

INSTRUCTIONS: PhD FINAL EXAM ON LINE FORM

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

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

- have your University email account @studenti.unipd.it activated. If you haven't activated it yet you can follow the instructions at <https://uniweb.unipd.it/password/index.php/it/>
- have regularly paid all the three-year PhD course fees.
You can verify the payment on 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 (menu on the right side) and insert your username and password (the same you use for your University email account) as shown in the following screenshots:

UNIVERSITÀ DEGLI STUDI DI PADOVA Uniweb

ADVISE

Coronavirus

Teachings, exams and final assessments are organised according to the relevant teaching structures following university guidelines and COVID-19 protocols. Students are advised to check on Moodle or at the Academic division as to how activities will be carried out, and to check on Uniweb as to how exams will take place. For further information please go to <https://www.unipd.it/coronavirus-digital>

Fill in the Good Practice questionnaire

Dear Student,

Help us to improve the University's services! Fill in the Good Practice questionnaire sent to your email or participate right now: <https://websurvey.unipd.it/survey/index.php/152222?lang=en>

For any further information please contact controllo.gestione@unipd.it

Download OrariUniPD app now!

From the first semester 2020-21 it's necessary to register your attendance at each class and written exam using OrariUniPD app. The app also allows you to view timetables and classrooms planning. For more information visit our website <https://www.unipd.it/orari>

Digital Library

Discover what the Digital Library can offer you. Use it to:

- 1) Search for a document quickly and easily
- 2) Consult periodicals and databases from home
- 3) Manage and organise your bibliographic research on your own
- 4) Access a wide range of multimedia resources (images, documents, books, audioclips, music, videoclips, teaching resources). If you want to find out more, go to the Phaidra platform.

All of this and much more is available at the following link: <http://bibliotecadigitale.cab.unipd.it>

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- My personal area
- Registration
- Login
- Forgotten password
- Didactics >
- Exams >
- Companies Area >

SSO+ UNIVERSITÀ DEGLI STUDI DI PADOVA

IDP UNIPD - SINGLE SIGN ON

Nome utente: nome.cognome

Password: [input field]

Accedi

Oppure

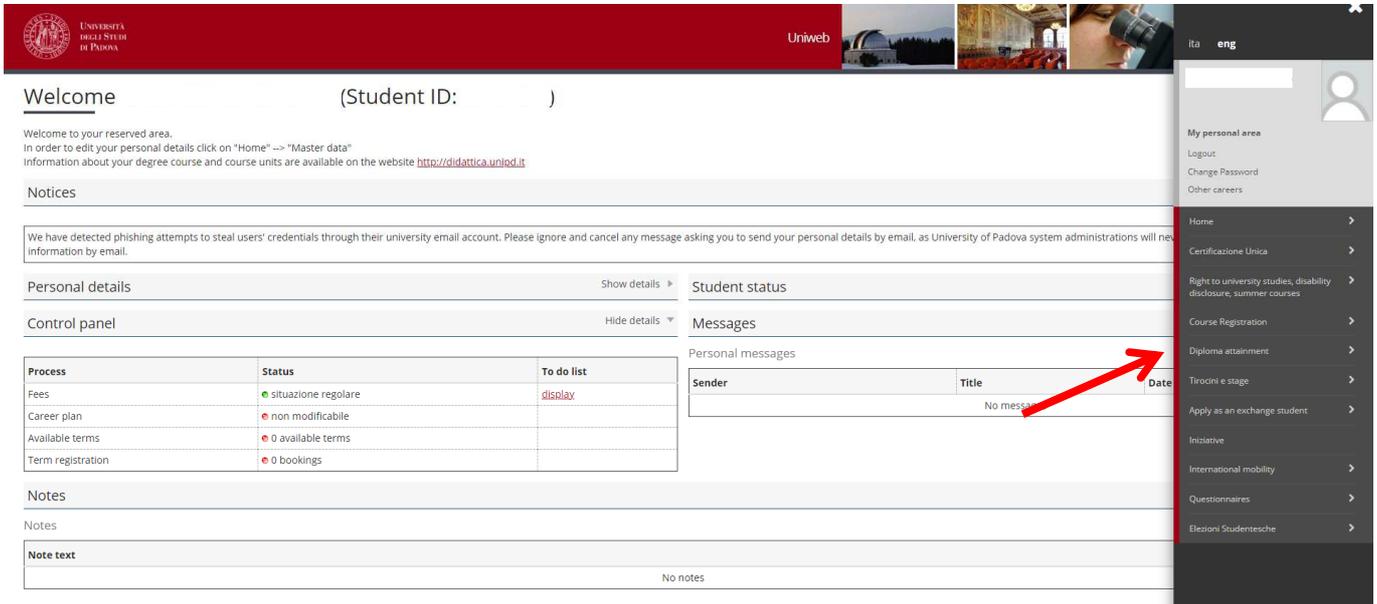
Entra con SPID

Clicca qui se hai bisogno d'aiuto (problemi di password, ecc. ecc.)

idem Shibboleth

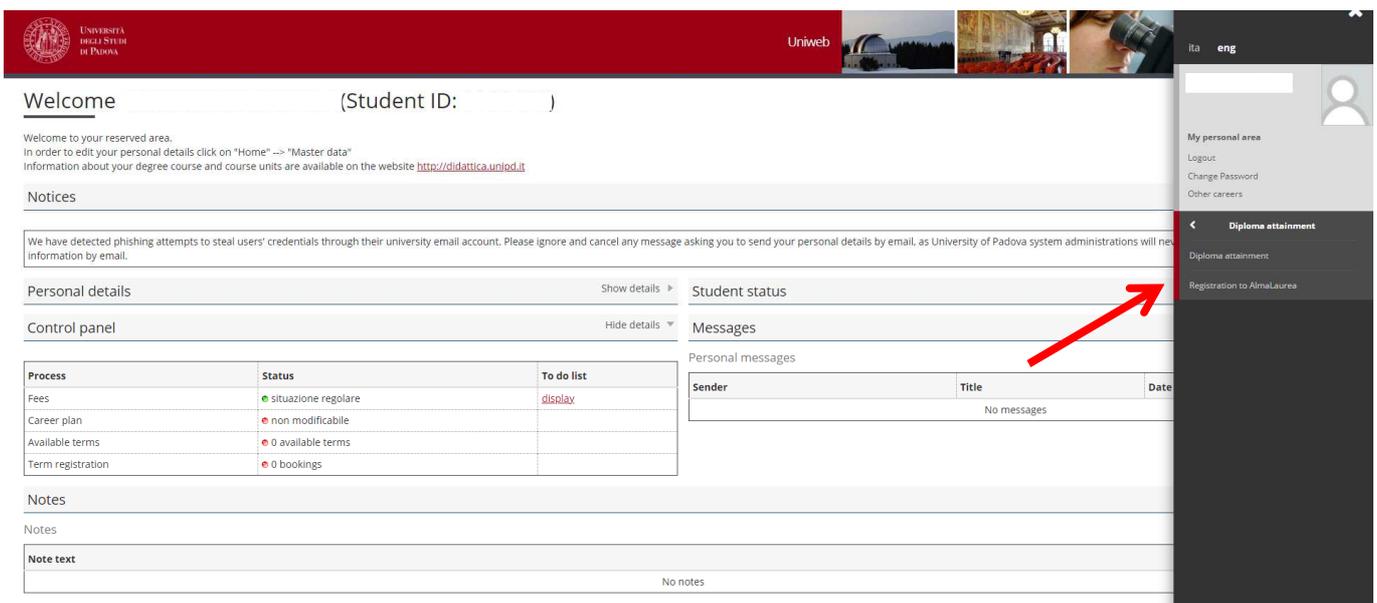
2. Once you are logged in, choose “Corso di dottorato”

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



The screenshot shows the Uniweb personal page for a student. The top navigation bar includes the University of Padova logo and the Uniweb name. The main content area is divided into several sections: Welcome, Notices, Personal details, Control panel, Process, Status, To do list, Student status, Messages, and Personal messages. A red arrow points to the 'Diploma attainment' option in the right sidebar menu.

Process	Status	To do list
Fees	● situazione regolare	display
Career plan	● non modificabile	
Available terms	● 0 available terms	
Term registration	● 0 bookings	



The screenshot shows the Uniweb personal page for a student. The top navigation bar includes the University of Padova logo and the Uniweb name. The main content area is divided into several sections: Welcome, Notices, Personal details, Control panel, Process, Status, To do list, Student status, Messages, and Personal messages. A red arrow points to the 'Registration to AlmaLaurea' option in the right sidebar menu.

Process	Status	To do list
Fees	● situazione regolare	display
Career plan	● non modificabile	
Available terms	● 0 available terms	
Term registration	● 0 bookings	

4. Click on “Registration to AlmaLaurea” in order to fill the Questionnaire and follow the instructions below:

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

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

In order to add the degree go to the page **AlmaGo!** (from the section “Studenti e laureati”), log in with the AlmaLaurea access data 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 procedure you can write to supporto.laureati@almalaurea.it or call the free phone number 800720772 (from Italy).

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

5. After filling the AlmaLaurea Questionnaire, go back to the **“Board”** and click on **“Enter diploma attainment application”** to access the procedure checklist.

Welcome (Student ID:)

Welcome to your reserved area.
In order to edit your personal details click on "Home" -> "Master data"
Information about your degree course and course units are available on the website <http://didattica.unipd.it>

Notices

We have detected phishing attempts to steal users' credentials through their university email account. Please ignore and cancel any message asking you to send your personal details by email, as University of Padova system administrations will never request information by email.

Personal details Show details ▶ Student status

Control panel Hide details ▼ Messages

Process	Status	To do list
Fees	● situazione regolare	display
Career plan	● non modificabile	
Available terms	● 0 available terms	
Term registration	● 0 bookings	

Personal messages

Sender	Title	Date
No messages		

Notes

Notes

Note text

No notes

Navigation menu: My personal area, Logout, Change Password, Other careers, **Diploma attainment**, Diploma attainment, Registration to AlmaLaurea

Graduation application dashboard

Please select your next step.
WARNING
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME-MASTER DATA, in the "Personal record" page.

Student

First name

Family name

Student identification number

Course

No graduation application and no thesis title have been submitted.

[Add graduation application](#) [Registration on Alma Laurea](#)

6. Click on “Diploma attainment”, as shown in the image below, to be directed to the “Choice of diploma attainment session and term” section. Click now on ‘Term appello 35 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 mav di 16 euro, relativo all'imposta di bollo del Diploma di Dottorato. Il mav 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		
	Selezione questionari da compilare		
B - Questionari richiesti prima della conferma dell'ammissione	Informazioni tesi di laurea		
	Gestione scelta Tesi		
	Inserimento tipo esame-Tesi		
	Ricerca ed inserimento del settore e della disciplina		
	Elenco delle tipologie dei relatori		
C - Inserimento informazioni della tesi di laurea	Informazioni tesi di laurea		
	Gestione allegati 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 whether you want to subscribe to Associazione Alumni of the Università di Padova. Confirm your choice.

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

Legend:

- Mandatory Field
- Checklist
- Questionnaire completed
- Questionnaire not completed
- Compulsory questionnaire not completed

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 Padua 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) select the language of the thesis and declare whether you want to authorize the publication of the AlmaLaurea Questionnaire.
 (PLEASE NOTE: the choice must be consistent with what was chosen / declared during the completion of the AlmaLaurea questionnaire)
 Upload the abstract of the thesis in English.
 Choose here if you want to ask for an embargo on the thesis and the duration from the drop-down menu.

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

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 a directory of external experts are already 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 di ricerca at the phone number 049 8276083 or write an e-mail to phd@unipd.it with the subject “Final exam – supervisor”.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Uniweb

3 4 5 6 D

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	Add

No supervisor associated to your thesis

Back

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 form confirmation.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Uniweb

4 5 6 D 1

Thesis confirmation page

Please review the thesis information you entered.

Student

First name

Family name

Student identification number

Course

Degree course track

University system

comune

TRENTAQUATTRESIMO CICLO

Thesis information

Type of thesis

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	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. Upload one single 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
Disclaimer form under “Procedure for the 36th cycle” available at <https://www.unipd.it/en/teaching-and-research/doctoral-degrees-phd-programmes/phd-final-exam>
3. Receipt of the AlmaLaurea Questionnaire

In order to upload the attachments click on “Add new attachment”

Thesis attachments management

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

Included attachments

You have not included any attachment

[Add new attachment](#)

[Back](#)

Legend:

- Mandatory Field
- Checklist

13. In the menu "Attachment type" select the type of attachment from the dropdown menu.

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

Thesis attachment statement

Please enter information about your thesis attachment.

Thesis attachment statement

Attachment type:* -

Title:*
Alma laurea summary receipt
Release
Final report
Thesis document

Description:*

File extensions supported: pdf

Attachment: [+Seleziona file](#)

Characters left: 255

[Back](#) [Next](#)

Legend:

- Mandatory Field
- Checklist

Thesis attachment statement

Please enter information about your thesis attachment.

Thesis attachment statement

Attachment type:* Thesis document

Title:*
Thesis Name Surname

Description:*

File extensions supported: pdf

Attachment: [+Seleziona file](#)

Characters left: 255

[Back](#) [Next](#)

Legend:

- Mandatory Field
- Checklist

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

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	

[Add new attachment](#)

[Back](#) [Next](#)

Legend:
★ Mandatory Field
 Checklist

15. Click on “Complete diploma attainment application”.

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. However, an online copy will be available on Uniweb.

Conseguimento titolo 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 DELLA STUDI DI PADOVA Uniweb MENU

Graduation application

Graduation application dashboard

Please select your next step:
WARNINGS
 Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME/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 graduation session and call details](#)
 Status of your application Submitted
 Session Esame finale dottorato 34° ciclo
 Graduation call Appello Ordinario 34° ciclo
 Graduation call start date 01/12/2021

[Print your graduation application](#)

Thesis summary

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

[Edit your thesis](#) [Attach your thesis](#)

List of your thesis supervisors

Supervisor	Type of supervisor
Supervisor	Supervisor

List of thesis attachments

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

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 replace the attached files or add new files. Remember that these modifications are allowed only up to the deadline in the timetable.

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

If you only need to modify the field 'Title' you have to click on the icon 

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

From the page “Diploma attainment Board”, if you click on “View session/term details”, you can 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**

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

20. If you need to 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 you entered before. **If you have to modify it as a result of the suggestion by the reviewers, BEFORE YOUR SUPERVISOR APPROVES THE THESIS ON 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 di ricerca.

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>