



UNIVERSITÀ
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DI PADOVA

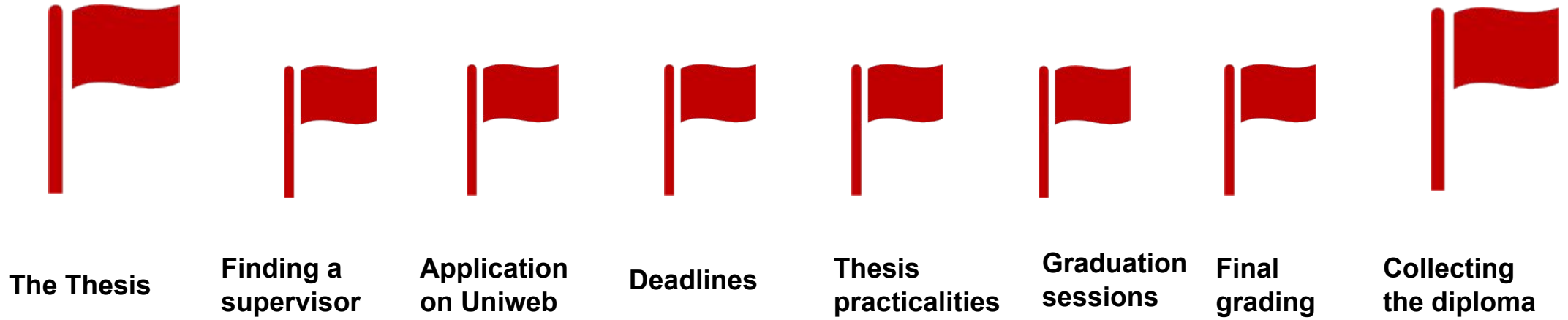
How to Graduate

*Global Engagement Office
International Desk @ DiSSGeA*



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The road to graduation





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The final examination: the thesis

At the end of your studies, you must sit a **final examination**.

The final examination consists in an original student **thesis work** written under the guidance of a **supervisor**. You will have then to submit your thesis and defend it to the Degree Commission in the Final Discussion.



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 and communication skills.



You can check the credits (CFU/ECTS) assigned to the final examination in the Study programme of your degree.

Mobility Studies programme: 33 CFU



Find a supervisor

The **supervisor** is the professor who will oversee the progress of your thesis: they must be a professor of the degree programme.



Get information on the research topics of the professors and those published on the [Mobility Studies moodle page](#), so as to know more about the research they could be involved in and topics they offer.



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 do your thesis with.

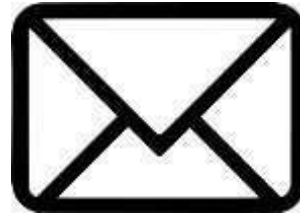
Each professor can supervise a **maximum number** of students.



Let's find a supervisor

TIP no.1

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



You can find the hours on the syllabus ([didattica.unipd](https://didattica.unipd.it)).



TIP no.2: Remember to start working on your thesis and looking for a supervisor in advance, depending on the time you are planning to graduate. It is a long and complex work that takes time!



How to apply on 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 the **[School of Human Sciences and Cultural Heritage](#)**!

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



How to apply on Uniweb

The procedure is broken down into the following steps:

1. **insert your dissertation information:** title, title in English, keywords and supervisor

Note: if your dissertation is written in English you must insert the same title twice, both in the field 'dissertation title' and in the field 'dissertation title in English'

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 on Uniweb

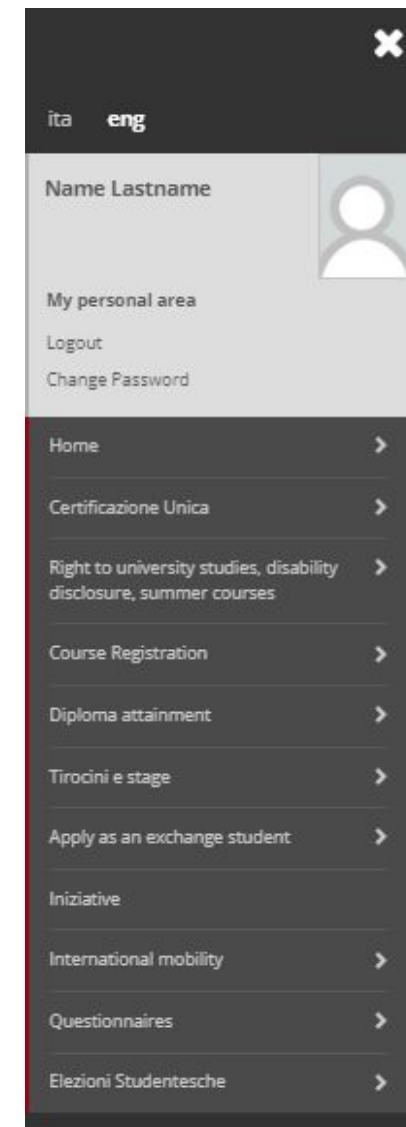
- Only at this point your application is **correctly submitted** and you will find the **payment slip of € 16.00** in the section '*Contributions*' on Uniweb
- Should you need to change your dissertation information, your supervisor or the graduation session, you can find the instructions [here](#) under the section '*How to change your application*'

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



How to apply on Uniweb

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



Once logged in, open the menu and click on
“Diploma Attainment”:



How to apply on Uniweb

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

The screenshot shows the Uniweb interface for the University of Padua. At the top is a red navigation bar with the university logo, name, 'Uniweb' text, three small images, and a menu icon. Below this, a breadcrumb trail reads '» Graduation application'. The main heading is 'Graduation application dashboard'. A message asks the user to 'Please select your next step.' followed by a red 'WARNING' box stating: 'Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.' Below this is a 'Student' section with a form containing four input fields: 'First name', 'Family name', 'Student identification number', and 'Course'. A status message below the form says 'No graduation application and no thesis title have been submitted.' At the bottom are two buttons: 'Add thesis title' and 'Registration on Alma Laurea'.

» Graduation application

Graduation application dashboard

Please select your next step.

WARNING
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

Student

First name	
Family name	
Student identification number	
Course	

No graduation application and no thesis title have been submitted.

[Add thesis title](#) [Registration on Alma Laurea](#)

In order to proceed you will have to click on the button on the left **“Add thesis title”**



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How to apply on Uniweb

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

- thesis title
- abstract
- keywords
- thesis access

Navigation: [Menu] [A] [1] [2] [B] [1]

Add your thesis title

Please enter the information on your thesis title

Thesis title

Type of thesis* Written work

Text length cannot be more than 4000 characters long

Thesis title*

Text length cannot be more than 4000 characters long

Thesis title in English*

Academic activity -

Key word 1*

Key word 2*

Key word 3*

Key word 4

Key word 5

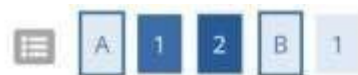
Level of access to the thesis* -

Buttons: Back Next



How to apply on Uniweb

You will have to add **your thesis supervisor** as well.



List of supervisors

Please review supervisors listed for your thesis

List of types of supervisors available

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

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 on Uniweb

Type in your supervisors' names 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 on Uniweb

Once you submitted your thesis information, your **supervisor will have to approve it**. They 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

Open access

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 on Uniweb

After submission, you will see your thesis summary:



***Please note that
you can still edit 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

Submitted on

Thesis title

Thesis title in English

Thesis status

Alma Laurea keywords

Thesis availability

Written work

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





How to apply on Uniweb

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

Graduation application dashboard

Please select your next step:

WARNING

Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

Student

First name	KWAD
Family name	OPOKI
Student identification number	2049665
Course	BIOTECH

You have not submitted your graduation application.

Registration on Alma Laurea

Thesis summary

Thesis details	View thesis details
Type of thesis	Written work
Thesis title	Investi through
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 finalise your registration!



How to apply on Uniweb

Once your supervisor has confirmed the thesis title, you will be able to finalise 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 once your Professor confirms your thesis title.



How to apply on Uniweb

On the following page, you will be able to select the available **graduation call** ('*appelli*' in Italian).

Once you click to proceed, you will see two questionnaires which have to fill too



2 Fill in the two questionnaires:

List of questionnaires

This page lists the questionnaires you can fill in.



Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *		Fill in
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea		Fill in

[Back](#) [Next](#)

1 Select your graduation session:

Choose graduation session and call

Please select graduation session and call.

Student

First name

Family name

Student identification number

Course

Graduation session and call

Graduation calls* ☐ Graduation callPRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023 of the sessionTERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from04/09/2023 to28/10/2023

Graduation call	Academic year	Session	Start date	Details
PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	18/09/2023	View

Graduation calls* ☐ Graduation callSECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023 of the sessionTERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE from04/09/2023 to28/10/2023

Graduation call	Academic year	Session	Start date	Details
SECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	09/10/2023	View

[Back](#) [Next](#)



How to apply on Uniweb

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

The screenshot shows a web form for submitting a thesis. At the top, it says "Add your thesis title" and "Please enter the information on your Thesis file". Below this, there are several input fields: "Thesis title" (with a note "Text length cannot be more than 4000 characters long"), "Thesis title in English", "Thesis abstract*" (with a note "Text length cannot be more than 4000 characters long"), "Thesis abstract in English", and five "Key word" fields. At the bottom, there is a "Level of access to the thesis*" dropdown menu.

..and to **give your consent** on whether your thesis can be accessed by other students via the Thesis archive of UniPD

The screenshot shows the "Padua Thesis Licence" page. It includes the title "Licenza Padua Thesis and Dissertation Archive" and a paragraph explaining the license. Below this, it states "The user states:" followed by four numbered points. At the bottom, there are two buttons: "Do not grant licence" and "Grant licence". The "Grant licence" button is highlighted with a red circle.

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 Padova 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 responsible or interested parties other than the University of Padova, any obligation foreseen by contracts or agreements with the aforementioned parties has been fulfilled.

They also certify that, to the best of their knowledge, the content of the work:



How to apply on Uniweb

At this point, your graduation request was registered and the payment link under the section **‘Right to university studies, disability disclosure, summer courses’** → **‘Payments’** in the menu

List of Fees

- **FEE-WAIVERS APPLICATION:** as a reminder, it is possible to obtain a recalculation of the installments by submitting the Application for Benefits each year, which authorizes the University to acquire the ISEE data directly from INPS. Within 48 hours, if the system finds a valid ISEE for university benefits made in 2022, it recalculates the amounts and applies reductions.
- **For GOING TO GRADUATE students:** students graduating in the last session of the 2021/22 academic year do not have to pay the A.A. 2022/23 installments. So you can apply to graduate for the DECEMBER session (or April of the following year for health professions) without paying the September installment. If your graduation is postponed to a session in the following academic year, you will have to pay the installments that are due in the meantime but without arrears.

Click on the bill code in the first column to see the details

Cerca

Addebiti fatturati

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
+ 7679899	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Imposta di bollo per conseguimento titolo Year 2022/2023		16,00 €	● non pagato	ABILITATO
+ 7362447	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: 1 di 3 - Tassa di iscrizione corsi di laurea gruppo B Year 2022/2023	30/09/2022	192,00 €	● pagato confermato	
+ 7041679	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Tassa di immatricolazione Year 2021/2022		189,00 €	● pagato	



How to complete the procedure

The final step is the **upload of the thesis.**



*Remember to check the deadlines of your
Department/course!*

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

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

Graduation application dashboard

Please select your next step.

WARNING

Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the "Personal record" page.

Student

First name	
Family name	
Student identification number	
Course	

Registration on Alma Laurea

Graduation application summary

Graduation session/call details	View graduation session and call details.
Status of your application	Submitted
Session	2° PERIODO 2022/2023
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
Graduation call start date	13/07/2023

Edit application

Cancel application

Thesis summary

Thesis details	View thesis details.
Type of thesis	Elaborato scritto
Thesis title	thesis title

Proceed to complete your thesis information



List of your thesis supervisors:

Supervisor	Type of supervisor
	Supervisor

Thesis attachment missing



How to complete the procedure

Upload thesis

Through the following pages you can upload your Thesis

The University of Padua processes the personal data of the data subjects in accordance with the principles of fairness, lawfulness, transparency and data minimization, for the protection of confidentiality and all the rights of the data subjects, in compliance with Regulation available at the following link: <https://www.unipd.it/en/privacy>

Activity	Section	Status
A - Completamento informazioni tesi		
	Inserimento Informazioni completamento tesi	
	Inserimento licenza Tesi	
B - Inserimento allegato definitivo per la tesi di laurea	Riepilogo completamento informazioni tesi	
	Gestione allegati Tesi	
C - Conferma finale di inserimento informazioni tesi		
	Conferma	

Legend:

- Information
- Open or in progress section
- Locked section. It will be enabled once the previous sections are completed
- Section completed successfully

Upload thesis



Click on **'Upload thesis'**

You will find again the information you provided for your application to graduate:

- thesis title
- keywords

These fields cannot be edited

You can still edit the following fields:

- **Abstract (compulsory)**
- **Abstract in English (optional)**
- **Thesis availability**



How to complete the procedure

Final thesis attachment

Please check the final attachment added for your thesis. Attachment size cannot be over 40 megabytes and must be in PDF/A format.

Uploaded attachments

No attachments uploaded

Add a new attachment

Back

Click on “Add a new attachment” to open a new screen.

Then select your thesis.

Statement on final thesis attachment

Please enter the information on the final thesis attachment

Statement on final thesis attachment

Attachment name: * Surname Name

Supported file extensions: PDF/Apdf. I file pdf devono essere conformi alla specifica PDF/A

Attachment: * **+Seleziona file**

Surname_Name.pdf

Confirm final version of your thesis ☒ I hereby confirm this is the final version of my thesis

Warning! Once you confirm the final attachment version, you won't be allowed to modify it anymore

Back **Next**

The “Attachment name” field should be completed as follows: Surname_Name.

Once you have uploaded your thesis, you will no longer be able to edit it and the status “Submitted” will appear on your dashboard.



How to complete 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	

Registration on Alma Laurea

Graduation application summary	
Graduation session/call details	View graduation session and call details
Status of your application	Submitted
Session	2° PERIODO 2022/2023
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
Graduation call start date	13/07/2023

[Edit application](#) [Cancel application](#)

Thesis summary	
Thesis details	View thesis details
Type of thesis	written work
Thesis title	Thesis title

[Repeat process to complete thesis information](#)

List of your thesis supervisors

Supervisor	Type of supervisor
Edit thesis supervisor	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Approved



At this point, your supervisor has to approve your thesis upload.

The decision will be displayed on your Graduation application dashboard.

Once the status is “Approved”, you have completed the procedure.

The step-by-step procedure on how to upload your graduation work on Uniweb is available at this [page](#)



How to apply on 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 (or calls)



First Period	Second Period	Third Period A	Third Period B
Single call Graduation date: 14/04/2026 Registration: 12/01/2026 - 10/02/2026 Exam grade record deadline: 30/03/2026 Thesis submission deadline: 17/03/2026	1st call Graduation date: 23/06/2026 Registration: 20/04/2026 - 19/05/2026 Exam grade record deadline: 08/06/2026 Thesis submission deadline: 27/05/2026	1st call Graduation date: 15/09/2026 Registration: 15/06/2026 - 14/07/2026 Exam grade record deadline: 31/08/2026 Thesis submission deadline: 21/08/2026	Single call Graduation date: 02/12/2026 Registration: 31/08/2026 - 13/10/2026 Exam grade record deadline: 16/11/2026 Thesis submission deadline: 09/11/2026
	2nd call Graduation date: 22/07/2026 Registration: 20/04/2026 - 19/05/2026 Exam grade record deadline: 06/07/2026 Thesis submission deadline: 24/06/2026	2nd call Graduation date: 13/10/2026 Registration: 15/06/2026 - 14/07/2026 Exam grade record deadline: 28/09/2026 Thesis submission deadline: 16/09/2026	

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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Practical resources

Format guidelines

Structure of the thesis

Cover page (thesis template)

For further information:

[Mobility Studies Moodle page 2025/26](#)

under the section Lauree/Graduation





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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.





How to collect your diploma



The consignment of the diploma takes place on the day of your proclamation.

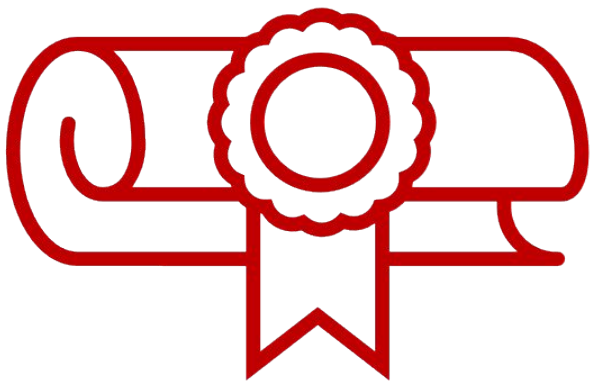
Diplomas are issued in **ITALIAN** and contain:

- The graduate's personal information
- Qualification obtained
- Graduation date

Graduates are also issued with the [Diploma Supplement](#), a digital informative report in two languages (English and Italian), describing the nature, the level, the context, the content, and the status of the studies carried out and successfully completed by the student, according to standards agreed by the European Commission, the Council of Europe and UNESCO.



How to collect your diploma



Alternatively, you can apply for **shipment of the diploma**:

- via email to 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
- 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>



**Any questions?
Get in touch!**

International desk and
Teaching administrative office:
cdl.mobilitystudies@unipd.it





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**Thank you for your
attention!**

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