

## Ph.D. FINAL EXAM - 37<sup>th</sup> series

Following the publication of the Ministerial Decree 226/2021 “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 have been included in the University regulations ‘Regolamento di Ateneo per i Corsi di dottorato di ricerca’.

On its meeting of 10<sup>th</sup> April 2018, the Academic Senate 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, Ph.D. students are required to access the IRIS catalog and upload their scientific output data, if available.**

Both steps for the submission of the request for the review of the external evaluators and the subsequent final exam are mandatory: in the first step, Ph.D. students must 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 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 be deactivated.

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 must be uploaded together with the other attachments.

The request for the final exam is accepted only after the virtual 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 does not need to 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 36° cycle
4. Receipt of the AlmaLaurea Questionnaire

## 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 on 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 does not need to be uploaded again; Ph.D. students can make minor publishing revisions;
- 2) specify some minor revisions to be done that do not prevent the admission to the final exam. Ph.D. students must upload the corrected version of the thesis in Uniweb within 30 days from the admission to the final exam from the evaluators and however not later than the date indicated in the timetable. 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 on Uniweb only once.

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 she/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. She/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 English. 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 di Ricerca 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.

For any further information please write to [phd@unipd.it](mailto:phd@unipd.it) specifying in the object "final exam 37<sup>th</sup> series".

## CONTACT PERSONS LIST

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