INSTRUCTIONS: PhD FINAL EXAM ON LINE FORM

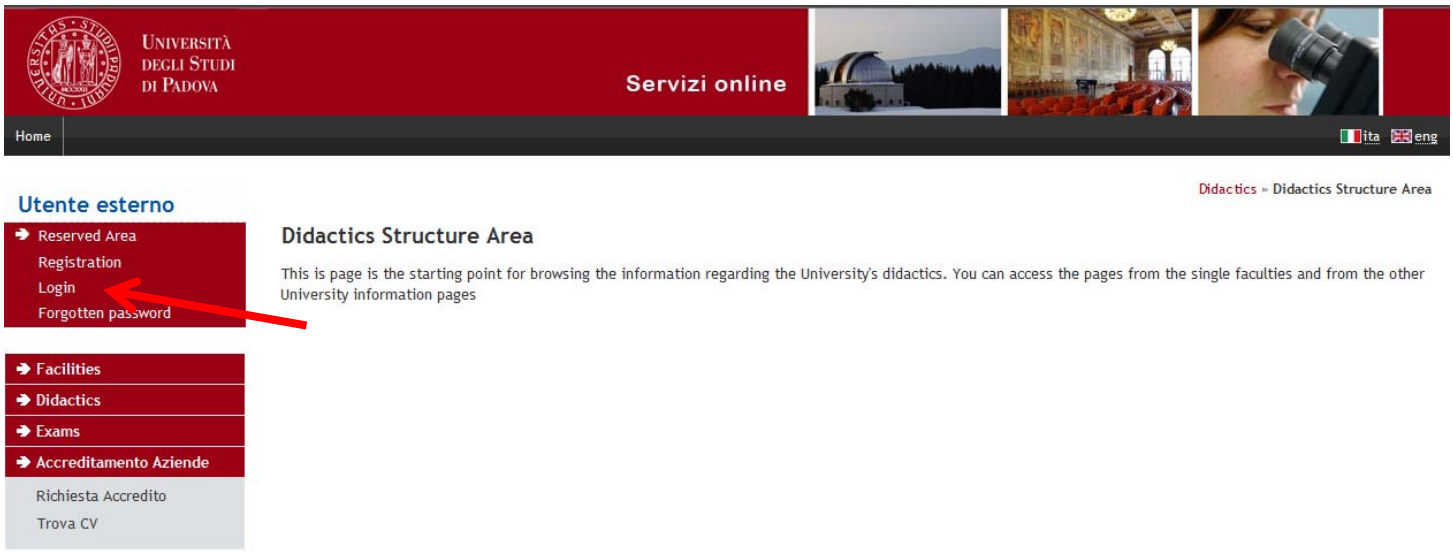
Link to Uniweb through https://uniweb.unipd.it/Home.do

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/

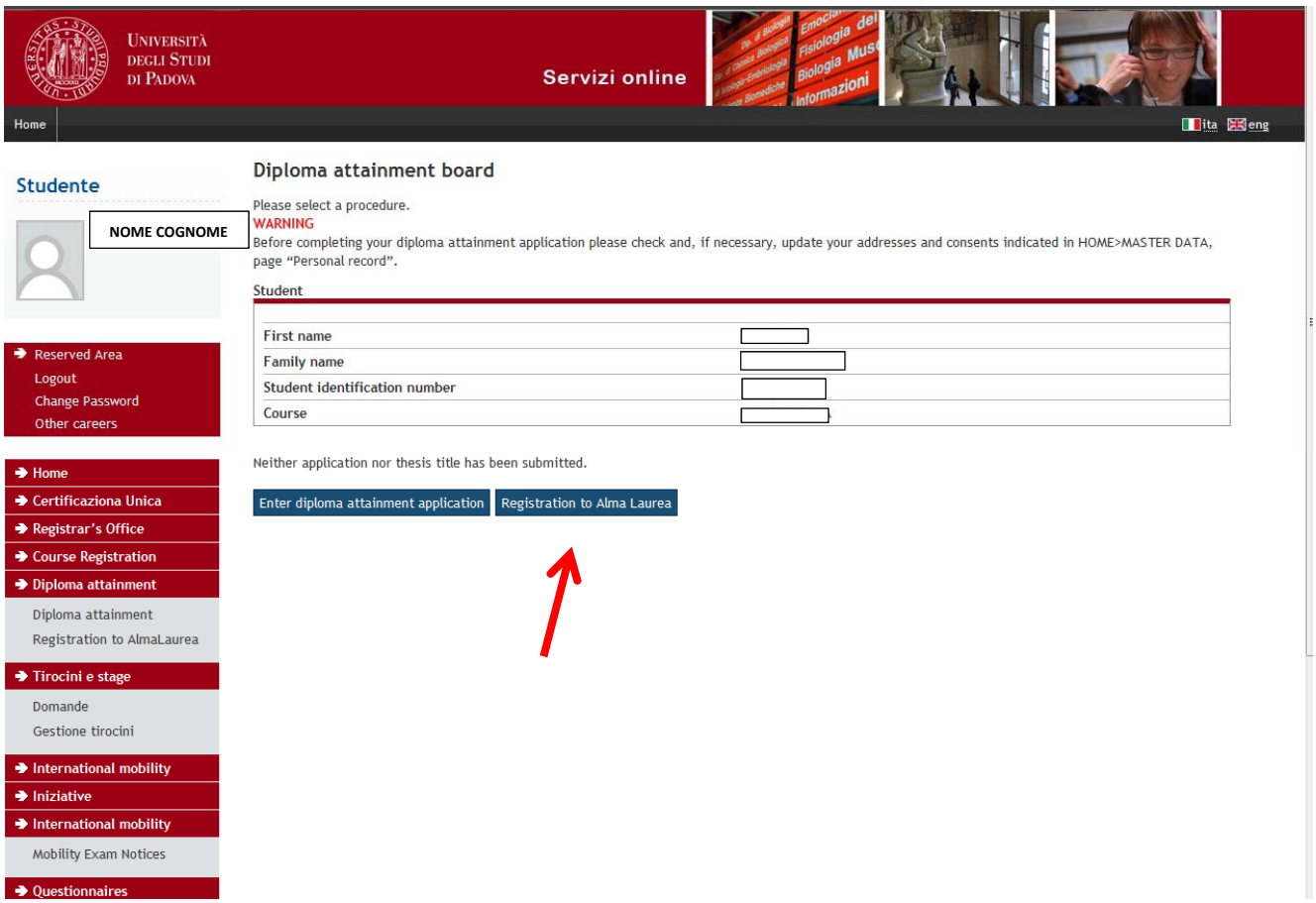
- to have regularly paid all the three-year PhD course fees.
  You can verify the payment in Uniweb by clicking in the left menu under "Registrar's office" and then "Payments".

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”.



4. Click on “Registration to AlmaLaurea”, in oder 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

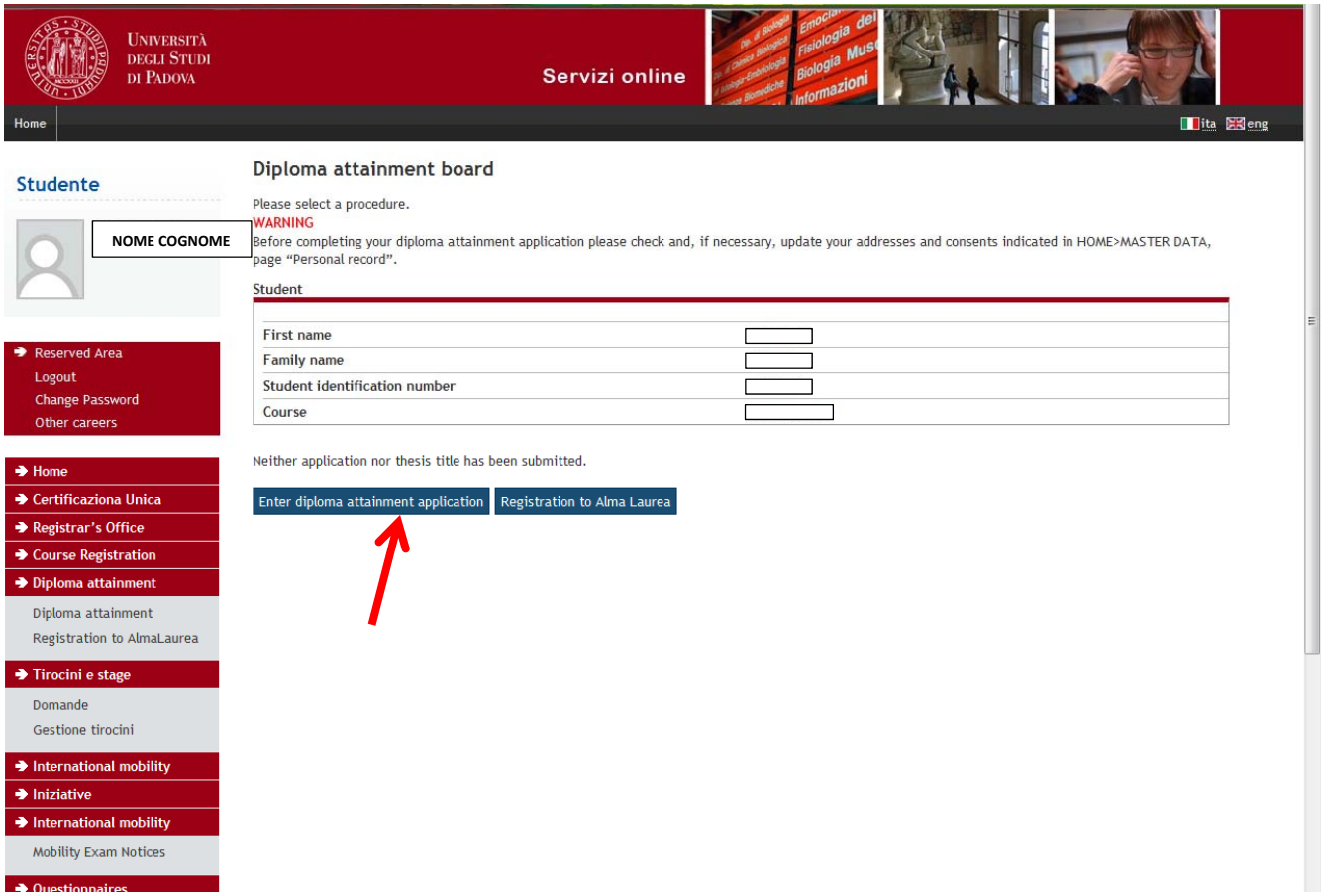
In oder to fill in the Questionnaire, after having inserted the degree, go back to the page AlmaGo! And in the section “I miei titoli” click on "Compila il questionario" next to the PhD course title.

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.


Università degli Studi di Padova
Servizi online
Home
ita
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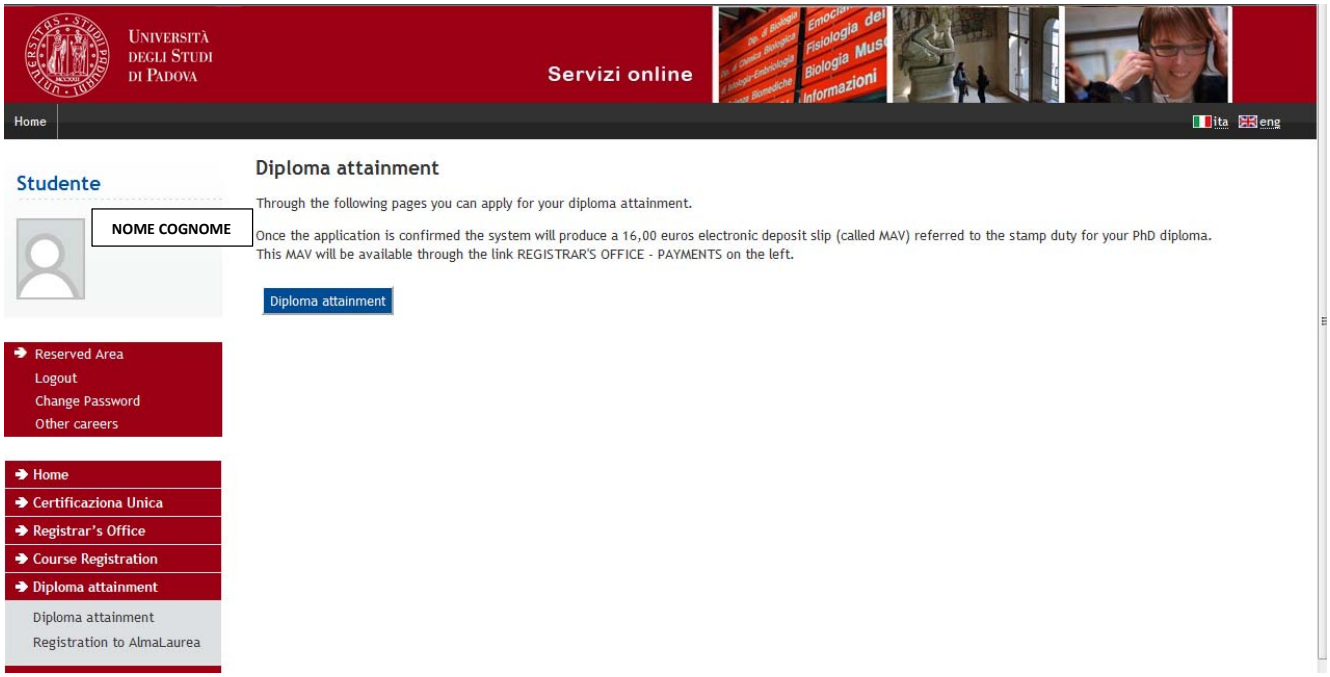
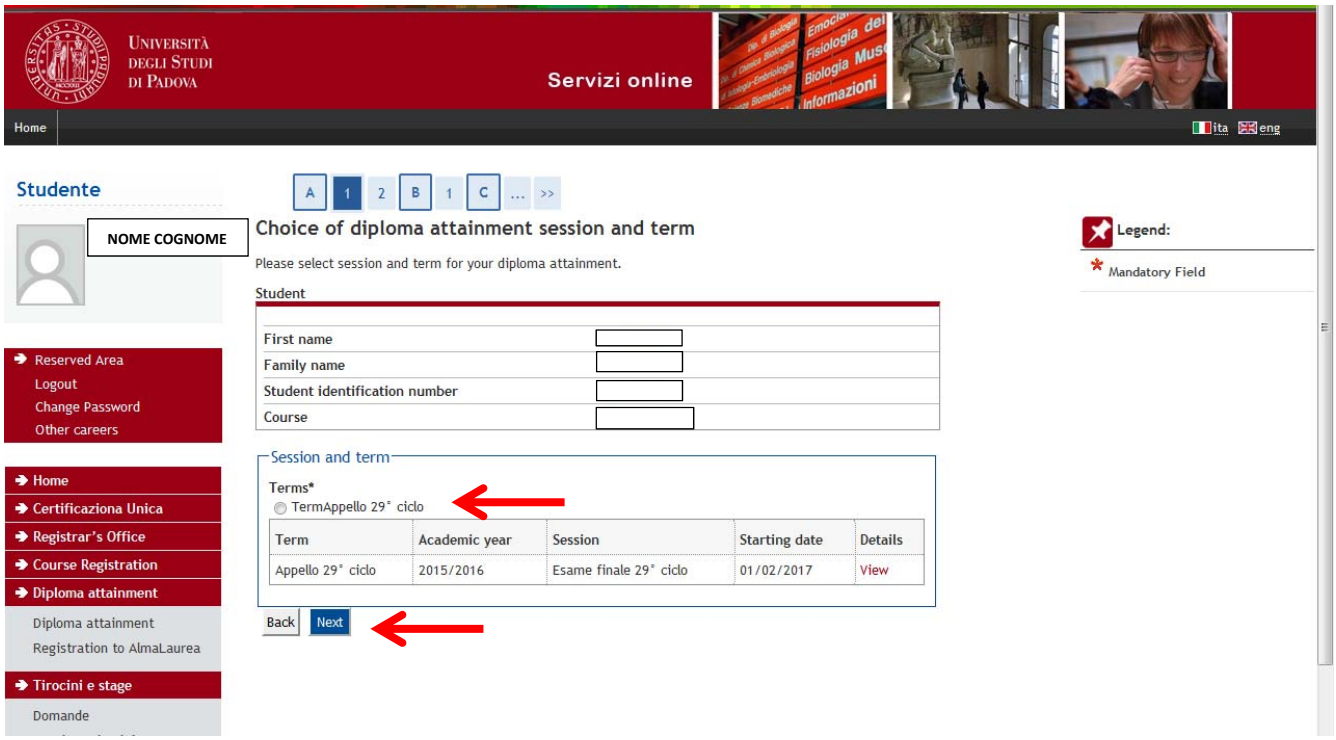
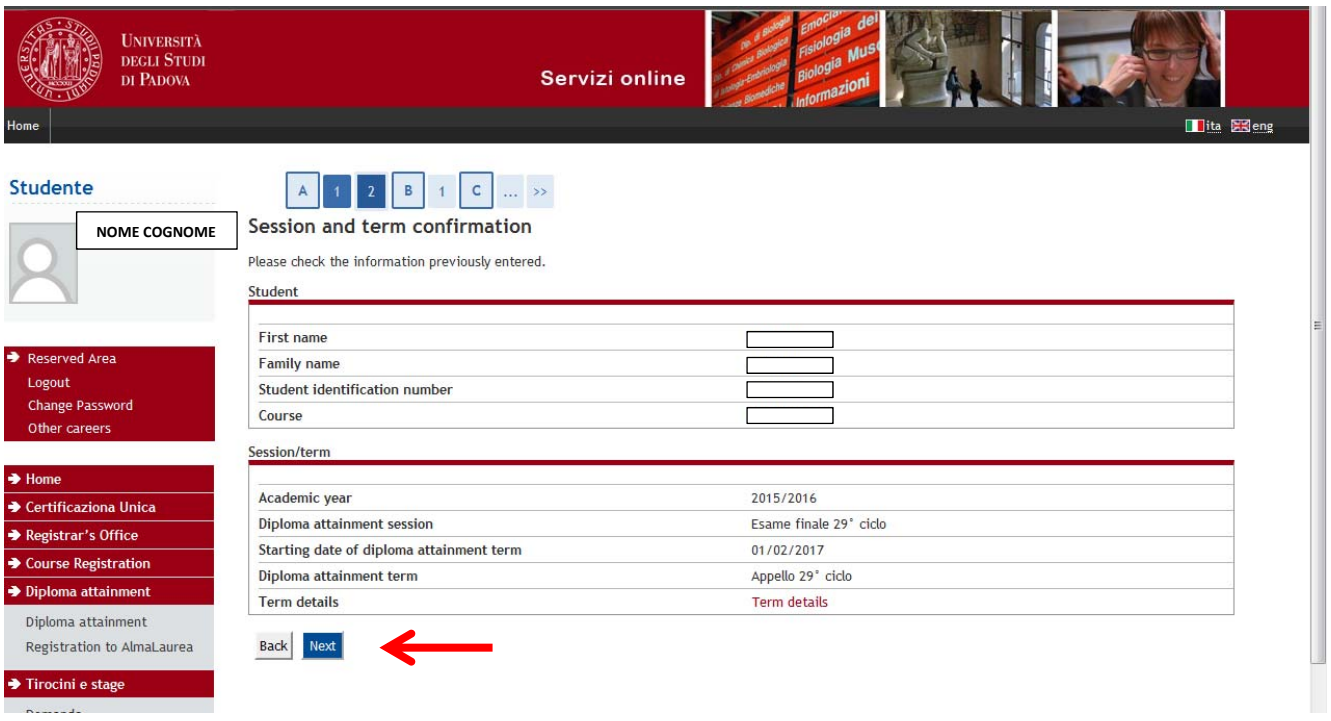
Studente
NOME COGNOME
Reserved Area
Logout
Change Password
Other careers
Home
Certificaziona Unica
Registrar's Office
Course Registration
Diploma attainment
Diploma attainment
Registration to AlmaLaurea
Tirocini e stage
Domande
Gestione tirocini
International mobility
Iniziative
International mobility
Mobility Exam Notices
Questionnaires
Diploma attainment board
Please select a procedure.
WARNING
Before completing your diploma attainment application please check and, if necessary, update your addresses and consents indicated in HOME>MASTER DATA, page "Personal record".
Student
First name
Family name
Student identification number
Course
Neither application nor thesis title has been submitted.
Enter diploma attainment application
Registration to Alma Laurea

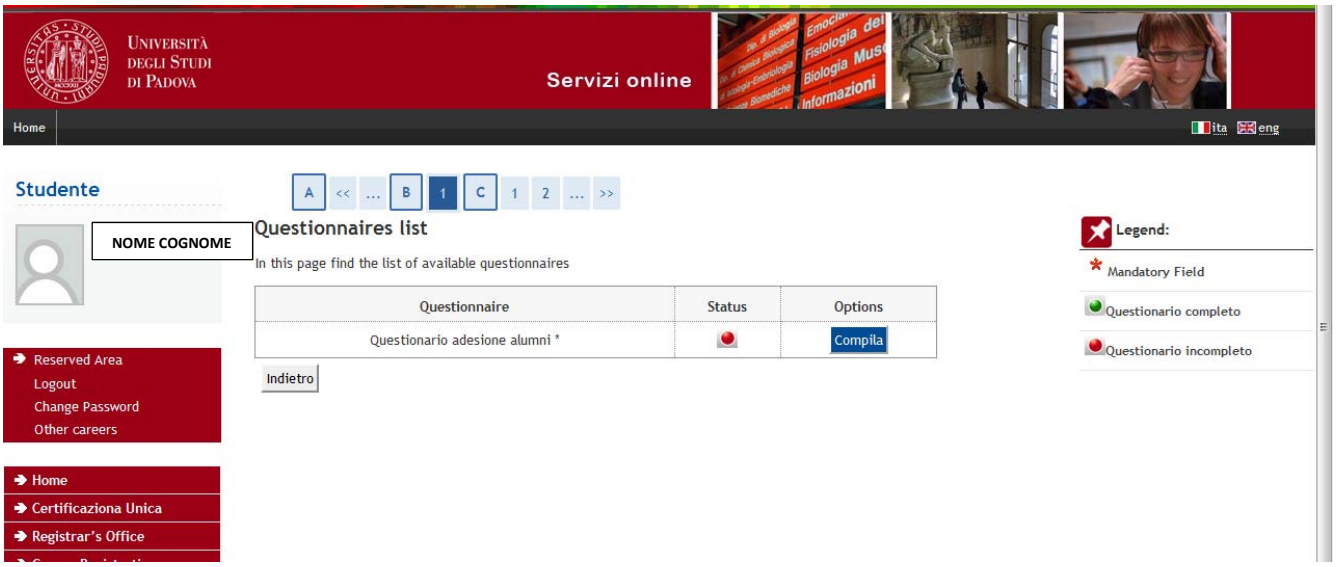
6. By clicking on “Diploma attainment”, as shown in the image below, you are directed to the “Choice of diploma attainment session and term”. Click now on ‘Term appello 29 ciclo’ and then on ‘next’

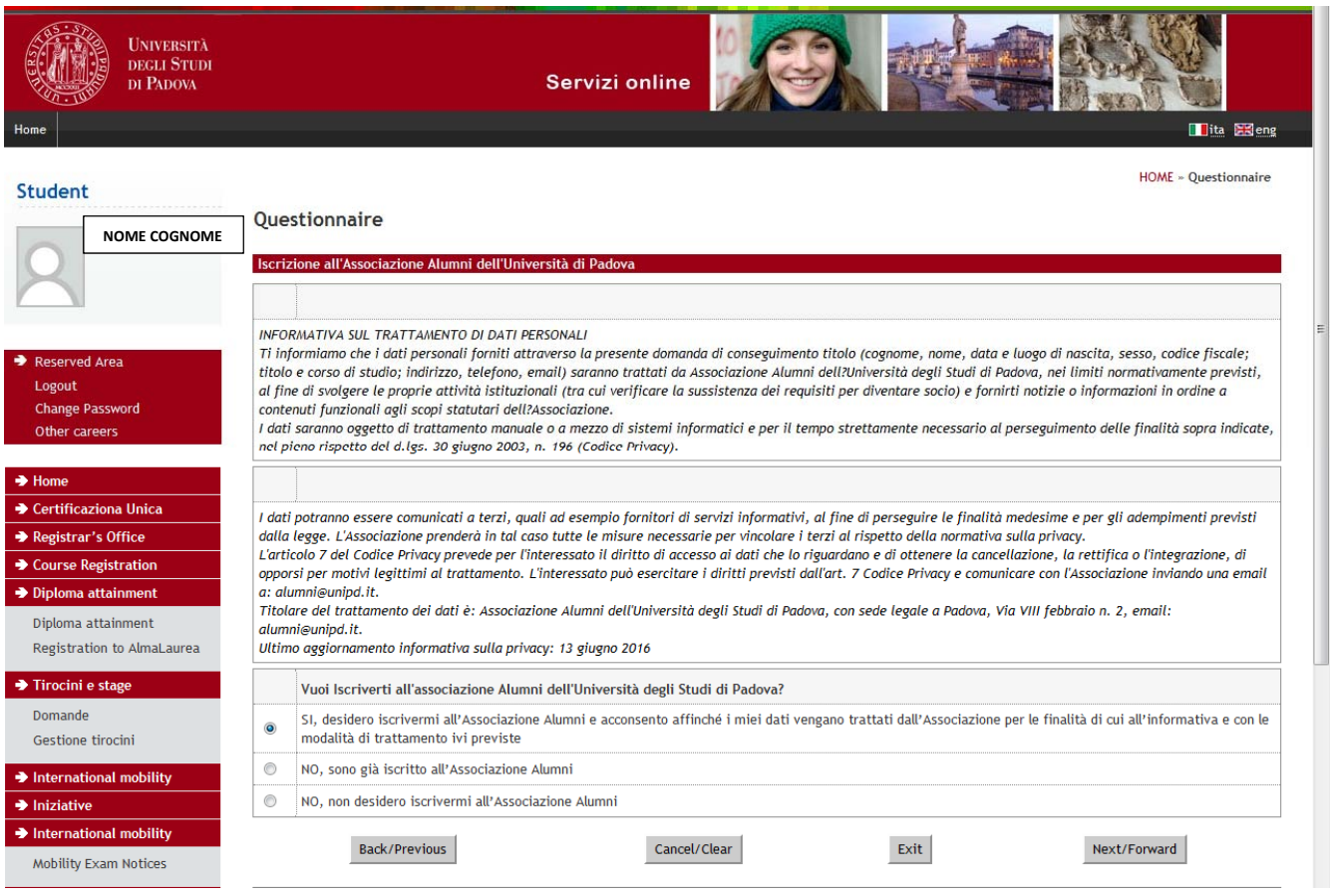



Università degli Studi di Padova
Servizi online
Home
ita eng
Studente
NOME COGNOME
A 1 2 B 1 C ... >>
Choice of diploma attainment session and term
Please select session and term for your diploma attainment.
Legend:
Mandatory Field
Student
First name
Family name
Student identification number
Course
Session and term
Terms*
TermAppello 29° ciclo
Term
Academic year
Session
Starting date
Details
Appello 29° ciclo
2015/2016
Esame finale 29° ciclo
01/02/2017
View
Back
Next
Reserved Area
Logout
Change Password
Other careers
Home
Certificaziona Unica
Registrar's Office
Course Registration
Diploma attainment
Diploma attainment
Registration to AlmaLaurea
Tirocini e stage
Domande

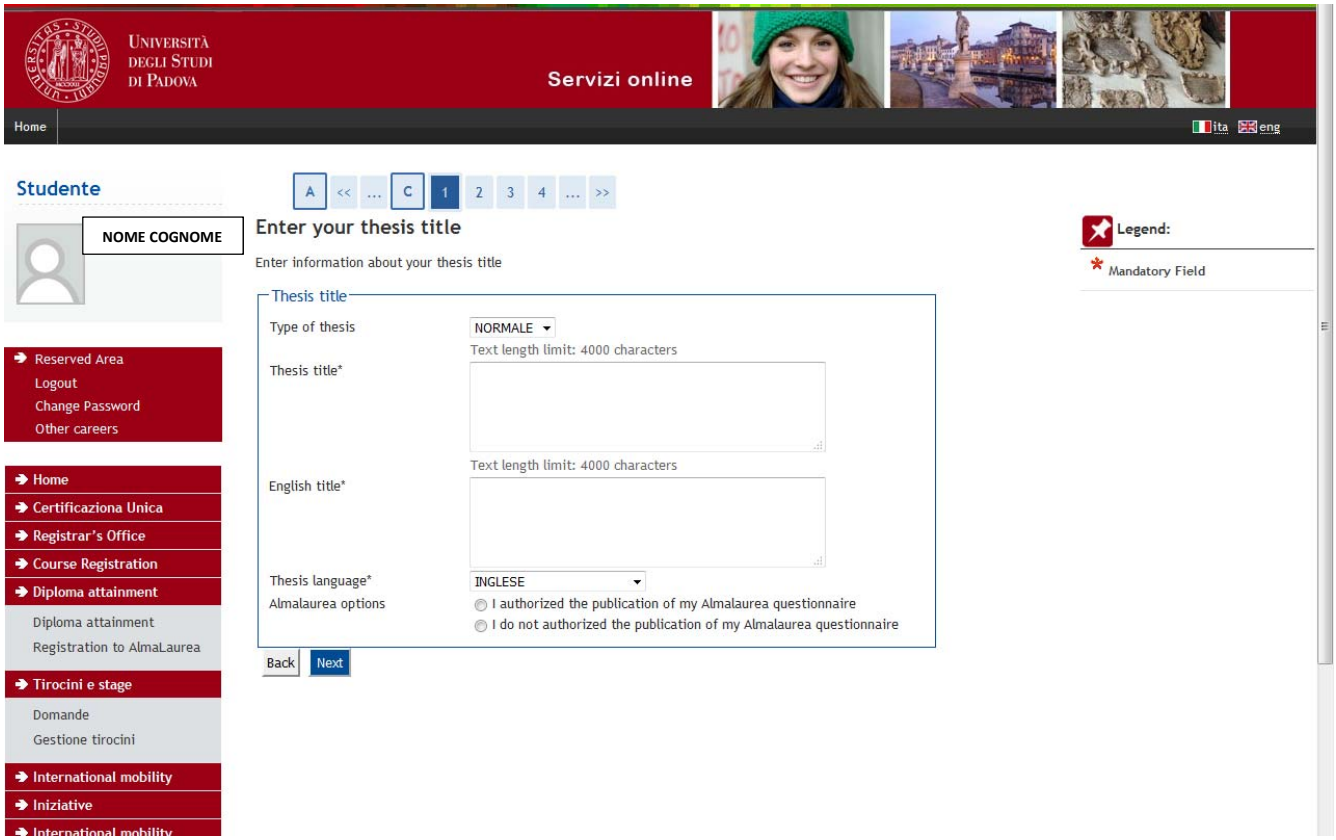

Università degli Studi di Padova
Servizi online
Home
ita eng
Studente
NOME COGNOME
A 1 2 B 1 C ... >>
Session and term confirmation
Please check the information previously entered.
Student
First name
Family name
Student identification number
Course
Session/term
Academic year
2015/2016
Diploma attainment session
Esame finale 29° ciclo
Starting date of diploma attainment term
01/02/2017
Diploma attainment term
Appello 29° ciclo
Term details
Term details
Back
Next
Reserved Area
Logout
Change Password
Other careers
Home
Certificaziona Unica
Registrar's Office
Course Registration
Diploma attainment
Diploma attainment
Registration to AlmaLaurea
Tirocini e stage

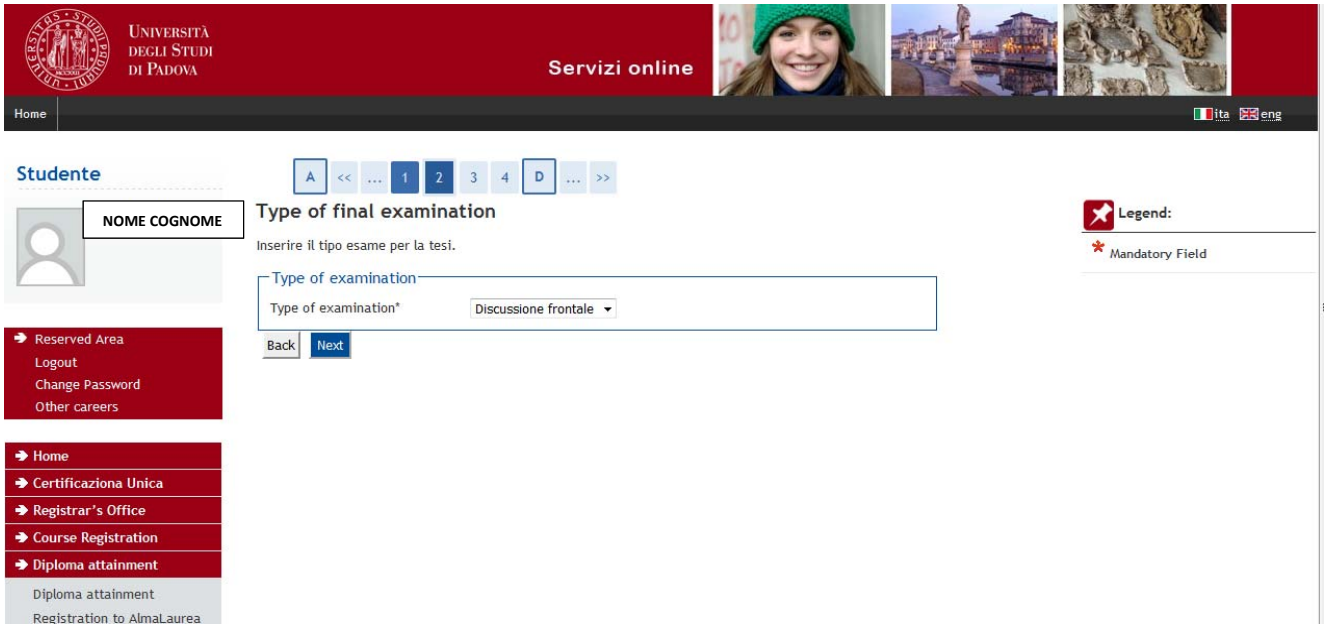
7. Now you are asked to choose if you want to subscribe to Associazione Alumni of the Università di Padova and to confirm your choice.



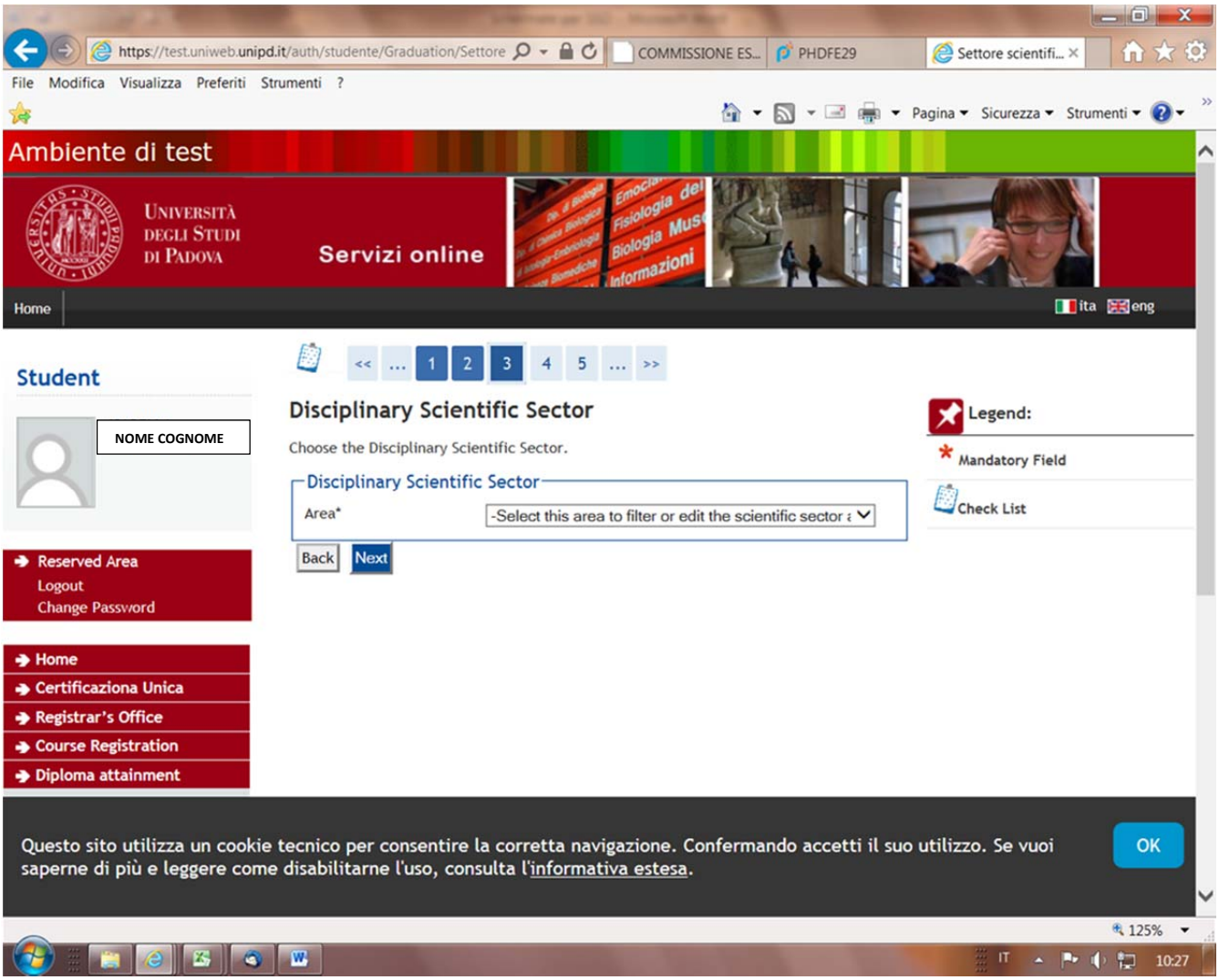


8. After filling in the data, add the thesis title (together with the English translation) and the language of the thesis and choose if you want to authorize the publication of the Almalaurea Questionnaire.

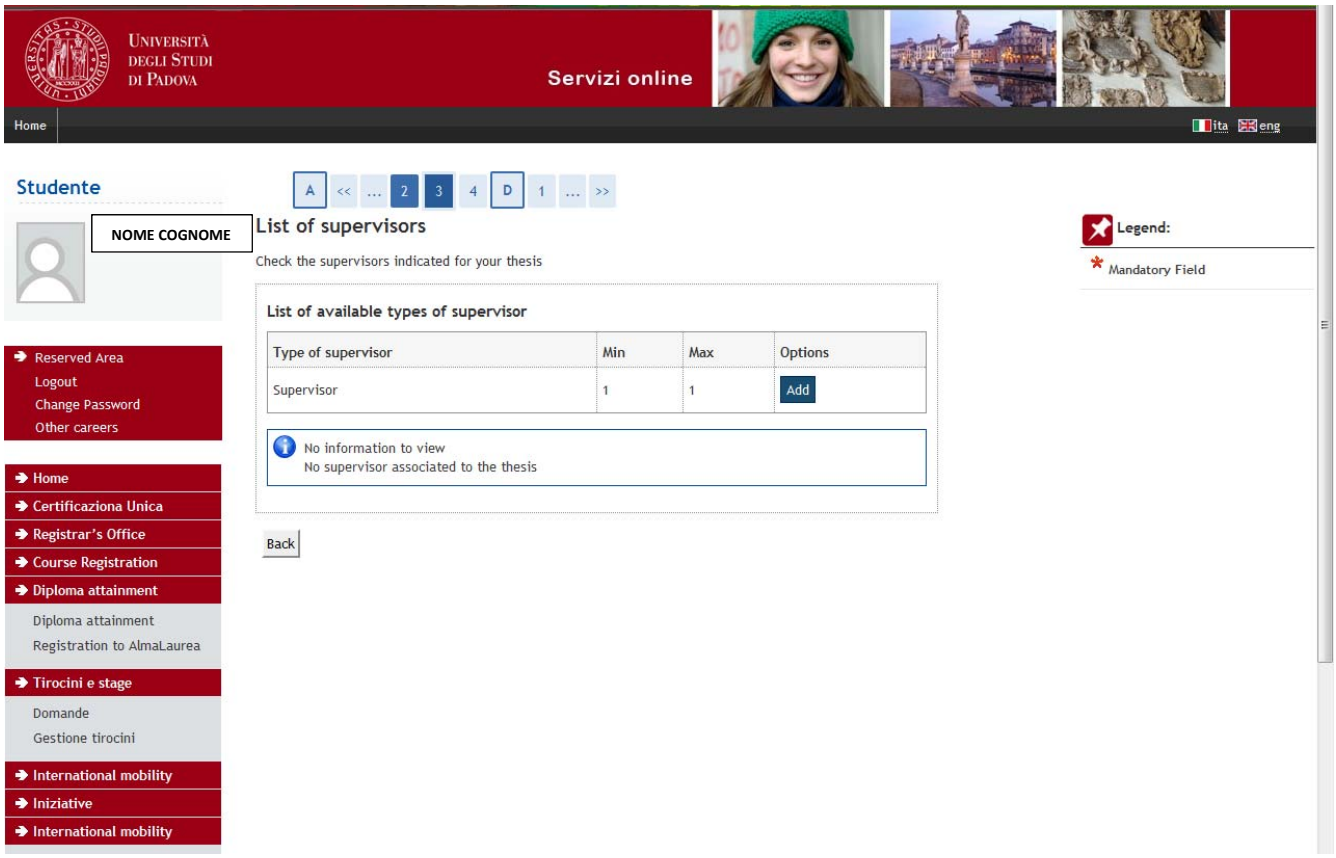




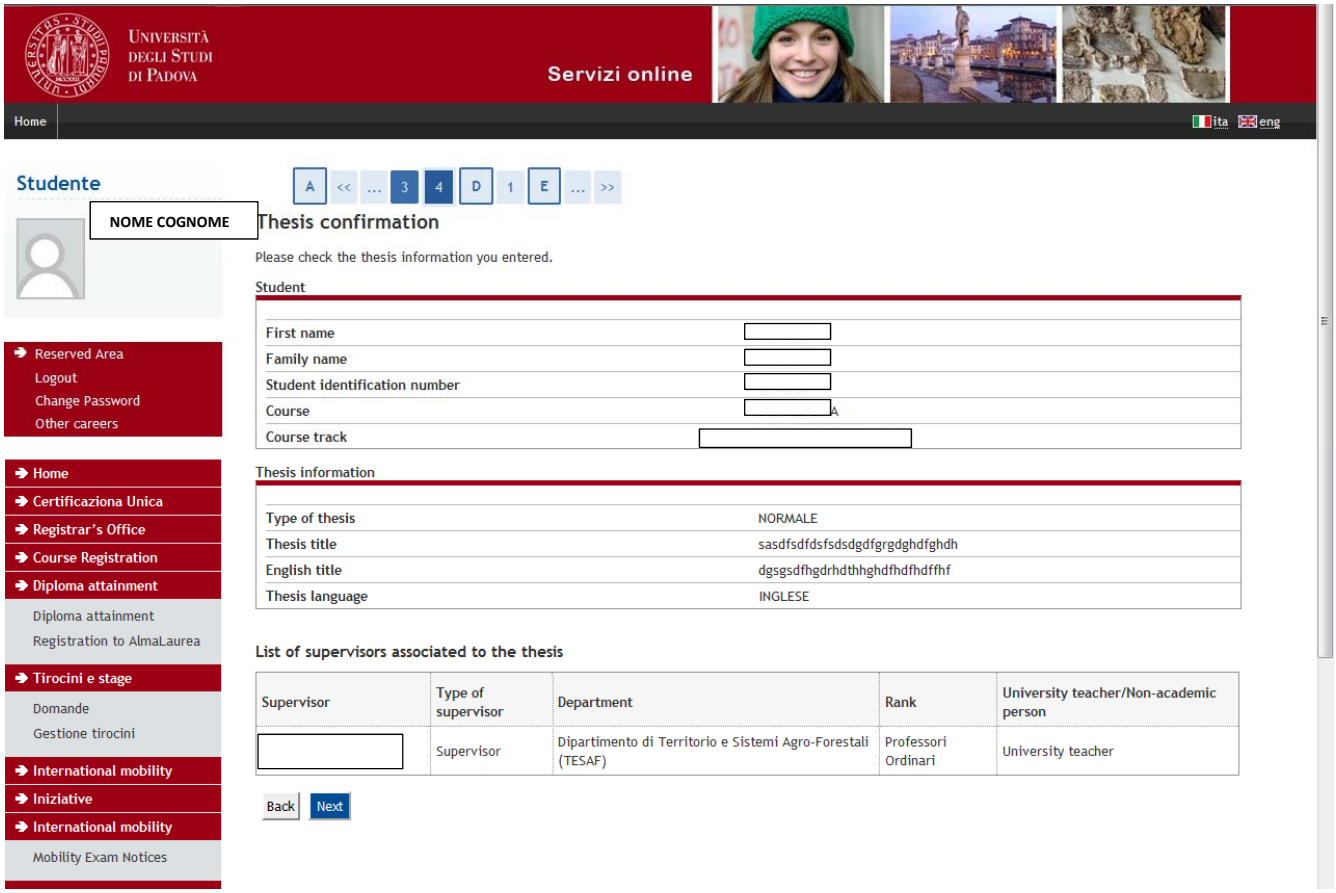
9. Now you must state the main SSD (settore scientifico disciplinare) of your thesis.



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 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 Servizio formazione alla ricerca at the phone numbers 049 8271868 e 049 8271870 or write an e-mail to formazione.ricerca@unipd.it writing in the subject final exam - supervisor.



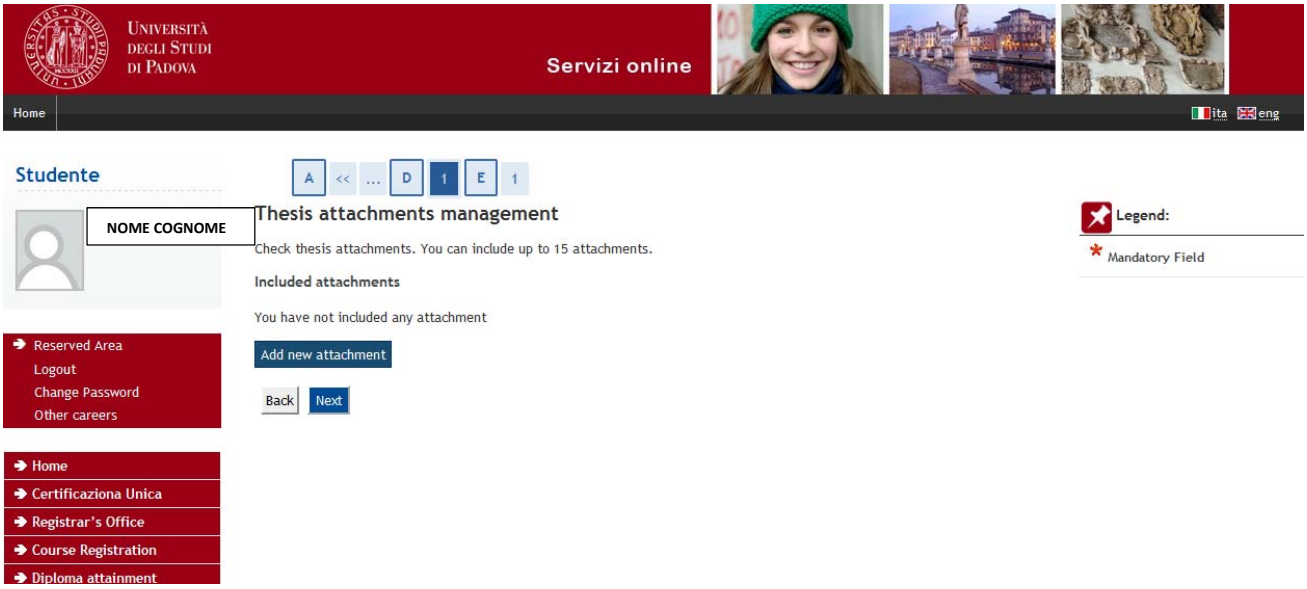
11. After having specified the supervisor (by clicking on “Add” and then “Next”) , you are directed to the summary page and the confirmation of the form.



12. Now, attachments must be uploaded - preferably in the following order - in pdf/A format. Attachments cannot exceed 30 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 http://paduaresearch.cab.unipd.it/dottorato/liberatoria_en_2016_ciclo29.docx
4. Receipt of the AlmaLaurea Questionnaire

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

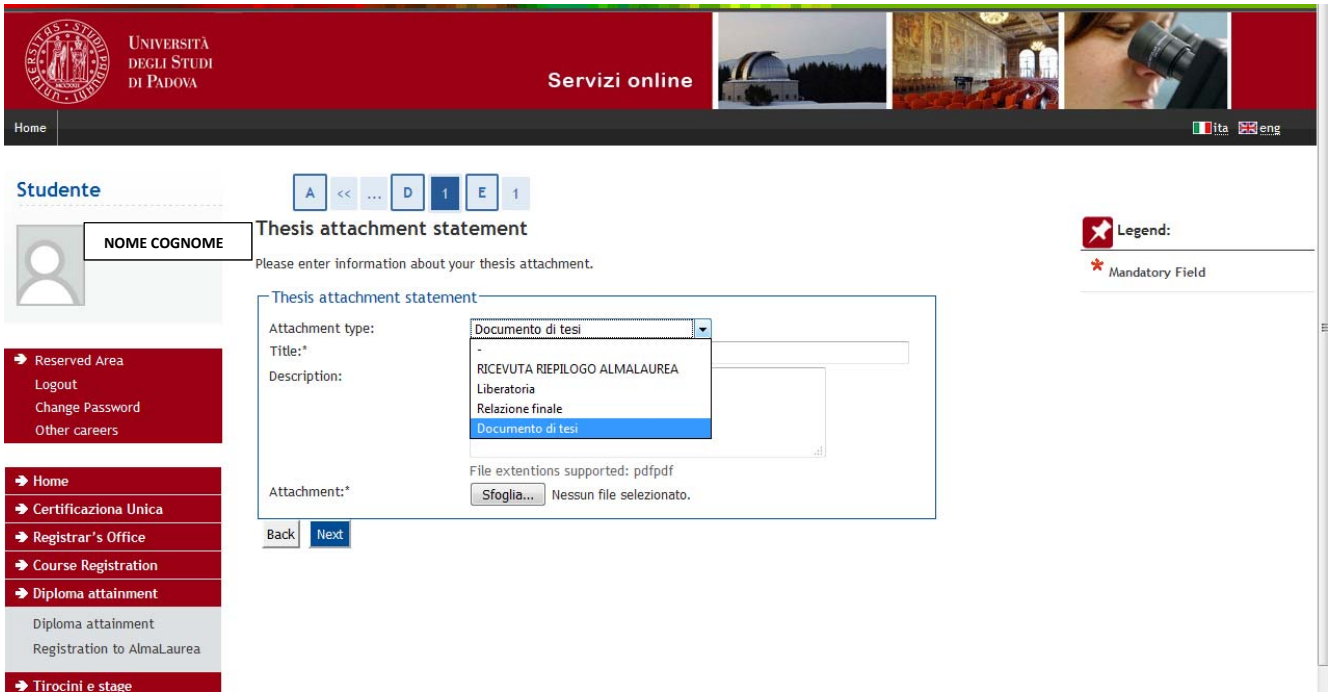


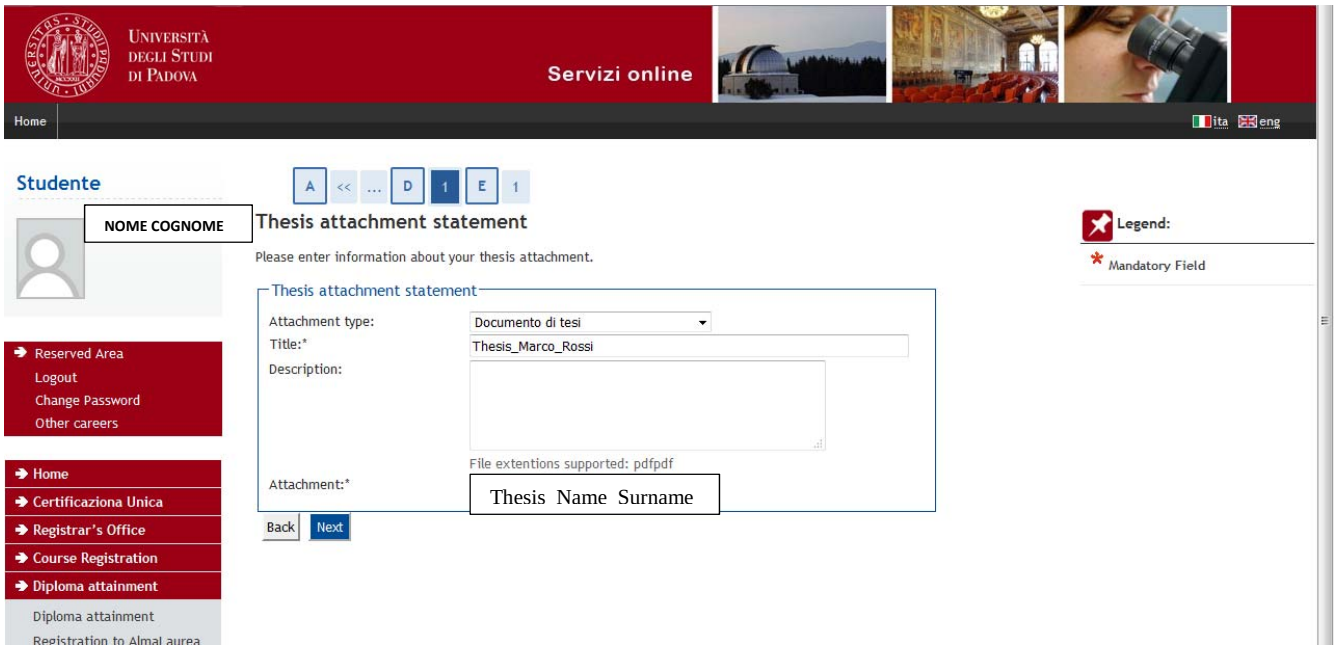
13. In the menu “Attachment Type” select from the dropdown menu the type of attachment

In the field Title, name the files as follows:

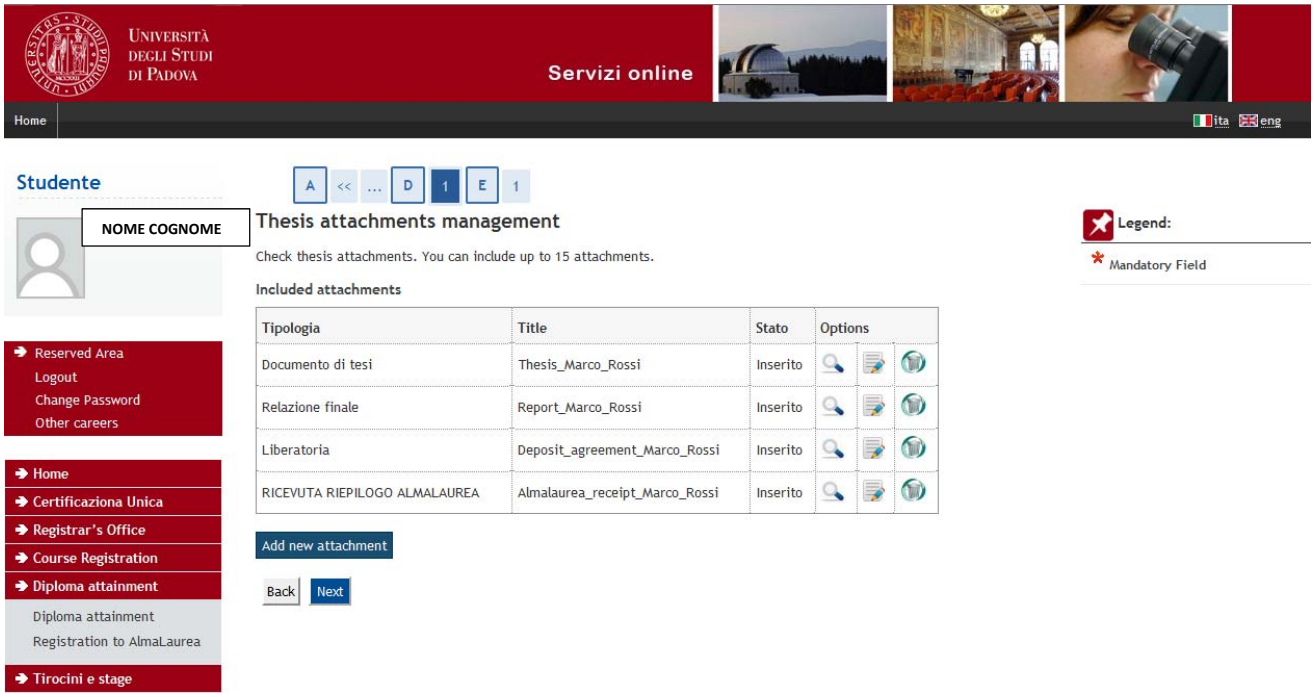
Thesis_Name_Surname
Report_Name_Surname
Disclaimer_form_Name_Surname
Almalaurea_receipt_Name_Surname

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

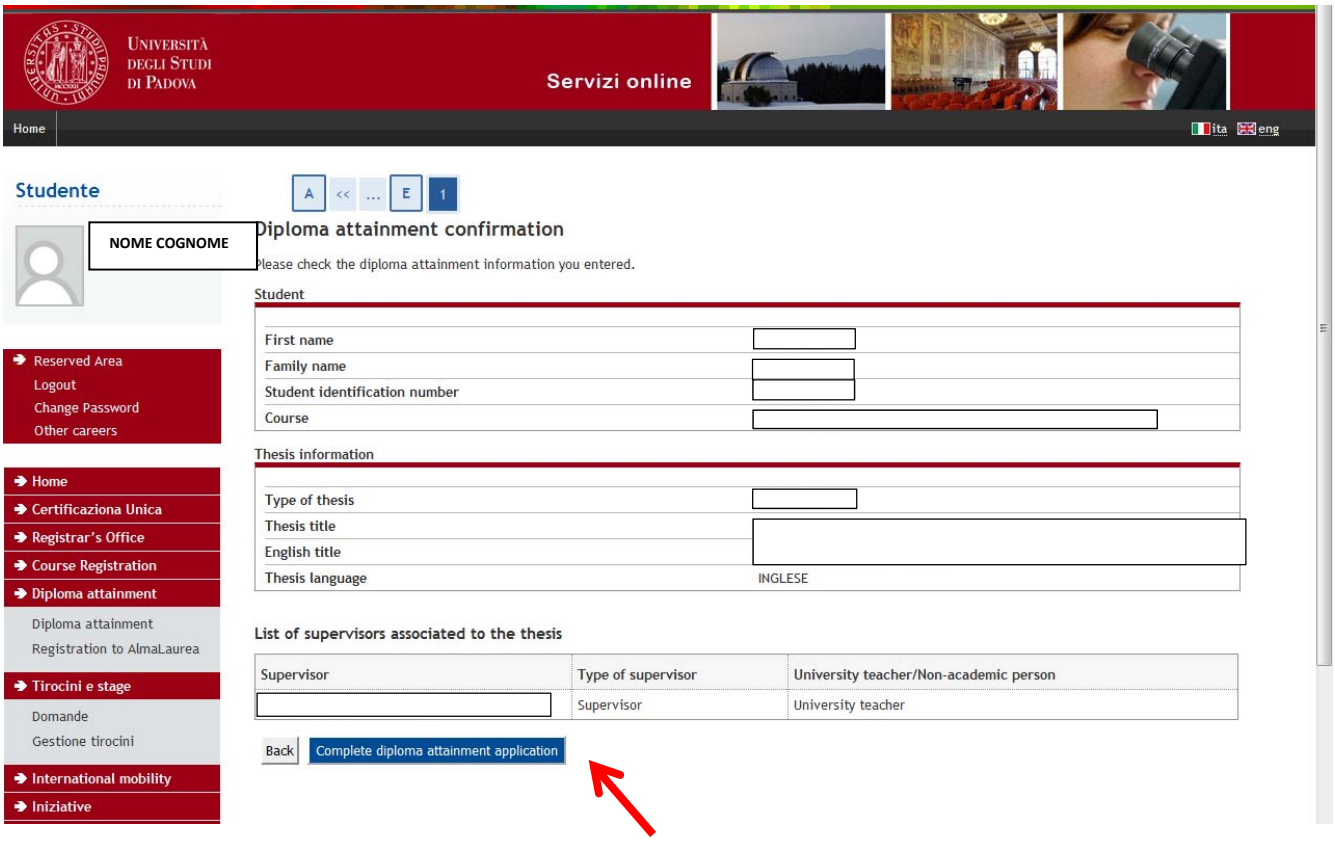




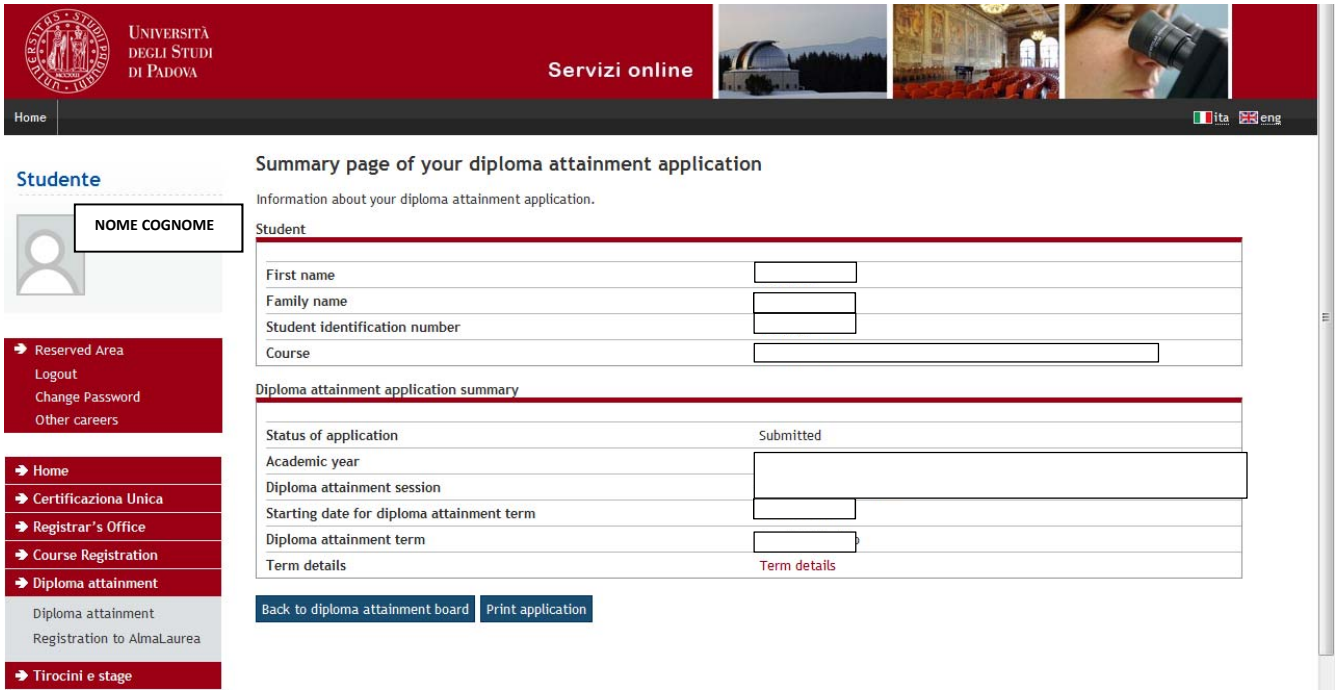
14. After the upload of all the attachments click on “Next”



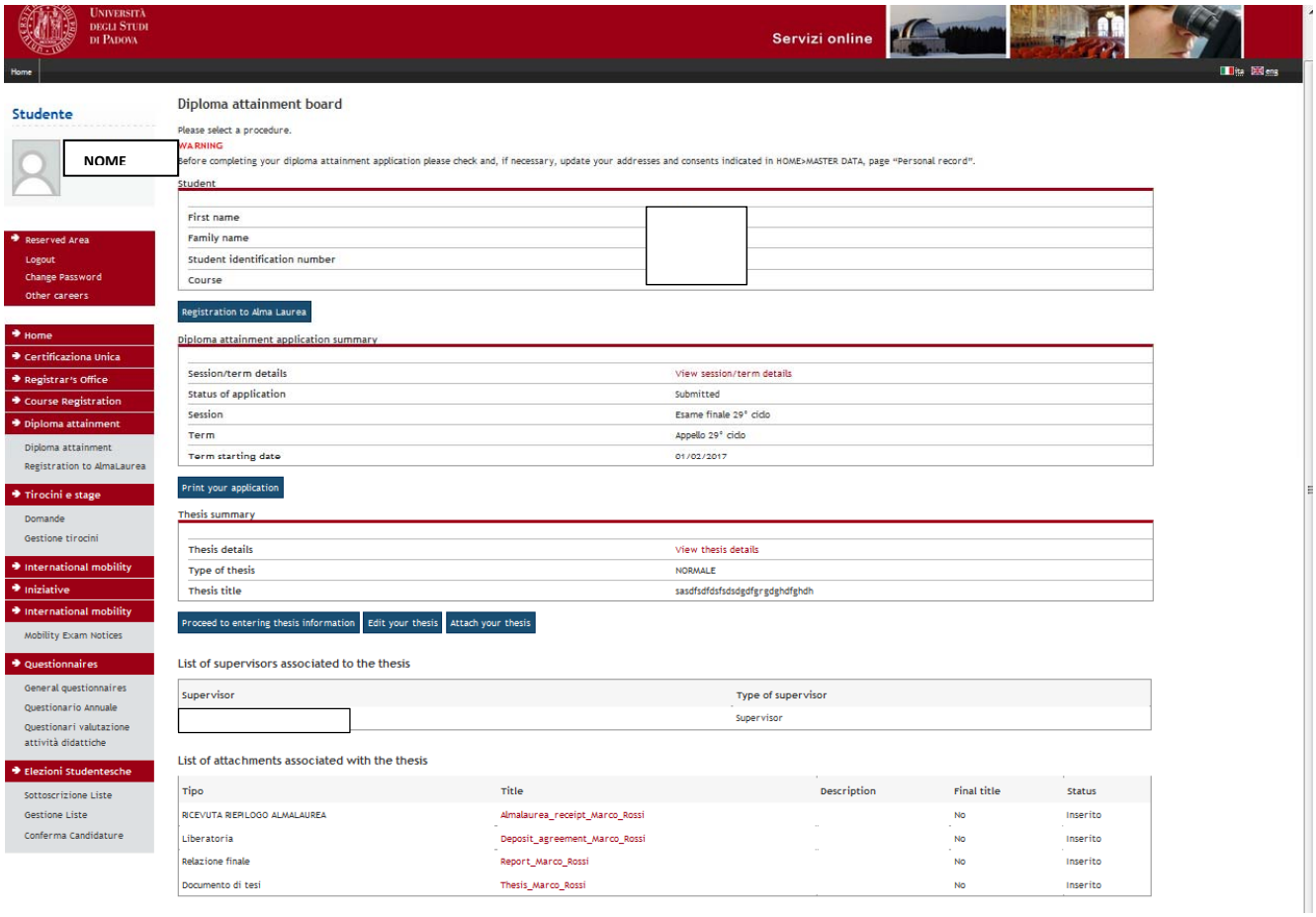
15. Click on “Complete diploma attainment application”.



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



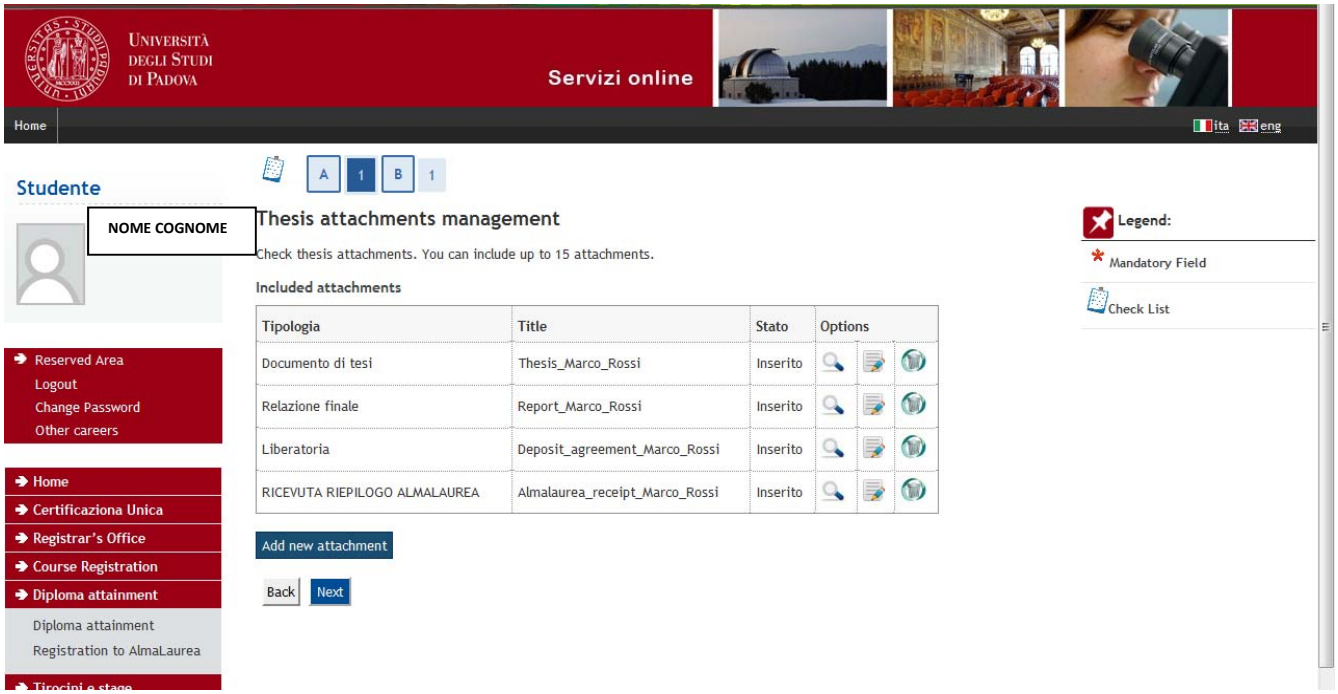
17. By clicking on "Back to diploma attainment board" you are directed to the following page



18. If you notice some mistakes, from this page (Diploma attainment Board) you can click on “Attach your thesis” and then on “Degree Theis Attachments”, and you can substitute the attached files or add new files. Remember that these modifications are allowed only up to 15 November 2016 at midnight (CET).

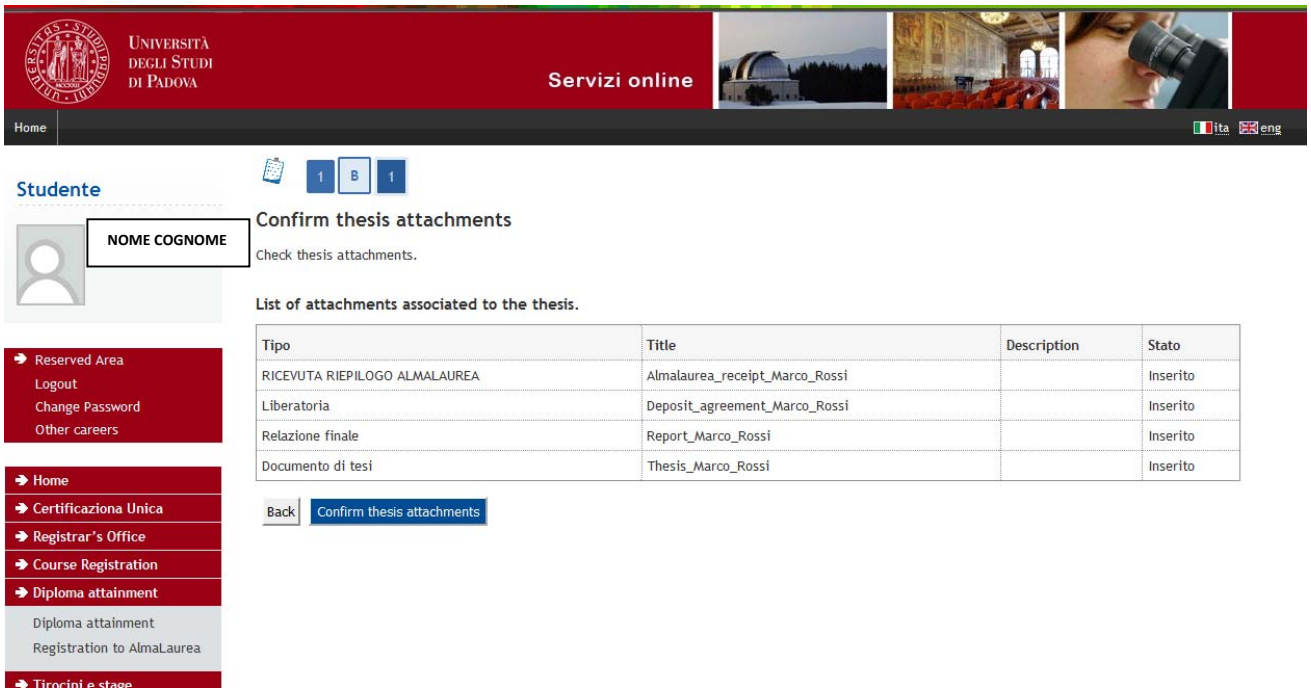
In order to change the attachment, first you need to remove the previous one by clicking on the icon and then you will have to upload the new one

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



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’



20. If you must 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

The file of the final thesis cannot be substituted. In case of error, contact Servizio Formazione alla ricerca.

How to pay the MAV

The payment of the virtual revenue stamp will be made through the MAV form , which can be downloaded and printed from Uniweb under “Diritto allo Studio e corsi estivi” and then “Tasse”.

The MAV form can be downloaded from the personal page in Uniweb and can be paid following one of below options:

- at any agency of the Cassa di Risparmio del Veneto, Gruppo Intesa Sanpaolo and at other banks in Italy;
- at ATM of the banks of the Gruppo Intesa Sanpaolo through the debit card and at ATM of other banks. In the case of payment through ATM services it will always be necessary to specify the identification code of the MAV form printed in the MAV itself;
- through the online services of the bank (Home Banking service for the account owners of the Cassa di Risparmio del Veneto and of the other banks of the Gruppo Intesa Sanpaolo and of the other banks, if available. In the case of payment through online services it will always be necessary to specify the identification code of the MAV form printed in the MAV itself. In the online service of the bank require the data of the University bank account, the following must be specified:
  IBAN : IT58W0622512186100000300876 - C/C N. : 100000300876;
- for those in possession of “Superflash” card, through home banking service or ATM services.