

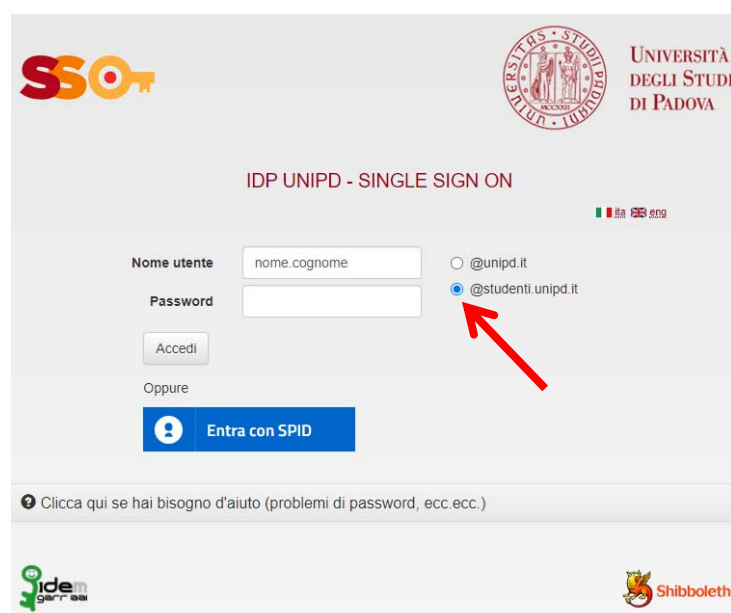
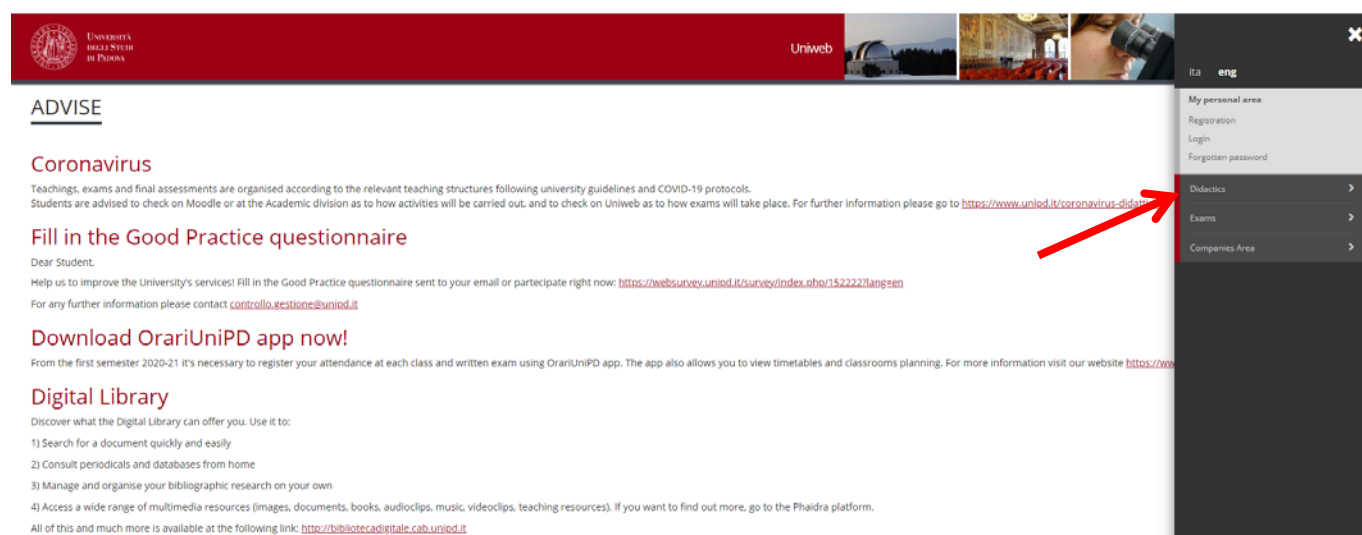
INSTRUCTIONS: PhD FINAL EXAM ON LINE FORM

Link to Uniweb through <https://uniweb.unipd.it/Home.do>

In order to access Uniweb, if you have been admitted to the final exam you need:

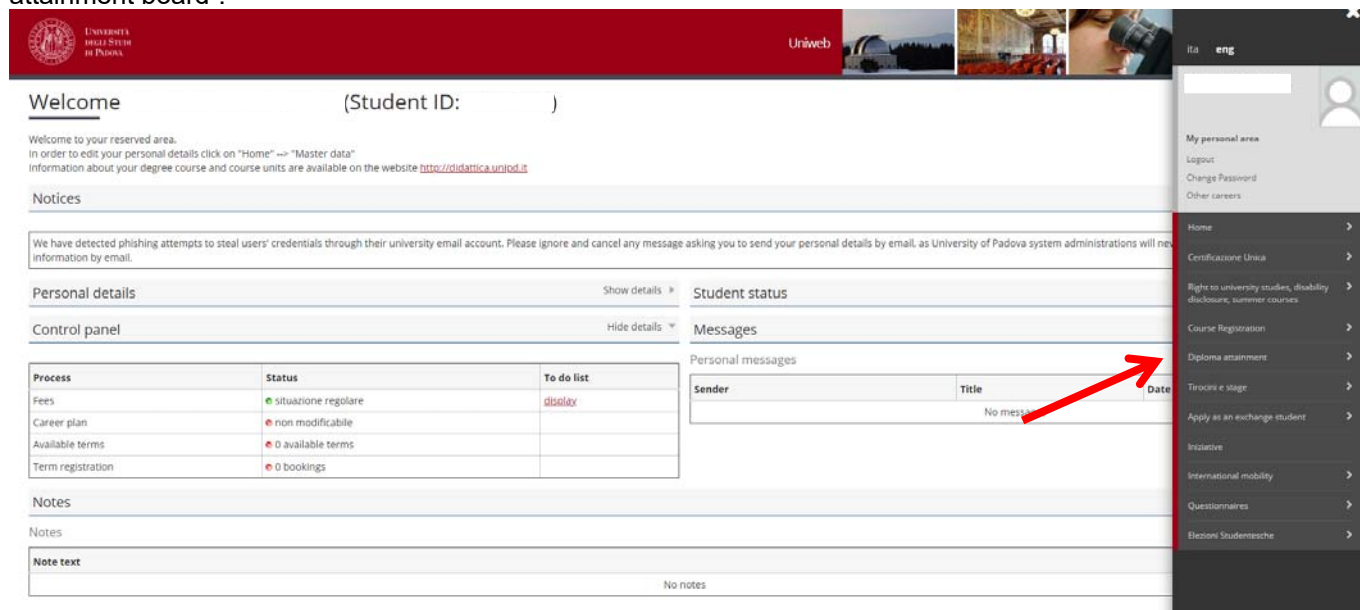
- to have the University email account @studenti.unipd.it. If you haven't activated it yet you can do it following the instructions at <https://uniweb.unipd.it/password/index.php/it/>
- to have regularly paid all the three-year PhD course fees.
You can verify the payment in Uniweb by clicking in the left menu under "Registrar's office" and then "Payments".

1. In order to access the online form for the final exam you first need to Login (left menu) and insert your username and password (they are the same valid for your University email account) as shown in the following screenshots:

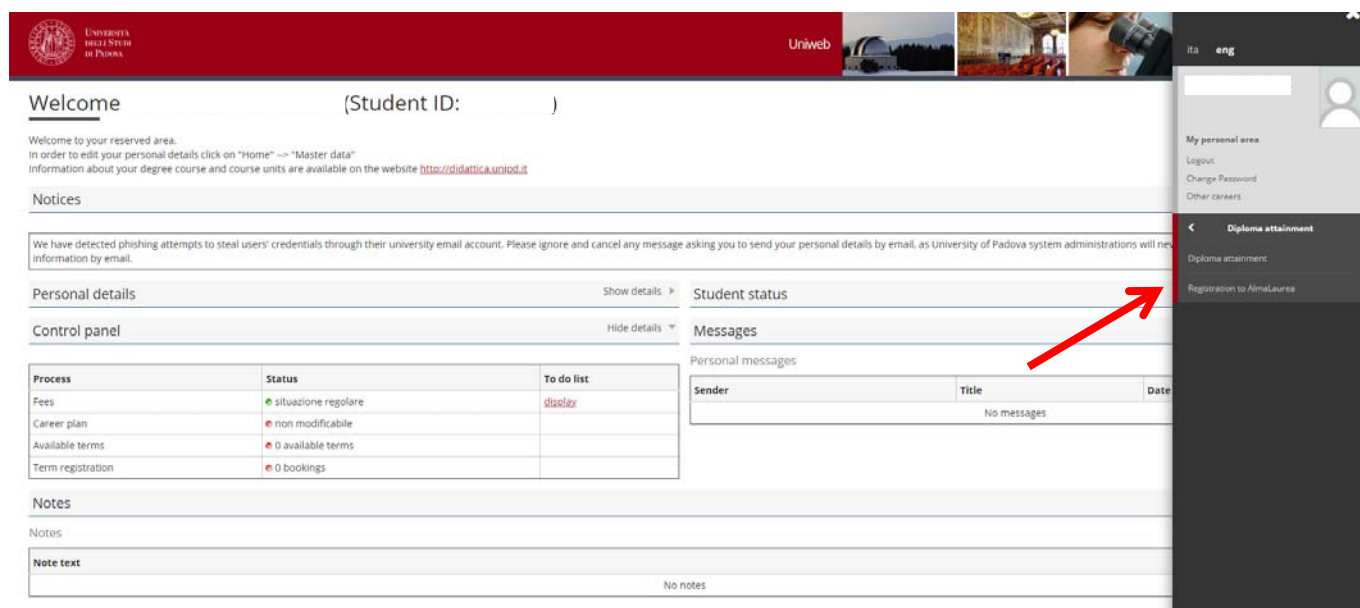


2. Once you have logged in, choose “Corso di dottorato”

3. In your personal page in Uniweb, in the left menu, click on “Diploma attainment” in order to access to “Diploma attainment board”.



The screenshot shows the Uniweb personal page. The top navigation bar includes the University of Padova logo and the Uniweb name. The main content area is titled 'Welcome (Student ID:)' and contains sections for Notices, Personal details, Control panel, Student status, Messages, and Notes. A red arrow points to the 'Diploma attainment' menu item in the left sidebar, which is highlighted in red.



The screenshot shows the Uniweb personal page. The top navigation bar includes the University of Padova logo and the Uniweb name. The main content area is titled 'Welcome (Student ID:)' and contains sections for Notices, Personal details, Control panel, Student status, Messages, and Notes. A red arrow points to the 'Registration to AlmaLaurea' menu item in the left sidebar, which is highlighted in red.

z4. Click on “Registration to AlmaLaurea”, in order to fill in the Questionnaire, following the instructions below:

- PhD students who do not have a CV in the AlmaLaurea Database need to link to <https://www.almalaurea.it/lau/registrazione/> and register themselves;

- PhD students who already have a CV in in the AlmaLaurea Database will have to add this new degree to their profile.

In order to add the degree go to the page AlmaGo! (from the section “studenti e laureati”), login with the credentials for AlmaLaurea and follow the instructions below:

- click on “Aggiungi un titolo di studio”;
- Follow “Inserisci titolo o esperienza di studio NON CERTIFICATA”;
- Select “Prossimo al conseguimento del titolo”;

- Select the University;
- Specify the PhD course data

In order to fill in the Questionnaire, after having inserted the degree, go back to the page AlmaGo! and in the section "I miei titoli" click on "Compila il questionario" next to the PhD course title.

If you lost your credentials for AlmaLaurea you can retrieve them following the instructions in the login page.

Should you experience any problem in the login phase you can write to supporto.laureati@almalaurea.it or call the free phone number 800/720772.

Should you experience any problem in the filling of the Questionnaire you can write to indagini@almalaurea.it

5. After having filled the AlmaLaurea Questionnaire, go back to the "Board" and click on "Enter diploma attainment application" to access the procedure check – list.

The screenshot shows the AlmaLaurea dashboard interface. At the top, there is a navigation bar with the University of Padua logo, the Uniweb logo, and a language selector (ita/eng). Below the navigation bar, the main content area is titled "Welcome" and includes a "Student ID" field. A red arrow points to the "Diploma attainment" menu item in the right-hand sidebar. The sidebar also contains options for "My personal area" (Logout, Change Password, Other clickers) and "Registration to AlmaLaurea". The main content area features a "Notices" section with a phishing warning, a "Personal details" section with a "Show details" link, a "Control panel" section with a "Hide details" link, a "Student status" section, a "Messages" section with a "Personal messages" table, and a "Notes" section with a "Note text" field.

The screenshot shows the "Graduation application dashboard" interface. At the top, there is a navigation bar with the University of Padua logo, the Uniweb logo, and a menu icon. Below the navigation bar, the main content area is titled "Graduation application dashboard" and includes a "Please select your next step." section with a "WARNING" message. A red arrow points to the "Add graduation application" button in the "Student" section. The "Student" section contains a form with fields for "First name", "Family name", "Student identification number", and "Course". Below the form, there is a message: "No graduation application and no thesis title have been submitted." and two buttons: "Add graduation application" and "Registration on Alma Laurea".

6. By clicking on “Diploma attainment”, as shown in the image below, you are directed to the “Choice of diploma attainment session and term”. Click now on ‘Term appello 34 ciclo’ and then on ‘next’



Conseguimento titolo

Attraverso le pagine seguenti sarà possibile effettuare l'inserimento della domanda conseguimento titolo.

Alla conferma della domanda verrà generato il max di 16 euro, relativo all'imposta di bollo del Diploma di Dottorato. Il max sarà recuperabile dal link a sinistra "DIRITTO ALLO STUDIO" all voce "TASSE"

Activity	Section	Info	Status
A - Scelta sessione e appello	Scelta sessione e appello		
	Conferma		
B - Questionari richiesti prima della conferma dell'ammissione	Selezione questionario da compilare		
C - Inserimento informazioni della tesi di laurea	Informazioni tesi di laurea		
	Gestione scelta Tesi		
	Inserimento tipo esame-Tesi		
	Ricerca ed inserimento del settore e della disciplina		
	Elenco delle tipologie dei relatori		
D - Inserimento allegati per la tesi di laurea	Informazioni tesi di laurea		
	Gestione allegati Tesi		
E - Conferma finale di inserimento informazioni domanda e tesi	Conferma		

Legend:

- Information
- Open or in progress section
- Locked section. It will be enabled once the previous sections are completed
- Section completed successfully

Conseguimento titolo



Choose graduation session and call

Please select graduation session and call.

Student

First name	
Family name	
Student identification number	
Course	

Graduation session and call

Graduation calls* Graduation call Appello Ordinario 34° ciclo of the session Esame finale dottorato 34° ciclo

Graduation call	Academic year	Session	Start date	Details
Appello Ordinario 34° ciclo	2020/2021	Esame finale dottorato 34° ciclo	01/12/2021	View

Back **Next**

Legend:
★ Mandatory Field
📄 Checklist

Graduation session and call confirmation

Please check the information entered on the previous pages

Student

First name	
Family name	
Student identification number	
Course	

Graduation session/call

Academic year	2020/2021
Graduation session	Esame finale dottorato 34° ciclo
Start date of the graduation call	01/12/2021
Graduation call	Appello Ordinario 34° ciclo
Graduation call details	View graduation call details.

Back **Next**

7. Now you are asked to choose if you want to subscribe to Associazione Alumni of the Università di Padova and to confirm your choice.

Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	•	Fill in

ALUMNI

The Alumni Association of the University of Padua aims to gather all its graduates of all ages, disciplines and origins.

Who are the Alumni? The Alumni of the University of Padua are all the graduates at bachelor, master and doctoral level of the University of Padua.

Alumni can join the Association for free.

INFORMATIVA PRIVACY

Information on treatment of personal data

We will inform you that, according to the current legislation, the personal data provided through this application (title, name, date and place of birth, sex, tax code, title and course of study, address, telephone, email) will be processed by the Alumni Association of the University of Padova in order to carry out its institutional activities (including the control of the eligibility requirements to become a member) and to provide news or information regarding the statutory mission of the Association.

The data will be processed manually or digitally and for the time strictly necessary for the pursuit of the above purposes, in full compliance with “*Regolamento Europeo – Regolamento (UE) 2016/679 del Parlamento Europeo (L.119) relativo al trattamento dei dati personali.*”

Data may be disclosed to third parties, such as information service providers, in order to pursue the same purposes and for the fulfillment of the law. In such a case, the Association will take all necessary measures to bind third parties to comply with privacy laws.

Art. 15 of GDPR – General Data Protection Regulation (UE/2016/679) foreseen, for persons concerned, the right to access their own data and to obtain deletion, rectification or integration and to oppose for legitimate reasons the treatment. Persons concerned may exercise the above-mentioned rights according to art. 15 of GDPR and communicate with the Association by sending an email to: alumni@unipd.it.

The data controller is: Associazione Alumni dell'Università degli Studi di Padova, with registered office in Padua, Via VIII Febbraio n. 2, email: alumni@unipd.it. “Data Protection Officer”, according to art.37 of the Regolamento UE 2016/679, has been nominated by data controller: you can write to “Data Protection Officer” by e-mail to privacy.alumni@unipd.it

Last update: August 2, 2018

Do you want to join the Alumni Association of the University of Padua?

- 1) YES, I would like to join the Alumni Association and I authorize the Association to use of my data for the mentioned purposes and according to the mentioned regulations.

- 2) NO, I am already a member of the Alumni Association.
- 3) NO, I do not want to join the Alumni Association.

8. After filling in the data, add the Italian thesis title (together with the English translation) and choose the language of the thesis and choose if you want to authorize the publication of the AlmaLaurea Questionnaire.

(ATTENTION: the choice must be consistent with what was chosen / declared during the completion of the AlmaLaurea questionnaire)

Upload the abstract of the thesis both in Italian and in English. If you do not have the abstract written in both languages, fill in both the fields with the same abstract.

Choose here if you want to ask for an embargo on the thesis and for how long from the drop-down menu.

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

Legend:
Mandatory Field
Checklist

Add your thesis title
Please enter the information on your thesis title

Thesis title
Type of thesis: NORMALE
Text length cannot be more than 2000 characters long

Thesis title in English
Text length cannot be more than 4000 characters long

Thesis abstract
Text length cannot be more than 4000 characters long

Thesis abstract in English
Text length cannot be more than 4000 characters long

Thesis language: English

AlmaLaurea options
 I authorize the publication of my AlmaLaurea questionnaire
 I do not authorize the publication of my AlmaLaurea questionnaire

Level of access to the thesis*
Libera consultazione
Ritardata
Embargo 30 mesi
Embargo 18 mesi
Embargo 12 mesi

Back Next

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

Legend:
Mandatory Field
Checklist

Type of final assessment
Please enter the type of final assessment

Type of examination
Type of examination* Discussione frontale

Back Next

9. Now you must state the main SSD (settore scientifico disciplinare) of your thesis.

UNIVERSITÀ
BOLZANO
DI
SOUTH
TYROL

Unweb

Legend:
★ Mandatory Field
📄 Checklist

Disciplinary Scientific Sector






Choose the Disciplinary Scientific Sector.

Disciplinary Scientific Sector

Area* -Select this area to filter or edit the scientific sector and discipline-

Back Next

10. After clicking on “next” you are directed to the page of the supervisor. Be very careful when you specify the supervisor name and surname. The names of the professors and researchers belonging to the University of Padova and of some external people are listed in the system. In the case the same person is specified both as belonging to the University of Padova (with the name of the Department) and as external, choose the first option. If your supervisor is not listed, please contact immediately the Ufficio dottorato e post lauream at the phone number 049 8276083 or write an e-mail to phd@unipd.it writing in the subject final exam - supervisor.


UNIVERSITÀ
DELLA SILENZA
DI PADOVA
Uniweb





«
3
4
5
6
»

List of supervisors

Please review supervisors listed for your thesis

List of types of supervisors available

Type of supervisor	Min	Max	Options
Supervisor	1	1	<input type="button" value="Add"/>



i
No supervisor associated to your thesis

Legend:

* Mandatory Field

Checklist

11. After having specified the supervisor (by clicking on “Add” and then “Next”), you are directed to the summary page and the confirmation of the form.


Unweb 

Thesis confirmation page

Please review the thesis information you entered.

Student

First name _____

Family name _____

Student identification number _____

Course _____

Degree course track _____ comune _____

University system _____ TRENTAQUATTRESIMO CICLO

Thesis information

Type of thesis _____ NORMALE

Thesis title _____

Thesis title in English _____

Thesis language _____

AlmaLaurea database _____

How your thesis can be accessed _____

List of your thesis supervisors.

Supervisor	Type of supervisor	Department	Role	University teacher/Non-academic person
	Supervisor	Dipartimento di Agronomia Animali Alimenti Risorse Naturali e Ambiente - DAFNAE	Professori Ordinari	University teacher

Back [Next](#)

12. Now, attachments must be uploaded - preferably in the following order - in pdf/A format. Attachments cannot exceed 40 MB each:

1. Thesis. It must be one file, including the Italian or English summary
2. Report on the activities performed during the PhD course and on publications (if any), signed by the PhD student and the supervisor
3. Disclaimer form available at
4. <https://www.unipd.it/en/teaching-and-research/doctoral-degrees-phd-programmes/phd-final-exam>
Under "Procedure for the 34° cycle"
5. Receipt of the AlmaLaurea Questionnaire

In order to upload the attachments click on "Add new attachment"



The screenshot shows the Uniweb interface for thesis attachments management. At the top, there is a red header with the University of Padua logo and the Uniweb logo. Below the header, there is a navigation bar with buttons for back, home, and search. The main content area is titled "Thesis attachments management" and includes a sub-header "Check these attachments. You can include up to 15 attachments." Below this, there is a section for "Included attachments" which states "You have not included any attachment" and a button labeled "Add new attachment". To the right, there is a legend section with a pin icon for "Legend:", a star icon for "Mandatory Field", and a checklist icon for "Checklist".

13. In the menu “Attachment Type” select from the dropdown menu the type of attachment

In the field Title, name the files as follows:

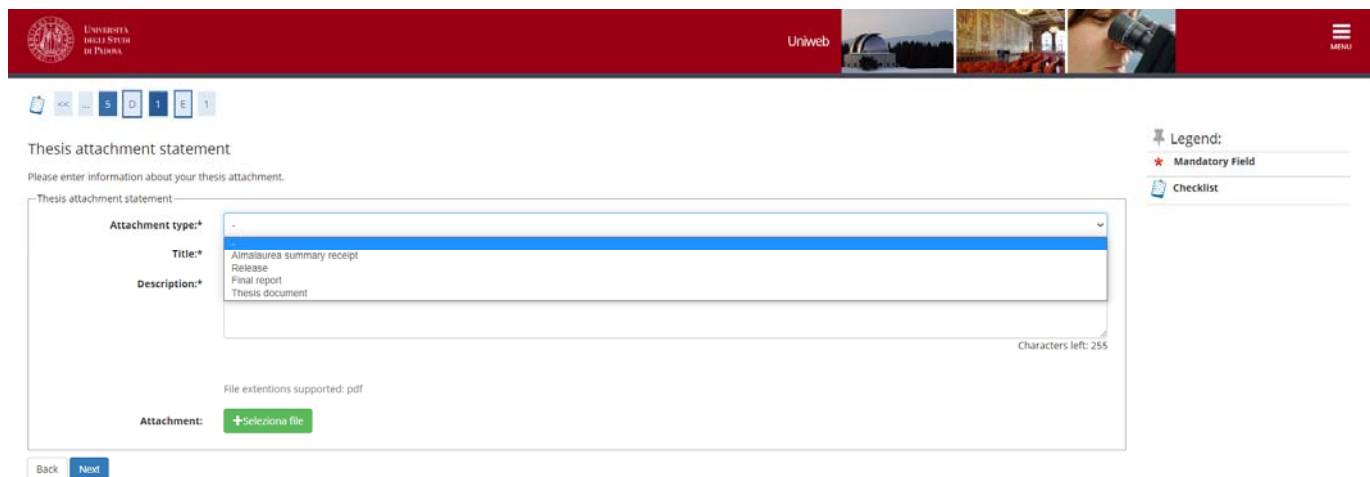
Thesis_Name_Surname

Report_Name_Surname

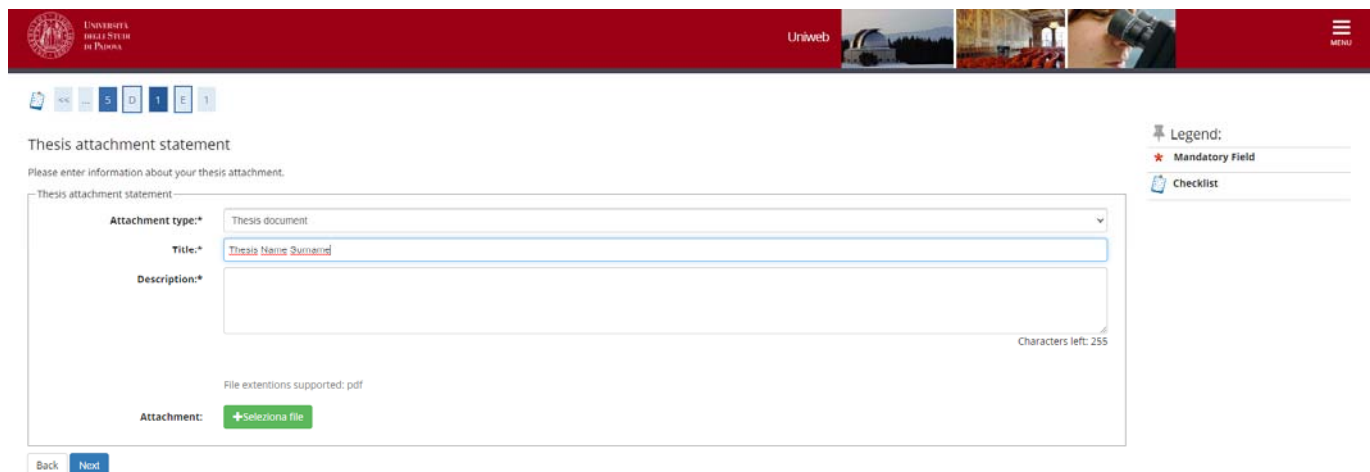
Disclaimer_form_Name_Surname

Alma laurea_receipt_Name_Surname

The attached files must be name following the same criteria as in the following screenshots



The screenshot shows the 'Thesis attachment statement' form. The 'Attachment type' dropdown menu is open, displaying options: 'Alma laurea summary receipt', 'Release', 'Final report', and 'Thesis document'. The 'Title' field is empty. The 'Description' field is empty. The 'Attachment' field has a '+Seleziona file' button. The form includes a 'Back' button and a 'Next' button. A legend on the right indicates that a red star symbol denotes a 'Mandatory Field' and a document icon denotes a 'Checklist'.



The screenshot shows the 'Thesis attachment statement' form. The 'Attachment type' dropdown menu is now set to 'Thesis document'. The 'Title' field is filled with 'Thesis Name Surname'. The 'Description' field is empty. The 'Attachment' field has a '+Seleziona file' button. The form includes a 'Back' button and a 'Next' button. A legend on the right indicates that a red star symbol denotes a 'Mandatory Field' and a document icon denotes a 'Checklist'.













14. After the upload of all the attachments click on “Next”

UNIVERSITÀ DEL SALENTO
UNIWEB

Thesis attachments management

Check thesis attachments. You can include up to 15 attachments.

Included attachments

Tipologia	Title	Stato	Options
Thesis document		Inserito	  
Alma laurea summary receipt		Inserito	  
Release		Inserito	  
Final report		Inserito	  

Legend:
 * Mandatory Field
 Checklist

Add new attachment

Back Next

15. Click on “Complete diploma attainment application”.

UNIVERSITÀ DEL SALENTO
UNIWEB

Diploma attainment confirmation

Please check the diploma attainment information you entered.

Student

First name
 Family name
 Student identification number
 Course


Thesis information

Type of thesis NORMALE
 Thesis title
 English title
 Abstract della tesi
 Abstract della tesi in inglese
 Thesis language
 Modalità di consultazione della tesi

List of supervisors associated to the thesis

Supervisor	Type of supervisor	University teacher/Non-academic person
	Supervisor	University teacher

Back Complete diploma attainment application



16. If you want you can print the online form. An online copy will however be stored in Uniweb.

UNIVERSITÀ DEL SALENTO
UNIWEB

Consegna online - Graduation application summary

Graduation application overview

Information on your graduation application.

Student

First name
 Family name
 Student identification number
 Course

Graduation application summary

Application status Submitted
 Academic year 2020/2021
 Graduation session Esame finale dottorato 34° ciclo
 Graduation call start date 01/12/2021
 Graduation call Appello Ordinario 34° ciclo
 Graduation call details [View graduation call details](#)

Back to graduation dashboard Print application

17. By clicking on “Back to graduation dashboard” you are directed to the following page

UNIVERSITÀ DEL SALENTO
UNIBREW

Graduation application dashboard

Please finish your first step.
SEARCHING

Before completing your graduation application please review and, if necessary, update your contact details and consents under PROFILE-MASTER DATA in the "Personal record" page.

Student

First name: _____
 Family name: _____
 Student identification number: _____
 Course: _____

Registration on Alma Laurea

Graduation application summary

Graduation session/call details	View Registration session and call details
Status of your application	Submitted
Session	Esame Triennale Ordinaria 24° ciclo
Graduation call	Appello Ordinaria 24° ciclo
Graduation call start date	21/12/2021

Thesis summary

Thesis details: [View Thesis details](#)
 Type of thesis: NDIRISALE
 Thesis title: _____

List of your thesis supervisors


Supervisor	Type of supervisor
Supervisor	Supervisor


List of thesis attachments

Type	Title	Description	Final title	Status
Thesis document			No	Inserito
AlmaLaurea summary receipt			No	Inserito
Release			No	Inserito
Final report			No	Inserito

Giudizio ammissione
Giudizio non disponibile

18. If you notice some mistakes, from this page (Diploma attainment Board) you can click on “Attach your thesis” and then on “Degree Thesis Attachments”, and you can substitute the attached files or add new files. Remember that these modifications are allowed only up to the date available in the timetable.

In order to change the attachment, first you need to remove the previous one by clicking on the icon  and then you will have to upload the new one

If, on the other hand, you only need to modify the field ‘Title’ you have to click on the icon 

UNIVERSITÀ DEL SALENTO
UNIBREW

Thesis attachments management

Check thesis attachments. You can include up to 15 attachments.

Included attachments

Tipologia	Title	Stato	Options
Thesis document		Inserito	
AlmaLaurea summary receipt		Inserito	
Release		Inserito	
Final report		Inserito	

Legend:


- Mandatory Field
- Checklist

Add new attachment

Back Next




From the page “Diploma attainment Board” if you click on “View session/term details”, you will be able to see the reviews of the external evaluators, once uploaded.

19. If you have modified or uploaded the attachments, remember to confirm the new attachments by clicking on 'Confirm Thesis attachments'




UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Servizi online



Home ita eng


Studente



LORENZO MESSA

Reserved Area
Logout
Change Password
Other careers

Home
Certificazione Unica
Registrar's Office
Course Registration
Diploma attainment
Diploma attainment
Registration to AlmaLaurea
Tirocini e stage

 1 B 1

Confirm thesis attachments

Check thesis attachments.

List of attachments associated to the thesis.

Tipo	Title	Description	Stato
RICEVUTA RIEPILOGO ALMALAUREA	Almalaurea_receipt_Marco_Rossi		Inserito
Liberatoria	Deposit_agreement_Marco_Rossi		Inserito
Relazione finale	Report_Marco_Rossi		Inserito
Documento di tesi	Thesis_Marco_Rossi		Inserito

[Back](#) [Confirm thesis attachments](#)

20. If you must upload your thesis because you were asked to make minor or major revisions, you must upload it through the screenshot showed at point 16. Name your thesis final_thesis_Name_Surname

ATTENTION: during the upload of the final thesis after a minor or a major revision, it is no longer possible to modify the title of the thesis entered before. If you have to modify it as a result of the suggestion by the reviewers, BEFORE YOUR SUPERVISOR APPROVES THE THESIS IN UNIWEB, send a reasoned request to modify it, by writing an email to phd@unipd.it (in cc your supervisor and the Ph.D.coordinator) and specify the new title both in Italian and in English.

The file of the final thesis cannot be substituted. In case of error, contact Ufficio dottorato e post lauream.

INFORMATION on how to pay the revenue stamp on the Ph.D. diploma through the PAGO PA system is available at the following link <https://www.unipd.it/en/pagopa>