

## 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:



### Utente esterno

- Reserved Area
- Registration
- Login
- Forgotten password

### Didactics Structure Area

This is page is the starting point for browsing the information regarding the University's didactics. You can access the pages from the single faculties and from the other University information pages

- Facilities
- Didactics
- Exams
- Accreditamento Aziende

Richiesta Accredito  
Trova CV

**AUTENTICAZIONE CENTRALIZZATA SINGLE SIGN ON**

Username    
Password

@unipd.it  
 @studenti.unipd.it

**IMPORTANTE:** alla fine della sessione di lavoro, chiudere il browser per impedire ad altri di accedere alle proprie aree riservate.

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”.

The screenshot shows the 'Diploma attainment board' page. At the top, there is a navigation bar with the University of Padua logo, 'SERVIZI ONLINE', and language options (ita, eng). Below the navigation bar, the page is divided into a left sidebar and a main content area. The sidebar contains a 'Studente' profile section with a placeholder for a name and a 'Reserved Area' menu with options like 'Logout', 'Change Password', and 'Other careers'. Below this is a main menu with categories like 'Home', 'Certificazione Unica', 'Registrar's Office', 'Course Registration', 'Diploma attainment', 'Tirocini e stage', 'International mobility', and 'Questionnaires'. The main content area is titled 'Diploma attainment board' and includes a warning message: '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".' Below the warning is a 'Student' form with fields for 'First name', 'Family name', 'Student identification number', and 'Course'. A message states 'Neither application nor thesis title has been submitted.' At the bottom of the main content area, there are two buttons: 'Enter diploma attainment application' and 'Registration to Alma Laurea'. A red arrow points to the 'Registration to Alma Laurea' button.

4. Click on “Registration to AlmaLaurea”, in order 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 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 phase you can write to [supporto.laureati@almalaurea.it](mailto: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](mailto: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.



## Studente



NOME COGNOME

- Reserved Area
- Logout
- Change Password
- Other careers

### Home

- Certificazione 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                    | <input type="text"/> |
| Family name                   | <input type="text"/> |
| Student identification number | <input type="text"/> |
| Course                        | <input type="text"/> |

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 32 ciclo' and then on 'next'

The screenshot shows the 'Servizi online' (Online Services) page of the University of Padua. The header includes the university logo and name, the text 'Servizi online', and navigation links for 'Home', 'ita', and 'eng'. The main content area is titled 'Diploma attainment' and contains the following elements:

- Studente** (Student) section with a profile icon and the text 'NOME COGNOME'.
- Text: 'Through the following pages you can apply for your diploma attainment.'
- Text: 'Once the application is confirmed the system will produce a 16,00 euros electronic deposit slip (called MAV) referred to the stamp duty for your PhD diploma. This MAV will be available through the link REGISTRAR'S OFFICE - PAYMENTS on the left.'
- A blue button labeled 'Diploma attainment'.
- A sidebar menu on the left with the following items:
  - Reserved Area
    - Logout
    - Change Password
    - Other careers
  - Home
  - Certificazione Unica
  - Registrar's Office
  - Course Registration
  - Diploma attainment
    - Diploma attainment
    - Registration to AlmaLaurea

Studente

A 1 2 B 1 C ... >>

**NOME COGNOME**

**Choice of diploma attainment session and term**

Please select session and term for your diploma attainment.

- Reserved Area
- Logout
- Change Password
- Other careers

- Home
- Certificazione Unica
- Registrar's Office
- Course Registration
- Diploma attainment
  - Diploma attainment
  - Registration to AlmaLaurea
- Tirocini e stage
  - Domande

Student

|                               |                      |
|-------------------------------|----------------------|
| First name                    | <input type="text"/> |
| Family name                   | <input type="text"/> |
| Student identification number | <input type="text"/> |
| Course                        | <input type="text"/> |

**Legend:**

**\*** Mandatory Field

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    | <a href="#">View</a> |

Back **Next**

Studente

A 1 2 B 1 C ... >>

**NOME COGNOME**

**Session and term confirmation**

Please check the information previously entered.

- Reserved Area
- Logout
- Change Password
- Other careers

- Home
- Certificazione Unica
- Registrar's Office
- Course Registration
- Diploma attainment
  - Diploma attainment
  - Registration to AlmaLaurea
- Tirocini e stage
  - Domande

Student

|                               |                      |
|-------------------------------|----------------------|
| First name                    | <input type="text"/> |
| Family name                   | <input type="text"/> |
| Student identification number | <input type="text"/> |
| Course                        | <input type="text"/> |

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                             | <a href="#">Term details</a> |

Back **Next**

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.

The screenshot shows the 'Questionnaires list' page for a student. At the top, there is a navigation bar with the University of Padua logo and 'Servizi online'. Below it, a breadcrumb trail shows 'A << ... B 1 C 1 2 ... >>'. The main content area is titled 'Questionnaires list' and contains a table with the following data:

| Questionnaire                  | Status | Options                 |
|--------------------------------|--------|-------------------------|
| Questionario adesione alumni * |        | <a href="#">Compila</a> |

Below the table is an 'Indietro' button. To the right, a legend explains the symbols: a red star for 'Mandatory Field', a green circle for 'Questionario completo', and a red circle for 'Questionario incompleto'. The left sidebar contains navigation options: 'Reserved Area' (Logout, Change Password, Other careers), 'Home', 'Certificazione Unica', and 'Registrar's Office'.

## 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](mailto: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](mailto: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](mailto: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 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. Upload the abstract of the thesis in Italian and in English. If you do not have the abstract written in both languages, fill in both the fields with the same abstract.

The screenshot shows the 'Enter your thesis title' form in the AlmaLaurea system. The header includes the University of Padua logo and 'Servizi online' text. The user's name 'NOME COGNOME' is displayed. The form contains the following fields and options:

- Thesis title:** A dropdown menu set to 'NORMALE' with a text length limit of 4000 characters.
- Thesis title\*:** A text input field for the thesis title.
- English title\*:** A text input field for the English translation of the thesis title, also with a 4000 character limit.
- Thesis language\*:** A dropdown menu set to 'INGLESE'.
- Almalaurea options:** Two radio buttons:  'I authorized the publication of my Almalaurea questionnaire' and  'I do not authorized the publication of my Almalaurea questionnaire'.

Navigation buttons 'Back' and 'Next' are located at the bottom of the form. A legend on the right indicates that a red asterisk (\*) denotes a mandatory field.

The screenshot shows the 'Type of final examination' form in the AlmaLaurea system. The header is identical to the previous screenshot. The user's name 'NOME COGNOME' is displayed. The form contains the following fields and options:

- Type of examination:** A dropdown menu set to 'Discussione frontale'.
- Type of examination\*:** A text input field for the type of examination.

Navigation buttons 'Back' and 'Next' are located at the bottom of the form. A legend on the right indicates that a red asterisk (\*) denotes a mandatory field.

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

The screenshot shows a web browser window with the URL <https://test.univeb.unipd.it/auth/studente/Graduation/Settore>. The page header includes the University of Padua logo and the text "Servizi online". A navigation bar at the top right contains "Pagina", "Sicurezza", and "Strumenti".

The main content area is titled "Student" and "Disciplinary Scientific Sector". It features a user profile section with a placeholder for "NOME COGNOME". Below this is a sidebar menu with the following items: "Reserved Area", "Logout", "Change Password", "Home", "Certificazione Unica", "Registrar's Office", "Course Registration", and "Diploma attainment".

The central form area is titled "Disciplinary Scientific Sector" and contains the instruction "Choose the Disciplinary Scientific Sector." Below this is a dropdown menu labeled "Area\*" with the text "-Select this area to filter or edit the scientific sector :". There are "Back" and "Next" buttons below the dropdown.

On the right side, there is a "Legend:" section with a red star icon and the text "Mandatory Field", and a "Check List" icon.

At the bottom of the page, there is a cookie consent banner that reads: "Questo sito utilizza un cookie tecnico per consentire la corretta navigazione. Confermando accetti il suo utilizzo. Se vuoi saperne di più e leggere come disabilitarne l'uso, consulta l'[informativa estesa](#)." with an "OK" button.

The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system tray with the date "10:27".

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 Ufficio dottorato e post lauream at the phone number 049 8276083 or write an e-mail to [formazione.ricerca@unipd.it](mailto:formazione.ricerca@unipd.it) writing in the subject final exam - supervisor.

UNIVERSITÀ DEGLI STUDI DI PADOVA
Servizi online

Home
ita eng

Nome COGNOME

A << ... 2 3 4 D 1 ... >>

### List of supervisors

Check the supervisors indicated for your thesis

List of available types of supervisor

| Type of supervisor | Min | Max | Options   |
|--------------------|-----|-----|---|
| Supervisor         | 1   | 1   | <span style="background-color: #005596; color: white; padding: 2px 5px;">Add</span> |

i No information to view  
 No supervisor associated to the thesis

**Legend:**

\* Mandatory Field

Reserved Area
Logout

Change Password
Other careers

Home
Certificazona Unica

Registrar's Office
Course Registration

Diploma attainment
Diploma attainment

Registration to AlmaLaurea

Tirocini e stage
Domande

Gestione tirocini

International mobility
Iniziative

International mobility

Back

NOME COGNOME

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.

UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA
Servizi online

Home

 ita
 eng

**Studiante** A << ... 3 4 D 1 E ... >>

**NOME COGNOME** **Thesis confirmation**

Please check the thesis information you entered.

**Student**

|                               |                      |
|-------------------------------|----------------------|
| First name                    | <input type="text"/> |
| Family name                   | <input type="text"/> |
| Student identification number | <input type="text"/> |
| Course                        | <input type="text"/> |
| Course track                  | <input type="text"/> |

**Thesis information**

|                 |                                |
|-----------------|--------------------------------|
| Type of thesis  | NORMALE                        |
| Thesis title    | sasdfsdfdsfsdsdgdgfrgdghdfghdh |
| English title   | dgsdsgfhgdrhdthghdfhdhdfhfhf   |
| Thesis language | INGLESE                        |

**List of supervisors associated to the thesis**

| Supervisor           | Type of supervisor | Department  | Rank                | University teacher/Non-academic person |
|----------------------|--------------------|---|---------------------|--|
| <input type="text"/> | Supervisor         | Dipartimento di Territorio e Sistemi Agro-Forestali (TESAF) | Professori Ordinari | University teacher                     |

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

**Reserved Area**

- Logout
- Change Password
- Other careers

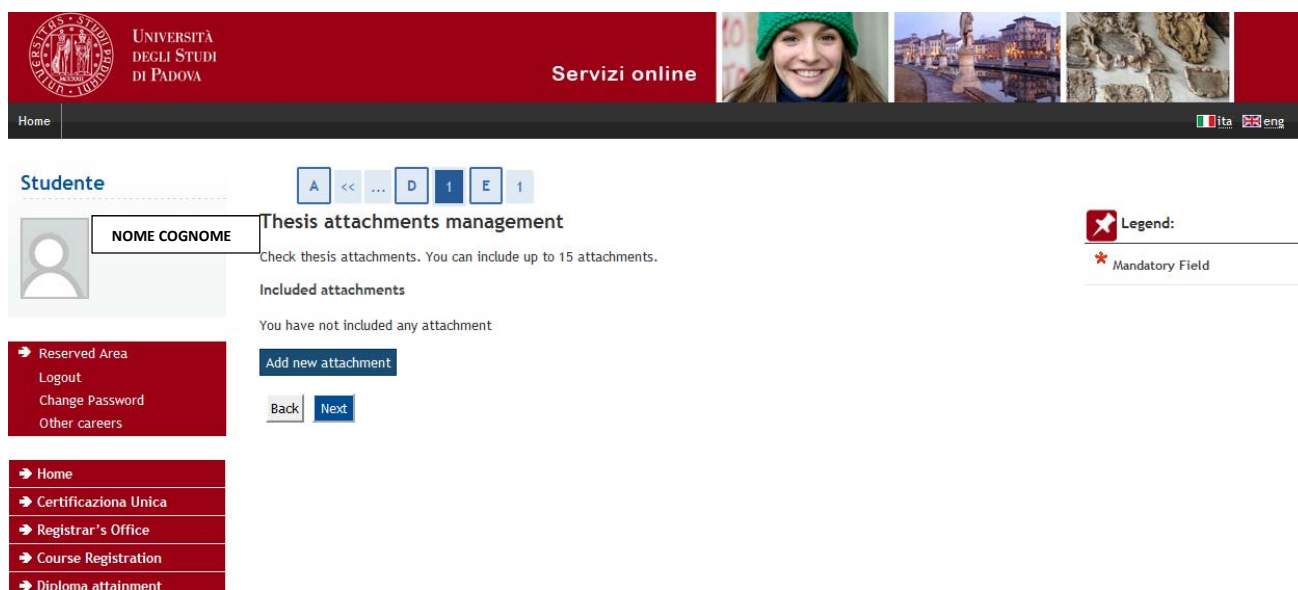
**Home**

- Certificaziona Unica
- Registrar's Office
- Course Registration
- Diploma attainment
  - Diploma attainment
  - Registration to AlmaLaurea
- Tirocini e stage**
  - Domande
  - Gestione tirocini
- International mobility
- Iniziative
- International mobility
- Mobility Exam Notices

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](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”



The screenshot shows the 'Servizi online' (Online Services) page of the University of Padua. The header includes the university logo and name, and navigation links for 'Home', 'ita', and 'eng'. The main content area is titled 'Studente' and 'Thesis attachments management'. It features a navigation bar with buttons 'A', '<<', '...', 'D', '1', 'E', and '1'. Below this, there is a section for 'Included attachments' with the text 'You have not included any attachment' and a prominent 'Add new attachment' button. A 'Back' and 'Next' button are also visible. On the left, there is a sidebar with navigation links: 'Reserved Area', 'Logout', 'Change Password', 'Other careers', 'Home', 'Certificazione Unica', 'Registrar's Office', 'Course Registration', and 'Diploma attainment'. On the right, a legend indicates that a red star symbol denotes a 'Mandatory Field'.

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

In the field Title, name the files as follows:

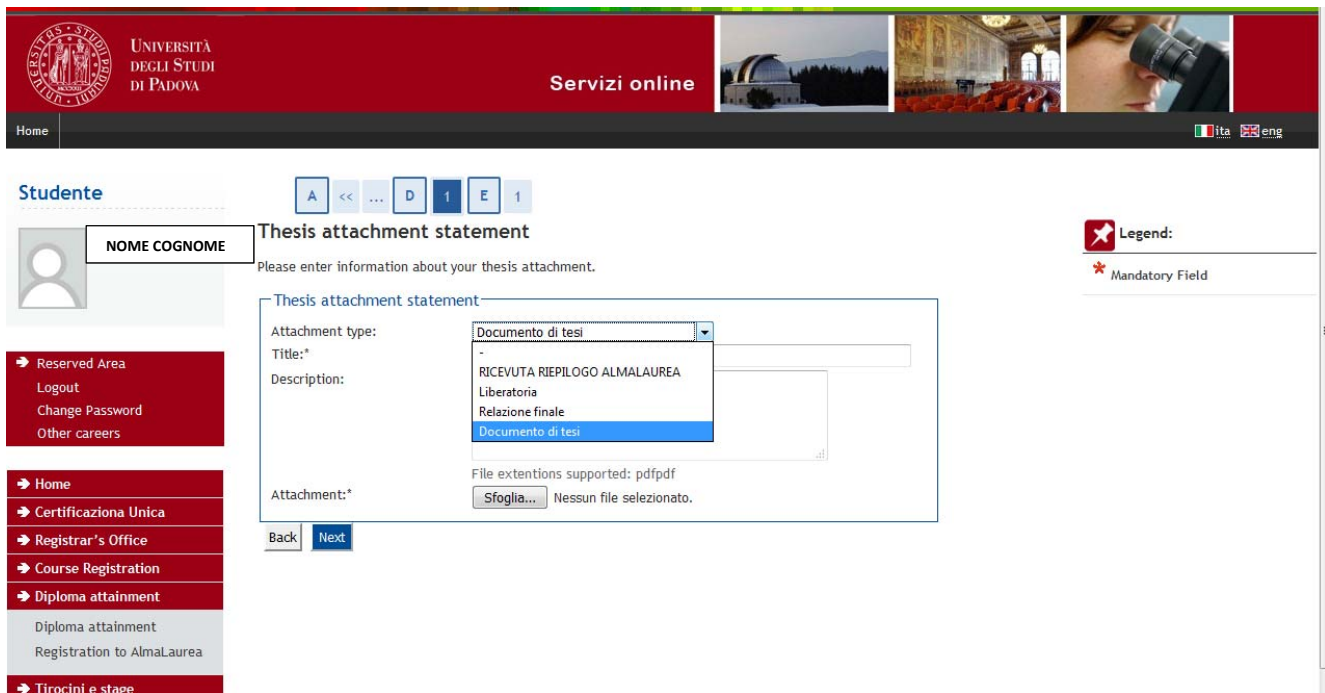
Thesis\_Name\_Surname

Report\_Name\_Surname

Disclaimer\_form\_Name\_Surname

Almaurea\_receipt\_Name\_Surname

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



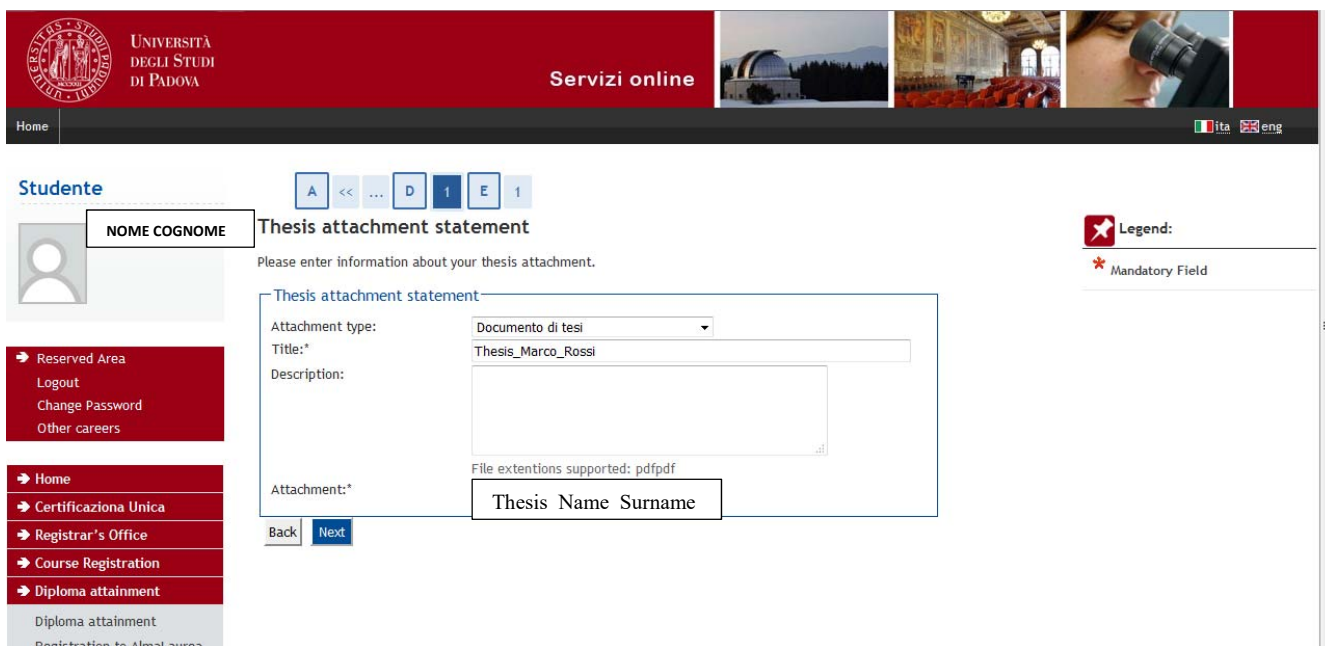
The screenshot shows the 'Thesis attachment statement' form on the University of Padua website. The form is titled 'Thesis attachment statement' and includes a navigation bar with 'A', '<<', '...', 'D', '1', 'E', and '1'. The user's name is 'NOME COGNOME'. The form contains the following fields:

- Attachment type:** A dropdown menu is open, showing options: 'Documento di tesi' (selected), 'RICEVUTA RIEPILOGO ALMALAUREA', 'Liberatoria', 'Relazione finale', and 'Documento di tesi'.
- Title:\*** A text input field containing '-'. A red asterisk indicates it is a mandatory field.
- Description:** A text input field containing 'RICEVUTA RIEPILOGO ALMALAUREA'.
- Attachment:\*** A file selection area with a 'Sfoglia...' button and the text 'Nessun file selezionato.' A red asterisk indicates it is a mandatory field.

File extensions supported: pdfpdf

Buttons: Back, Next

Legend: Mandatory Field



The screenshot shows the 'Thesis attachment statement' form on the University of Padua website. The form is titled 'Thesis attachment statement' and includes a navigation bar with 'A', '<<', '...', 'D', '1', 'E', and '1'. The user's name is 'NOME COGNOME'. The form contains the following fields:

- Attachment type:** A dropdown menu showing 'Documento di tesi'.
- Title:\*** A text input field containing 'Thesis\_Marco\_Rossi'. A red asterisk indicates it is a mandatory field.
- Description:** A text input field containing 'Thesis Name Surname'.
- Attachment:\*** A text input field containing 'Thesis Name Surname'. A red asterisk indicates it is a mandatory field.

File extensions supported: pdfpdf

Buttons: Back, Next

Legend: Mandatory Field

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

The screenshot shows the 'Thesis attachments management' page. At the top, there is a navigation bar with the University of Padua logo, 'SERVIZI ONLINE', and language options (ita, eng). Below the navigation bar, the page title is 'Thesis attachments management' and the user is identified as 'NOME COGNOME'. A message states: 'Check thesis attachments. You can include up to 15 attachments.' Below this is a table of 'Included attachments' with columns for 'Tipologia', 'Title', 'Stato', and 'Options'. The table contains four rows of attachments, all with a status of 'Inserito'. Below the table is an 'Add new attachment' button and 'Back' and 'Next' buttons. On the left side, there is a sidebar menu with options like 'Reserved Area', 'Logout', 'Change Password', 'Other careers', 'Home', 'Certificazona Unica', 'Registrar's Office', 'Course Registration', 'Diploma attainment', 'Diploma attainment', 'Registration to AlmaLaurea', and 'Tirocini e stage'. On the right side, there is a legend indicating that a red asterisk denotes a 'Mandatory Field'.

| Tipologia                     | Title                          | Stato    | Options |
|-------------------------------|--------------------------------|----------|---------|
| Documento di tesi             | Thesis_Marco_Rossi             | Inserito |         |
| Relazione finale              | Report_Marco_Rossi             | Inserito |         |
| Liberatoria                   | Deposit_agreement_Marco_Rossi  | Inserito |         |
| RICEVUTA RIEPILOGO ALMALAUREA | Almalaurea_receipt_Marco_Rossi | Inserito |         |

15. Click on “Complete diploma attainment application”.

The screenshot shows the 'Diploma attainment confirmation' page. At the top, there is a navigation bar with the University of Padua logo, 'SERVIZI ONLINE', and language options (ita, eng). Below the navigation bar, the page title is 'Diploma attainment confirmation' and the user is identified as 'NOME COGNOME'. A message states: 'Please check the diploma attainment information you entered.' Below this are three sections: 'Student', 'Thesis information', and 'List of supervisors associated to the thesis'. The 'Student' section has input fields for 'First name', 'Family name', 'Student identification number', and 'Course'. The 'Thesis information' section has input fields for 'Type of thesis', 'Thesis title', 'English title', and 'Thesis language' (set to 'INGLESE'). The 'List of supervisors associated to the thesis' section has a table with columns for 'Supervisor', 'Type of supervisor', and 'University teacher/Non-academic person'. Below the table are 'Back' and 'Complete diploma attainment application' buttons. A red arrow points to the 'Complete diploma attainment application' button.

| Supervisor | Type of supervisor | University teacher/Non-academic person |
|------------|--------------------|--|
|            | Supervisor         | University teacher                     |

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

The screenshot shows the 'Summary page of your diploma attainment application' for a student. The page includes a navigation menu on the left with options like 'Reserved Area', 'Home', 'Certificaziona Unica', 'Registrar's Office', 'Course Registration', 'Diploma attainment', 'Diploma attainment Registration to AlmaLaurea', and 'Tirocini e stage'. The main content area is titled 'Summary page of your diploma attainment application' and contains a form for student information and a summary of the application.

**Student Information Form:**

|                               |                      |
|-------------------------------|----------------------|
| First name                    | <input type="text"/> |
| Family name                   | <input type="text"/> |
| Student identification number | <input type="text"/> |
| Course                        | <input type="text"/> |

**Diploma attainment application summary:**

|   |                              |
|---|------------------------------|
| Status of application                     | Submitted                    |
| Academic year                             | <input type="text"/>         |
| Diploma attainment session                | <input type="text"/>         |
| Starting date for diploma attainment term | <input type="text"/>         |
| Diploma attainment term                   | <input type="text"/>         |
| Term details                              | <a href="#">Term details</a> |

Buttons: [Back to diploma attainment board](#) [Print application](#)

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

The screenshot shows the 'Diploma attainment board' page. It includes a navigation menu on the left with options like 'Reserved Area', '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', 'Questionnaires', and 'Elezioni Studentesche'. The main content area is titled 'Diploma attainment board' and contains a form for student information and a summary of the application.

**Student Information Form:**

|                               |                      |
|-------------------------------|----------------------|
| First name                    | <input type="text"/> |
| Family name                   | <input type="text"/> |
| Student identification number | <input type="text"/> |
| Course                        | <input type="text"/> |

[Registration to Alma Laurea](#)

**Diploma attainment application summary:**

|                       |   |
|-----------------------|---|
| Session/term details  | <a href="#">View session/term details</a> |
| Status of application | Submitted                                 |
| Session               | Esame finale 29° ciclo                    |
| Term                  | Appello 29° ciclo                         |
| Term starting date    | 01/02/2017                                |

[Print your application](#)

**Thesis summary:**

|                |                                     |
|----------------|-------------------------------------|
| Thesis details | <a href="#">View thesis details</a> |
| Type of thesis | NORMALE                             |
| Thesis title   | sasdfsdfsdfsdfgrgdghdfghd           |

[Proceed to entering thesis information](#) [Edit your thesis](#) [Attach your thesis](#)

**List of supervisors associated to the thesis:**


| Supervisor           | Type of supervisor |
|----------------------|--------------------|
| <input type="text"/> | Supervisor         |


**List of attachments associated with the thesis:**

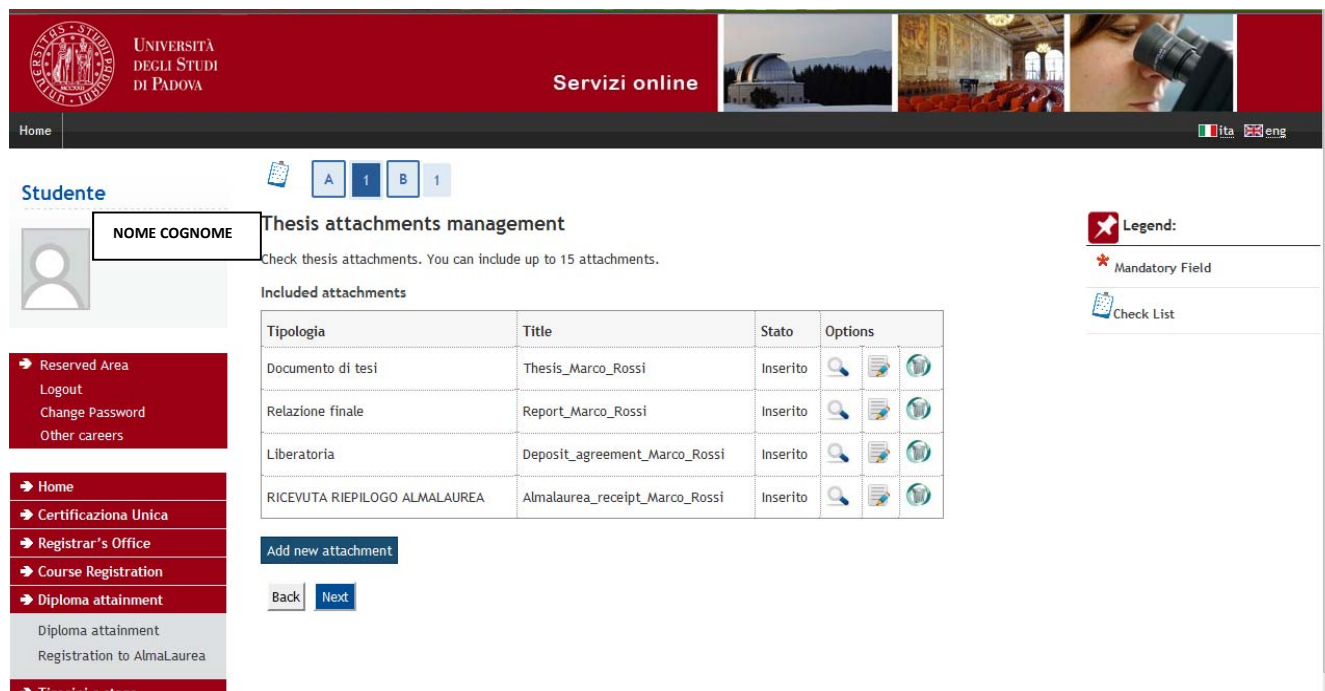
| Tipo                        | Titolo                         | Description | Final title | Status   |
|-----------------------------|--------------------------------|-------------|-------------|----------|
| RICEVUTA RIPILOO ALMALAUREA | Almalaurea_receipt_Marco_Rossi | -           | No          | Inserito |
| Liberatoria                 | Deposit_agreement_Marco_Rossi  | -           | No          | Inserito |
| Relazione finale            | Report_Marco_Rossi             | -           | No          | Inserito |
| Documento di tesi           | Thesis_Marco_Rossi             | -           | No          | Inserito |















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 substitute the attached files or add new files. Remember that these modifications are allowed only up to 30/09/2019 at 12 p.m. (CEST).

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 



The screenshot shows the 'Thesis attachments management' page for a student. The header includes the University of Padua logo and 'Servizi online'. The page title is 'Thesis attachments management' and it includes a note: 'Check thesis attachments. You can include up to 15 attachments.' Below this is a table of 'Included attachments' with columns for 'Tipologia', 'Title', 'Stato', and 'Options'. The table lists four attachments: 'Documento di tesi', 'Relazione finale', 'Liberatoria', and 'RICEVUTA RIEPILOGO ALMALAUREA'. Each row has an 'Inserito' status and three icons in the 'Options' column: a magnifying glass, a document with a pencil, and a globe. Below the table is an 'Add new attachment' button and 'Back' and 'Next' buttons. On the left, there is a navigation menu with 'Diploma attainment' selected. On the right, there is a legend for 'Mandatory Field' and 'Check List'.

| Tipologia                     | Title                          | Stato    | Options  |
|-------------------------------|--------------------------------|----------|--|
| Documento di tesi             | Thesis_Marco_Rossi             | Inserito |    |
| Relazione finale              | Report_Marco_Rossi             | Inserito |    |
| Liberatoria                   | Deposit_agreement_Marco_Rossi  | Inserito |    |
| RICEVUTA RIEPILOGO ALMALAUREA | AlmaLaurea_receipt_Marco_Rossi | Inserito |    |

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'

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### 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 |

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Course Registration  
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Diploma attainment  
Registration to AlmaLaurea  
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20. If you must 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

The file of the final thesis cannot be substituted. In case of error, contact Ufficio dottorato e post lauream.

## 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 the Intesa Sanpaolo Bank (University Treasury) and at other banks in Italy;
- through the online services of the bank (Home Banking service for the account owners of the 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. If the online service of the bank requires the data of the University bank account, the following must be specified:  
IBAN: IT12W0306912117100000300437
- At ATM of the banks 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);
- for those in possession of “Superflash” card, through home banking service or ATM services (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 PagoPA following the instructions at <https://www.unipd.it/modalit-pagamento-pagopa>