AMMINISTRAZIONE CENTRALE AREA DIDATTICA E SERVIZI AGLI STUDENTI UFFICIO OFFERTA FORMATIVA



This guide explains how to upload your graduation work (e.g. a dissertation, thesis, paper, project) by department deadlines.

For the sake of simplicity, the word "thesis" will be used to refer to all graduation work.

Once you have submitted your application to graduate, a "Complete thesis information" (Proceed to complete thesis information) button will appear on the "Graduation application" dashboard in your personal Uniweb account.

Click this button to begin the process of uploading your thesis.

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	980
Family name	SERVICE
Student identification number	1100754
Course	BCDNDNIN.

Registration on Alma Laurea

Graduation application summary		
<u>View graduation session and call details</u>		
Submitted		
2° PERIODO 2022/2023		
APPELLO UNICO DAL 13/07/2023 AL 17/07/2023		
13/07/2023		

Edit application Cancel application

Thereis surrenses

_ Thesis summary		
Thesis details	<u>View thesis details</u>	
Type of thesis	Elaborato scritto	
Thesis title	thesis title	

Proceed to complete your thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
DE NOTE NAME	Supervisor



Click the "Complete thesis information" button to begin to the process of uploading your thesis.

Upload thesis

Through the following pages you can upload your Thesis

The University of Padua processes the personal data of the data subjects in accordance with the principles of fairness, lawfulness, transparency and data minimization, for the protection of confidentiality and all the rights of the data subjects, in compliance with Regulation available at the following link: https://www.unipd.it/en/privacy

Activity	Section	Status	Legend:
A - Completamento informazioni tesi		X	1 Informat
	Inserimento informazioni completamento tesi	X	Open or progress
	Inserimento licenza Tesi	Δ	☐ Locked s
	Riepilogo completamento informazioni tesi	Ω	It will be enabled once
B - Inserimento allegato definitivo per la tesi di laurea		Ω	the previ
	Gestione allegati Tesi	Ω	completed
C - Conferma finale di inserimento informazioni tesi		Ω	Section complete
	Conferma	A	successfu

Please remember that the data needed to publish your thesis in the University of Padua Thesis and Dissertation Archive will be processed in accordance with the guidelines in the "Data Protection" section of the University of Padua website.

The general public will be free to consult your work unless you decide to restrict access.

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This page displays the information you provided for your application to graduate:

- thesis title
- keywords

These fields cannot be edited (see figures below).

You can edit the following fields:

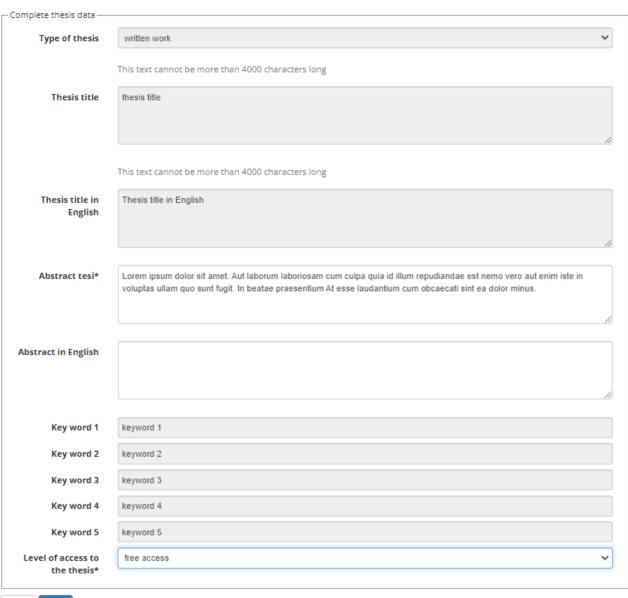
- Abstract (compulsory)
- Abstract in English (optional)
- Thesis availability (Level of access to thesis)

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Complete thesis data

Add the thesis title information

Next



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The "Licence" screen will appear. If you do not wish to grant a licence for your thesis, set the "Thesis availability" field to "Restricted".

Padua Thesis Licence

Licenza Padua Thesis and Dissertation Archive

When selecting options "open consultation" or, if available, "restricted" (delayed publication of the full text of the thesis with immediate display of metadata), the user automatically accepts to grant the following Licence:

As copyright holder, they grant the University of Padova the irrevocable, non-exclusive rights of permanent storage and distribution in electronic-digital format of the work submitted and its metadata.

The user states:

1. to be the author of the work and holder of the related rights according to the law in force;

They also certify that, to the best of their knowledge, the content of the work:

- 2. does not entail infringement of copyrights and related rights owned by third parties;
- 3. does not involve violations of the current legislation on the protection of personal data;
- 4. If sponsored or financed by third parties other than the University of Padova, any obligation foreseen by contracts or agreements with the aforementioned parties has been fulfilled.

Do not grant licence Grant licence

You will then be asked to confirm the information you have added.

Thesis data confirmation

Please review the data entered for your thesis

Student	
First name	MARCO
Family name	SERSIA
Student identification number	1165754
Course	ECONOMIA
Degree course track	PERCORSO COMUNE
	ECONOMIA.

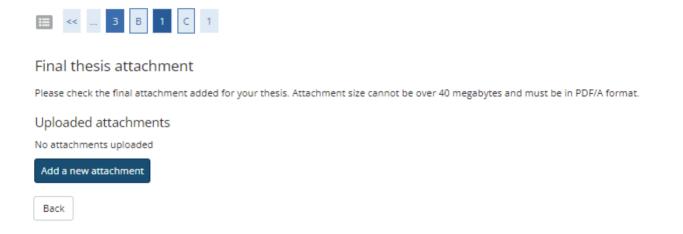
Type of thesis	written work
Thesis title	thesis title
Thesis title in English	Thesis title in English
Thesis abstract	Lorem ipsum dolor sit amet. Aut laborum laboriosam cum culpa quia id illum repudiandae est nemo vero aut enim iste in voluptas ullam quo sunt fugit. In beatae praesentium At esse laudantium cum obcaecati sint ea dolor minus.
Alma Laurea keywords	keyword 1, keyword 2, keyword 3, keyword 4, keyword 5
How your thesis can be accessed	free access
Type of exam	Discussion

List of your thesis supervisors

Supervisor	Type of supervisor	University teacher/Non academic person
DE NORW NAME	Supervisor	University teacher



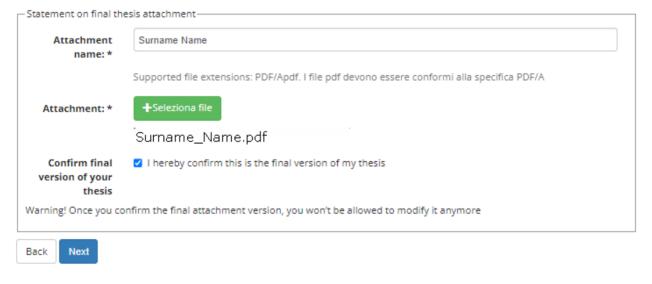
Click "Next" to begin the process of attaching and uploading your thesis.



Click "Add a new attachment" to open a new screen. Then select your thesis.

Statement on final thesis attachment

Please enter the information on the final thesis attachment



The "Attachment name" field should be completed as follows: Surname_Name (e.g. Smith_John).

Click the "Browse" button to select your thesis. Ensure that the file is:

- a PDF/A format (to create a PDF/A file, click this link instructions (in Italian) <u>Istruzioni per produrre un documento PDF/A accessibile</u>
- a maximum of 40 MB.

The file name of your thesis should also be your surname and name written as in the "Attachment name" field, i.e. Surname_Name.pdf (e.g. Smith_John.pdf).

Final thesis attachment

Please check the final attachment added for your thesis. Attachment size cannot be over 40 megabytes and must be in PDF/A format.

Uploaded attachments

Attachment name	Options	Confirmed	Approval status	Reason
Surname Name	<u>_</u>	Yes		



Confirm Thesis information

Please review your thesis information

Type of thesis	written work
Date the thesis title was submitted	11/01/2023
Thesis title	thesis title
Thesis title in English	Thesis title in English
Thesis abstract	Lorem ipsum dolor sit amet. Aut laborum laboriosam cum culpa quia id illum repudiandae est nemo vero aut enim iste in voluptas ullam quo sunt fugit. In beatae praesentium At esse laudantium cum obcaecati sint ea dolor minus.
Parole chiave AlmaLaurea	keyword 1, keyword 2, keyword 3, keyword 4, keyword 5
How your thesis can be accessed	free access
Type of exam	Discussion

List of your thesis supervisors

Supervisor	Type of supervisor	University teacher/Non-academic person
DE NONE NAME	Supervisor	University teacher

Back Submit thesis informatio

Once you have uploaded your thesis, you will no longer be able to edit it and the status

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'Submitted" will appear on your dashboard.

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	980	
Family name	SERVICE	
Student identification number	1100764	
Course		

Registration on Alma Laurea

Graduation application summary

Graduation session/call details	View graduation session and call details	
Status of your application	Submitted	
Session	2° PERIODO 2022/2023	
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023	
Graduation call start date	13/07/2023	

Edit application Cancel application

Thesis summary

Thesis details	<u>View thesis details</u>
Type of thesis	written work
Thesis title	thesis title

Repeat process to complete thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
DE NACIONA SARRA	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Submitted

Your supervisor can now "approve" or "reject" your application to graduate.

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AREA DIDATTICA E SERVIZI AGLI STUDENTI UFFICIO OFFERTA FORMATIVA

The decision will be displayed on your "Graduation application" dashboard. See below.

Graduation application dashboard

Please select your next step.

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	9860
Family name	MACON .
Student identification number	1100754
Course	ECHCHIO

Registration on Alma Laurea

Graduation	application	summary
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Graduation session/call details	View graduation session and call details	
Status of your application	Submitted	
Session	2° PERIODO 2022/2023	
Graduation call	APPELLO UNICO DAL 13/07/2023 AL 17/07/2023	
Graduation call start date	13/07/2023	

Edit application Cancel application

Thesis summary -

Thesis details	View thesis details
Type of thesis	written work
Thesis title	thesis title

Repeat process to complete thesis information

List of your thesis supervisors

Supervisor	Type of supervisor
(H 1000 1000	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Approved