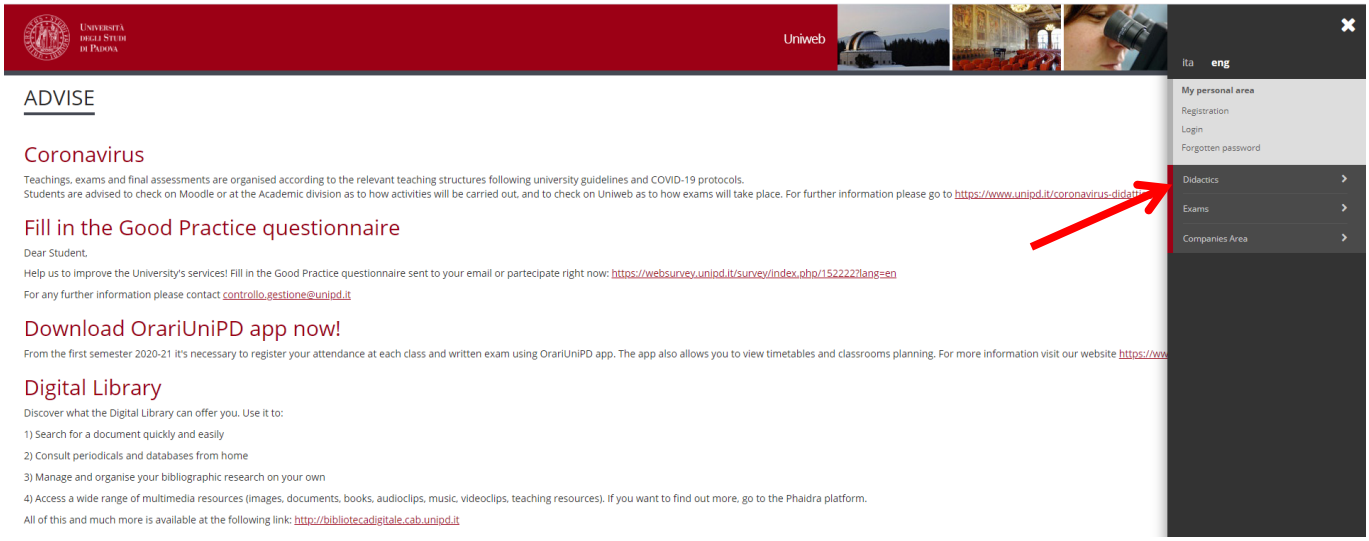
INSTRUCTIONS: PhD FINAL EXAM ON LINE FORM

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

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

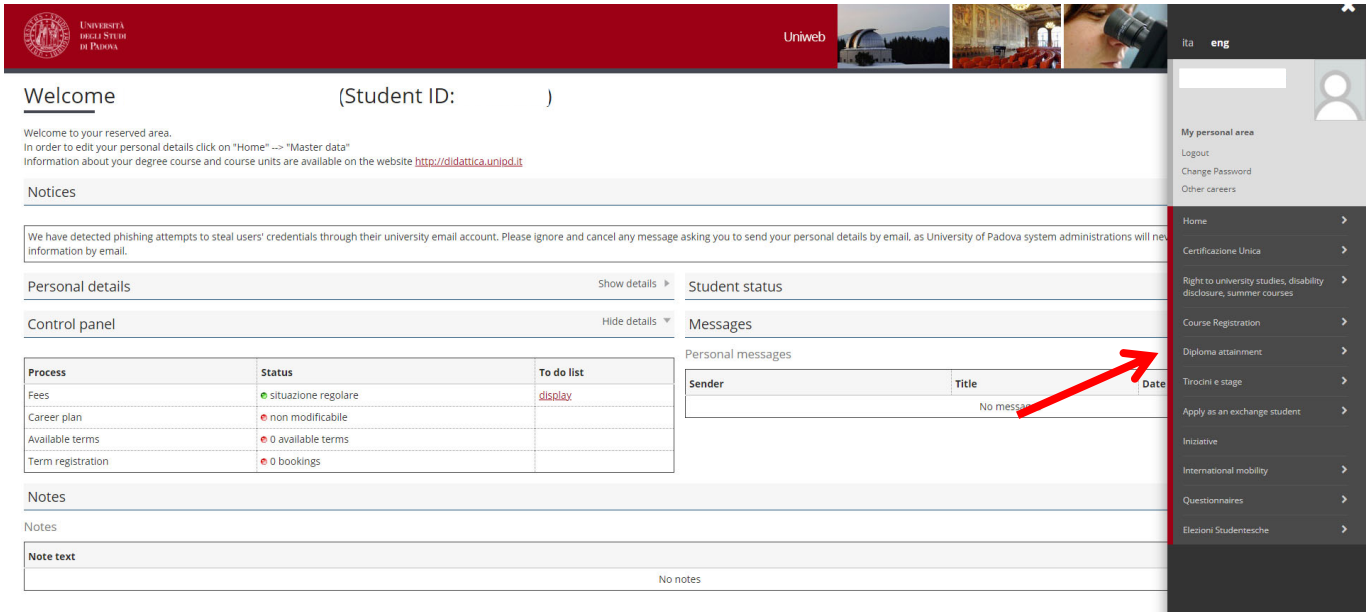
- have your University email account @studenti.unipd.it activated. If you haven't activated it yet you can follow the instructions at https://uniweb.unipd.it/password/index.php/it/
- have regularly paid all the three-year PhD course fees.
  You can verify the payment on Uniweb by clicking in the left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

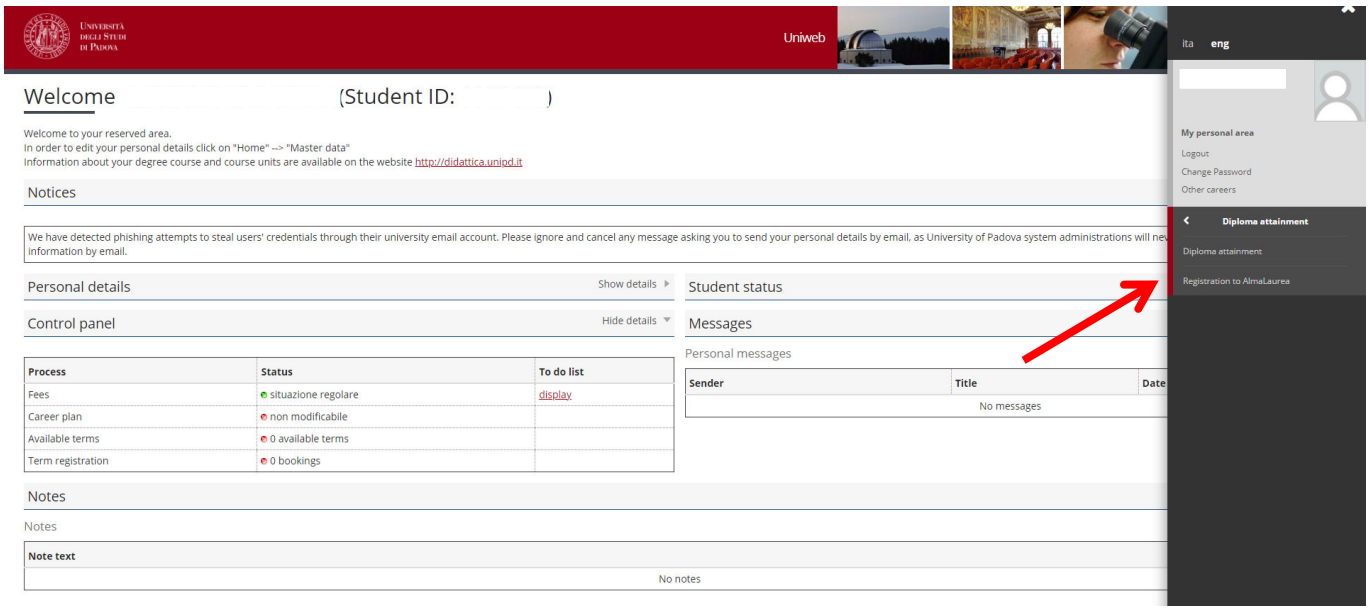
1. In order to access the online form for the final exam you first need to Login (menu on the right side) and insert your username and password (the same you use for your University email account) as shown in the following screenshots:



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”.





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 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

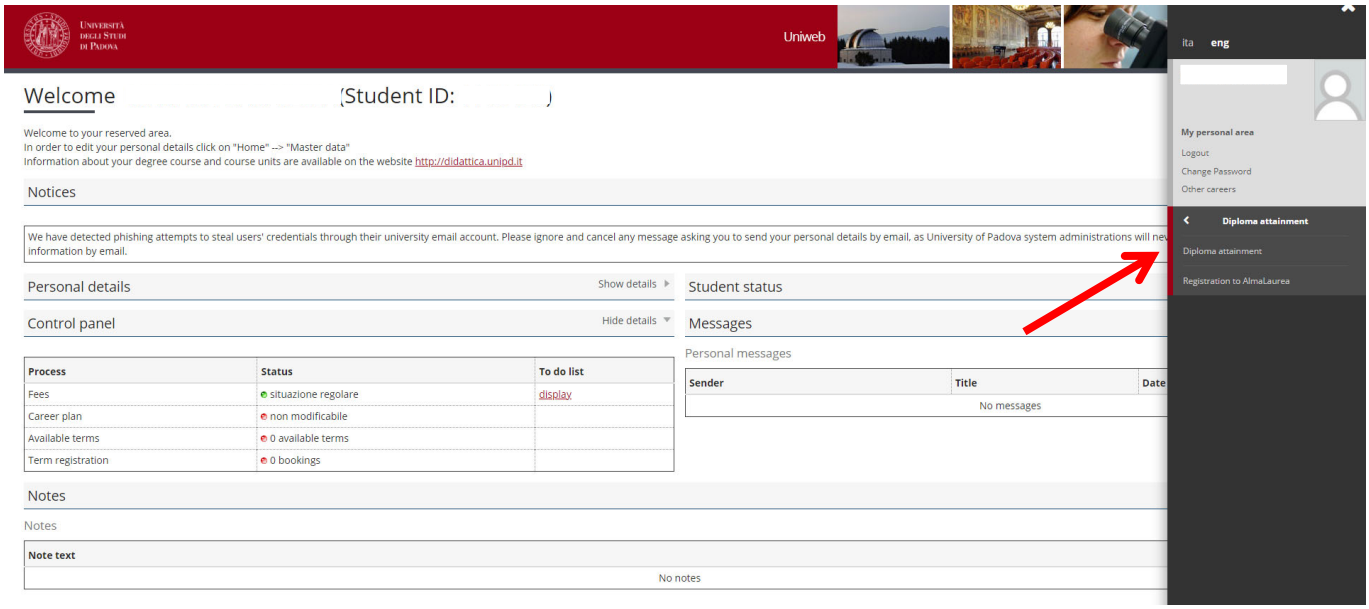
In order to fill in the Questionnaire, after having inserted the degree, go back to the page AlmaGo! and in the section “**I miei titoli**” click on "**Compila il questionario**" next to the PhD course title.

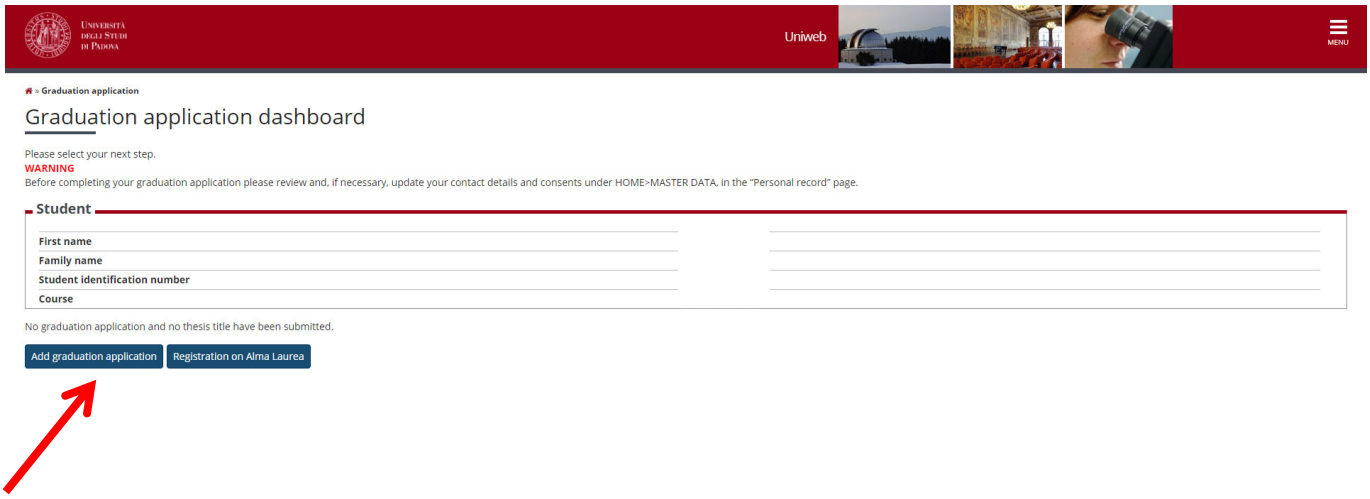
If you lost your credentials for AlmaLaurea you can retrieve them following the instructions in the login page.

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).

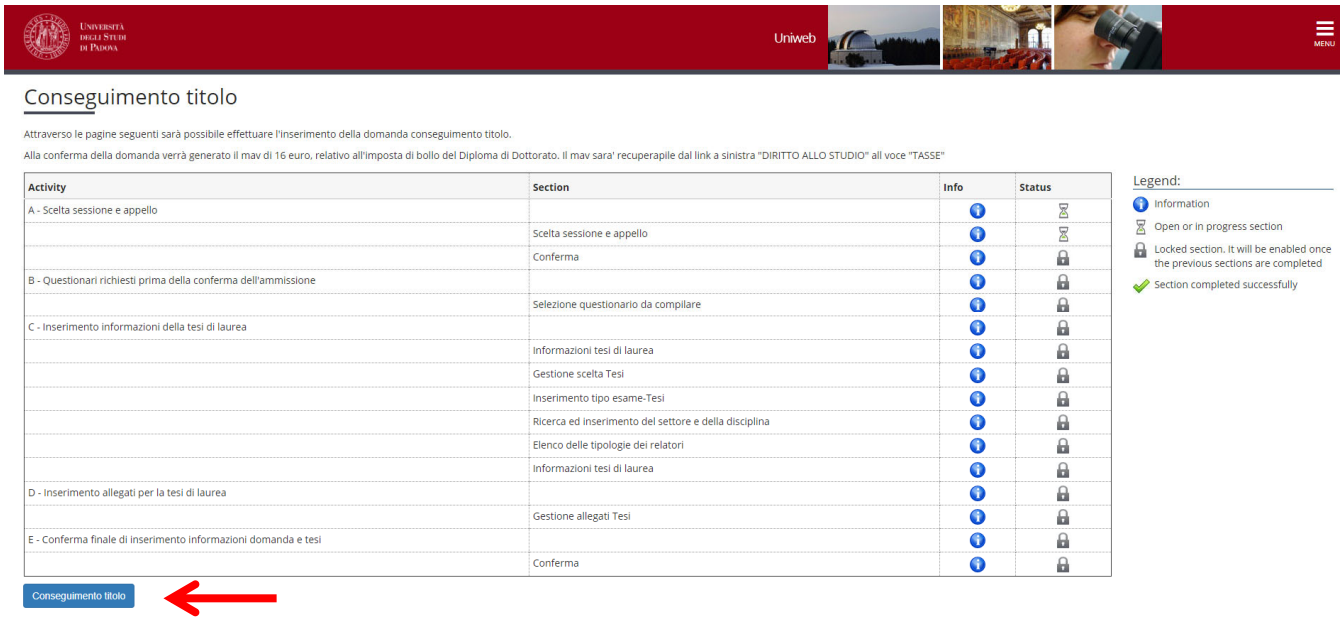
Should you experience any problem in the filling of the Questionnaire you can write to indagini@almalaurea.it

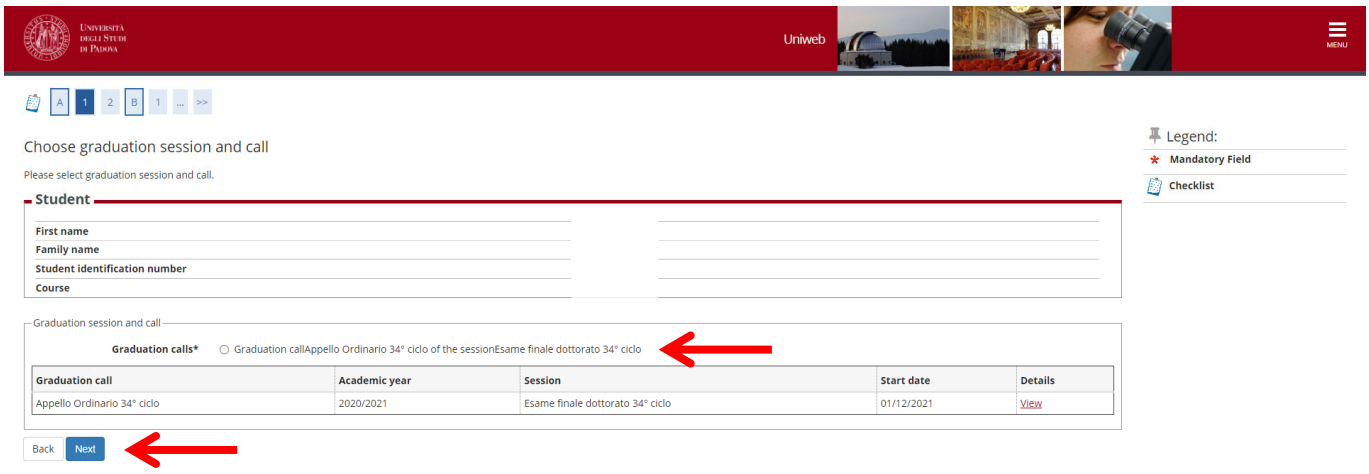
5. After filling the AlmaLaurea Questionnaire, go back to the “Board” and click on “Enter diploma attainment application” to access the procedure checklist.

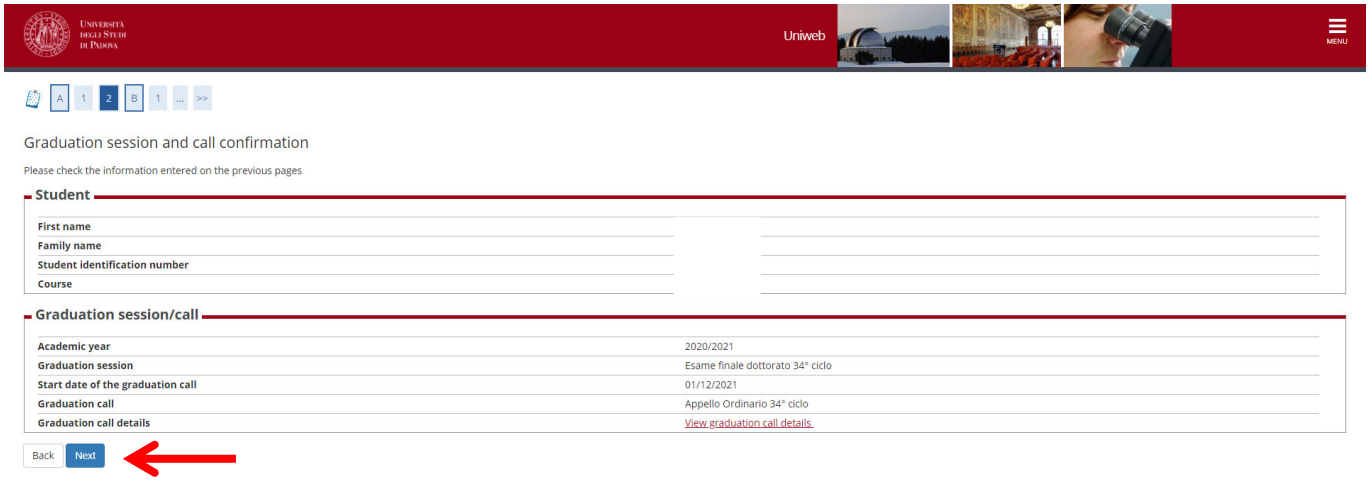




6. Click on “Diploma attainment”, as shown in the image below, to be directed to the “Choice of diploma attainment session and term” section. Click now on ‘Term appello 35 ciclo’ and then on ‘next’.







7. Now you are asked to choose whether you want to subscribe to Associazione Alumni of the Università di Padova. Confirm your choice.

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

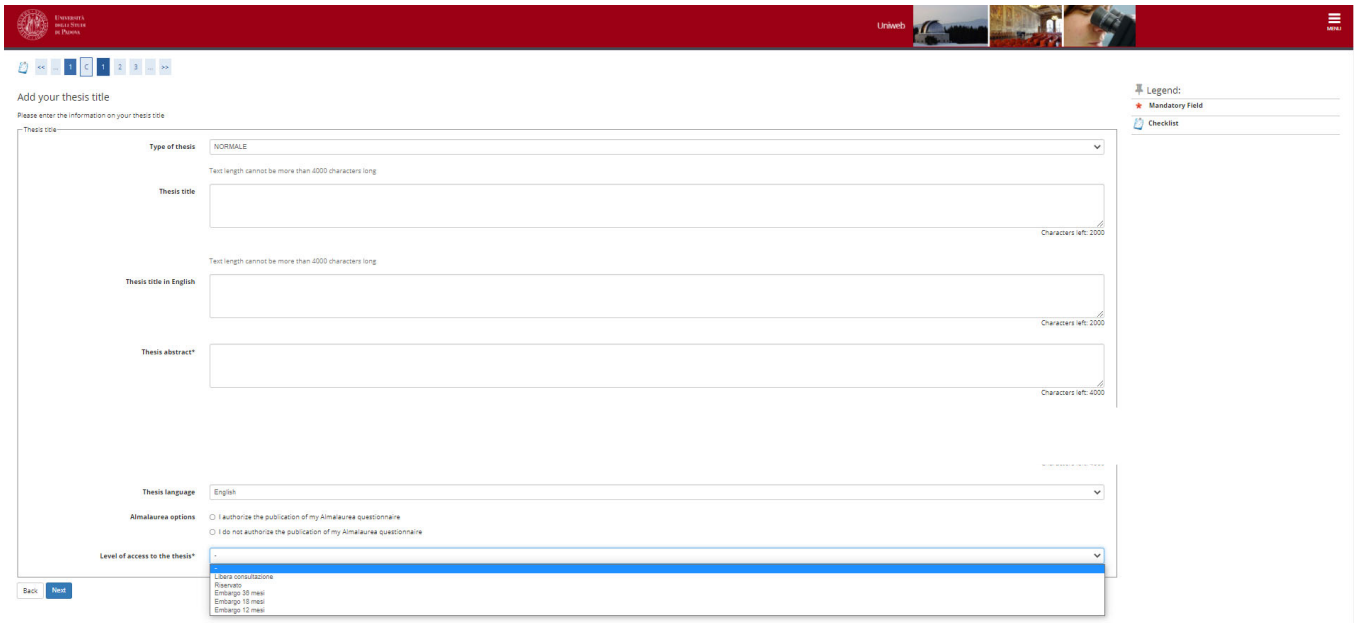
Do you want to join the Alumni Association of the University of Padua?

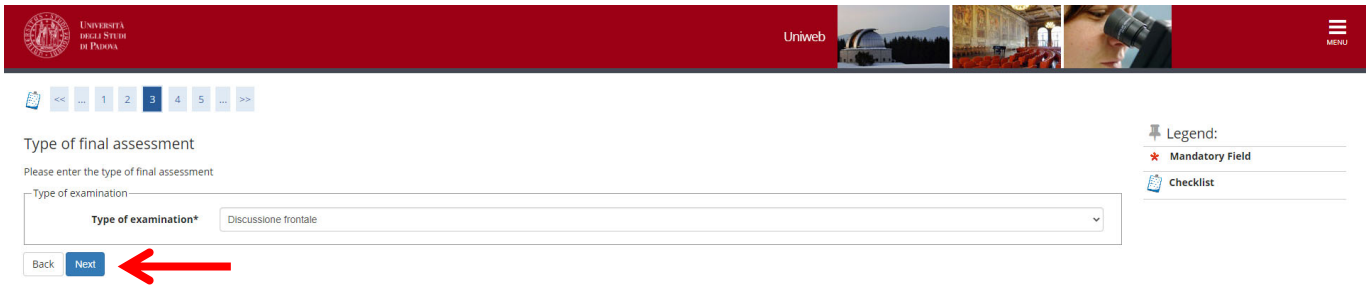
1) YES, I would like to join the Alumni Association and I authorize the Association to use of my data for the mentioned purposes and according to the mentioned regulations.

2) NO, I am already a member of the Alumni Association.

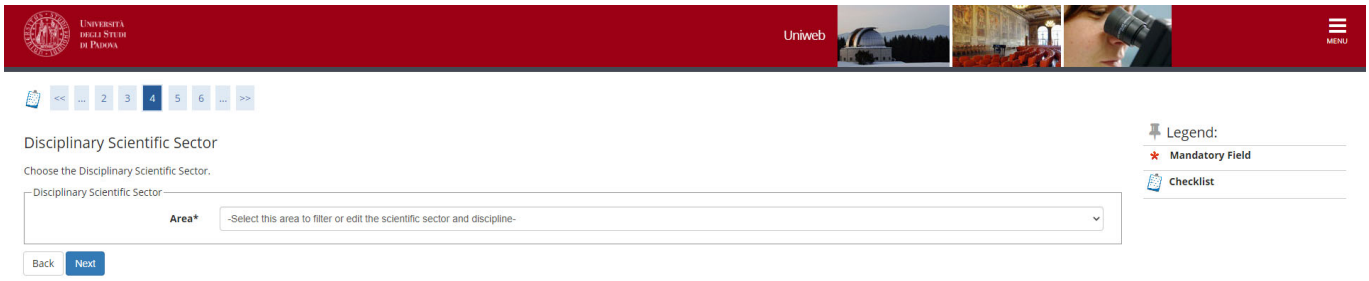
3) NO, I do not want to join the Alumni Association.

8. After filling in the data, add the Italian thesis title (together with the English translation) 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.

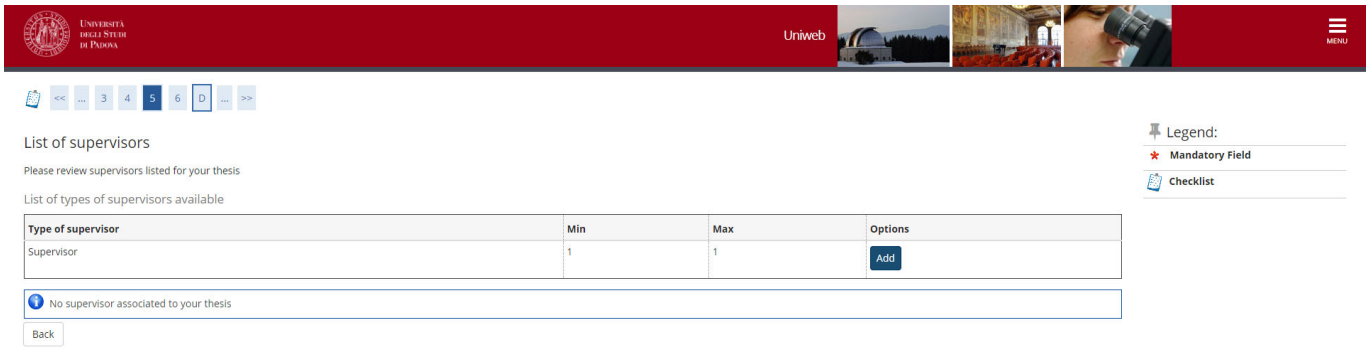




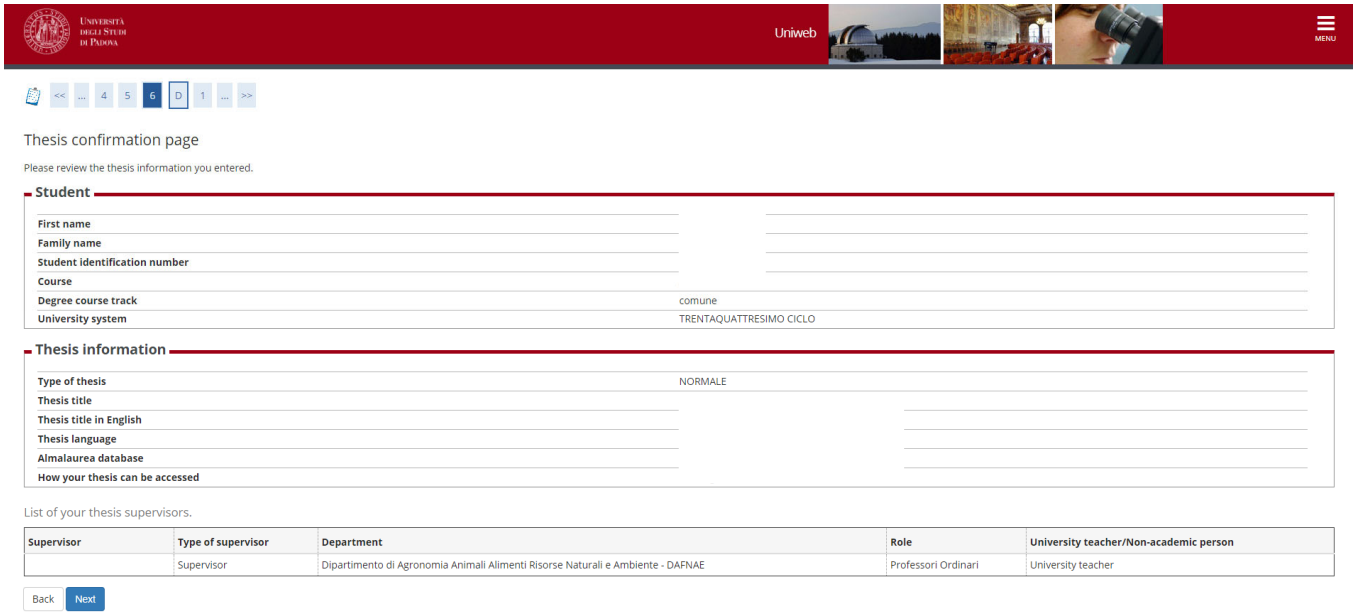
9. Now you need to state the main SSD (settore scientifico-disciplinare) of your thesis.



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”.



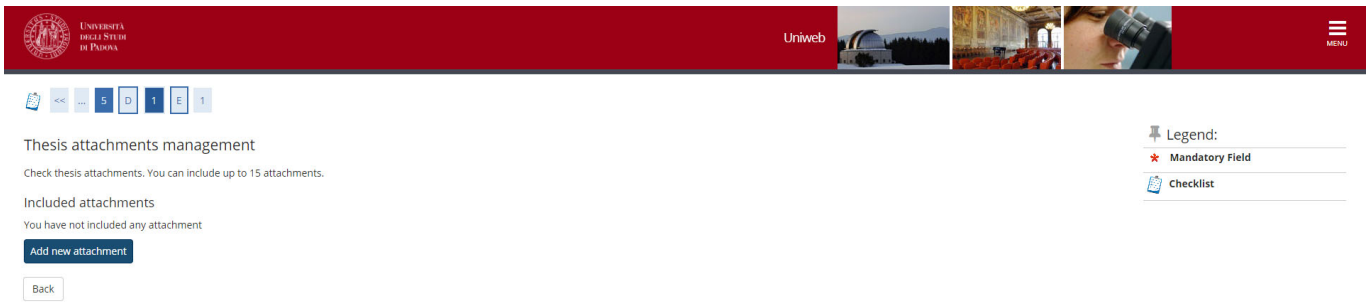
11. After having specified the supervisor (by clicking on “Add” and then “Next”), you are directed to the summary page and the form confirmation.



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 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 38th 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”

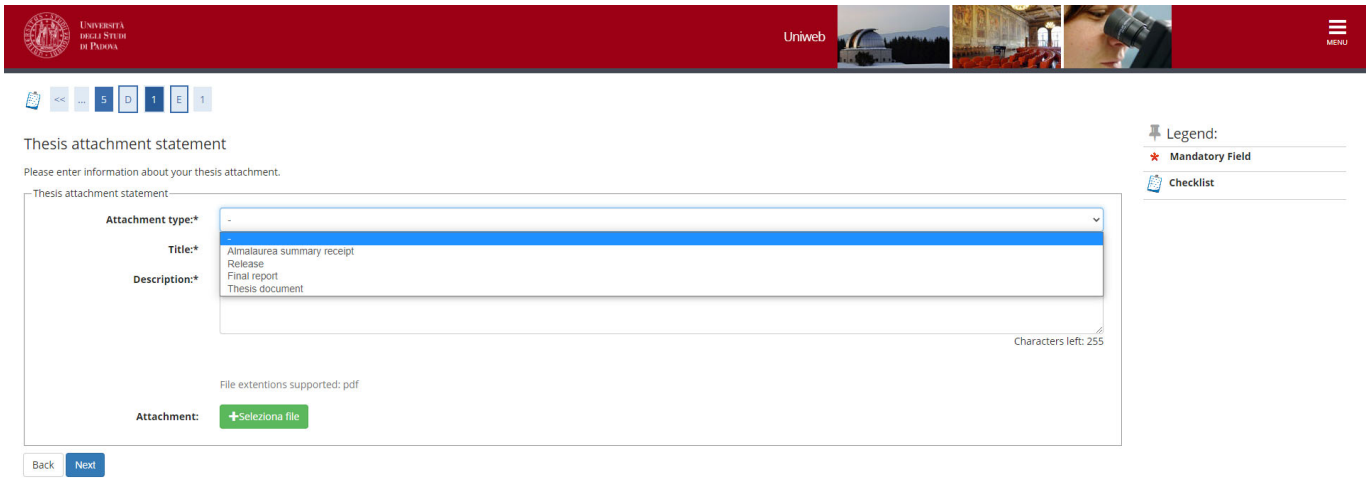


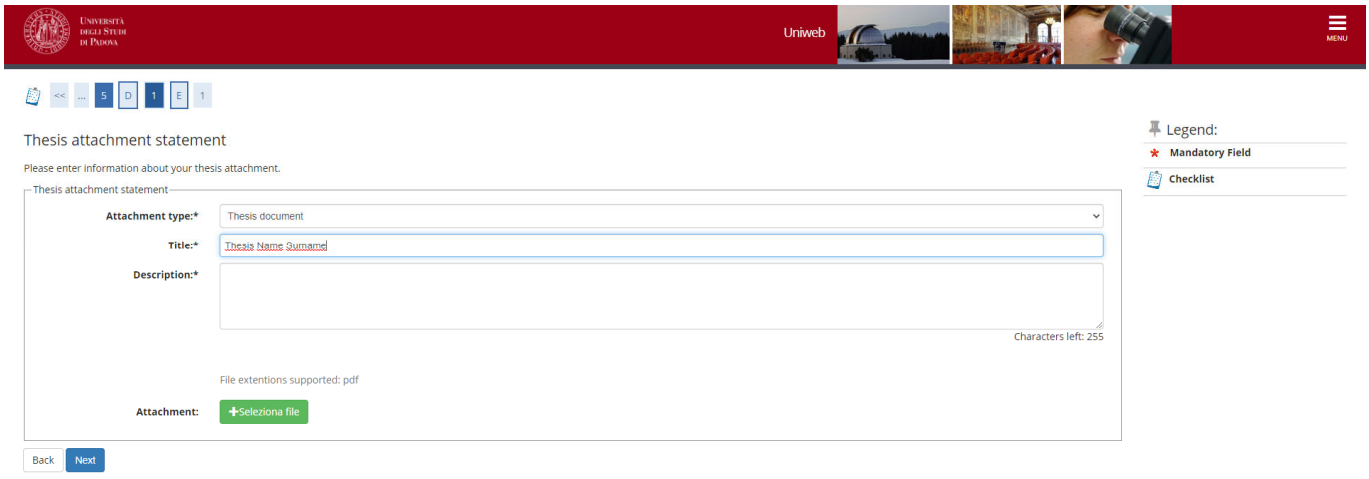
13. In the menu “Attachment type” select the type of attachment from the dropdown menu.

In the field Title, name the files as follows:

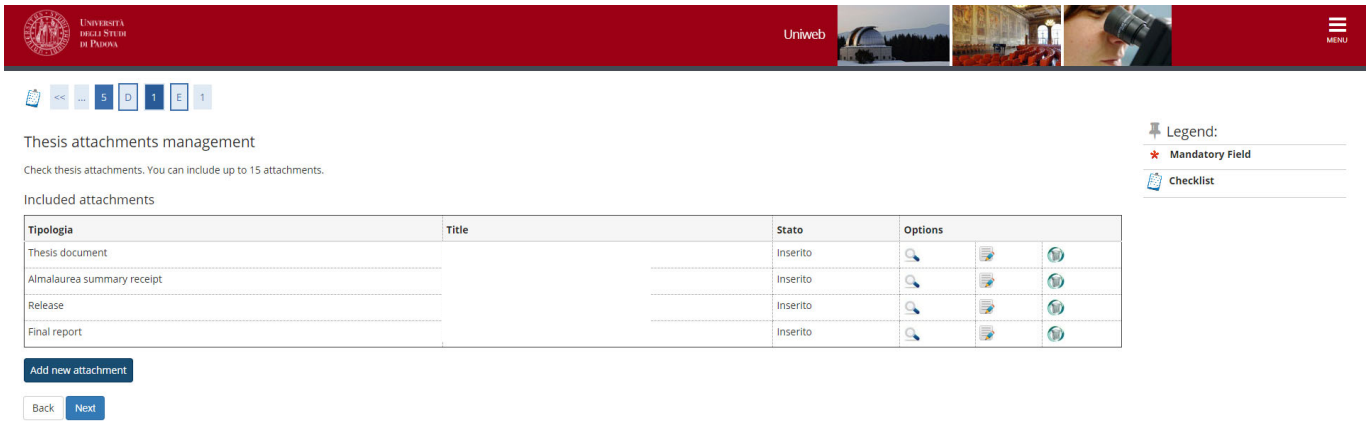
Thesis_Name_Surname
Report_Name_Surname
Disclaimer_form_Name_Surname
Almalaurea_receipt_Name_Surname

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

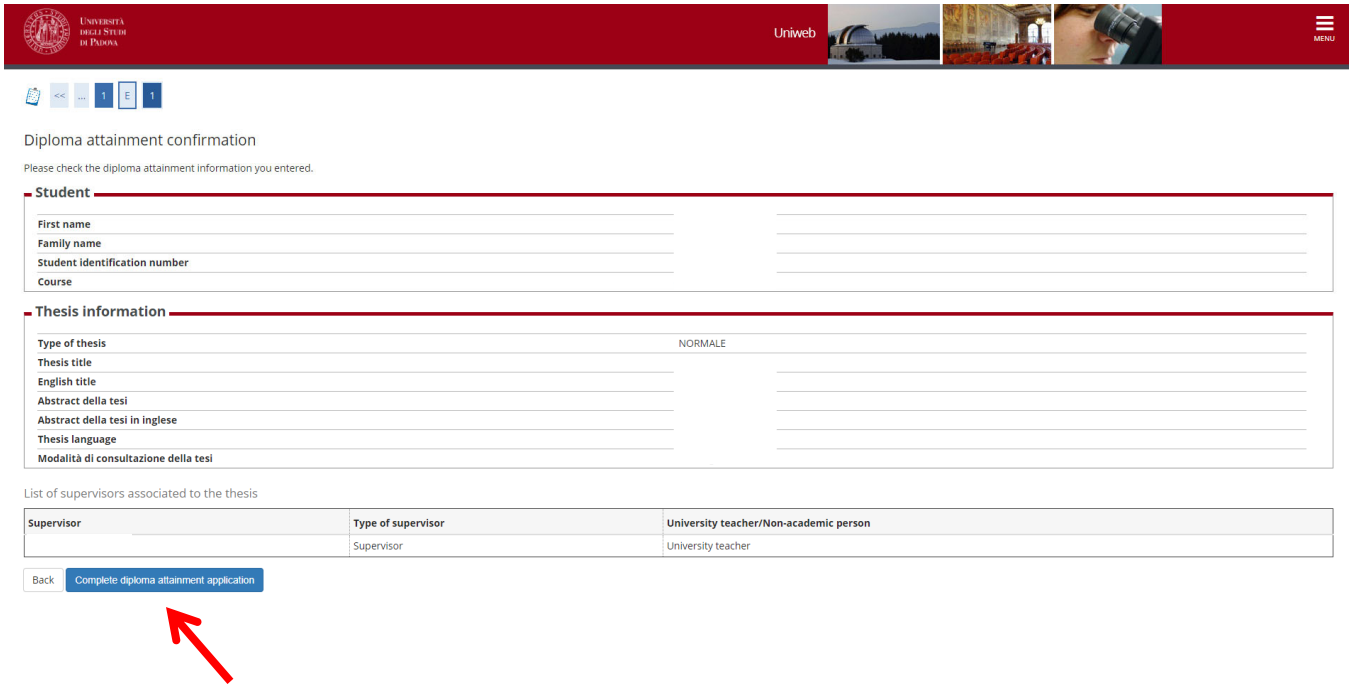




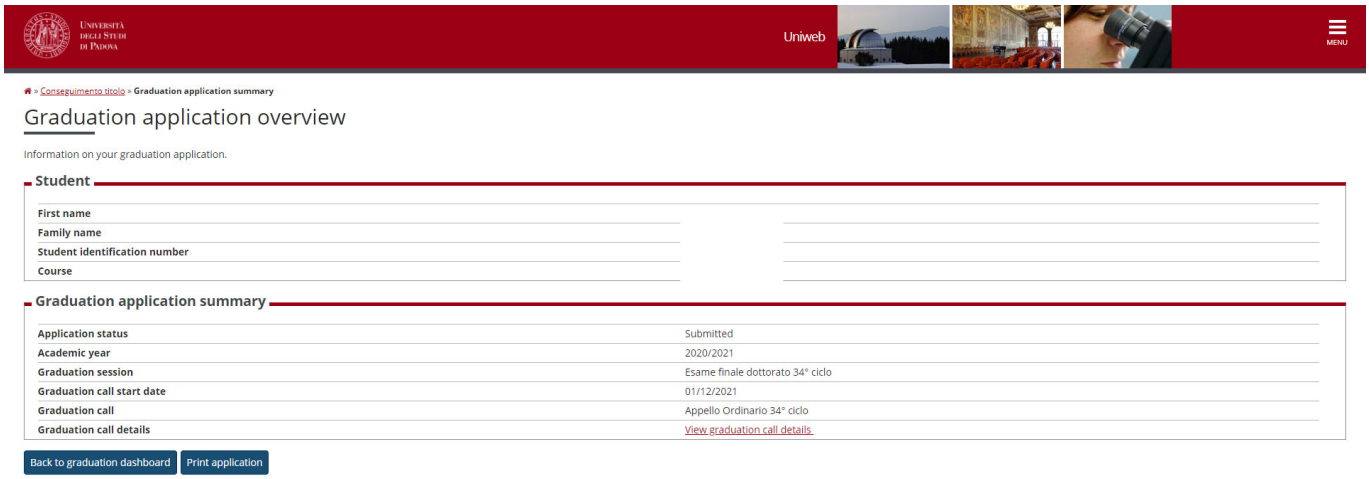
14. After uploading of all the attachments, click on “Next”.



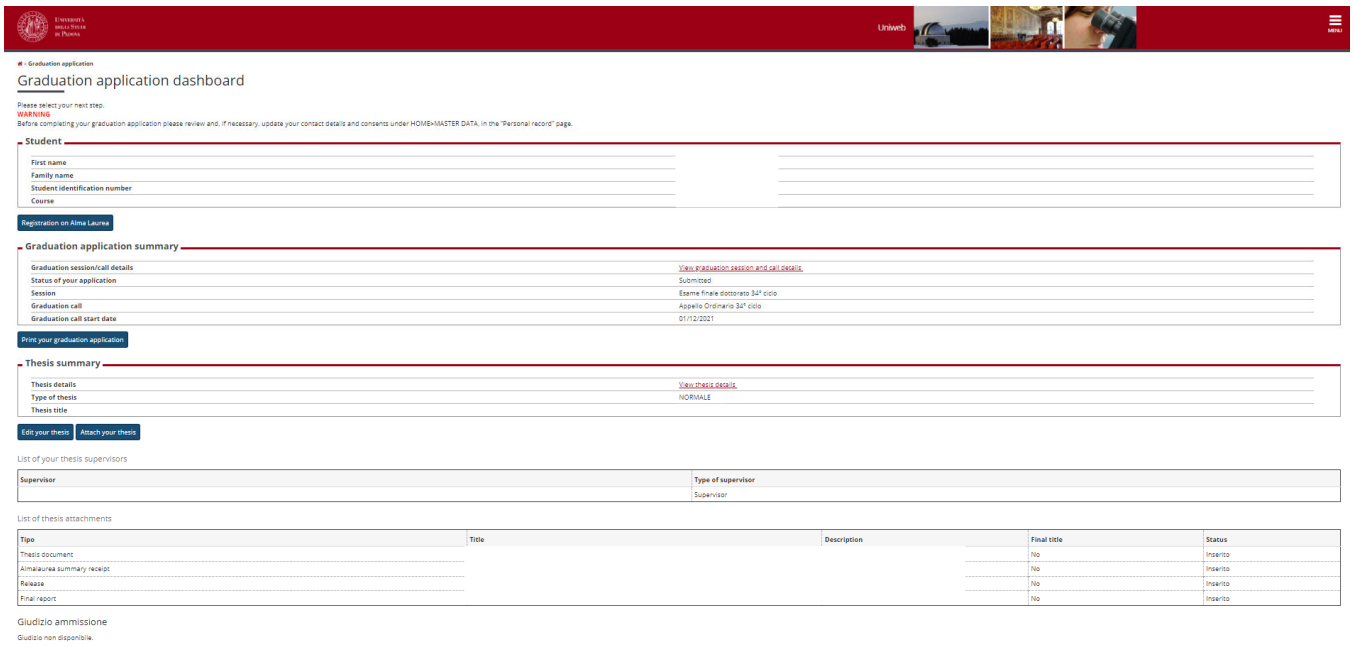
15. Click on “Complete diploma attainment application”.



16. If you want you can print the online form. However, an online copy will be available on Uniweb.



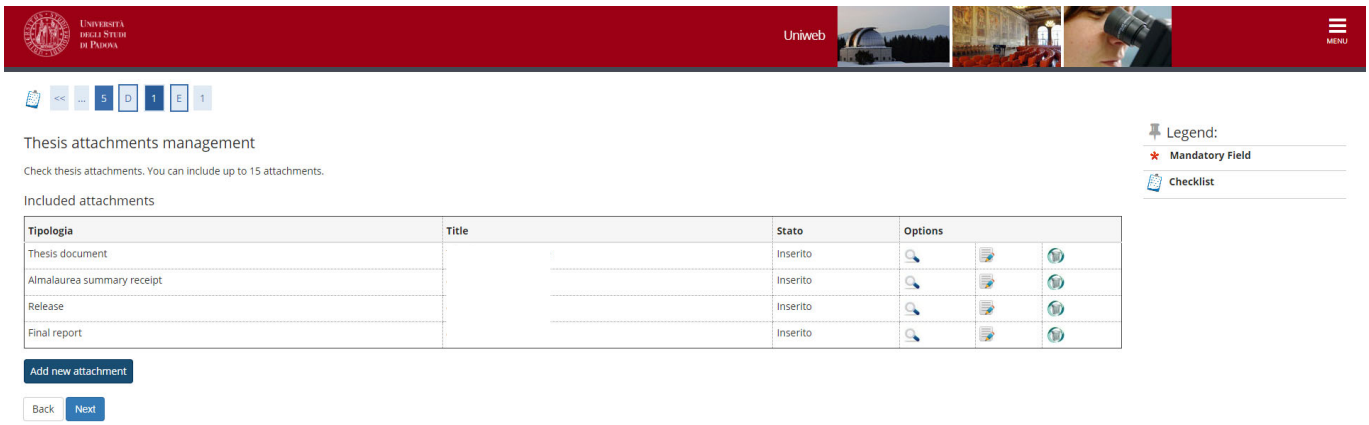
17. By clicking on “Back to graduation dashboard” you are directed to the following page



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.

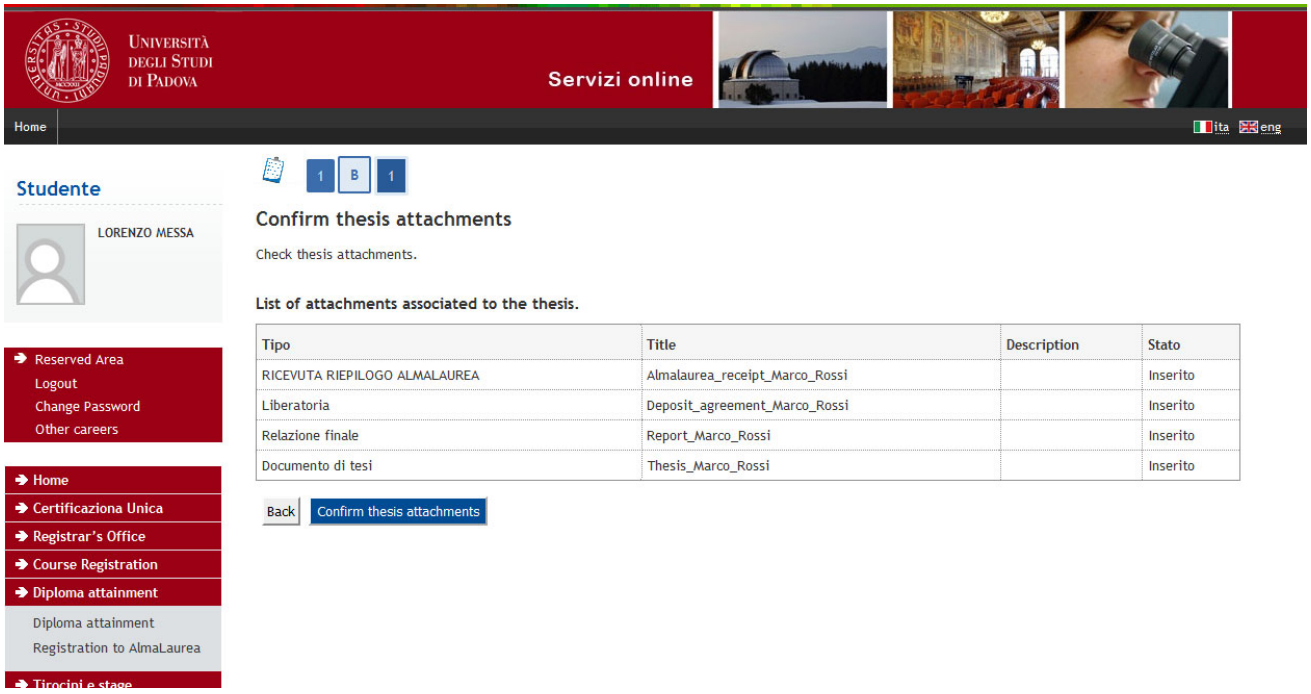
In order to change the attachment, first you need to remove the previous one by clicking on the icon and then upload the new one.

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



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’



20. If you need to upload your thesis because you were asked to make minor o 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