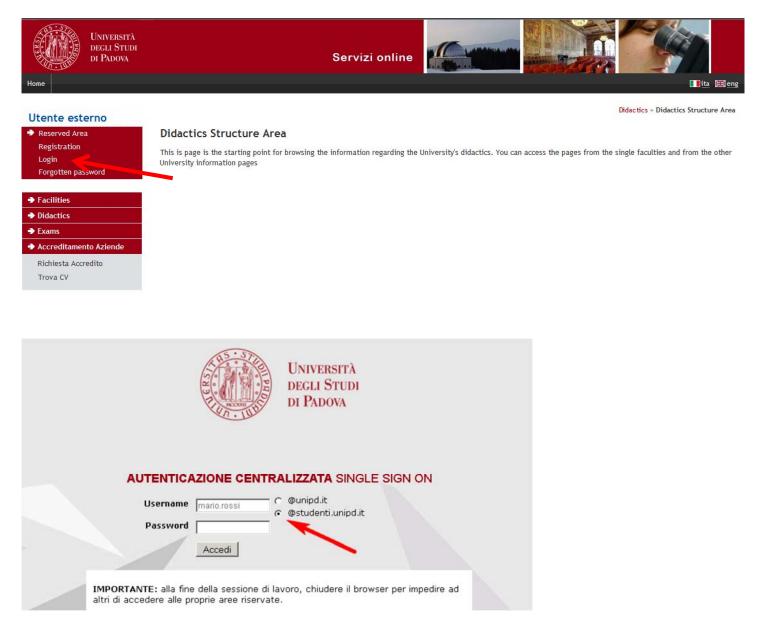
### **INSTRUCTIONS: PhD FINAL EXAM ON LINE FORM**

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<br>Decli Studi<br>di Padova  | Servizi online  |
|---|---|
| Studente<br>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<br>decli Studi<br>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<br>decli Studi<br>di Padova<br>Home    |                          |               | Servizi online         | na abserve<br>roma antigen<br>Fisiolo<br>Biology<br>and Banksche<br>Hiology | gia del<br>a Must<br>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 >><br>Session and term confirmation<br>Please check the information previously entered.<br>Student |                                   |
| <ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul> | First name<br>Family name<br>Student identification number<br>Course<br>Session/term                           |                                   |
| <ul> <li>→ Home</li> <li>→ Certificaziona Unica</li> </ul>  | Academic year  | 2015/2016                         |
| ➔ Registrar's Office  | Diploma attainment session<br>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<br>Term details  | Appello 29° ciclo<br>Term details |
| Diploma attainment<br>Registration to AlmaLaurea<br><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<br>DECLI STUDI<br>DI PADOVA                                     | Servizi onl  | ine    | e Geocla dei<br>Fisiologia Muss<br>Biologia Muss<br>Informazioni | IIII IIIII<br>IIII ⊠eng |
|--|--|--------|--|-------------------------|
| Studente NOME COGNOME  | A << B 1 C 1 2 >><br>Questionnaires list<br>In this page find the list of available questionnaires |        |  | Legend:                 |
| <ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> </ul> | Questionnaire<br>Questionario adesione alumni *<br>Indietro  | Status | Options<br>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.

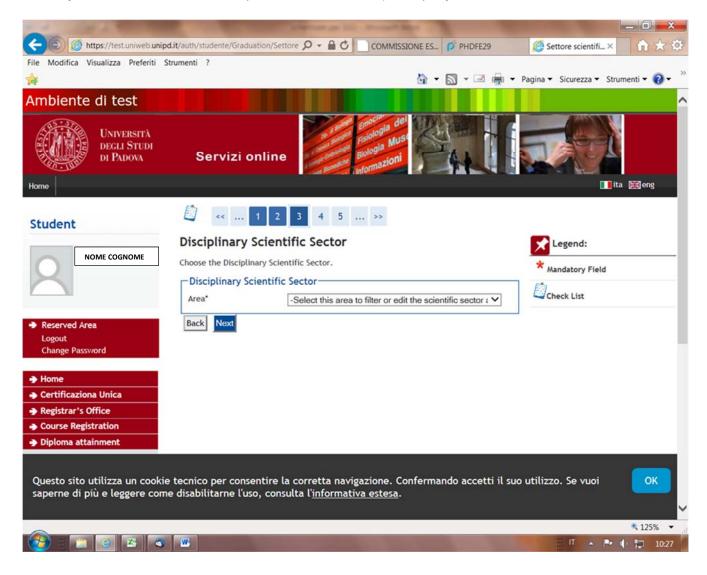
8. After filling in the data, add the thesis title (together with the English translation) and the language of the thesis and choose if you want to authorize the publication of the Almalaurea Questionnaire.

(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<br>DECLI STUDI<br>DI PADOVA<br>Home   |  | Servizi online   |     |   | Inita ⊠eng                 |
|--|--|--|-----|---|----------------------------|
| Studente<br>NOME COGNOME   | Enter your thesis title<br>Enter information about your thes<br>Thesis title | is title   |     | * | Legend:<br>Mandatory Field |
| Reserved Area<br>Logout<br>Change Password<br>Other careers  | Type of thesis<br>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"<br>Thesis language"   | Text length limit: 4000 characters   | a.  |   |                            |
| Diploma attainment<br>Registration to AlmaLaurea<br><b>Tirocini e stage</b><br>Domande<br>Gestione tirocini                                      | Almalaurea options Back Next   | <ul> <li>I authorized the publication of my /<br/>I do not authorized the publication</li> </ul> |     | 2 |                            |
| International mobility  Iniziative  International mobility  UNIVERSITÀ   |  |  |     |   |                            |
| Home<br>Studente   | A << 1 2   | Servizi online   |     |   | ita ⊠eng                   |
|  | Type of final examination<br>Type of examination<br>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<br>Decli Studi<br>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<br>Other careers                                     |   |            |        |         |   |
|  | No information to view<br>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<br>decli Studi<br>di Padova                |                                    |                       | Servizi online   |                        |   |
|---|------------------------------------|-----------------------|--|------------------------|---|
| Home  |                                    |                       |  |                        | 🔲 ita 🔀 en                                |
| Studente NOME COGNOME                                 | A << 3<br>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<br>English title      |                       | sasdfsdfdsfsdsdgdf<br>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<br>supervisor | Department   | Rank                   | University teacher/Non-academic<br>person |
| Gestione tirocini                                     |                                    | Supervisor            | Dipartimento di Territorio e Sistemi Agro-Forestali<br>(TESAF) | Professori<br>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<br>DECLI STUDI<br>DI PADOVA<br>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<br>Thesis attachments management<br>Check thesis attachments. You can include up to 15 attachments.<br>Included attachments<br>You have not included any attachment | Legend:<br>* Mandatory Field          |
| ➔ Reserved Area<br>Logout<br>Change Password<br>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<br>DEGLI STUDI<br>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:<br>* Mandatory Field          |
| Change Password<br>Other careers<br>Home<br>Certificaziona Unica<br>Registrar's Office<br>Course Registration<br>Diploma attainment<br>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:*<br>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<br>Registration to Almal aurea   |                             |                                   |                   |

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

| Università<br>degli Studi<br>di Padova<br>Home   |   | Servizi online | 6        |          |              |          |                              |
|--|---|----------------|----------|----------|--------------|----------|------------------------------|
| Studente<br>NOME COGNOME   | A << D 1 E<br>Thesis attachments manag<br>Check thesis attachments. You can inclu | ement          |          |          |              |          | Legend:<br>* Mandatory Field |
|  | Tipologia   | Title          | Stato    | Optic    | ns           |          |                              |
| <ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> </ul>   | Documento di tesi<br>Relazione finale   | -              | Inserito | <u>_</u> | <br> }<br> } | ()<br>() |                              |
| 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<br> | 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<br>decli Studi<br>di Padova   |  | Servizi online     |  |
|--|--|--------------------|--|
| Home   |  |                    | 📕 ita 🔀 eng                            |
| Studente NOME COGNOME  | A << E 1<br>Piploma attainment co<br>Please check the diploma attainm<br>Student |                    |  |
| <ul> <li>Reserved Area</li> <li>Logout</li> <li>Change Password</li> <li>Other careers</li> </ul>      | First name<br>Family name<br>Student identification number<br>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<br>decli Studi<br>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<br>Change Password<br>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<br>DEGLI STUDI<br>DI PADOVA   |   |   | Servizi  | online             |                 |          | 3 |  |
|--|---|---|--|--------------------|-----------------|----------|---|--|
|  | Diploma attainment board<br>Please select a procedure.<br>OME pleting your diploma attainment appl<br>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<br>Logout<br>Change Password<br>Other careers  | First name<br>Family name<br>Student identification number<br>Course<br>Registration to Alma Laurea           |   |  |                    |                 |          |   |  |
| ' Home<br>• Certificaziona Unica<br>• Registrar's Office   | Diploma attainment application summary<br>Session/term details  |   | View session/term details                              |                    |                 |          |   |  |
| Course Registration Diploma attainment Diploma attainment  | Status of application<br>Session<br>Term  |   | Submitted<br>Esame finale 29° cido<br>Appello 29° cido |                    |                 |          |   |  |
| Registration to AlmaLaurea   | Term starting date Print your application   |   | 01/02/2017   |                    |                 |          |   |  |
| bomande<br>Bestione tirocini<br>International mobility   | Thesis summary Thesis details Type of thesis  |   | View thesis details<br>NORMALE                         |                    |                 |          |   |  |
| Iniziative<br>International mobility<br>Mobility Exam Notices  | Thesis title Proceed to entering thesis information Edit :  |   | sasdfsdfdsfsdsdgdfgrgdghdfghdh                         |                    |                 |          |   |  |
| Questionnaires<br>General questionnaires<br>Questionario Annuale<br>Questionari valutazione<br>Attività didattiche | List of supervisors associated to the th Supervisor   | esis  | Type of supervisor<br>Supervisor                       | r                  |                 |          |   |  |
| Elezioni Studentesche<br>Sottoscrizione Liste  | List of attachments associated with the   | thesis<br>Title   |  | escription         | Final title     | Status   |   |  |
| Gestione Liste<br>Conferma Candidature   | RCEVUTA REPILOGO ALMALAUREA<br>Liberatoria  | Almalaurea_receipt_Marco_Rossi<br>-<br>- Deposit_agreement_Marco_Rossi<br>- |  |                    | No              | Inserito |   |  |
|  | Relazione finale<br>Documento di tesi   | Report_Marco_Rossi<br>Thesis_Marco_Rossi                                    |  |                    | No<br>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 📝

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| X  | Included attachments                    |                                |          |       |    |           |                   |
|  | Tipologia                               | Title                          | Stato    | Optio | ns |           | Check List        |
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| Logout<br>Change Password                        | Relazione finale                        | Report_Marco_Rossi             | Inserito | 9     |    |           |                   |
| Other careers                                    | Liberatoria                             | Deposit_agreement_Marco_Rossi  | Inserito | 9     | 3  |           |                   |
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| Diploma attainment<br>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'

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| 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.

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