e delle organizzazioni (comune) - Work and Organisational Psychology
	6	Human and organisational development (LM-57)
		Servizi educativi e inclusione (LM-50) - Educational Services and Social Inclusion
ECTS	ECTS	Modules
30	6	Workshop for research design and thesis
	6	Tirocinio - Internship
	3	Workshop di design socio-educativo per il welfare di prossimità - Workshop on Socio-Educational Design for Community Welfare
	15	Prova Finale - Final Exam/Thesis

2. Double Degree Incoming students from the University of Padova

2.1 Nomination

As agreed in the cooperation agreement, the University of Padova will inform the University of Würzburg of the students nominated for the programme.

The following information must be provided:

- Full name of the nominated student
- Country of citizenship
- Email address

The University of Würzburg will be informed by email, sent to the Master Team: master-education@uni-wuerzburg.de, with Reina Egetenmeyer (regina.egetenmeyer@uni-wuerzburg.de), Elisabetta Ghedin (elisabetta.ghedin@unipd.it), and Monica Fedeli (monica.fedeli@unipd.it) cc'd.

As agreed within the cooperation agreement, the nominated student should be communicated to the University of Würzburg within the following deadlines:

- 15 April: Autumn term

Once the Master's Team has been informed, they will forward the email to the International Office of the University of Würzburg at the following address: iso-erasmus@uni-wuerzburg.de.

The International Office will then notify the Studierendenwerk of the students' accommodation needs.

2.2 Before Arriving in Würzburg

2.2.1 Application requirements at the University of Würzburg

Students from the University of Padova who have been selected for the Double Degree program with the University of Würzburg need to be enrolled at the University of Würzburg to:

- Have a Bachelor's average grade of 1,7 (around 27 in the Italian grading system) for direct admission. Alternatively, a direct admission can be granted if students achieve an average grade of 1,7 in 25 ECTS modules with a focus on adult education.
- Students with a Bachelor's average grade of 2.2 (around 26 in the Italian grading system) will have the possibility to do an admissions test. Alternatively, students who have achieved an average grade of 2,2 in 25 ECTS modules with

a focus on adult education may be admitted to the admission test. For the admission test, students are asked to submit a portfolio or a written essay, which they may have already submitted to an examination in their Bachelor or Master studies (including the Bachelor's thesis).

- Have earned 40 ECTS in the education field within their Bachelor's, other Master's, and within the first two semesters in Padova (before applying in Würzburg). Alternatively, 25 ECTS in graded modules with a focus on adult education can be accepted.
- Students who do not reach the required 40 ECTS in education can also have practical experience in the field of education recognised. For this recognition, the student will need to send their CV, outlining any educational activities (work, voluntary work, traineeships, workshops, etc.) undertaken in the field of education, to master-education@uni-wuerzburg.de. Alternatively, 30 ECTS can be recognised in the field of international-comparative education with a focus on South and Southeastern Europe.

2.2.2 Application in Würzburg

All Double Degree students must apply to the University of Würzburg. The application deadline for the winter semester is *15 July*. However, students are strongly advised to ***submit their application by the end of March or mid-April*** to allow sufficient time for the Master's administrative team to review the documents.

The application needs to be filled in on WueStudy at the following link: https://wuestudy.zv.uni-wuerzburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPag.

The following documents need to be uploaded through the online application:

- ***Bachelor's degree*** certificate (Pergamena)
- ***Diploma Supplement*** of Bachelor's studies
- Most ***recent Transcript of Records*** of students' Master's studies, showing completion of 1st semester exams and any additional educational courses taken
- Secondary / High School Leaving certificate
- ***CV*** (include any non-formal qualifications that are relevant to (adult) education)

⚠ **Important:** All documents must be submitted in their original language along with a German or English translation (Traduzione giurata), unless the original document is already issued in German/English. The only document that can be uploaded in Italian without translation is the „Pergamena" (Bachelor's certificate). „Autocertificazione"

documents are not sufficient for legal purposes in Germany. Students must provide scans of the official documents issued by their university or school.

2.2.3 Accommodation in Würzburg

The Student Housing Service offers dormitories for students. For information on how to apply for accommodation, students can visit the Service Center InterNational Transfer's website: https://www.uni-wuerzburg.de/studium/studienangelegenheiten/bewerbung-und-einschreibung/internationale-vollstudierende/vor-der-abreise/wohnen/.

To apply for a place in a student dorm, students will need either a letter of admission or a certificate of enrolment.

It is recommended that each student apply for accommodation as soon as they receive their letter of admission, as housing in Würzburg is in high demand.

2.3 Exam Recognition

At the end of each semester, students enrolled in the Double Degree programme must apply for the recognition of credits at the Home University (University of Padova) or at the Host University (University of Würzburg), in accordance with the following scheme:

1) ***Beginning of the third semester (by the beginning of October):*** students must submit to the Master Team of the University of Würzburg (master-education@uni-wuerzburg.de):

- *Transcript of Records* (see Section 3.1), including the credits and activities completed at the University of Padova during the first and the second semester.
- *Credit Transfer Request Form* (See section 3.2)

2) ***End of the fourth semester (by the end of September):*** students who carried out their thesis work at University of Würzburg must submit to the M obility Out office of the University of Padova (mobility.out@unipd.it):

- *Transcript of Records* (see Section 3.1), including the credits and activities completed at the University of Würzburg during the third and fourth semester.

  The student's Master's Thesis supervisor must submit to the Mobility Out office of the University of Padova (mobility.out@unipd.it):

- *Short Evaluation Report of Thesis Work* (see Section 3.3)

⚠ **Important:** The submission of both documents must be done as soon as the students end the mobility

Beginning of the 3rd Semester (November)	End of the 4th Semester (Septemeber)
Submission of Padova **Padova** ToR of the first and second semester and Credit Transfer Request Form to the University of **Würzburg**	Sumission of **Würzburg** ToR and Short Evaluation Report for Thesis Work to **Padua.**

2.3.1 Transcript of Records

To have the credits recognised, students must submit to the home or host University, in accordance with the scheme outlined in Section 3, the Transcript of Records, an official document summarising the student's academic achievements during their studies.

Each student can find and download their learning agreement at the following locations:

- University of Würzburg: The University of Würzburg offers on WueStudy (https://wuestudy.zv.uni-wuerzburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y) verifiable certificates. The certificate can be opened as a PDF directly from the WueStudy server with the verification number (footer) indicated on the document.

The content can thus be checked for accuracy, e.g. by other universities.

- University of Padova: The student will have to fill out the online form "Final Transcript of Records" linked here: www.unipd.it/relint/en under the "International students" menu. In the recipient details, the following email address must be indicated: master-education@uni-wuerzburg.de. The Transcript of Records will be sent ***by email*** to the University of Würzburg.

It is important to be aware that both Universities ***only accept English versions*** of the Transcript of Records.

2.3.2 Credit Transfer Request Form

To recognise credits at the University of Würzburg, students need to complete and submit, together with the Transcript of Records, the Credit Transfer Request Form,

which can be downloaded here: https://www.uni-wuerzburg.de/fileadmin/33120300/Pruefungsamt/Formulare/Allgemeine_Formulare/Anrechnung_von_Pruefungsleistungen/Credit_Transfer_Request_Form.pdf.

The credit transfer can only be completed six months after the submission of the Transcript of Records. However, it is advisable to send the Credit Transfer Request Form to Würzburg as soon as all grades from Padua are available.

The Credit Transfer Request process needs to follow the following steps:

1. The student completes and signs the ***Credit Transfer Request Form***.
2. The student must send the completed and signed form via email to master-education@uni-wuerzburg.de**.**
3. The Master Team at the University of Würzburg reviews the form to ensure it has been filled out correctly.
4. The verified document is forwarded to master-education@uni-wuerzburg.de for signature.
5. Afterwards, the document is submitted by postal mail to the ***chairperson of the examination board*** for final approval and signature.

2.3.3 Short Evaluation Report of Thesis Work

To recognise the thesis work completed by the student at the University of Würzburg, the University of Würzburg will, at the end of the fourth semester, send the "Short Evaluation Report of Thesis Work" to the University of Padova.

The document can be found here: https://www.unipd.it/en/sites/en.unipd.it/files/Short%20Evaluation%20Report%20for%20Thesis%20Work.pdf.

The document must be completed and signed by the ***student's supervisor*** and sent directly from master-education@uni-wuerzburg.de to the mobility out office of the University of Padova (mobility.out@unipd.it).

2.4 Issuing of the degree certificates

Students who complete the Double Degree programme with the University of Würzburg will be awarded the *Laurea Magistrale in Management dei Servizi Educativi e Formazione Continua* from the University of Padua and *the Master of Arts in Adult Education and Management in Lifelong Education* from the University of Würzburg.

To obtain the two diploma certificates, students must request them separately from each university by following the procedure described below.

2.4.1 Application for issuing the degree certificate in Würzburg

At the University of Würzburg, students must complete the application form for their certificates, available at the following link: https://go.uniwue.de/applicationfordiploma.

The signed form must be sent to the Examination Office *in Padua no later than the day of the defence*. The form needs to be sent to the examination office at the following email address: pruefungsamt.hw@uni-wuerzburg.de.

Students will be contacted by the Examination Office as soon as their degree certificate has been issued.

⚠ **Note:** If a student is unable to collect the certificate in person, a representative from the Master Team of the University of Würzburg may be delegated by submitting the delegation form together with a copy of a valid ID by post. The student will then collect the certificate at the Graduation Ceremony, which takes place in the second week of February each year.

2.4.2 Issuing the degree certificate in Padova

The diploma is handed out during the proclamation ceremony, which is held in person at the University of Padova.

2.5 Summary of the process and timeline

1st and 2nd Semester (Padova)		**3rd Semester (Würzburg)**	**4th/5th Semester (Master Thesis)**	
15th April	**15th July**	**Beginning of the 3rd Semester (October)**	**End of the 4th Semester (September)**	**February (around 2nd Friday)**
Deadline for communicating the details of the nominated students to Würzburg and informing the International Office of the University of Würzburg.	Deadline for students' applications at the University of Würzburg	Submission of Padova ToR (1st and 2nd semester courses) and Credit Transfer Form to Würzburg.	Submission of ToR and Short Evaluation Report for Thesis Work to the University of Padova	Thesis defense in Padua Graduation Ceremony in Würzburg at the Neubaukirche.

2.6 Study Plan for students with UNIPD as their home institution

Master in Education - Management of Educational Services and Lifelong Education - University of Padua								
1st year, 1st semester at the University of Padua – from a.y. 2025/26								
Year	Sem	Modules	ECTS	ECTS		ECTS	ECTS	Modules
1	1	Metodi statistici per la ricerca sociale (comune) - Statistical Methods in Social Research	6	30		30	5	Lifelong learning: international perspectives and policies
1	1	Lingua inglese B2 (comune) - English Language	3				15	International-comparative research in adult and continuing education
1	1	Culture dell'apprendimento permanente ed economia nelle organizzazioni (C.I.) (comune) - Lifelong Learning Culture and Economics in Organisations	12					
1	1	Valutazione e certificazione delle competenze e della qualità ed esercitazioni sul bilancio delle competenze (LM-57) - Assessment and Certification of Competences and Quality of Workshop Assessment and Evaluation Tools	9				10	Arbeitsfelder und professionelles Handeln in der Erwachsenenbildung/Weiterbildung - Working fields and professional acting in adult and continuing education
1	1	Valutazione della qualità sostenibile ed esercitazione sulla costruzione di strumenti valutativi (LM-50) - Sustainable quality assessment and workshop on the construction of evaluative tools	9					

1st year, 2nd semester in University of Padua – from a.y. 2025/26								
Year	Sem	Modules	ECTS	ECTS		ECTS	ECTS	Modules
1	2	Methodologies and strategies for adult teaching and learning (comune)	6	30		30	5	International Perspectives on Education, Ethics and Sociality
1	2	Global Cultural Pluralism in Organizations (comune)	9				10	Organisational Education and Pedagogy
1	2	Foundations of coaching for organizational effectiveness (LM-57)	6				5	Educational Guidance and Competence Development A (LM-57)
		Research methods in education (LM-50)						Basics in Empirical Research for Adult and Continuing Education (LM-50)
Mandatory for LM-50							10	Research in adult and continuing education
1	2	Education for Inclusive Employability and Well-Being in Work Life (LM-50)	9					
Selection of one of two courses for LM-57								
1	2	Education for Inclusive Employability and Well-Being in Work Life (LM-57)	9					
1	2	Personnel selection in organization and employee performance: challenges and opportunities (LM-57)	9					

2nd year, 1st semester in University of Würzburg – from a.y. 2026/27								
Year	Sem	Modules	ECTS	ECTS		ECTS	ECTS	Modules

2	1	Theorien und gesellschaftliche Rahmung von Erwachsenenbildung/Weiterbildung -Theories and societal framework in adult and continuing education	10	30	30	9	Educazione degli adulti ed elementi di deontologia (LM-57) - Adult Education and Foundations of Professional Deontology
						9	Pedagogia dei servizi alla persona e deontologia professionale (LM-50) - Pedagogy of Social Welfare Services and Professional Ethics
2	1	Media literacy education in an international perspective	5			6	Tecnologie per il knowledge management e le comunità di pratica (comune) - Technologies for Promoting Knowledge Management and Community of Practice
2	1	International Learning Project	10			9	Psicologia del lavoro e delle organizzazioni (comune) - Work and Organisational Psychology
Selection of one of three courses							
2	1	Educational Management A	5			6	Human and organisational development (LM-57)
2	1	Cross-cultural management for master students					Servizi educativi e inclusione (LM-50) - Educational Services and Social Inclusion
		Cultural heritage and cultural policy					
2nd year, 2nd semester at the University of Würzburg or at the University of Padua – from a.y. 2026/27							
Year	Sem	Modules	ECTS	ECTS	ECTS	ECTS	Modules
2	2	Thesis	6	30	30	6	Workshop for research design and thesis
						6	Tirocinio - Internship
						3	Workshop di design socio-educativo per il Welfare di prossimità - Workshop of Socio-Educational Design for Community Welfare
						15	Prova Finale - Final Exam/Thesis

3. Master's Thesis Process

The Master's thesis is scheduled for the fourth semester of the Double Degree study programme.

3.1 Supervisors

Students participating in the Double Degree program need two supervisors: one from the University of Würzburg and one from the University of Padova.

Students first choose their ***first supervisor*** from the list of available supervisors at both universities, based on their topic of interest (the list of available supervisors from the University of Würzburg and the University of Padova can be found in section 3.8).

After choosing the Supervisor, the student should:

- Arrange a ***consultation meeting*** with the chosen supervisor by January (end of the 3rd semester).
- During the meeting, the supervisor will inform the student about the available ***thesis topics*** and explain how the supervision process will be organised.

Once the first supervisor has been confirmed, the student must inform the Master's team by sending an email to master-education@uni-wuerzburg.de, copying the selected supervisor in CC.

The Master's Team will choose the ***second supervisor*** based on professors' availability and will contact them directly to inform them of the decision.

3.2 Approval of the first chapter

Before registering the Master's thesis at both universities, each student must complete the first chapter and submit it to their first supervisor for approval. Only after receiving approval, they can proceed with the registration process.

3.3 Registration for the assignment of a master's thesis

The student will need to register for the Master's Thesis assignment at both the University of Würzburg and the University of Padova by following the instructions below.

3.3.1 Registration for the assignment of a master's thesis in Würzburg

At the University of Würzburg, students must register for the Master's thesis by filling in the "Antrag auf Zuteilung einer Master-Arbeit (Thesis)" form, which can be downloaded at the following link:

https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.uni-wuerzburg.de%2Ffileadmin%2F33120300%2FPruefungsamt%2FHUM_Phil%2FMaster_HUM_PHIL_PO_2015_Antrag_auf_Zuteilung_einer_Masterarbeit_-_07-2017_02n_01.doc&wdOrigin=BROWSELINK.

The Application form has to be filled out by the students with

- Personal data
- Study subject
- Supervisors' information (Supervisor from Würzburg is always the first supervisor in Wüzburg)
- Topic of the master‘s thesis A subsequent change is only possible in special cases
- Processing time
- Signature of first supervisor and chair of the Master Programme (Prof. Egetenmeyer)

After completing the form, students must submit it to the Examination Office at the following email address: pruefungsamt.hw@uni-wuerzburg.de.

Once the Examination Office has received the form, students have six months to complete their Master’s thesis.

3.3.2 Registration for the assignment of a master's thesis in Padova

At the University of Padova, the application for a thesis assignment is completed via UniWeb (https://uniweb.unipd.it/Root.do).

Before registering for the Master’s thesis in Padua, the ***recognition of the third*** semester must be completed in Padova.

The application must include:

- ***Details about the thesis*** (title, English title → twice in English if the Master’s thesis is written in English, keywords, and supervisor). This will be the definitive title of the thesis.
- ***First supervisor’s information*** (Supervisor from Padova is always the first supervisor in Padova)

Once the student has sent the application, the supervisor in Padova will need to approve the request.

Further information regarding the thesis assignment procedure at the University of Padova can be found here: https://www.unipd.it/sites/unipd.it/files/2018/DIPLOMA%20ATTAINMENT%20APPLICATION.pdf.

⚠ **Important:** At the University of Padova, registration for the Master's thesis is possible only within designated registration periods (four graduation sessions per academic year).

Detailed deadlines for each session are available at the following link: https://www.unipd.it/en/graduation.

3.4 Review of the Master's thesis before submission

Before submission, students must send the thesis to both supervisors for final review.

Students are strongly advised to submit the complete thesis to their supervisors at least one month before the official submission deadline to allow sufficient time for feedback and any necessary revisions.

3.5 Submission of the Master´s thesis

Students need to submit the Master's thesis to both the University of Padova and the University of Würzburg in accordance with the instructions outlined below.

⚠ **Important:** The Master's thesis must be submitted to both universities on the same date.

3.5.1 Submission of the Master´s Thesis in Würzburg

At the University of Würzburg, the Master's Thesis must be submitted by the student to the examination office or ***in person*** at the following address:

Campus Hubland Nord
Josef-Martin-Weg 55
97074 Würzburg, Germany

Or ***by post*** at the following address:

Universität Würzburg
Prüfungsamt Humanwissenschaften
Sanderring 2
97070 Würzburg
Germany

Students are required to submit:

- ***Three printed and bound copies*** of the thesis
- ***Two digital versions*** (one PDF file and one Word file) on a storage medium (CD or USB stick).
- A ***Declaration of Authorship***, which can be downloaded at the following link: https://www.uni-wuerzburg.de/en/studying-at-jmu/examination-office/forms/. The declaration must be enclosed both as a hard copy with a wet-ink signature and as a scanned version.
- Students must include the ***address of their supervisor in Padua***; the thesis will then be sent by post to the supervisor in Padua.

⚠ **Note:** By submitting the thesis, students also consent to a plagiarism check, which is conducted using iThenticate.

The correction period for supervisors is approximately 10 days. Once the thesis has been graded, students can view their grade on WueStudy.

3.5.2 Submission of the Master´s Thesis in Padova

At the University of Padova, students submit their Master's Thesis as a PDF via https://uniweb.unipd.it/Root.do.

⚠ **Important:** At the University of Padova, the submission of the Master's thesis is possible only within designated submission periods (four graduation sessions per academic year).

Detailed deadlines for each session are available at the following link: https://www.unipd.it/en/graduation.

3.6 Defence of the Master's Thesis

Students from the University of Padova are required to defend their thesis in Padova after submission. The calendar for the students' defence dates in the Master's program "Management dei servizi educativi e formazione continua" is usually available at the following link: https://ssu.elearning.unipd.it/course/view.php?id=14755.

Students from the University of Würzburg are required to defend their thesis in Würzburg after submission. The defence will take place in the same week as the Padova students defend their theses in Padova. The exact date of the defence will be communicated to the students by the Master's team at the University of Würzburg. Each student must prepare a presentation of their work lasting approximately 8 to 10

minutes. Following the presentation, the examination committee will have the opportunity to ask questions.

Students are also required to prepare a PowerPoint presentation of approximately 10 slides, which must be approved by their supervisor before the defence date.

Clear guidelines on the defence process at the University of Würzburg are expected to be shared with students by January 2027.

3.7 Summary scheme and schedule for the Master´s Thesis

Below you will find two tables summarising the steps that students must follow during the Master's thesis process, as well as two proposed timeline schedules: one for the October call and one for the December call.

3.7.1 Schedule for the Master´s Thesis (ending in October)

January	February	March	Beginning of May	May	End May
Supervisors selection and Joint decision on the topic	Development of an exposé	Beginning of the supervision process and writing of the first chapter	Conclusion of the first chapter and approval of the chapter by both supervisors	Registration for the assignment of a master's thesis in Würzburg	Start working on further chapters
July	**End July**	**End August**	**September**	**October**	**November**
Registration for the assignment of a master's thesis in Padova	Write the final chapters and begin planning the remaining steps for the conclusion	Conclusion of the thesis and submission to both supervisors for approval	Master thesis submission in Padova & Würzburg	Master thesis discussion (only for Padova students)	Graduation certificate request (in Würuburg) and recognition and credit transfer in Padua

3.7.2 Schedule for the Master´s Thesis (ending in December)

January	February	March	May	June	June
Supervisors selection and Joint decision on the topic	Development of an exposé	Beginning of the supervision process and writing of the first chapter	Conclusion of the first chapter and approval of the chapter by both supervisors	Registration for the assignment of a master's thesis in Würzburg	Start working on further chapters
End August	**September**	**Beginning of October**	**Novemeber**	**Decemeber**	**December**
Write the final chapters and begin planning the remaining steps for the conclusion	Registration for the assignment of a master's thesis in Padova	Conclusion of the thesis and submission to both supervisors for approval	Master thesis submission in Padova & Würzburg	Master thesis discussion (only for Padova students)	Graduation certificate request (in Würuburg) and recognition and credit transfer in Padua

3.8 List of available supervisors

3.8.1 List of available supervisors from the University of Würzburg

Supervisor		E-Mailaddress	Teaching	Topics for Master´s Thesis
Egetenmeyer	Regina	regina.egetenmeyer@uni-wuerzburg.de	• International Learning Project • International-comparative research in Adult and Continuing Education • Research in Adult Education and Continuing Education	• Impact of the Adult Education Academy on an individual and organisational perspective, • Adult Education at DVV International
Breitschwerdt	Lisa	lisa.breitschwerdt@uni-wuerzburg.de	• Working Fields and Professional Action in Adult and Continuing Education • Dialogic Scientific Gatherings for Research Questions in Adult Education	• Digitalisation in AE • Change of programmes and formats (hybrid and/or blended), collaboration practices & professionalisation requirements • Systematic reviews, empirical research, secondary analysis of existing data, (international) comparative perspectives
Schwarz	Jörg	joerg.schwarz@uni-wuerzburg.de	• Theories and societal framework in adult and continuing education • Research in Adult and Continuing Education • Dialogic Scientific Gatherings for Research Questions in Adult Education	• How does time and the strategic use of time (timing) come into play in different areas of professional and organisational practice in adult education? • Possible are systematic reviews, original (empirical) research and methodological works

Supervisor		E-Mailaddress	Teaching	Topics for Master´s Thesis
Grafe	Silke	silke.grafe@uni-wuerzburg.de	• Media Education in an International Perspective	• Theory and practice-based development and evaluation of a pedagogical concept for media education, fostering media education competence of a selected target group • Theory and practice-based development and evaluation of a pedagogical concept for media education, fostering the transcultural competence of a selected target group • Theory and practice-based development and evaluation of a pedagogical concept for media education focusing on artificial intelligence
Dreßler	Jens	jens.dressler@uni-wuerzburg.de	• International perspectives on education, ethics and sociality	• History and philosophy of education and their ethical implications

3.8.2 List of available supervisors from the University of Padova

Supervisor		E-Mailaddress	Teaching	Topics for Master´s Thesis
Ghedin	Elisabetta	elisabetta.ghedin@unipd.it	• Education for Inclusive employability and well-being in work life	• The promotion of inclusive employability with attention to individual and collective well-being and health • The design of an accessible and positive work context with developments in the capability approach, ICF and Universal Design • Good practices of inclusive and accessible work environments. • Tools to promote positive connections and flourishing life design.
Dalla Rosa	Anna	anna.dallarosa@unipd.it	• Personal Selection and employee performance: challenges and opportunities	• Cross-cultural differences in career calling concerning its meaning and the relationship between having a calling and attitudes, behaviours, and individual characteristics at work.

Supervisor		E-Mailaddress	Teaching	Topics for Master´s Thesis
				● Analysis of the relationships between: ● a. Career calling and job crafting (e.g., voluntary job redesign); ● b. Career calling and meaning in life and at work; ● c. Career calling and character strengths (e.g., individuals' best qualities and virtues). ● Development and assessment of psychological interventions aimed at fostering career calling through job crafting, work and life meaning, and/or character strengths.
Fedeli	Monica	monica.fedeli@unipd.it	● Methodologies and strategies for adult teaching and learning ● Foundations of coaching for organizational effectiveness	● Faculty development and teaching in higher education; ● Promote employability in formal contexts, the educational dialogue with the world of work; ● Reflective practices in training and tool management; ● Organisational development and development of people in organisations; ● vocational development and training; ● gender, organisational development and teaching in STEM; ● critical approach in human resource management; ● transformative learning and the development of professional communities.
Raffaghelli	Juliana	juliana.raffaghelli@unipd.it	● Research Methods in Education	● Digital transformation in organisations; ● data literacy; ● Ethics of AI and data; ● professional identity in digital contexts, digital competence; ● Methodological issues in educational research: use of educational research by organisations

Supervisor		E-Mailaddress	Teaching	Topics for Master´s Thesis
Breskaya	Olga	olga.breskaya@unipd.it	• Global cultural pluralism in organizations	• Managing cultural pluralism: Inclusion and equality in educational system; • Migration, ethnic diversity, and multiple cultural competences in schools and healthcare system; • Religious pluralism and religious freedom in organizations; • Good practices of managing religious diversity in the workplace; • Multicultural education and linguistic pluralism; • Multiple identities and cultural awareness in the workplace; • Global intercultural pedagogy
Trevisan	Ottavia	ottavia.trevisan@unipd.it	• Pedagogical design for educational services	• teacher pedagogical reasoning • technology integration in education • qualitative-quantitative mixed method research • teacher digital identity • hybrid/hyflex/blended teaching in higher education
Tosi	Marco	marco.tosi@unipd.it	• Statistical methods in social research	• Statistical studies on: family dynamics and kinship relationships, life course research with longitudinal data, health and wellbeing, studies for the KinHealth project
Vianello	Michelangelo	michelangelo.vianello@unipd.it	• Work and organizational psychology	• Validity generalisation with Italian samples • Italian adaptation of scales for measuring moral integrity. • Career calling: personal and organisational effects and cross-cultural differences. • Employee questions and interview validity • Adverse impact and interview selection • Use of references to select applicants in Italy: frequency and motivations.

Supervisor		E-Mailaddress	Teaching	Topics for Master´s Thesis
				• General mental ability and team performance.
Liotino	Marica	marica.liotino@unipd.it	• Foundations of coaching for organisational effectiveness	• Adult education, organisational and faculty development • Diversity management • Gender equity • Technology-enhanced learning • Online learning and digital competencies
Biasin	Chiara	chiara.biasin@unipd.it	• Adult Education and Foundations of Professional Deontology	• Adult learning and education (ALE) • Lifelong Learning • Vocational Education and Training (VET) • Professionalisation and continuous Training of Adult Educators • Non-formal and Informal Learning (models, practices, assessment) • Narrative and Biographical (Adult) Research Approach • Life course transitions (ages, events, crises, stress and personal development pathways) • “Vulnerable Adults” in social and professional situations • Gender Gap in HE and in the labour market • International/comparative research in ALE, VET and Lifelong Learning (policies, models, tools and measures)

4. Resources and Useful Contacts

4.1 University of Würzburg

4.1.1 Websites and social media links

- "Professional Network for Adult Education and Lifelong Learning" Group (LinkedIn): https://www.linkedin.com/groups/8445381/
- Double Degree Programme "Management of Educational Services, Adult and Continuing Education" with the University of Padua (Website): https://www.paedagogik.uni-wuerzburg.de/studium/master-adult-education-and-management-in-lifelong-education-ma/double-degree-options/management-of-educational-services-adult-and-continuing-education-double-degree-programme-with-the-university-of-padua/
- Instagram page of the Professorship for Adult and Continuing Education (Instagram page): https://www.instagram.com/ebwuerzburg/
- Landing page Double Degree options (Website): https://www.paedagogik.uni-wuerzburg.de/studium/master-adult-education-and-management-in-lifelong-education-ma/double-degree-options/
- Master program "Master Adult Education and Management in Lifelong Education (Website)": https://www.paedagogik.uni-wuerzburg.de/studium/master-adult-education-and-management-in-lifelong-education-ma/

4.1.2 Links for form and administrative procedures

- Antrag auf Zuteilung einer Masterarbeit (Thesis) – master thesis registration form: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.uni-wuerzburg.de%2Ffileadmin%2F33120300%2FPruefungsamt%2FHUM_Phil%2FMaster_HUM_PHIL_PO_2015_Antrag_auf_Zuteilung_einer_Masterarbeit_-_07-2017_02n_01.doc&wdOrigin=BROWSELINK
- Application for issuing the degree certificate: https://www.uni-wuerzburg.de/fileadmin/33120300/Pruefungsamt/Formulare/Allgemeine_Formulare/Ausstellung_BA_MA_Zeugnisse_Antrag_12_2018/Form_Request_Graduation_Documents_Bachelor_Master.pdf
- Application form to the Master program "Master Adult Education and Management in Lifelong Education (M.A.)": https://wuestudy.zv.uni-wuerzburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPag

- Credit Transfer Request Form: https://www.uni-wuerzburg.de/fileadmin/33120300/Pruefungsamt/Formulare/Allgemeine_Formulare/Anrechnung_von_Pruefungsleistungen/Credit_Transfer_Request_Form.pdf
- Declaration of Authorship: https://go.uniwue.de/declarationofautorship.
- Master Thesis Supervisors: https://wuecampus.uni-wuerzburg.de/moodle/pluginfile.php/4447002/mod_label/intro/Double%20Degree%20Supervisors_University%20of%20W%C3%BCrzburg.pdf (Access possible only through WueCampus)
- MoveOn: https://wuerzburg.moveon4.de/form/6895a70b8fb77e36b2019ee5/eng
- Student Housing Service: https://www.uni-wuerzburg.de/studium/studienangelegenheiten/bewerbung-und-einschreibung/internationale-vollstudierende/vor-der-abreise/wohnen/
- WueStudy: https://wuestudy.zv.uni-wuerzburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y

4.1.3 Contacts

E-Mail Addresses

- Examination Office: pruefungsamt.hw@uni-wuerzburg.de
- International Office: iso-erasmus@uni-wuerzburg.de
- Master Team: master-education@uni-wuerzburg.de
- Regina Egetenmeyer (Chair of the professorship “Adult and Continuing Education” and responsible person for the Double Degree Programme): master-education@uni-wuerzburg.de
- Sabine Mewis (Erasmus Unit): erasmus@uni-wuerzburg.de Tommaso Caraccioli (Double Degree coordinator): master@uni-wuerzburg.de

Post Addresses

- Examination Office post address: Universität Prüfung, Prüfungsamt Humanwissenschaften, Sanderring 2, 97070 Würzburg, Germany
- Professorship of Adult and Continuing Education post address: Universität Würzburg, Professur für Erwachsenenbildung/Weiterbildung, Oswald-Külpe-Weg 82, 97074 Würzburg, Germany

4.2 University of Padova

4.2.1 Website and social media links

- Master Program “Management dei servizi educativi e formazione continua” (Website): https://ssu.elearning.unipd.it/course/view.php?id=1122
- Double Degree - Padova- Würzburg (Germania) - Management dei servizi educativi e formazione continua (Website): https://www.fisppa.unipd.it/double-degree-padova-w%C3%BCrzburg-germania-management-servizi-educativi-formazione-continua

4.2.2 Links for form and administrative procedures

- Application form: https://apex.cca.unipd.it/pls/apex/f?p=1300:100::::RP::
- Before your arrival - Double/joint Degrees guide: https://www.unipd.it/en/before-your-arrival-double-joint-degrees
- Housing (for accommodations in Padova): https://www.unipd.it/en/studying-padova/services/housing
- Incoming students starter kit: https://www.unipd.it/en/incoming-students-starter-kit
- Master thesis assignment procedure for the Master Thesis: https://www.unipd.it/sites/unipd.it/files/2018/DIPLOMA%20ATTAINMENT%20APPLICATION.pdf
- Master Thesis Supervisors: https://wuecampus.uni-wuerzburg.de/moodle/pluginfile.php/4447002/mod_label/intro/DOUBLE%20DEGREE%20SUPERVISORS.pdf?time=1754380916485 (only through WueCampus)
- Procedures for incoming students - International Joint Programmes: https://www.unipd.it/en/procedures-incoming-students
- Registering for the graduation webpage (information regarding graduation class and deadlines): https://www.unipd.it/en/graduation
- Request Transcript of Records form: www.unipd.it/relint/en
- Short Evaluation Report for Thesis Work: https://www.unipd.it/en/sites/en.unipd.it/files/Short%20Evaluation%20Report%20for%20Thesis%20Work.pdf
- UniverCity life: https://www.unipd.it/en/univercity-life-international-joint-programmes
- UniWeb: https://uniweb.unipd.it/Root.do

4.2.3 Contacts

- Conseguimento titolo: conseguimentotitolo.studenti@unipd.it
- Elisa Zambon (Mobility in): mobility.in@unipd.it
- Elisabetta Ghedin (Head of the degree program “Management dei servizi educativi e formazione continua”): elisabetta.ghedin@unipd.it
- Giulia Crivellari (Contact person for Double Degree programme): giulia.crivellari@unipd.it
- Incoming Mobility UNIPD: mobility.in@unipd.it
- Irene Maria Paoletti (Mobility out): mobility.out@unipd.it
- Monica Fedeli (Contact responsible Double Degree Programme): monica.fedeli@unipd.it