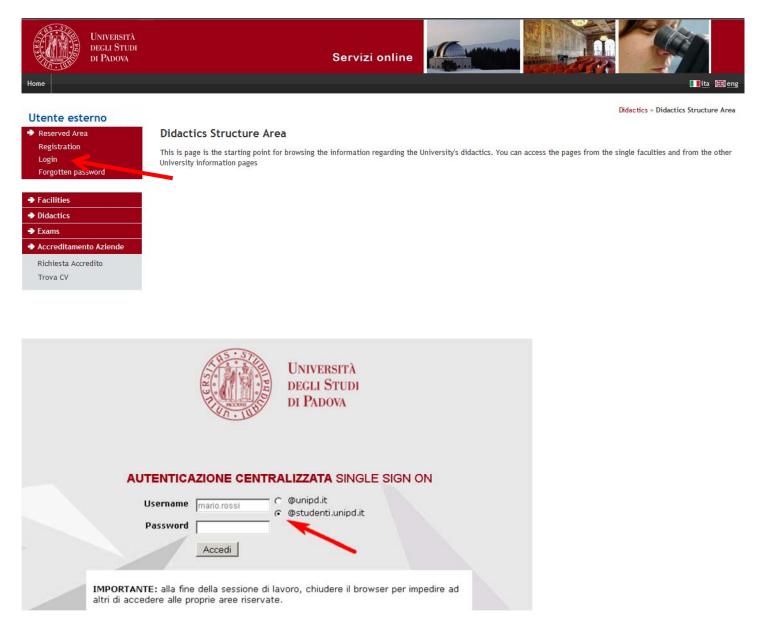
### **INSTRUCTIONS: PhD FINAL EXAM ON LINE FORM**

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 <a href="https://uniweb.unipd.it/password/index.php/it/">https://uniweb.unipd.it.</a> If you haven't activated it yet you can do it following the instructions at <a href="https://uniweb.unipd.it/">https://uniweb.unipd.it.</a> If you haven't activated it yet you can do 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".

Università Decli Studi di Padova	Servizi online
Studente NOME COGNOME	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
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul>	First name
<ul> <li>Home</li> <li>Certificaziona Unica</li> <li>Registrar's Office</li> <li>Course Registration</li> <li>Diploma attainment</li> <li>Diploma attainment</li> <li>Registration to AlmaLaurea</li> </ul>	Neither application nor thesis title has been submitted. Enter diploma attainment application Registration to Alma Laurea
<ul> <li>Tirocini e stage</li> <li>Domande</li> <li>Gestione tirocini</li> <li>International mobility</li> <li>Iniziative</li> <li>International mobility</li> <li>Mobility Exam Notices</li> <li>Questionnaires</li> </ul>	

z4. 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 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.



# Servizi online



### Studente

### Diploma attainment board Please select a procedure.

Student First name Family name

Course



# WARNING Before completing your diploma attainment application please check and, if necessary, update your addresses and consents indicated in HOME>MASTER DATA,

realized and the realiz

Reserved	Area		

Change Password

### Neither application nor thesis title has been submitted.

Student identification number



Enter diploma attainment application Registration to Alma Laurea

International mobility

Mobility Exam Notices

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 33 ciclo' and then on 'next'

Università decli Studi di Padova	Servizi online
Studente NOME COGNOME	Diploma attainment Through the following pages you can apply for your diploma attainment. 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 REGISTRARS OFFICE - PAYMENTS on the left. Diploma attainment
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul>	
<ul> <li>Home</li> <li>Certificaziona Unica</li> <li>Registrar's Office</li> <li>Course Registration</li> </ul>	
Diploma attainment Diploma attainment Registration to AlmaLaurea	

Università decli Studi di Padova Home			Servizi online	na abserve roma antigen Fisiolo Biology and Banksche Hiology	gia del a Must azioni	
Studente	A 1 2	B 1 C	>>			
	Choice of diplo		session and term			Legend:
NOME COGNOME	Please select session ar					
K	Student	·				Mandatory Field
·N						
	First name					-
<ul> <li>Reserved Area</li> <li>Logout</li> </ul>	Family name					
Change Password	Student identificatio	n number				
Other careers	Course					
	-Session and term-					
➔ Home	Terms*					
➔ Certificaziona Unica	TermAppello 29°	ciclo	2	(2)	a	
➔ Registrar's Office	Term	Academic year	Session	Starting date	Details	
Course Registration	Appello 29° ciclo	2015/2016	Esame finale 29° ciclo	01/02/2017	View	
➔ Diploma attainment		L	1			
Diploma attainment	Back Next					
Registration to AlmaLaurea						
➔ Tirocini e stage						-
Domande						

Home	S	ervizi online
Studente NOME COGNOME	A 1 2 B 1 C >> Session and term confirmation Please check the information previously entered. Student	
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul>	First name Family name Student identification number Course Session/term	
<ul> <li>→ Home</li> <li>→ Certificaziona Unica</li> </ul>	Academic year	2015/2016
➔ Registrar's Office	Diploma attainment session Starting date of diploma attainment term	Esame finale 29° ciclo 01/02/2017
<ul> <li>Course Registration</li> <li>Diploma attainment</li> </ul>	Diploma attainment term Term details	Appello 29° ciclo Term details
Diploma attainment Registration to AlmaLaurea <b>Tirocini e stage</b>	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.

UNIVERSITÀ DECLI STUDI DI PADOVA	Servizi onl	ine	e Geocla dei Fisiologia Muss Biologia Muss Informazioni	IIII IIIII IIII ⊠eng
Studente NOME COGNOME	A << B 1 C 1 2 >> Questionnaires list In this page find the list of available questionnaires			Legend:
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> </ul>	Questionnaire Questionario adesione alumni * Indietro	Status	Options Compila	Questionario completo
Other careers  Home Certificaziona Unica 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 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.

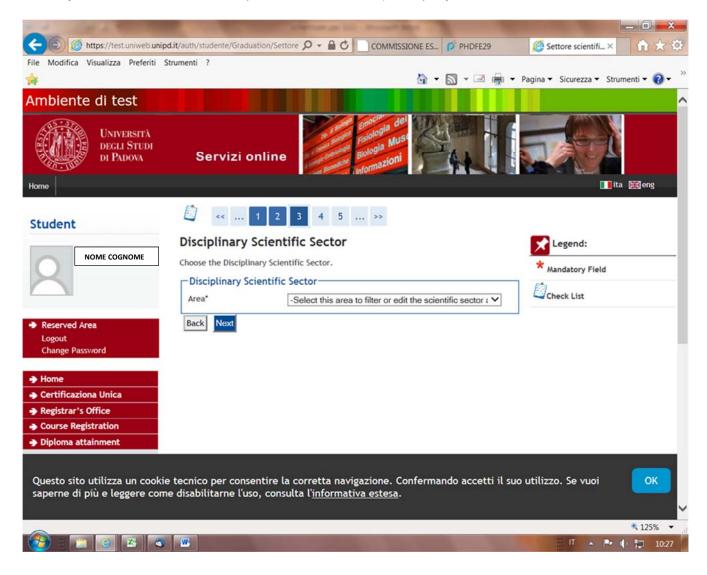
8. After filling in the data, add the thesis title (together with the English translation) and the language of the thesis and choose if you want to authorize the publication of the Almalaurea Questionnaire.

(ATTENTION: the choice must be consistent with what was chosen / declared during the completion of the AlmaLaurea questionnaire)

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

UNIVERSITÀ DECLI STUDI DI PADOVA Home		Servizi online			Inita ⊠eng
Studente NOME COGNOME	Enter your thesis title Enter information about your thes Thesis title	is title		*	Legend: Mandatory Field
Reserved Area Logout Change Password Other careers	Type of thesis Thesis title*	NORMALE  Text length limit: 4000 characters	ja,		E
<ul> <li>Home</li> <li>Certificaziona Unica</li> <li>Registrar's Office</li> <li>Course Registration</li> <li>Diploma attainment</li> </ul>	English title" Thesis language"	Text length limit: 4000 characters	a.		
Diploma attainment Registration to AlmaLaurea <b>Tirocini e stage</b> Domande Gestione tirocini	Almalaurea options Back Next	<ul> <li>I authorized the publication of my / I do not authorized the publication</li> </ul>		2	
International mobility  Iniziative  International mobility  UNIVERSITÀ					
Home Studente	A << 1 2	Servizi online			ita ⊠eng
	Type of final examination Type of examination Type of examination			*	Mandatory Field
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> <li>Home</li> </ul>	Back Next				
Certificaziona Unica     Registrar's Office     Course Registration     Diploma attainment     Diploma attainment     Registration to AlmaLaurea					

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 Ufficio dottorato e post lauream at the phone number 049 8276083 or write an e-mail to phd@unipd.it writing in the subject final exam - supervisor.

Home Università Decli Studi Di Padova		Servizi on	line 🍺		Left Contraction of the second secon
Studente	A << 2 3 4	D 1 >>			_
	List of supervisors				Legend:
X	Check the supervisors indicated for your	thesis			* Mandatory Field
	List of available types of superv	isor			
Reserved Area	Type of supervisor	Min	Max	Options	
Logout	Supervisor	1	1	Add	
Change Password Other careers					
	No information to view No supervisor associated to the	thesis			
→ Home					
<ul> <li>Certificaziona Unica</li> <li>Registrar's Office</li> </ul>	1				
Course Registration	Back				
➔ Diploma attainment					
Diploma attainment					
Registration to AlmaLaurea					
➔ Tirocini e stage					
Domande					
Gestione tirocini					
International mobility					
➔ Iniziative					
➔ International mobility					

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 decli Studi di Padova			Servizi online		
Home					🔲 ita 🔀 en
Studente NOME COGNOME	A << 3 Thesis confirmat	4 D 1	E >>		
2	Please check the thesis in Student	formation you entere	d.		
	First name				
<ul> <li>Reserved Area</li> <li>Logout</li> </ul>	Family name				
Change Password	Student identification	number			
Other careers	Course		Α		
	Course track				
➔ Home	Thesis information				
➔ Certificaziona Unica					
➔ Registrar's Office	Type of thesis		NORMALE		
Course Registration	Thesis title English title		sasdfsdfdsfsdsdgdf dgsgsdfhgdrhdthhgl		
➔ Diploma attainment	Thesis language		INGLESE		
Diploma attainment	Thesis tuliguage		INGLESE		
Registration to AlmaLaurea	List of supervisors as	sociated to the th	esis		
<ul> <li>Tirocini e stage</li> <li>Domande</li> </ul>	Supervisor	Type of supervisor	Department	Rank	University teacher/Non-academic person
Gestione tirocini		Supervisor	Dipartimento di Territorio e Sistemi Agro-Forestali (TESAF)	Professori Ordinari	University teacher
International mobility					
➔ Iniziative	Back Next				
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
- 4. Receipt of the AlmaLaurea Questionnaire

In order to upload the attachments click on "Add new attachment"

UNIVERSITÀ DECLI STUDI DI PADOVA Home	Servizi online	I I I I I I I I I I I I I I I I I I I
Studente NOME COGNOME	A << D 1 E 1 Thesis attachments management Check thesis attachments. You can include up to 15 attachments. Included attachments You have not included any attachment	Legend: * Mandatory Field
➔ Reserved Area Logout Change Password Other careers	Add new attachment Back Next	
<ul> <li>Home</li> <li>Certificaziona Unica</li> <li>Registrar's Office</li> <li>Course Registration</li> <li>Diploma attainment</li> </ul>		

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

Home

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

UNIVERSITÀ DEGLI STUDI DI PADOVA	Servizi online	I I I I I I I I I I I I I I I I I I I
Studente NOME COGNOME	A << D 1 E 1 Thesis attachment statement Please enter information about your thesis attachment. Thesis attachment statement Attachment type: Title:* Description: Liberatoria	Legend: * Mandatory Field
Change Password Other careers Home Certificaziona Unica Registrar's Office Course Registration Diploma attainment Diploma attainment	Relazione finale       Documento di tesi       File extentions supported: pdfpdf       Attachment:*       Sfoglia       Back	
Registration to AlmaLaurea  Tirocini e stage UNIVERSITÀ DECLI STUDI DI PADOVA	Servizi online	

Studente	A << D	1 E 1	
NOME COGNOME	Thesis attachmen	t statement	Legend:
0	Please enter information al	out your thesis attachment.	* Mandatory Field
	Thesis attachment st	atement	2
	Attachment type:	Documento di tesi 🔹	
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul>	Title:* Description:	Thesis Name Surname	
➔ Home	Attachment:*	File extentions supported: pdfpdf	
Certificaziona Unica	Attachment:	Sfoglia Nessun file selezionato.	
➡ Registrar's Office	Back Next		
Course Registration			
➔ Diploma attainment			
Diploma attainment Registration to Almal aurea			

🚺 ita 🚟 eng

# 14. After the upload of all the attachments click on "Next"

Università degli Studi di Padova Home		Servizi online	6				
Studente NOME COGNOME	A << D 1 E Thesis attachments manag Check thesis attachments. You can inclu	ement					Legend: * Mandatory Field
	Tipologia	Title	Stato	Optic	ns		
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> </ul>	Documento di tesi Relazione finale	-	Inserito	<u>_</u>	  }  }	() ()	
Other careers	Liberatoria		Inserito			6	
<ul> <li>→ Home</li> <li>→ Certificaziona Unica</li> </ul>	RICEVUTA RIEPILOGO ALMALAUREA		Inserito	9	3		
➔ Registrar's Office			A.	2013 	dd d		
Course Registration	Add new attachment						
<ul> <li>Diploma attainment</li> <li>Diploma attainment</li> <li>Registration to AlmaLaurea</li> <li>Tirocini e stage</li> </ul>	Back Next						

15. Click on "Complete diploma attainment application".

Università decli Studi di Padova		Servizi online	
Home			📕 ita 🔀 eng
Studente NOME COGNOME	A << E 1 Piploma attainment co Please check the diploma attainm Student		
<ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul>	First name Family name Student identification number Course		
	Thesis information		
➔ Home	Type of thesis		
Certificaziona Unica	Thesis title		
Registrar's Office	English title		-
Course Registration	Thesis language		INGLESE
<ul> <li>Diploma attainment</li> <li>Diploma attainment</li> <li>Registration to AlmaLaurea</li> </ul>	List of supervisors associated	d to the thesis	
➔ Tirocini e stage	Supervisor	Type of supervisor	University teacher/Non-academic person
Domande		Supervisor	University teacher
Gestione tirocini  International mobility Iniziative	Back Complete diploma attain	ment application	

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

Università decli Studi di Padova	Servizi online	
Home		∎ <mark>i</mark> ta ﷺeng
	Summary page of your diploma attainment applicatio	n
	First name	
KN0	Family name	
	Student identification number	E
Reserved Area	Course	
Logout Change Password Other careers	Diploma attainment application summary	
ouler careers	Status of application	Submitted
➔ Home	Academic year	
➔ Certificaziona Unica	Diploma attainment session	
➔ Registrar's Office	Starting date for diploma attainment term	
Course Registration	Diploma attainment term	
Diploma attainment	Term details	Term details
Diploma attainment     Diploma attainment     Registration to AlmaLaurea     Tirocini e stage	Back to diploma attainment board Print application	

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

UNIVERSITÀ DEGLI STUDI DI PADOVA			Servizi	online			3	
	Diploma attainment board Please select a procedure. OME pleting your diploma attainment appl Student	lication please check and, If necessary, update your addresses ar	nd consents indicated in HOME>MAS	TER DATA, page "Pe	rsonal record".			
Reserved Area Logout Change Password Other careers	First name Family name Student identification number Course Registration to Alma Laurea							
' Home • Certificaziona Unica • Registrar's Office	Diploma attainment application summary Session/term details		View session/term details					
Course Registration Diploma attainment Diploma attainment	Status of application Session Term		Submitted Esame finale 29° cido Appello 29° cido					
Registration to AlmaLaurea	Term starting date Print your application		01/02/2017					
bomande Bestione tirocini International mobility	Thesis summary Thesis details Type of thesis		View thesis details NORMALE					
Iniziative International mobility Mobility Exam Notices	Thesis title Proceed to entering thesis information Edit :		sasdfsdfdsfsdsdgdfgrgdghdfghdh					
Questionnaires General questionnaires Questionario Annuale Questionari valutazione Attività didattiche	List of supervisors associated to the th Supervisor	esis	Type of supervisor Supervisor	r				
Elezioni Studentesche Sottoscrizione Liste	List of attachments associated with the	thesis Title		escription	Final title	Status		
Gestione Liste Conferma Candidature	RCEVUTA REPILOGO ALMALAUREA Liberatoria	Almalaurea_receipt_Marco_Rossi - - Deposit_agreement_Marco_Rossi -			No	Inserito		
	Relazione finale Documento di tesi	Report_Marco_Rossi Thesis_Marco_Rossi			No 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 30/09/2020 at 12 p.m. (CEST).

In order to change the attachment, first you need to remove the previous one by clicking on the icon 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 📝

UNIVERSITÀ DECLI STUDI DI PADOVA		Servizi online	6.4				in in Herry
Studente	A 1 B 1						
	Thesis attachments manag	gement					Legend:
	Check thesis attachments. You can inclu	ude up to 15 attachments.					* Mandatory Field
X	Included attachments						
	Tipologia	Title	Stato	Optio	ns		Check List
Reserved Area	Documento di tesi	Thesis_Marco_Rossi	Inserito	9	5	6	
Logout Change Password	Relazione finale	Report_Marco_Rossi	Inserito	9			
Other careers	Liberatoria	Deposit_agreement_Marco_Rossi	Inserito	9	3		
Home	RICEVUTA RIEPILOGO ALMALAUREA	Almalaurea receipt Marco Rossi	Inserito	0	-	1	
Certificaziona Unica				-	1	Carl Carl	
Registrar's Office	Add new attachment						
Course Registration							
Diploma attainment	Back Next						
Diploma attainment Registration to AlmaLaurea							
Tirocini e stage							

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'

Universită degli Studi di Padova		Servizi online		
Home				🚺 ita 🔀 eng
Studente NOME COGNOME	Confirm thesis attachments Check thesis attachments.	thesis.		
	Tipo	Title	Description	Stato
<ul> <li>Reserved Area</li> <li>Logout</li> </ul>	RICEVUTA RIEPILOGO ALMALAUREA	Almalaurea_receipt_Marco_Rossi		Inserito
Change Password	Liberatoria	Deposit_agreement_Marco_Rossi		Inserito
Other careers	Relazione finale	Report_Marco_Rossi		Inserito
	Documento di tesi	Thesis_Marco_Rossi		Inserito
<ul> <li>Home</li> <li>Certificaziona Unica</li> <li>Registrar's Office</li> <li>Course Registration</li> <li>Diploma attainment</li> <li>Diploma attainment</li> <li>Registration to AlmaLaurea</li> <li>Tirocini e stage</li> </ul>	Back 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 Ufficio dottorato e post lauream.

INFORMATION on how to pay through the PAGO PA system is available at the following link https://www.unipd.it/en/pagopa