

## Ph.D. FINAL EXAM 34<sup>th</sup> series

Following the publication of the Ministerial Decree 45/2013 “Regolamento recante modalità di accreditamento delle sedi e dei corsi di dottorato e criteri per la istituzione dei corsi di dottorato da parte degli enti accreditati” the rules for the attainment of the Ph.D. degree have changed and these rules have been included in the University regulations ‘Regolamento di Ateneo per i Corsi di dottorato di ricerca’.

The Academic Senate in its meeting of 10<sup>th</sup> April 2018 modified the guidelines for the Ph.D. students starting from the 31<sup>st</sup> series. The guidelines are available online, please read them carefully.

**In order to obtain the Ph.D. degree, the Ph.D. student are required to access the IRIS catalog and upload her/his scientific output data, if available.**

There are two steps for the submission of the request for the review of the external evaluators and the subsequent final exam, both of them are mandatory: in the first step, Ph.D. students have to fill in the online form and upload the required documents; the second step comes after the evaluators have submitted their reviews: in that phase Ph.D. students will have to upload the final version of the thesis.

### 1) First step: final exam form

The online procedure to fill in the online form for the final exam is available at [www.uniweb.unipd.it/](http://www.uniweb.unipd.it/).

After the abovementioned deadline the link will not be active.

The online service may be subject to temporary suspensions due to technical upgrades.

If Ph.D. students are not registered yet, they must register (instructions available at <http://www.unipd.it/esame-finale-consegna-tesi-dottorati>).

Once registered, it is necessary to click on “Diploma attainment” and then on “Enter diploma attainment application”.

Please note that Ph.D. students are asked to fill in the Questionnaire to subscribe to the Alumni Association and the Almaurea Questionnaire, which are part of the documents to be submitted. The receipt of the Almaurea Questionnaire will have to be uploaded together with the other attachments.

The request to sit the final exam is accepted only after the payment of the revenue stamp for the diploma. The payment must be done by logging into your Uniweb, under the heading Diritto allo Studio, disabilità/DSA e corsi estivi > Contribuzione, and must be paid according to available procedures. The receipt of the payment must not be submitted. PhD students must have regularly paid all the three-year Ph.D. course fees when they submit the online final exam form.

Ph.D. students must fill in the full form and attach the following documents:

1. Thesis in pdf/A format not heavier than 40 MB
2. Report on the activities performed during the Ph.D. course and on publications (if any), signed by the Ph.D. student and the supervisor
3. Disclaimer form available at <https://www.unipd.it/en/teaching-and-research/doctoral-degrees-phd-programmes/phd-final-exam>

under Procedure for the 34° cycle

#### 4. Receipt of the AlmaLaurea Questionnaire

The student card will have to be given back to the contact person at the Department (see list below).

### 2) Second step: upload of the final version of the thesis

Each Ph.D. student will receive an email as soon as the evaluators have submitted their reviews. Ph.D. students can read the reviews in Uniweb from the 'Diploma attainment board', by clicking on "View session/term details".

The reviews of the evaluators can:

- 1) be positive. In this case the Ph.D. student is admitted to the final exam and must wait for the final exam Committee to be appointed, the thesis must not be uploaded again; Ph.D. students can make minor publishing revisions;
- 2) specify that there are some minor revisions to be done that do not prevent the admission to the final exam. Ph.D. students must upload again the corrected version of the thesis in Uniweb within 30 days from the admission to the final exam from the evaluators and not later than 02/12/2020 at 1.00 p.m. The corrected version of the thesis must be uploaded once and is not sent for a new review;
- 3) specify that there are major revisions to be done. The Ph.D. student is not admitted to the final exam and must revise the thesis within 6 months. Therefore the Ph.D. student will have to upload the thesis again in Uniweb and the evaluators will have to submit a new review. The final version of the thesis must be uploaded once in Uniweb.

If the reviews of the evaluators disagree, the negative review prevails.

Therefore in case of major revision:

- 1) If the Ph.D. student does not modify his/her thesis, the evaluator can rewrite his/her review after the mediation or s/he can confirm the negative review. Anyway, the Ph.D. student is admitted to the final exam.
- 2) If the Ph.D. student modifies his/her thesis, the evaluators will submit a new review.
- 3) Anyway, the Ph.D. student must re-upload his/her thesis, both in the event 1) and 2) abovementioned. S/he can do it immediately and not later than 6 months from the submission of the first reviews

In order to submit the final version of the thesis to final exam committee, the supervisor must confirm the final version in Uniweb.

### ➤ Ph.D. thesis

#### 1) Thesis editing and confidentiality

- a) The rules for the thesis and title page editing are available at the following link: <http://www.unipd.it/esame-finale-consegna-tesi-dottorati> under "Regole editoriali";
- b) The thesis must be uploaded as a one file, including the summary in Italian or English or another language approved by the Course. No hard copy must be submitted;

- 2) Deposit in Padua Research Archive (IRIS)  
Information on the embargo available at  
<https://www.unipd.it/sites/unipd.it/files/2017/REG%20accesso%20aperto%20produz%20scientifica%2001082017.pdf> (see article 4, paragraph 2)

Please pay attention to the provisions of art. 5 (Confidentiality obligations) of the Patent Regulations of the University of Padua, which came into force on 28.05.2020, available at the following link [https://www.unipd.it/sites/unipd.it/files/2020/Reg\\_Brevetti\\_13052020.pdf](https://www.unipd.it/sites/unipd.it/files/2020/Reg_Brevetti_13052020.pdf)

## ➤ Other useful information

### **PhD students under a 'co-tutelage' agreement**

Within 15 days before the deadline for the submission of the final exam form through Uniweb, the Ph.D. students under a 'cotutelle' agreement will have to:

- contact the host University to gather information on the procedures and deadlines for the submission of the thesis at that University;
- submit to the Ufficio dottorato e post lauream a certification specifying the mobility period at the host University, in accordance to what stated in the agreement.

In the title page of the thesis, besides the information specified in the draft published at <http://www.unipd.it/esame-finale-consegna-tesi-dottorati> under 'Regole editoriali', the following data of the partner University must be added:

- name and seal of the partner University;
- seat of the partner Ph.D. Course/School (Department, Faculty etc.);
- name of the Ph.D. Course/School of the partner University (if available) also in the original language;
- names of both supervisors.

### **Doctor Europaeus label**

Those candidates who wish to be awarded by the "Doctor Europaeus" label, will have to inform the Ph.D. coordinator by the date stated in the timetable. By the same deadline, those candidates should submit the request for the awarding of the "Doctor Europaeus" label to the Ph.D. office by sending an email to [phd@unipd.it](mailto:phd@unipd.it) together with the certification specifying the mobility period.

For any further information please write to [phd@unipd.it](mailto:phd@unipd.it) specifying in the object "final exam 33 series".

## CONTACT PERSONS LIST

PHD COURSE	REFERENT
Animal And Food Science	Rosalba Moro
Arterial Hypertension And Vascular Biology	Domenico Mallardo / Laszlo Rinaldi
Astronomia	Alessandra Zorzi
Bioscienze	Maria Manno
Brain, mind and computer science	Giovanna Mezzetti
Diritto Internazionale e Diritto Privato e del Lavoro	Giovanna Sammartinaro
Economia e Management	Isi Vallese
Filosofia	Antonella Pittella
Fisica	Cristina Mazzucco
Fusion Science and Engineering	Fiorella Colautti
Giurisprudenza	Carlotta Sinigaglia
Human Rights, Society, And Multi-Level Governance	Elena Autizi
Ingegneria dell'informazione	Sara Borgato
Ingegneria Economico Gestionale	Gaetana Esposito
Ingegneria Industriale	Valentina Fazio
Ingegneria Meccatronica e dell'innovazione meccanica del Prodotto	Gaetana Esposito
Land, Environment, Resources, Health (LERH)	Antonella Tosatto / Ileana Dainese
Medicina dello Sviluppo e Scienze della Programmazione sanitaria	Giovanni D'Agata
Medicina molecolare	Stefano Giurisato / Eleonora Turrini
Medicina Specialistica traslazionale "G.B. Morgagni"	Alessandra Cervellin
Neuroscience	Lerose Anna Maria
Oncologia clinica e sperimentale e immunologia	Antonio Zatta
Scienza ed Ingegneria dei Materiali e delle nanostrutture	Anna Menna
Scienze biomediche	Marta Martini
Scienze Cliniche e Sperimentali	Domenico Mallardo / Laszlo Rinaldi
Scienze dell'ingegneria Civile e Ambientale	Francesco Brunetta
Scienze della Terra	Caterina Congiu
Scienze delle Produzioni Vegetali	Arcangela Tono
Scienze Farmacologiche	Daniela Strafella
Scienze Linguistiche, Filologiche e Letterarie	Zeudi Zilio
Scienze Matematiche	Loretta Dalla Costa
Scienze Molecolari	Anna Menna
Scienze Pedagogiche, dell'educazione e della Formazione	Antonella Pittella
Scienze Psicologiche	Stefania Gabrieli
Scienze Sociali: Interazioni, Comunicazione, Costruzioni Culturali	Antonella Pittella
Scienze Statistiche	Susi Ceron
Scienze Tecnologie e Misure Spaziali	Novella Cesaro
Scienze Veterinarie	Simonetta Stivanello
Storia, Critica E Conservazione Dei Beni Culturali	Attilio Fortunato
Studi Storici, Geografici E Antropologici	Federica Napolitano