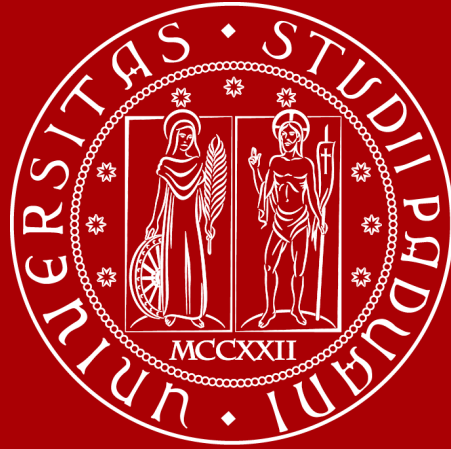




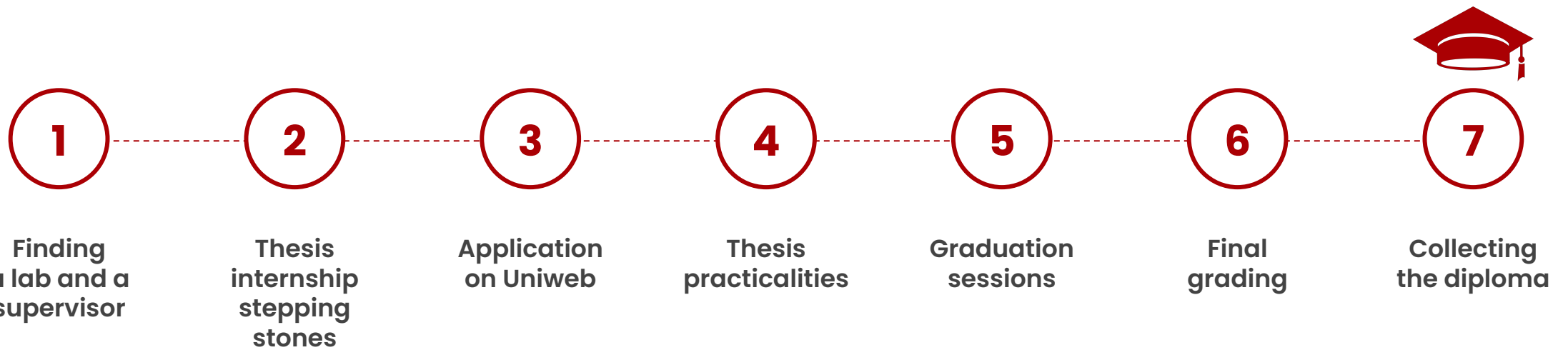
UNIVERSITÀ
DEGLI STUDI
DI PADOVA

How to Graduate

International Desk & Didactic Sector
Department of Biomedical Sciences (DSB)



The road to graduation



Meet the deadlines



The road to graduation

Second semester of your 3rd year



STAGE (internship)
5 CFU



FINAL EXAM
3 CFU

Discussion

Graduation Ceremony

GRADUATE

Two activities **STRICTLY CONNECTED,**
BUT DISTINCT!



WH question about internship

WHO?

All enrolled students, who have fulfilled the second-year requirements:

100 CFU among courses of the 1st and 2nd year + MOLECULAR BIOLOGY AND GENETICS EXAM

WHAT?

Duration of
125 hours =
5 ECTS

either in Italy or abroad, indicatively in **8 weeks**.

WHEN?

Second semester of the third year.

ADDITIONAL PERIODS MUST BE AGREED and formalized as "voluntary laboratory attendance"

WHERE?

Research laboratory of the University of Padova, or in public /private companies and organisations

WHY?

Direct practical experience in preparation of the Final exam.



Choose the lab for the internship

UNIVERSITY LAB

Information about the research topics of the laboratories can be found in the **“research” section of the Department websites:**

Example:

- [DMM](#)
- [DIBIO](#)
- [DSB](#)
- [FABIT UNIBO](#)
- [BIGEA UNIBO](#)

INTERNSHIP ABROAD

It is possible to complete an internship abroad. The [Erasmus+ Traineeship](#) or [Ulisse mobility programs](#) provide funding for scholarships. The documentation required at the beginning and end of the internship remains the same.

COMPANY INTERNSHIP

The internship may be carried out in **public or private institutions** with which the university has entered into **specific agreements**.

In case there is no active convention, it is possible to request its creation



The internship must be conducted under the **supervision of a tutor.**

UNIVERSITY TUTOR AND COMPANY TUTOR

1

University Tutor must be a faculty member of the course of study;

2

University Tutor is usually chosen by the student as Reference Professor for the final exam;

1

Company Tutor has expertise in subject areas consistent with the Course of Study;

2

Company Tutor supports the student in defining the training project and follows the student during the internship.

ATTENTION! In the internship in a university lab, corporate and university tutor
– IF IT IS A PROFESSOR OF THE COURSE OF STUDY – may coincide.



Finding a suitable laboratory where to do the internship is a complex long work! Your thesis will be based on this experience! Plan ahead of time!

Contact the faculty member in charge of the lab by checking his or her contact information or office hours from didattica.unipd.it.

In the case of an outside company, **check if there is an active agreement.**



Before and after the internship

1

BEFORE starting the internship remember to:

- **FILL OUT THE TRAINING PROJECT**
- **UPLOAD IN MOODLE THE “Self-certification of enrolment and transcript of records” AVAILABLE IN UNIWEB**

125-hour duration must be met.

In the case of additional periods, the internship will be calculated as extra-curricular.

2

UPON COMPLETION of the internship:

- **UPLOAD THE FINAL ATTENDANCE IN MOODLE**
- **GET YOUR CREDITS REGISTERED**



WH question about the final exam

WHAT?

Duration of

**75 hours =
3 ECTS**

writing,
presentation
and
discussion of
a report
(thesis)

WHEN?

Sessions established by the Academic calendar:

- February/
March;
- June/July;
- September
/October
- November/
December

WHERE?

2 Different
moments:

DISCUSSION

**GRADUATION
CEREMONY**



The final examination

The Final Exam consists of the presentation and discussion of a report, developed under the supervision of a Reference Professor:

WRITTEN REPORT (THESIS)

describing the activities attended or performed during the internship

1. DISCUSSION



6 slides to be presented in 8 minutes to the Reference Professor
+ discussion (up to 7 minutes)

2. GRADUATION CEREMONY



A synopsis of the experience,
using a single slide (2 minutes)



Celebrate with your family and friends!



Figures involved in the procedures

REFERENCE PROFESSOR

1

Reference Professor must be a faculty member of the course of study;

2

Reference Professor is usually chosen by the student as University Tutor for the internship;

ATTENTION! It is possible to choose a professor from outside the course of study to write the thesis. In this case, you may indicate him or her as a co-supervisor and choose a professor from the course as the official reference professor.



Figures involved in the procedures

THE COMMITTEES

1

The Preparatory Committee is composed of at least two members.

2

The Preparatory Committee, after the discussion of the final thesis, having received the score assigned by the Reference Professor, **determines the final score.**

1

The Graduation Committee is composed of at least five members selected among the professors of the Course of Study.

2

The Graduation Committees express the grade in hundredths, **proceed to the proclamation and award the diploma.**



Before applying for graduation

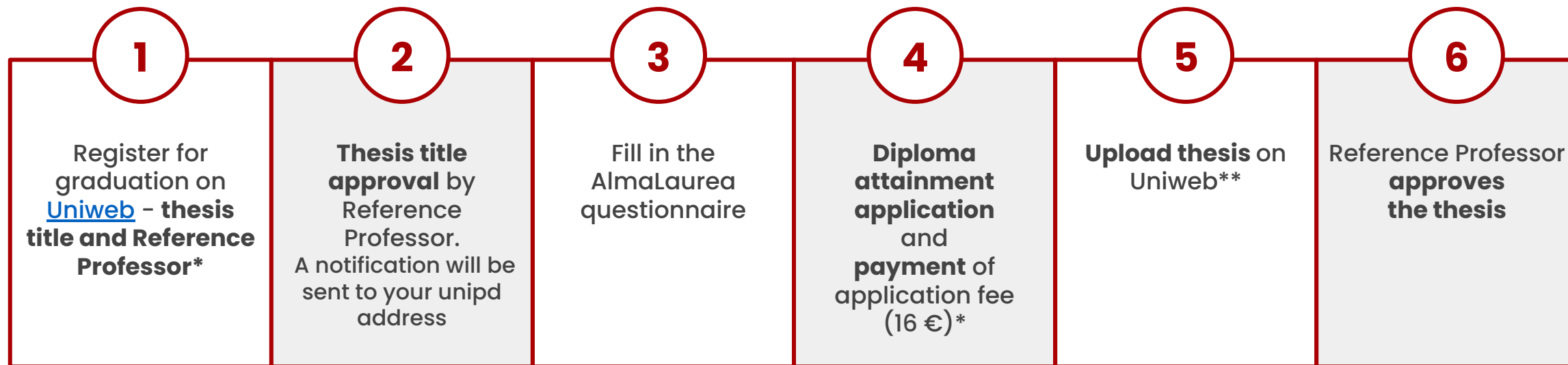
BEFORE applying for graduation, you must:

- Have taken all the examinations of your study plan at least **fifteen days before** the start of the graduation appeal and check that your study plan is in the **"approved" status**;
- Having **recorded the credits from the internship**;
- Be in good standing with the **payment of fees**;
- Respect the dates and terms of **thesis delivery**.





Apply for graduation



*The step-by-step procedure for Diploma attainment application on Uniweb is available [at this page](#).

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

Keep in mind to check the deadlines



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The deadlines

The deadlines are available on the **BHEH graduation page**
on the **Department's website**.

[CHECK THE DEADLINES](#)



You have to pay tuition fees according to the graduation period you choose.

Further information is published at:

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

SESSIONS ("Periodi")	Session for final exam ("Appello di laurea")	Degree courses DM 270/2004
FIRST SESSION ("Primo periodo")	February - March	First and second fee instalment
SECOND SESSION ("Secondo periodo")	July	All fee instalments
THIRD SESSION A ("Terzo periodo A")	September – October	
THIRD SESSION B ("Terzo periodo B")	November - December	



How to change your application

If you wish to:

**For changing dissertation information
or changing the supervisor**

you can send an email to
conseguimentotitolo.studenti@unipd.it

For changing the dissertation title

Your supervisor can freely update the thesis title
inside their Uniweb, in their assigned
undergraduate page (only be made before their
approval of the final graduation work - PDF)

More information is available [in this page](#)

If you graduate in the next period and there are no changes to the title/supervisor, you will keep the approval obtained with your first matriculation. However, you will have to pay €16.00 through the new payment slip.



The thesis structure (maximum 20 pages):

- Title page
- Dedication page (optional)
- Table of contents
- Abstract
- Text: it has to be divided into the following sections
 - Introduction/State of the Art,
 - Methodology,
 - Results - Discussion,
 - Conclusion
- Bibliography (formatted according to the style given at <https://pubmed.ncbi.nlm.nih.gov/>): references have to be strictly relevant and never more than 15-20
- Acknowledgements (optional)

Guidelines on thesis structure and thesis cover page are published [here](#)



The final degree grade is expressed in **one-hundred-and tenths (n/110)**.
The final exam is considered passed when the candidate has obtained a grade of at least **66/110**.
The maximum grade is 110/110 with honours ('cum laude').

How is it possible to increase the final graduation mark?

Criteria	Maximum points
Career speed ¹	1
Preparatory Committee's evaluation based on Quality of the curriculum of study	1
Reference Professor's evaluation	4
Total	6

¹ For Final Exam taken within December in the third academic year from the University enrolment.



For honours:

- **The Reference Professor** shall make the proposal of the possible award of honours (lode)
- **The Preparatory Committee** may award honours to students who achieve a final score of 111 or higher and at least two exams with a grade of 30 cum laude





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

Diplomas are issued in **ITALIAN**.

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.

[FAQ – Registering for graduation](#)



SELF-CERTIFICATIONS

Self-certifications **can be downloaded from Uniweb** and are useful for applications for master's degrees or post-graduate programs.

There are different types of self-certification:

For enrolled students:

- Insurance;
- Self-certification of enrolment and transcript of records;
- Self-certification of tuition fees per calendar year (current and previous year);

For graduates:

- Self-certification of academic qualification and transcript of records;
- Self-certification of tuition fees per calendar year (current and previous year).

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 Badge](#)
[Digital Certificates](#)



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Contacts

Any questions?
Get in touch!



Email to:

Administrative/Didactic Office:
didattica.biomed@unipd.it

Check frequently the DSB website at this [page](#)!



THANK YOU

MERCI, GRAZIE, OBRIGADO, MERCİ, KIA ORA, MULHUMESC, MAAKE, TERMA KASIH, RAIBH MAITH AGAT, JUSPAXAR, OBRIGADO, MATONDO, KIITOS, MOCHCHAKKERAM, SALAMAT, MULTUMESC, CHOKRANE, CAM ON BAN, RAIBH MAITH AGAT, OBRIGADO, MOCHCHAKKERAM, ASANTE, UA TSAUG RAU KOJ, MATONDO, CHOKRANE, DANK JE, RAIBH MAITH AGAT, SPASIBO, MAAKE, OBRIGADO, WELALIN, ARIGATO, MOCHCHAKKERAM, OBRIGADO, KIITOS, DANKON, NIRRINGRAZZJAK, MOCHCHAKKERAM, MULTUMESC, VINAKA, NIRRINGRAZZJAK, MAMANA, OBRIGADO, DANK JE