

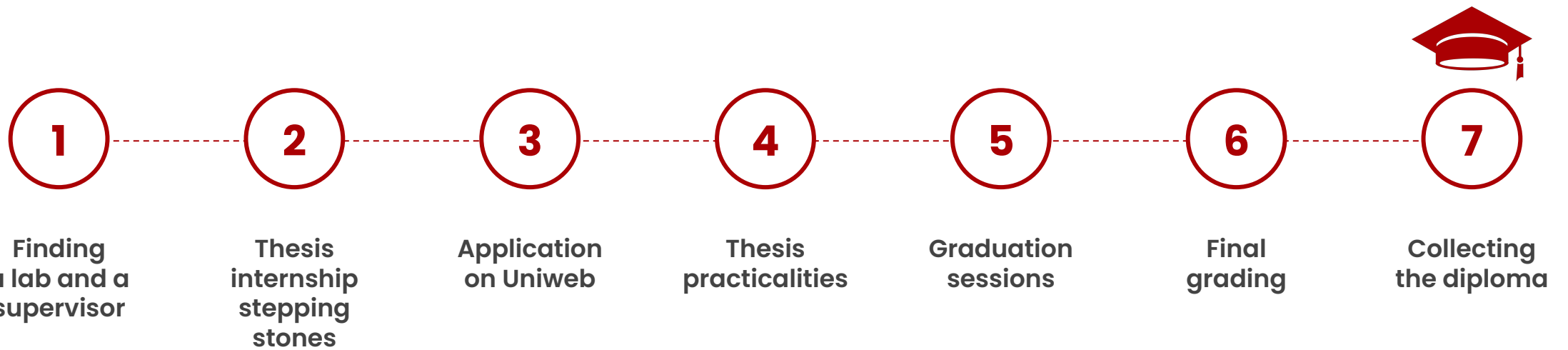
UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

# 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](https://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

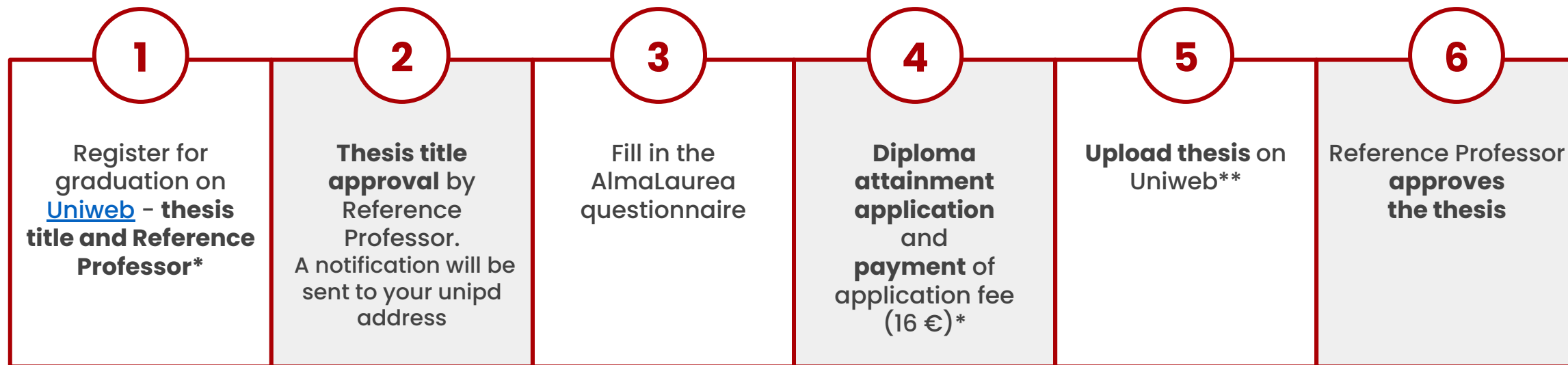
**BEFORE applying for graduation**, you must:

- 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**



**Final exam dates**  
**BIOLOGY OF HUMAN AND ENVIRONMENTAL HEALTH**  
Academic year 2024/2025

SESSIONS ("Periodi")	Application period on Uniweb* (the application is not possible before and after the period) <i>Remember: Last day until 23.59!</i>	Deadline for payment of the application fee of 16€	Deadline for registration of exams and payment of the fee instalments due	Deadline for the thesis upload on Uniweb*	THESIS DISCUSSION	GRADUATION DAY (Proclamazione)
<b>FIRST SESSION</b> ("Primo periodo") 17 February – 17 April 2025	Not available for the a.y. 2024/25					
<b>SECOND SESSION</b> ("Secondo periodo") 18 June – 25 July 2025	24 February – 6 May 2025	06/05/2025	30/06/2025	09/07/2025	Within 16/07/25	23/07/2025
<b>THIRD SESSION A</b> ("Terzo periodo A") 1 September – 25 October 2025	18 June – 15 July 2025	15/07/2025	01/09/2025	10/09/2025	Within 15/09/25	23/09/2025
<b>THIRD PERIOD B</b> ("Terzo periodo B") 3 November – 13 December 2025	18 August – 07 October 2025	07/10/2025	07/11/2025	19/11/2025	Within 24/11/25	02/12/2025

\* Please note that the deadline for the supervisor's approval is the same.



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  
[consequimentotitolo.studenti@unipd.it](mailto:consequimentotitolo.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 <sup>1</sup>	1
Preparatory Committee's evaluation based on Quality of the curriculum of study	1
Reference Professor's evaluation	4
Total	6

<sup>1</sup> 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](mailto:didattica.biomed@unipd.it)

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



A word cloud centered around the phrase "THANK YOU" in large, bold, red capital letters. The background is white. Surrounding the central text are numerous words in various sizes, orientations, and shades of gray, representing expressions of gratitude in many different languages. The words include:

- MAAKE
- TERMA KASIH
- RAIBH MAITH AGAT
- GRAZIE
- MULTUMESC
- JUSPAXAR
- OBRIGADO
- MATONDO
- KIITOS
- MOCHCHAKKERAM
- SALAMAT
- KIA ORA
- MULTUMESC
- CHOKRANE
- CAM ON BAN
- MERCY
- ASANTE
- UA TSAUG RAU KOJ
- MATUR NUWUN
- CHOKRANE
- DANK JE
- SPASIBO
- WELALIN
- ARIGATO
- NIRRINGRAZZJAK
- VINAKA
- NIRRINGRAZZJAK
- MAMANA
- DANK JE
- OBRIGADO
- KIITOS
- DANKON
- MACHCHAKKERAM
- MULTUMESC