



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.

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	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	Elaborato scritto
Thesis title	thesis title

Proceed to complete your thesis information



List of your thesis supervisors

Supervisor	Type of supervisor
	Supervisor









Thesis attachment missing

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>

Activity	Section	Status
A - Completamento informazioni tesi		
	Inserimento informazioni completamento tesi	
	Inserimento licenza Tesi	
	Riepilogo completamento informazioni tesi	
B - Inserimento allegato definitivo per la tesi di laurea		
	Gestione allegati Tesi	
C - Conferma finale di inserimento informazioni tesi		
	Conferma	

Legend:

-  Information
-  Open or in progress section
-  Locked section. It will be enabled once the previous sections are completed
-  Section completed successfully

Upload thesis

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

Complete thesis data

Type of thesis	written work
	This text cannot be more than 4000 characters long
Thesis title	thesis title
	This text cannot be more than 4000 characters long
Thesis title in English	Thesis title in English
Abstract tesi*	Lorem ipsum dolor sit amet. Aut laborum laboriosam cum culpa quia id illum repudiandae est nemo vero aut enim iste in voluptas ullam quo sunt fugit. In beatae praesentium At esse laudantium cum obcaecati sint ea dolor minus.
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

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Next

The “Licence” screen will appear. If you do not wish to grant a licence for your thesis, set the “Thesis availability” field to “Restricted”.

Padua Thesis Licence

Licenza Padua 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

Student

First name	MARCO
Family name	ROSSI
Student identification number	111111111
Course	ECONOMIA
Degree course track	PERCORSO COMUNE ECONOMIA

Thesis information

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

List of your thesis supervisors

Supervisor	Type of supervisor	University teacher/Non academic person
DR. ROSSI MARCO	Supervisor	University teacher

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[Next](#)

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

Back

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

Statement on final thesis attachment

Attachment name: *

Supported file extensions: PDF/Apdf. I file pdf devono essere conformi alla specifica PDF/A

Attachment: *

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

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Next

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).

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

Attachment name	Options	Confirmed	Approval status	Reason
Surname Name		Yes		

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Confirm Thesis information

Please review your thesis information

Thesis information	
Type of thesis	written work
Date the thesis title was submitted	11/01/2023
Thesis title	thesis title
Thesis title in English	Thesis title in English
Thesis abstract	Lorem ipsum dolor sit amet. Aut laborum laboriosam cum culpa quia id illum repudiandae est nemo vero aut enim iste in voluptas ullam quo sunt fugit. In beatae praesentium At esse laudantium cum obcaecati sint ea dolor minus.
Parole chiave AlmaLaurea	keyword 1, keyword 2, keyword 3, keyword 4, keyword 5
How your thesis can be accessed	free access
Type of exam	Discussion

List of your thesis supervisors

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

[Back](#) [Submit thesis information](#)

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

‘Submitted’ will appear on your dashboard.

Graduation application dashboard

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WARNING

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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

List of your thesis supervisors

Supervisor	Type of supervisor
	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Submitted

Your supervisor can now “approve” or “reject” your application to graduate.

The decision will be displayed on your “Graduation application” dashboard. See below.

Graduation application dashboard

Please select your next step.

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	Supervisor

List of thesis attachments

Title	Final title	Status
Surname Name	Yes	Approved

