

FAQ - Registering for graduation

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Issues while entering your graduation application

Issues with the graduation process

If you are not able to complete the graduation application, check the following steps:

1. Are you up to date with your fees for the academic year?
On the Uniweb homepage the fees “Status” indicator must be green:

Process	Status
Fees	 situazione regolare

Proceed with the payment of any outstanding taxes: refer to the section “+ Tuition fees payment” on the website <https://www.unipd.it/en/graduation>


2. Have you obtained the approval of the thesis data from your supervisor?
You can check whether the thesis data have been approved by clicking on the link “**View thesis details**”

Thesis summary

Thesis details		View thesis details
Type of thesis		
Thesis title		
Thesis academic activity		

The “Thesis summary” page will open, and you must check that “Thesis status” is **Approved**.

Thesis summary

Thesis type	
Submitted on	
Thesis title	
Thesis title in English	
Thesis abstract	
Thesis abstract in English	
Thesis status	 Submitted
Alma Laurea keywords	
Thesis availability	

If the thesis status is **Submitted** ask the supervisor to submit the approval on the system.

3. If the system prevents you from continuing with the process, displaying either “**Elimina il processo sospeso**” or “**Cancel the selected procedure**”

		
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proceed by pressing the button: the system will itself automatically, you will not lose any previously loaded data, and you will be able to complete the application.

If, after having carried out these checks, you are still unable to proceed with the degree application, send an email to conseguimentotitolo.studenti@unipd.it attaching screenshots of the followed procedure.

Adding the Supervisor and co-Supervisors

Can't find the **Supervisor** in the search menu?

While searching for the Supervisor, we recommend searching by typing **only the surname**, and be extra careful not to insert blank spaces before or after the surname.


Do you want to include a **co-Supervisor**?


Co-supervisors must be entered during the diploma attainment application, in the appropriate "List of available types of supervisors" page.

List of supervisors

Check the supervisors indicated for your thesis

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



 No information to view
No supervisor associated to the thesis

If the field is not available, it means that co-supervisors **are not allowed** for your course of study. It is also possible to enter only faculty teachers of the University of Padua (thus, **doctoral** students and/or **postgraduate** students are excluded from the search).

It is possible to request the inclusion of a co-supervisor even **after the submission of the thesis** application: so go ahead and complete the process without worrying about the co-supervisor, as he/she can be added later.

The co-supervisor can be freely included on the **thesis title page** even if not displayed in Uniweb. Alternatively, the **Supervisor** should write to conseguimentotitolo.studenti@unipd.it stating the co-supervisor's first name, last name, Italian *codice fiscale*, place and date of birth, together with the first name, last name and student number (*matricola*) of the undergraduate to be associated with. The co-supervisor will then be manually added to Uniweb.

Editing Thesis information

Have you already submitted your graduation application, but you want to **change the thesis title**?

Supervisors can freely update the thesis title (in both languages) inside their Uniweb, in their assigned undergraduate page. The update can only be made **before approving the final graduation work**. Therefore, you must coordinate with the supervisor to revise the title before they approve the thesis's PDF file.

Have you already submitted your graduation application, but you want to **change the supervisor**?

The **new supervisor** must write to conseguimentotitolo.studenti@unipd.it announcing the take over from the outgoing supervisor, the updated thesis title (only if necessary - in both languages) and also **must include** the undergraduate's student number (*matricola*).

Do you want to change the thesis' **abstract**?

The thesis' **abstract** can be changed only during the upload of the final graduation work to Uniweb. The guide is available [here](#).

Do you want to change the thesis' public **level of access**?

The thesis' **level of access** can be changed only during the upload of the final graduation work to Uniweb. The guide is available [here](#).

After your graduation, you can request to change the level of access at the [relevant backoffice](#) for your course of study, as stated on the section “+ **Gestione elaborato finale**” available at this website <https://www.unipd.it/laurearsi>

Do you want to **cancel old dissertation information**, before registering for a new graduation?

If you wish to change the Thesis' data and have yet to submit an application, or have canceled one you previously inserted, you can request to have the data removed by emailing conseguimentotitolo.studenti@unipd.it.

You will be able to proceed and enter new thesis data.

Postponing the graduation day

Do you want to move on to the **next roll call** within the same period?

If more than one set of dates is available within the same period, you can apply to graduate later in the next roll call by emailing consequimentotitolo.studenti@unipd.it before the last day of the first set of dates you initially registered for.

It is not allowed to graduate before the roll call you initially registered for.

Do you want to move to the **following graduating period**?

To graduate during the period following the one you registered for, you are required to **cancel your previous registration** on your Uniweb and submit a new one by the set deadlines. If no changes are to be made to the title/supervisor, you will keep the approval you gained on your first registration.

However, you will have to pay € 16.00 through the new payment slip for the next period.

Uploading your graduation work

What can you do if the system will not let you upload your **graduation work**?

While you are uploading your graduation work to Uniweb, and the system displays an error "*I dati precedentemente scelti non sono validi*", you must click on the blue button "**Elimina il processo sospeso**":

Elimina il processo sospeso

The system will update itself and you will be able to submit your graduation work.

Are looking for **general information** about the procedure for uploading the **thesis attachment**, questions about deadlines and classroom access during the proclamation, have **questions** about uploading or fixing errors on the **PDF/A file**?

The manual to upload your graduation work to Uniweb is available at the following website: <https://www.unipd.it/manuali-uniweb>

The procedure to upload the graduation work attachment is managed by your educational unit's office. Contact information is available at the following address: <https://www.unipd.it/segreterie-didattiche-contatti>

Do you want to **edit** the **uploaded attachment**?

If the attachment has yet to be approved by your supervisor, he/she will be able to reject it, giving you the chance to upload it again.

If the attachment has already been approved, you should contact the secretary of the department responsible for your course of study: <https://www.unipd.it/segreterie-didattiche-contatti>

Are you looking for information on **thesis format** and/or **confidentiality agreement**?

As stated on previous FAQs, you should contact the secretary of the department responsible for your course of study: <https://www.unipd.it/segreterie-didattiche-contatti>

Graduation calendars

Do you want more information on your **graduation day**?

The scheduling of discussion and proclamation days is handled by your educational unit (School or Department).

Check the dedicated page of your referring facility; you may want to contact the secretary of the department responsible for your course of study for more information: <https://www.unipd.it/segreterie-didattiche-contatti>

Information on certifications issued by the University

Do you need information about **certificates**, **self-certificates**, **diploma** or **diploma supplement**?

All information about the certifications issued by the University is available at the page <https://www.unipd.it/en/studying-padua/student-administration-and-support/certificates>

On this page you will find information on **certificates** (of enrollment, of graduation, Transcript of Records, etc..), Bachelor's and Master's **Diplomas** (<https://www.unipd.it/en/degree-diploma-collection>) and **Diploma Supplement**.

WARNING: certificates concerning Short Specialization Degrees, Specialization Schools, and Professional Qualifications is available on the relevant web pages. [Dottorato](#) e [Post-Lauream](#).