

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# How to Graduate

Global Engagement Office  
International Desk @ Department of Mathematics



# The road to graduation



The Thesis



Finding a  
supervisor



Application  
in Uniweb



Deadlines



Thesis  
practicalities



Graduation  
sessions



Final  
grading



Collecting  
the diploma



## ATTENTION:

Check if any Master's degree internship is required to graduate!



# The final examination: the thesis

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

The final examination consists in an original student **thesis work** written under the guidance of a **supervisor**.

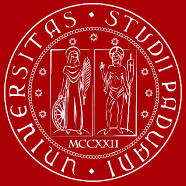
You will have then to submit your thesis and defend it to the Degree Commission in the Final Dissertation.



The thesis concerns a project, a **bibliographic research or experimental activity** in which the graduating student shall demonstrate mastery of the topics covered, ability to work independently, attitude for synthesis and communication skills.



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



# Let's find a supervisor

The **supervisor** is the person who will oversee the progress of your thesis: he or she must be a professor of the University of Padua. For students of the Department of Mathematics, the supervisor must be a professor of the University (even if he/she does not belong to the Department of Mathematics).



Get information on the research topics of the professors so that you will know more about the research they could be involved in.



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

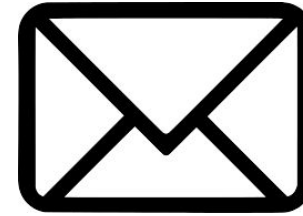
Please be reminded that each professor may supervise a maximum number of students.

**Get in contact soon!**



# Let's find a supervisor

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



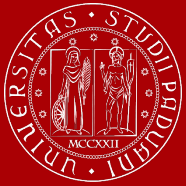
These are hours scheduled outside of class to meet with students  
On the syllabus, which you can find on [en.didattica.unipd.it](https://en.didattica.unipd.it),  
each professor publishes schedules and modality of their office hours.



**EXTRA TIP:** Remember to start working on your thesis and looking for a  
supervisor **in advance with regard to the time you are planning to graduate.**

It is a long and complex work that takes time!





## Checklist:

- ✓ Verify any additional department-based procedures to graduate
- ✓ Verify master's degree internship procedures and if it must be connected to your thesis project
- ✓ Keep in mind that the deadline for the registration of all exams and activities is 15 days before the date of graduation



Check the **specific rules** for your Master's degree:

Computational Finance: <https://computationalfinance.math.unipd.it/study-plan/>

Computer Science: <https://informatica.math.unipd.it/en/master/graduation/>

Cybersecurity: <https://cybersecurity.math.unipd.it/students/graduation/>

Data Science: <https://datascience.math.unipd.it/curricula/#graduation>

Mathematics: <https://matematica.math.unipd.it/en/master/graduation/>

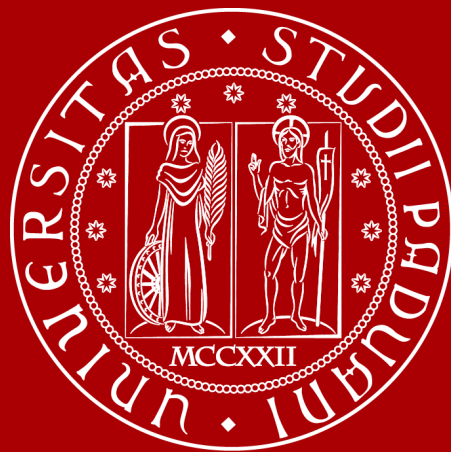


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Also check the **important deadlines for graduation** on the webpage of the Department of Mathematics:

<https://www.math.unipd.it/didattica/informazioni-per-la-laurea/>





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# How to apply in Uniweb



# How to apply in Uniweb

In order to graduate you must **register for graduation on Uniweb** by the deadline set for each graduation period.

Before registering for graduation, review the available graduation periods online:

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

Keep in mind to check the **deadlines** of your School/Department!

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



# How to apply in Uniweb

The procedure is broken down into the following steps:

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

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

2. fill in and submit the [Almalaurea questionnaire](#)

3. approval of the dissertation title by the supervisor

**4. registering for graduation** upon choosing when to graduate



# How to apply in Uniweb

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

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



# How to apply in Uniweb

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



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



# How to apply in Uniweb

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

The screenshot shows the Uniweb Graduation application dashboard. At the top, there is a navigation bar with the University of Padua logo, the text 'UNIVERSITÀ DEGLI STUDI DI PADOVA', the 'Uniweb' logo, and a menu icon. Below the navigation bar, the page title is 'Graduation application dashboard'. A message states: '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.' The main section is titled 'Student' and contains four input fields: 'First name', 'Family name', 'Student identification number', and 'Course'. Below these fields, a message states: 'No graduation application and no thesis title have been submitted.' At the bottom, there are two buttons: 'Add thesis title' (highlighted with a red circle) 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, to start inserting your thesis data.



# How to apply in Uniweb

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

- Thesis title in Italian or English
- Thesis title in English
- Abstract
- Keywords
- Thesis availability



Once submitted the thesis title and keywords cannot be modified on Uniweb

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



# How to apply in Uniweb

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

A

1

2

B

1

List of supervisors

Please review supervisors listed for your thesis

List of types of supervisors available

Type of supervisor	Min	Max	Options
Supervisor	1	1	<div>Add</div>
<div></div>			

i

No supervisor associated to your thesis

Back

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





# How to apply in Uniweb

Type in your supervisor's name in order to add them.  
For our Department, you can have only 1 thesis supervisor.

Search for supervisor

Please enter the information to search for a supervisor

Search for a supervisor

**Last/Family Name**

BackNext



# How to apply in Uniweb

Once you submitted your thesis information, your **supervisor will have to approve it**. He or she will receive a notification from the system.  
Continue by confirming your thesis information.

Confirm Thesis information

Please review your thesis information

**Thesis information**

Thesis type

Thesis title

Thesis title in English

Keywords

Thesis availability

List of your thesis supervisors

Supervisor	Supervisor type	University teacher/External staff
	Supervisor	University teacher
	<input type="text"/>	<input type="text"/>

Back Submit thesis information



# How to apply in Uniweb

After submission, you will see your thesis summary:

! **Please note that you  
can still modify the  
information at this  
point!** !

» Graduation » Thesis summary

## Thesis summary

Information on the thesis submitted

**Student**

First name

Family name

Student identification number

Course

**Thesis summary**

Thesis type

Submitted on

Thesis title

Thesis title in English

Thesis status

Alma Laurea keywords

Thesis availability

Written work

Submitted

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 in Uniweb

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

Graduation application dashboard

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

**Student**

First name	KWAD
Family name	OPOKL
Student identification number	204964
Course	BIOTECH

You have not submitted your graduation application.

**Registration on Alma Laurea**

**Thesis summary**

Thesis details	<a href="#">View thesis details</a>
Type of thesis	Written work
Thesis title	Investi throug
Thesis academic activity	BIOTEC

List of your thesis supervisors

Supervisor	Type of supervisor
BONGHI	Supervisor
RUPERTI	Assistant supervisor

**Thesis attachment missing**

**Please note that this is a mandatory step to finalize your registration!**



# How to apply in Uniweb

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

The title of the thesis approved by the supervisor in the online application and the title printed on the title page of the actual thesis must be exactly the same.

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

The screenshot shows the 'Graduation application dashboard' with a red header bar. Below the header, there is a warning message: '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.' The dashboard is divided into two main sections: 'Student' and 'Thesis summary'. The 'Student' section contains fields for 'First name', 'Family name', 'Student identification number', and 'Course'. The 'Thesis summary' section contains fields for 'Thesis details', 'Type of thesis', 'Thesis title', and 'Thesis academic activity'. A blue arrow points to the 'Add graduation application' button, which is circled in red. Another blue arrow points to the 'Registration on Alma Laurea' button.

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  
Type of thesis  
Thesis title  
Thesis academic activity

[View thesis details](#)  
Written work



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



# How to apply in Uniweb

On the following page, you will be able to select the available graduation sessions “appelli” in Italian.

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

Fill in the two questionnaires:

**List of questionnaires**

This page lists the questionnaires you can fill in.

Navigation: << ... 2 3 4 B 1 ... >>

Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *		<a href="#">Fill in</a>
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea		<a href="#">Fill in</a>

Back Next

Select your graduation session:

Choose graduation session and call

Please select graduation session and call.

**Student**

First name  
Family name  
Student identification number  
Course

**Graduation session and call**

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

Graduation call	Academic year	Session	Start date	Details
PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	18/09/2023	<a href="#">View</a>

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

Graduation call	Academic year	Session	Start date	Details
SECONDO APPELLO TERZO PERIODO A DAL 09/10/2023 AL 27/10/2023	2022/2023	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE	09/10/2023	<a href="#">View</a>

Back Next

Keep in contact with Unipd in the *Alumni association!*



# How to apply in 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, there is a navigation bar with a menu icon and a series of numbered tabs (1, 2, 3, etc.). The main content area is titled "Add your thesis title" and includes a sub-header "Please enter the information on your thesis title". The form contains several input fields: "Thesis title" (with a character count limit of 4000), "Thesis title in English" (also with a 4000 character limit), "Thesis abstract\*" (with a character count limit of 4000), and "Thesis abstract in English". Below these are five "Key word" fields and a "Level of access to the thesis\*" field. The "Type of thesis" is set to "Written work".

..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 heading "Licenza Padua Thesis and Dissertation Archive" and a paragraph explaining the license terms. Below this, there are two sections: "The user states:" followed by a list of four conditions, and "They also certify that, to the best of their knowledge, the content of the work:" followed by a list of three conditions. At the bottom, there are two buttons: "Do not grant licence" and "Grant licence". The "Grant licence" button is highlighted with a red circle. There is also an "Indietro" button at the very bottom.



# How to apply in Uniweb

To finalize the registration process click on “Complete diploma attainment application”.

Navigation icons: << < > >> 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

Diploma attainment confirmation

Please check the diploma attainment information you entered.

**Student**

First name  
Family name  
Student identification number  
Course

**Session/Term**

Academic year  
Diploma attainment session  
Starting date of diploma attainment term  
Diploma attainment term  
Term details

2022/2023  
TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE  
18/09/2023  
PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023  
[View term details](#)

**Thesis information**

Type of thesis  
Thesis title  
English title  
Abstract della tesi  
Abstract della tesi in inglese  
Parole chiave AlmaLaurea  
Modalità di consultazione della tesi  
Attività di didattica di tesi

Written work  
Kiwi fruit, postharvest, firmness, ripening, chilling injury  
Open access  
BIOTECHNOLOGY FOR CROP PRODUCTION

List of supervisors associated to the thesis

Supervisor	Type of supervisor	University teacher/Non-academic person
	Supervisor	University teacher
	Assistant supervisor	University teacher

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





# How to apply in Uniweb

At this point, your graduation request was registered and the payment link under  
**“Right to university studies, disability disclosure, summer courses”** →  
**“Payments”** in the menu will be available.

» Fees

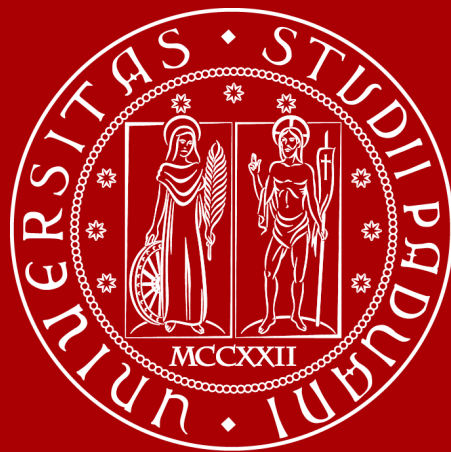
## List of Fees

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

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

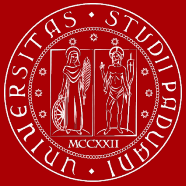
Addebiti fatturati

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
<a href="#">+ 7679899</a>	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Imposta di bollo per conseguimento titolo Year 2022/2023		16,00 €	● non pagato	ABILITATO
<a href="#">+ 7362442</a>	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: 1 di 3 - Tassa di iscrizione corsi di laurea gruppo B Year 2022/2023	30/09/2022	192,00 €	● pagato confermato	
<a href="#">+ 7041679</a>	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Tassa di immatricolazione Year 2021/2022		189,00 €	● pagato	



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**How to complete the  
procedure in Uniweb**



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# How to complete the procedure in Uniweb

When your thesis will be completed, you will have to upload it on Uniweb.

Check to have correctly paid the graduation fees.



***Remember to check the deadlines of your Degree course!***



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# How to complete the procedure in Uniweb

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

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

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

**Graduation application dashboard**

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

**Student**

First name	
Family name	
Student identification number	
Course	

[Registration on Alma Laurea](#)

**Graduation application summary**

Graduation session/call details	<a href="#">View graduation session and call details</a>
Status of your application	Submitted
Session	2° PERIODO 2022/2023
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
Graduation call start date	13/07/2023

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

**Thesis summary**

Thesis details	<a href="#">View thesis details</a>
Type of thesis	Elaborato scritto
Thesis title	thesis title

[Proceed to complete your thesis information](#)

List of your thesis supervisors

Supervisor	Type of supervisor
	Supervisor

Thesis attachment missing



# How to complete the procedure in Uniweb

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**

**Upload thesis**

Through the following pages you can upload your Thesis

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

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

**Legend:**

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

**Upload thesis**



# How to complete the procedure in Uniweb

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 in PDF/A format.

**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 in Uniweb

Graduation application dashboard

Please select your next step.

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

**Student**

First name	
Family name	
Student identification number	
Course	

Registration on Alma Laurea

**Graduation application summary**

Graduation session/call details	<a href="#">View graduation session and call details</a>
Status of your application	Submitted
Session	2° PERIODO 2022/2023
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
Graduation call start date	13/07/2023

Edit application Cancel application

**Thesis summary**

Thesis details	<a href="#">View thesis details</a>
Type of thesis	written work
Thesis title	thesis title

Repeat process to complete thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
Dr. Maria Rossi	Supervisor

List of thesis attachments

Title	Final title	Status
<a href="#">Surname Name</a>	Yes	Approved

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

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](#).





**To be admitted to the graduation session, you must:**



- 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 **sat and recorded all the examinations** of your study plan at least 15 days before the graduation dates;
- have **paid the tuition fees**;
- have **paid the revenue stamp for graduation**, otherwise your student's records cannot be approved.





# 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 different days** for the Degree Programmes of the Department of Mathematics.

➤ 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 weighted average of the exams is the ‘starting point’ to which the points for the degree are added:

**Weighted average of the exams (‘starting point’) + ‘degree points’ = final graduation grade.**

**The average has to be converted in 110.**

**For more details, check page 7 of this presentation.**





# 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:

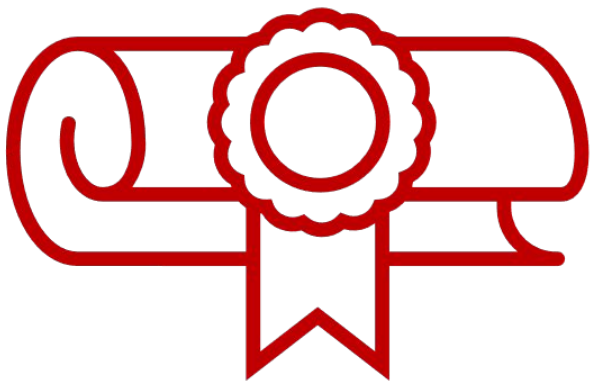
- The graduate's personal information
- Qualification obtained
- Graduation date

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.



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# How to collect your diploma



For any specific enquiry concerning your diploma you can write to:  
[consequimentotitolo.studenti@unipd.it](mailto:consequimentotitolo.studenti@unipd.it)

## Replacement of the Degree Diploma

If the original diploma gets lost or destroyed, or if the personal information changes, you can apply for a replacement diploma, by proving the change in personal information, the loss or destruction of the original. The replacement diploma complies with the layout in force at the time of application.

You can apply:

- via email to: [consequimentotitolo.studenti@unipd.it](mailto:consequimentotitolo.studenti@unipd.it)
- or via registered mail to: Ufficio Carriere studenti, Lungargine del Piovego 2/3, 35131 Padova



# Digital Certificates



Each graduate will automatically receive an email sent from the Bestr platform for the collection of the Open Badge and subsequently for the collection of the Digital Certificate.

The digital certificate will allow you to easily **share** your **educational qualification** via the main social networks and allow those who receive it to verify its authenticity automatically.

For more information:

**Open Badges:** <https://www.unipd.it/en/open-badge>

**Digital Certificates:**

<https://www.unipd.it/en/blockcerts-digital-certificates>





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# CONTACTS

Any questions?  
Get in touch with your  
**International Desk!**



[internationaldm@math.unipd.it](mailto:internationaldm@math.unipd.it)



