

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 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

The screenshot shows the login page of the Uniweb system. At the top, there is the University of Padua logo and name. Below this, the title "AUTENTICAZIONE CENTRALIZZATA SINGLE SIGN ON" is displayed in red. The login form consists of two input fields: "Username" and "Password". The "Username" field contains the text "mario.rossi". To the right of the "Username" field, there are two radio buttons. The first radio button is selected and is labeled "@unipd.it". The second radio button is labeled "@studenti.unipd.it". A red arrow points to the second radio button. Below the "Password" field is a button labeled "Accedi". At the bottom of the page, there is a white box with red text that reads: "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”.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Servizi online

Home

ita eng

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

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](#)

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 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.



Studente



NOME COGNOME

Reserved Area

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Diploma attainment
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Tirocini e stage

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International mobility

Iniziative

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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 29 ciclo’ and then on ‘next’

The screenshot shows the 'Servizi online' (Online Services) page of the University of Padua. The header features the university's logo and name, 'UNIVERSITÀ DEGLI STUDI DI PADOVA', and a 'Home' link. A navigation bar includes 'Servizi online' and a language selector for 'ita' (Italian) and 'eng' (English). The main content area is titled 'Diploma attainment' and includes a sub-header 'Studente' (Student). A user profile section displays a placeholder for a photo and the text 'NOME COGNOME'. Below this, a message states: '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 REGISTRAR'S OFFICE - PAYMENTS on the left.' A blue button labeled 'Diploma attainment' is visible. On the left side, there is a vertical menu with the following options: 'Reserved Area' (with sub-links for 'Logout', 'Change Password', and 'Other careers'), 'Home', 'Certificazione Unica', 'Registrar's Office', 'Course Registration', and 'Diploma attainment' (which is highlighted). Below the 'Diploma attainment' option, there are links for 'Diploma attainment' and 'Registration to AlmaLaurea'.

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ita eng

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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 REGISTRAR'S OFFICE - PAYMENTS on the left.

Diploma attainment

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Diploma attainment

Diploma attainment

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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.

Student

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

Session and term

Terms*

☒ TermAppello 29° ciclo

Term	Academic year	Session	Starting date	Details
Appello 29° ciclo	2015/2016	Esame finale 29° ciclo	01/02/2017	View

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

 Legend:

 Mandatory Field

Studente

A

1

2

B

1

C

...

>>



NOME COGNOME

Session and term confirmation

Please check the information previously entered.

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	Term details

[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 'Servizi online' (Online Services) page for the University of Padua Alumni Association. The header includes the university logo, name, and navigation links. The main content area is titled 'Questionnaires list' and contains a table with the following data:

Questionnaire	Status	Options
Questionario adesione alumni *		Compila

Below the table is a button labeled 'Indietro' (Back). On the right, a legend indicates that a red star means 'Mandatory Field', a green circle means 'Questionario completo' (Questionnaire complete), and a red circle means 'Questionario incompleto' (Questionnaire incomplete). On the left, there is a sidebar with a user profile section and a menu with links: '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 Legislative Decree no. 196/2003 (Privacy Code).

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.


Section 7 of Legislative Decree no. 196/2003 provides for the persons concerned, the right to access their own data and to obtain deletion, rectification or integration, to oppose for legitimate reasons the treatment. The persons concerned may exercise the above-mentioned rights and communicate with the Association by sending an email to: alumni@unipd.it. The data controller is: Alumni Association of the University of Padua, with registered office in Padua, Via VIII Febbraio n. 2, email: alumni@unipd.it. Last update: June 13, 2016

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.




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Servizi online



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Studente



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Enter your thesis title

Enter information about your thesis title

Thesis title

Type of thesis

NORMALE

Text length limit: 4000 characters

Thesis title*

English title*

Text length limit: 4000 characters

Thesis language*

INGLESE

Almalaurea options


☐ I authorized the publication of my Almalaurea questionnaire

☐ I do not authorized the publication of my Almalaurea questionnaire

Back Next




Legend:

Mandatory Field




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Type of final examination

Inserire il tipo esame per la tesi.

Type of examination

Type of examination*

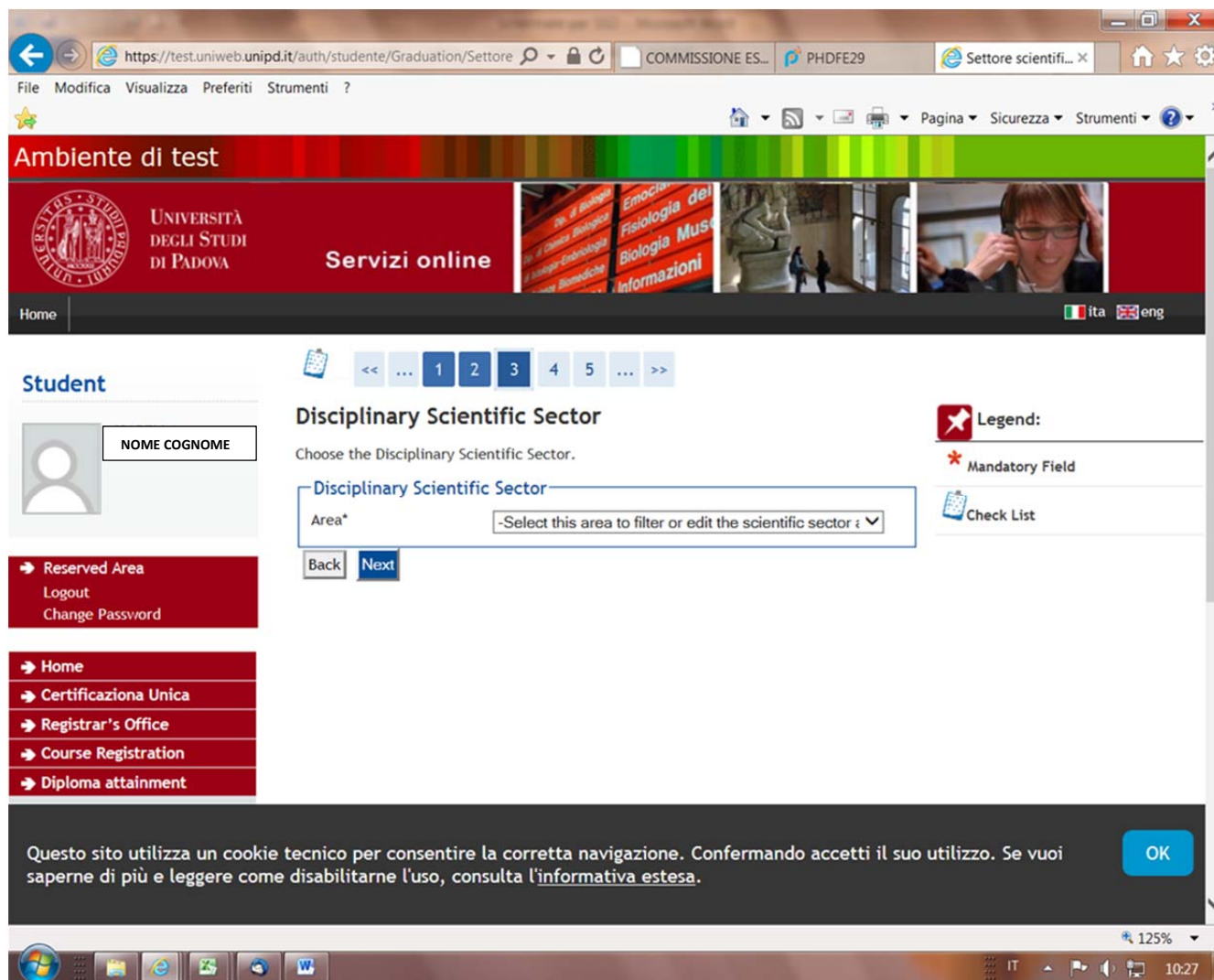
Discussione frontale

Back Next

Legend:

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.uniweb.unipd.it/auth/studente/Graduation/Settore>. The page is titled "Ambiente di test" and features the University of Padua logo and "Servizi online" banner. The main content area is titled "Student" and "Disciplinary Scientific Sector". It prompts the user to "Choose the Disciplinary Scientific Sector." and includes a dropdown menu labeled "Area*" with the text "-Select this area to filter or edit the scientific sector :". Navigation buttons "Back" and "Next" are present. A sidebar on the left contains links for "Reserved Area", "Logout", "Change Password", "Home", "Certificazione Unica", "Registrar's Office", "Course Registration", and "Diploma attainment". A legend on the right indicates that a red star icon denotes a "Mandatory Field" and a clipboard icon denotes a "Check List". A cookie notice at the bottom states: "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 time as 10:27.

https://test.uniweb.unipd.it/auth/studente/Graduation/Settore

COMMISSIONE ES... PHDFE29

Settore scientifi... X

File Modifica Visualizza Preferiti Strumenti ?

Ambiente di test

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Servizi online

Home

Student

NOME COGNOME

Disciplinary Scientific Sector

Choose the Disciplinary Scientific Sector.

Disciplinary Scientific Sector

Area* -Select this area to filter or edit the scientific sector : v

Back Next

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Legend:

Mandatory Field

Check List


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](#).

OK

125%




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



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NOME COGNOME

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	<div>Add</div>

 No information to view
No supervisor associated to the thesis

Reserved Area

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 Legend:

 Mandatory Field

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.



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Servizi online




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itaeng

Studiante

A<<...34D1E...>>



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	dsgsdfhgdhrdthghdfhdfhdfhf
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

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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”



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Servizi online



Home ita eng

Studente

A << ... D 1 E 1



NOME COGNOME

Thesis attachments management

Check thesis attachments. You can include up to 15 attachments.

Included attachments

You have not included any attachment

Add new attachment

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Legend:

 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

AlmaLaurea_receipt_Name_Surname

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

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A << ... D 1 E 1

NOME COGNOME

Thesis attachment statement

Please enter information about your thesis attachment.

Thesis attachment statement

Attachment type: Documento di tesi

Title:*

Description:

Attachment:*

File extensions supported: pdfpdf

Sfoglia... Nessun file selezionato.

Back Next

Legend:

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A << ... D 1 E 1

NOME COGNOME

Thesis attachment statement

Please enter information about your thesis attachment.

Thesis attachment statement

Attachment type: Documento di tesi

Title:*

Description:

Attachment:*

File extensions supported: pdfpdf

Thesis Name Surname

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Legend:

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Registration to AlmaLaurea

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



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Studiante



NOME COGNOME

Thesis attachments management

Check thesis attachments. You can include up to 15 attachments.

Included attachments

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	  

[Add new attachment](#)

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

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Legend:




 Mandatory Field

15. Click on “Complete diploma attainment application”.



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Home ita eng

Studiante



NOME COGNOME

Diploma attainment confirmation

Please check the diploma attainment information you entered.

Student

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

Thesis information

Type of thesis	<input type="text"/>
Thesis title	<input type="text"/>
English title	<input type="text"/>
Thesis language	INGLESE

List of supervisors associated to the thesis

Supervisor	Type of supervisor	University teacher/Non-academic person
<input type="text"/>	Supervisor	University teacher

[Back](#) [Complete diploma attainment application](#)

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




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Diploma attainment

Registration to AlmaLaurea

➔ Tirocini e stage

Summary page of your diploma attainment application

Information about your diploma attainment application.

Student

First name

Family name

Student identification number

Course

Diploma attainment application summary

Status of application

Submitted

Academic year

Diploma attainment session

Starting date for diploma attainment term


Diploma attainment term

Term details

Back to diploma attainment board

Print application

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




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NOME COGNOME

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➔ Questionnaires

General questionnaires

Questionario Annuale

Questionari valutazione attività didattiche

➔ Elezioni Studentesche

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Gestione Liste

Conferma Candidature

Diploma attainment board

Please select a procedure.

Completing your diploma attainment application please check and, if necessary, update your addresses and consents indicated in HOME➔MASTER DATA, page “Personal record”.

Student

First name

Family name

Student identification number

Course

Registration to AlmaLaurea

Diploma attainment application summary

Session/term details

View session/term details

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

View thesis details

Type of thesis

NORMALE

Thesis title

sasdfsdfsdfsdfgrgdghghdh

Proceed to entering thesis information

Edit your thesis

Attach your thesis

List of supervisors associated to the thesis

Supervisor


Type of supervisor


Supervisor

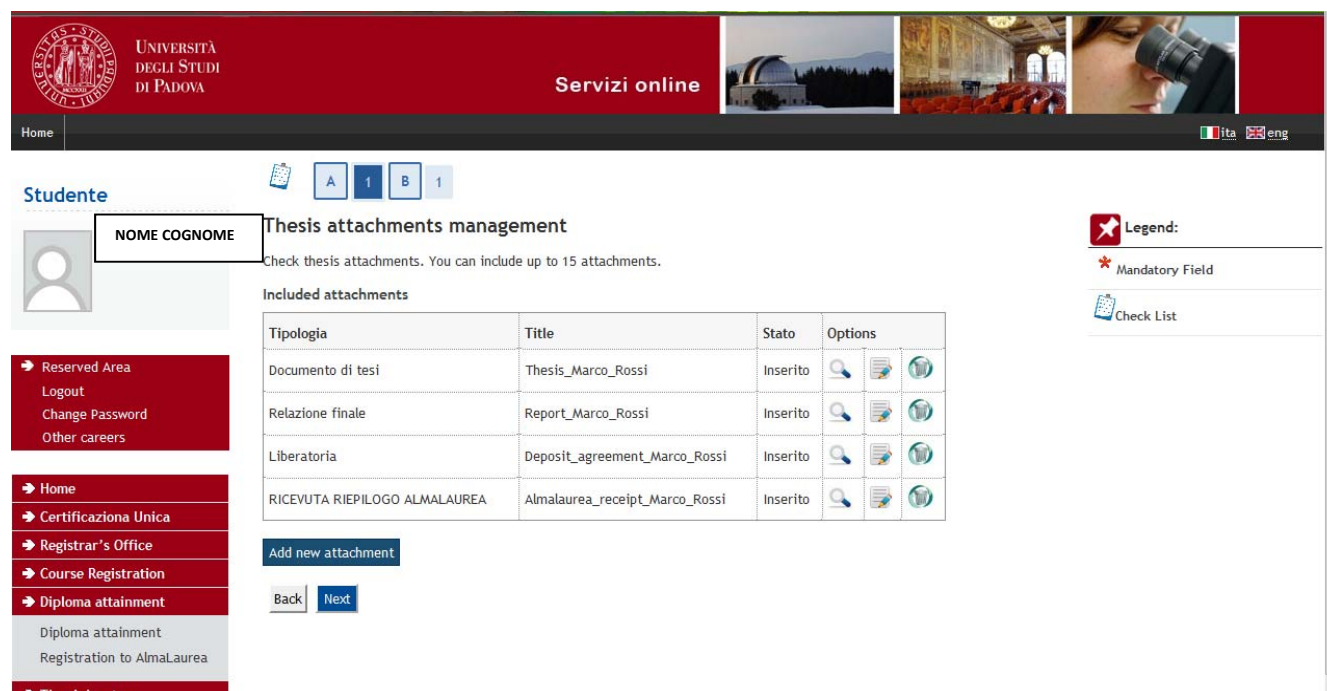
List of attachments associated with the thesis

Tipo	Titolo	Description	Final title	Status
RICEVUTA RERLOO 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 30/10/2017 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' link. The left sidebar contains navigation links like 'Reserved Area', 'Logout', 'Change Password', 'Other careers', 'Home', 'Certificazione Unica', 'Registrar's Office', 'Course Registration', 'Diploma attainment', 'Diploma attainment', 'Registration to AlmaLaurea', and 'Tipologie stage'. The main content area is titled 'Thesis attachments management' and includes a note: 'Check thesis attachments. You can include up to 15 attachments.' Below this is a table of 'Included attachments'.

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	  

Below the table are buttons for 'Add new attachment', 'Back', and 'Next'. A legend on the right indicates that a red star icon represents a 'Mandatory Field' and a clipboard icon represents a 'Check List'.




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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Servizi online



Home ita eng

Studente



NOME COGNOME

Confirm thesis attachments

Check thesis attachments.

List of attachments associated to the thesis.

[Back](#) [Confirm thesis attachments](#)

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20. If you must upload your thesis because you were asked to make minor o major revisions, you must upload it through the screenshot showed at point 16. Name your thesis final_thesis_Name_Surname

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

How to pay the MAV

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

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

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