HOW TO UPLOAD YOUR GRADUATION WORK TO UNIWEB
This guide explains how to upload your graduation work (e.g. a dissertation, thesis, paper, project) by department deadlines. For the sake of simplicity, the word “thesis” will be used to refer to all graduation work.

Once you have submitted your application to graduate, a “Complete thesis information” (Proceed to complete thesis information) button will appear on the “Graduation application” dashboard in your personal Uniweb account. Click this button to begin the process of uploading your thesis.
Click the “Complete thesis information” button to begin to the process of uploading your thesis.

Upload thesis

Through the following pages you can upload your Thesis

The University of Padua processes the personal data of the data subjects in accordance with the principles of fairness, lawfulness, transparency and data minimization, for the protection of confidentiality and all the rights of the data subjects, in compliance with Regulation available at the following link: https://www.unipd.it/en/privacy

Please remember that the data needed to publish your thesis in the University of Padua Thesis and Dissertation Archive will be processed in accordance with the guidelines in the “Data Protection” section of the University of Padua website.

The general public will be free to consult your work unless you decide to restrict access.
This page displays the information you provided for your application to graduate:
- thesis title
- keywords

These fields cannot be edited (see figures below).

You can edit the following fields:
- Abstract (compulsory)
- Abstract in English (optional)
- Thesis availability (Level of access to thesis)
Complete thesis data
Add the thesis title information

- Type of thesis: written work
- Thesis title: 
- Thesis title in English: 
- Abstract text*: 
- Abstract in English: 
- Key word 1: keyword 1
- Key word 2: keyword 2
- Key word 3: keyword 3
- Key word 4: keyword 4
- Key word 5: keyword 5
- Level of access to the thesis*: free access
The “Licence” screen will appear. If you do not wish to grant a licence for your thesis, set the “Thesis availability” field to “Restricted”.

Padus Thesis Licence
Licenza Padus Thesis and Dissertation Archive

When selecting options “open consultation” or, if available, “restricted” (delayed publication of the full text of the thesis with immediate display of metadata), the user automatically accepts to grant the following Licence:

As copyright holder, they grant the University of Padova the irrevocable, non-exclusive rights of permanent storage and distribution in electronic/digital format of the work submitted and its metadata.

The user states:
1. to be the author of the work and holder of the related rights according to the law in force;

They also certify that, to the best of their knowledge, the content of the work:

2. does not entail infringement of copyrights and related rights owned by third parties;
3. does not involve violations of the current legislation on the protection of personal data;
4. if sponsored or financed by third parties other than the University of Padova, any obligation foreseen by contracts or agreements with the aforementioned parties has been fulfilled.

[Do not grant licence] [Grant licence]

Indietro
You will then be asked to confirm the information you have added.

Thesis data confirmation

Please review the data entered for your thesis

<table>
<thead>
<tr>
<th>Student</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Student identification number</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td></td>
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<tr>
<td>Degree course track</td>
<td></td>
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</tbody>
</table>

**Thesis information**

<table>
<thead>
<tr>
<th>Type of thesis</th>
<th>written work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis title</td>
<td>thesis title</td>
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<tr>
<td>Thesis title in English</td>
<td>Thesis title in English</td>
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<td>Thesis abstract</td>
<td>Lorem ipsum dolor sit amet. Aut laborum laboriosam cum culpa quia id illum repudianae est nemo vero aut enim iste in voluptas ullam quo sunt fugit. In beatae praesentium At esse laudantium cum obcaecati sint ea dolor minus.</td>
</tr>
<tr>
<td>Alma Laurea keywords</td>
<td>keyword 1, keyword 2, keyword 3, keyword 4, keyword 5</td>
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<tr>
<td>How your thesis can be accessed</td>
<td>free access</td>
</tr>
<tr>
<td>Type of exam</td>
<td>Discussion</td>
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</tbody>
</table>

List of your thesis supervisors

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Type of supervisor</th>
<th>University teacher/Non academic person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Supervisor</td>
<td>University teacher</td>
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</tbody>
</table>

Click “Next” to begin the process of attaching and uploading your thesis.
Final thesis attachment

Please check the final attachment added for your thesis. Attachment size cannot be over 40 megabytes and must be in PDF/A format.

Uploaded attachments
No attachments uploaded

Add a new attachment:

Click “Add a new attachment” to open a new screen. Then select your thesis.

Statement on final thesis attachment

Please enter the information on the final thesis attachment

Attachment name: * Surname_Name

Supported file extensions: PDF/Adf. File pdf devono essere conformi alla specifica PDF/A

Attachment: * Seleziona file

Surname_Name.pdf

Confirm final version of your thesis

I hereby confirm this is the final version of my thesis

Warning: Once you confirm the final attachment version, you won’t be allowed to modify it anymore

The “Attachment name” field should be completed as follows: Surname_Name (e.g. Smith_John).
Click the “Browse” button to select your thesis. Ensure that the file is:
- a PDF/A format (to create a PDF/A file, click this link instructions (in Italian) Istruzioni per produrre un documento PDF/A accessibile
- a maximum of 40 MB.

The file name of your thesis should also be your surname and name written as in the “Attachment name” field, i.e. Surname_Name.pdf (e.g. Smith_John.pdf).

Once you have uploaded your thesis, you will no longer be able to edit it and the status
Graduation application dashboard

Please select your next step.

WARNING
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA in the "personal record" page.

Student

- First name
- Family name
- Student identification number
- Course

Registration on Alma Laurea

Graduation application summary

- Graduation session/call details
- Status of your application
- Session
- Graduation call
- Graduation call start date

View graduation session and call details
Submitted
2° PERIODO 2022/2023
APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
13/07/2023

Edit application Cancel application

Thesis summary

- Thesis details
- Type of thesis
- Thesis Title

View thesis details
written work
thesis title

Repeat process to complete thesis information

List of your thesis supervisors

<table>
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<tbody>
<tr>
<td></td>
<td>Supervisor</td>
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List of thesis attachments

<table>
<thead>
<tr>
<th>Title</th>
<th>Final title</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Surname Name</td>
<td>Yes</td>
<td>Submitted</td>
</tr>
</tbody>
</table>
The decision will be displayed on your “Graduation application” dashboard. See below.

Graduation application dashboard

Please select your next step.

**WARNING**
Before completing your graduation application please review and, if necessary, update your contact details and consents under HOME>MASTER DATA, in the “Personal record” page.

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Registration on Alma Laurea

**Graduation application summary**

- Graduation session/call details: View graduation session and call details
- Status of your application: Submitted
- Session: 2^ PERIODO 2022/2023
- Graduation call: APPELLO UNICO DAL 13/07/2023 AL 17/07/2023
- Graduation call start date: 13/07/2023

Edit application  Cancel application

**Thesis summary**

- Thesis details: View thesis details
- Type of thesis: written work
- Thesis title: thesis title

Repeat process to complete thesis information

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</thead>
<tbody>
<tr>
<td>Surname_Name</td>
<td>Yes</td>
<td>Approved</td>
</tr>
</tbody>
</table>