



UNIVERSITÀ
DI PAVIA

Meeting on: Thesis and Graduation Procedure

Giorgia Mazzanti

ILM - International Local Manager



UNIVERSITÀ DI PAVIA

today's topics:

Thesis overview

- thesis first steps
- the supervisor's role
- the co-supervisor's role
- academic integrity

Administration

- department graduation calendar
- graduation questionnaire
- graduation request submission

Final Steps

- thesis submission
- thesis defence
- final degree mark calculation



Thesis: first steps and general information

Your final Master Thesis is worth a substantial **32 CFU (ECTS)**

Choosing a supervisor & topic

Establish contact with your potential supervisor (relatore) in good time, ideally at the end of the **1st year**.

- The topic is chosen together, matching your interests.
- Aligns with your supervisor's core archaeological expertise.

IMPORTANT!

By the end of the 3rd semester, you must have completed and registered in your booklet:

“FIELD ARCHAEOLOGY TRAINING / MATERIAL CULTURE LABORATORY”



The supervisor's role

Supervisor's role

Your supervisor supports you in:

- Choosing topic and research question
- Providing bibliography guidance
- Advising on methods and structure
- Giving feedback on drafts

How supervision works

What to expect:

- Submit an initial structured thesis plan early
- Step-by-step chapter feedback
- Feedback takes time (min. 1 week)

Important advice

Good thesis management:

- Avoid large drafts near deadlines
- Allow time for feedback & revisions
- Only submit when supervisor approves

Time management & planning are key skills!



The Co-Supervisor Role

What is a co-supervisor?

The co-supervisor is an additional academic figure who supports your research journey.

The Supervisor will propose a suitable co-supervisor for the research topic.

How they support your thesis

- Provide **additional academic input** based on their specific expertise.
- Offer a **different discipline** perspective (interdisciplinary approach).
- Complement the work and guidance of your main supervisor.
- Engagement level varies depending on the research needs.



Academic Integrity

Anti-plagiarism regulations

Strict anti-plagiarism laws apply fully to your final thesis.

Copying work without credit is illegal and leads to immediate disciplinary actions.

Mandatory software check

Supervisors are required to run all uploaded thesis files through official plagiarism detection software before final validation.

Correct citations

Cite all sources comprehensively and correctly at all times.

Citations must be clear, complete, and consistent across your entire bibliography.

Approved Style Guides

Follow a recognized academic style guide for footnotes and bibliography.



GRADUATION EXAM CALENDAR - A.Y. 2026-2027

<p>Final deadline for submitting the online graduation application in the student portal</p> <p><i>(The procedure and all information are available here)</i></p>	<p>Final deadline for:</p> <ul style="list-style-type: none"> - Taking exams - Uploading the thesis PDF/A file in the student portal 	<p>GRADUATION EXAM SCHEDULE</p>
<p>Monday, 24th May 2027</p>	<p>Friday, 18th June 2027</p>	<p>Monday, 12th July 2027 Tuesday, 13th July 2027 Wednesday, 14th July 2027</p>
<p>Monday, 19th July 2027</p>	<p>Friday, 20th August 2027</p>	<p>Monday, 13th September 2027 Tuesday, 14th September 2027 Wednesday, 15 September 2027</p>
<p>Monday, 25th October 2027</p>	<p>Friday, 12th November 2027</p>	<p>Monday, 13th December 2027 Tuesday, 14th December 2027 Wednesday, 15th December 2027</p>
<p>Friday, 7th January 2027</p>	<p>Friday, 21st January 2028</p>	<p>Monday, 14th February 2028 Tuesday, 15th February 2028 Wednesday 16th February 2028</p>
<p>Monday, 21st February 2028</p>	<p>Monday, 13th March 2028</p>	<p>Monday, 10th April 2028 Tuesday, 11th April 2028 Wednesday, 12th April 2028</p>



Before you apply for graduation

Before you can submit your graduation application, you must complete the **Graduating Students Questionnaire**.

Why is it important?

- It collects feedback about your university experience
- It helps the University improve courses and services
- It analyses graduates' performance and outcomes
- It helps prepare your CV for the job market

You can also:

- Create and update your CV (English recommended)
- Choose what information is visible to companies
- Receive job offers and career messages
- Share your CV with employers through the University Career Service



How to complete the questionnaire

Step 1: Access Almalaurea

Access your student portal, click on the "**Degree**" option and then select "**Registration/Access to Almalaurea**" from the menu on the left.

Step 2: Registration

Proceed with registration on Almalaurea. On completion, the system will assign you **login details** for future use.

Step 3: Questionnaire & Receipt

Fill in the **GRADUATE QUESTIONNAIRE** and save the receipt. Upload it during your graduation request application.

Step 4: Finalize Application

To continue with the graduation request application, log in again to your student portal to complete the process.



Submission of the graduation request

1. Select

Select the voice
“Conseguimento titolo” in
your Student Portal.

2. Fill out

Fill out all the pages that
you see carefully.

3. Pay

Complete the payments in
the **“payments”** section of
your Student Portal.

116,00 Euro (Print of Diploma, Graduation fees, and 16€ virtual duty stamp)

Your request is not validated until payments are cleared.

Important note for non-EU students:

Your official Italian residence permit (permesso di soggiorno) must be completely valid and up-to-date. If flagged red, submit your card immediately via Filo Diretto.

**Must be done
by 1st deadline of
calendar**



Submission of the thesis

Thesis Submission – Requirements

1. Enter the **final title of your thesis** in both English and Italian
2. Enter the names of your **Supervisor and Co-Supervisor**
3. Write a short **abstract of your thesis** in both **Italian and English**
4. Upload the **abstract and thesis files** in **PDF/A format**

Once uploaded, your Supervisor will be notified and must validate the thesis within 3 days.

Important

- The final thesis must be uploaded **only in PDF/A format**
- All exams must be **passed and officially registered**

**Must be done by
2nd calendar deadline**



Thesis defence

Overview

A formal oral exam and public event where degrees are awarded through a public “**proclamation**”.

Open to anyone, including people from outside the university.

The Committee

Composed of Department members, including your **supervisor and co-supervisor**.

The most senior member chairs the meeting and delivers the final proclamation.

The Exam Process

- **Presentation:** A brief overview (aims, research, results) lasting ~10 minutes.
- **Q&A:** Answering questions usually posed by the supervisor/co-supervisor.
- **Deliberation:** The candidate leaves while the committee decides on the final mark.

Important Notes

No "Opponent": Unlike some European universities, Pavia does not assign an official "opponent" role.

Any committee member may ask searching questions or object to points made in the thesis or presentation.



Final degree mark: overview

Calculation components

The final mark is the sum of two main factors:

- Average of your exam marks
- Thesis score (0–7 points)

Exam average calculation

To ensure a fair assessment of your academic career:

- The lowest and highest marks are excluded
- The average is calculated on the remaining exams

This balanced approach values your overall performance while rewarding the quality of your final thesis work.



Starting score and honors

From Exams to Score

The average is converted into graduation points:

$$\text{Average} \times 11 \div 3$$

Examples:

25/30 → 92 pts

29/30 → 106 pts

Thesis Points

Evaluation adds 0 to 7 points:

0–1 pts: **Poor**

2–3 pts: **Fair**

4–5 pts: **Good**

6 pts: **Very Good**

7 pts: **Excellent**

Final Grade = Starting Score + Thesis Points

Maximum final mark: 110/110

Cum Laude (Lode)

Awarded only if final mark is 110/110.

- Starting point must be ≥ 103
- Not automatic if score > 110

Depends on committee evaluation of the thesis, not just the math.



IMPORTANT CONTACTS

Academic queries

For all questions related to your thesis, curriculum, and research:

Contact your supervisor

General queries

For administrative support and general information:

medarch@unipv.it

Graduation process

For technical issues with the online graduation request process:

Filo diretto



THANK YOU!

ANY QUESTIONS?

