

UNIWEB- STUDENT GUIDE FOR MASTER'S DIPLOMA ATTAINMENT

Link to the page https://uniweb.unipd.it

Upon opening the webpage, open the menu in the upper right corner and log in (Figure 1)



Con l'aggiornamento di Uniweb è stata modificata la nuova modalità di navigazione. **Per accedere** cliccare sul menu ad hamburger posizionato in alto a destra nella barra rossa, che sostituisce il precedente menu. Per visualizzare come funziona la nuova modalità di navigazione cliccare su questo <u>link</u>.

In case you do not remember your credentials go to the section "Forgotten password" and follow the retrieval procedure (Figure 2). In case of difficulties, please contact the University Call Centre (tel. 049 8273131 / email: callcentre@unipd.it).

Universit decli Stui di Padova	À DI
Instructions First Activation Change Password Forgotten Password Retrieve Username	Single Sign On User Credential Management (Username and Password) The new password is valid for the email address @studenti.unipd.it and for the Single Sign On online services provided by the University. These pages allow you to manage credentials for the following users: • @studenti.unipd it (mario.verdi.2@studenti.unipd.it): students who are currently signed up, for example • numerical (12345678@unipd.it): someone who has registered to Uniweb before actually matriculating into the University, for example
	Employees and Professors (<i>mario.rossi@unipd.it</i>) have to access the site <u>here</u> • <u>Eirst Activation</u> For users who have never set up their password (ie: for people who have just registered to the Uniweb service) and who have a username and activation code. • <u>Change Password</u> Click in order to change the password before it expires. or to release a blocked password due to time expiration. • <u>Expired or Forgotten Password</u> Click in order to change your password if you have forgotten it, or to release a blocked password due to time expiration. • <u>Retrieve Username</u> Click in order to obtain your username by inserting your fiscal identification code.

Figure 2

After logging in, select the Master's career for which you want to proceed to fill out the application (Figure 3).

Scelta o	carriera			/
Scegina can		Anna P.A. Pr		- F
Matricola	Tipo Corso	Lorso di studio	stato	
	Master universitario di secondo livello	INNOVAZIONE, PROGETTAZIONE E VALUTAZIONE DELLE POLITICHE E DEI SERVIZI - AGENDA 2030	Attivo	Seleziona
	Master universitario di secondo livello	VALUTAZIONE, FORMAZIONE E SVILUPPO DELLE RISORSE UMANE, ANALISI ORGANIZZATIVA E INTERVENTI, PREVENZIONE DEL RISCHO	Cessato - Conseguimento Titolo	Seleziona
	Master universitario di primo livello	PROJECT MANAGEMENT E GESTIONE DELL'INNOVAZIONE	Cessato - Conseguimento Titolo	Seleziona
	Corso di Laurea	INGEGNERIA DELLE TELECOMUNICAZIONI	Cessato - Conseguimento Titolo	Seleziona

AMMINISTRAZIONE CENTRALE AREA DIDATTICA E SERVIZI AGLI STUDENTI UFFICIO POST LAUREAM



Università degli Studi di Padova

On the Uniweb personal page, click on the right-hand menu on the "Diploma attainment" button to access the "title attainment board"". (Figure 4)



Figure 4

Figure 5

Before proceeding to enter the diploma application, you should log into Almalaurea (via the "Registration to AlmaLaurea" button) to complete the mandatory questionnaire (Figure 6)

Please note that if the questionnaire is not completed, you will not be able to proceed with the graduation application.

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	Strategic Environmental Management - SEM
No graduation application and no thesis title have been submitted.	
Add graduation application Registration on Alma Laurea	

Figure 6



After filling out the Almalaurea questionnaire, select "Add graduation application" (Figure 7)

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	Strategic Environmental Management - SEM
No graduation appliesion and no thesis title have been submitted.	
Add graduation application Registration on Alma Laurea	
	Figure 7

On the "Choose Graduation session and call" screen, choose the call (if there is more than one call, select the one with the date for which you are called to discuss the final exam) and click "Next" (Figure 8)

PLEASE NOTE THAT THE DATE OF THE CALL COINCIDES WITH THE DATE OF SIGNATURE OF THE DIPLOMA

Choose graduation session and call				
Please select graduation session and call.				
_ Student				
First name				
Family name				
Student identification number				
Course		Strategic Environmental N	lanagement - SEM	
Graduation session and call Graduation calls* O Graduation call 15/06/2023 appello unico of the	e sessionsessione unica			
Graduation call	Academic year		Session	Start date
15/06/2023 appello unico	2022/2023		sessione unica	15/06/2023
Back Next				

Verify the data entered and proceed (Figure 9)

Student	
First name	
Family name	
Student identification number	
Course	ANATOMIA CLINICA DELL'APPARATO MUSCOLO-SCHELETRICO
Graduation session/call	
Academic year	2022/2023
Graduation session	SESSIONE UNICA
Data inizio sessione di conseguimento titolo	01/06/2023
Data fine sessione di conseguimento titolo	26/09/2023
Start date of the graduation call	25/09/2023

On "List of questionnaires" click "fill in" on Alumni Membership Questionnaire (Figure 10)

Figure 9

Figure 8

List of questionnaires		
This page lists the questionnaires you can fill in.		
IIII << 2 B 1 C 1 >>		
Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	0	Fill in
Back Next	1	1

Figure 10

AMMINISTRAZIONE CENTRALE AREA DIDATTICA E SERVIZI AGLI STUDENTI UFFICIO POST LAUREAM



Within the questionnaire, confirm or reject the enrollment. (Figures 11 and 12)

Summary of questionnaires	
Submission of the question hire "The Alumni Association of the University of Padua"	
The questionnaire "The Alumni Association of the University of Padua" can be completed no more than once	
No past submissions are present.	
Start filling out the questionnaire	
Кеу	
● = Confirmed – = Not Confirmed – = Not Accessible	
Prosegui	
F	igure 11
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.	
Delete Exit Back Next	
	Figure 12

After filling out the questionnaire, the following screen appears (Figure 13). The student must click on "Confirm" to continue.

希 » Questionnaire

Summary of the questionnaire The Alumni Association of the University of Padua

• The questionnaire has NOT been submitted .	
You have answered all questions in the questionnaire.	
Confirm Exit Sprint	
PAGE 1	
Iscrizione all'Associazione Alumni dell'Università di Padova	
Do you want to join the Alumni Association of the University of Padua?	

Figure 13

Only after confirmation does the light turn "green" and the "next" button appears to continue with the graduation application. (Figure 14)

AMMINISTRAZIONE CENTRALE AREA DIDATTICA E SERVIZI AGLI STUDENTI UFFICIO POST LAUREAM



List of questionnaires

This page lists the questionnaires you can fill in.

E << 2 B 1 C 1 >>		
Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	٥	
Back Next		Figure 14

In the section "Add your thesis title" the student must select "No thesis" (Figure 15):

Add your thesis title		
Please enter the information (n your thesis title	
Thesis title		
Type of thesis*	No thesis	~
Back Next		

Figure 15

Confirm the data entered and then proceed to complete the application. (Figure 16-17)

Diploma attainment confirmation

Please check the diploma attainment information you entered.

First name	
amily name	
Student identification number	
Course	GESTIONE DELLE LESIONI CUTANEE E DELLE FERITE DIFFICILI (WOUND CARE)
Session/Term	
Academic year	2023/2024
Diploma attaiment session	sessione unica
Data inizio sessione di conseguimento titolo	30/05/2024
Data fine sessione di conseguimento titolo	30/06/2024
Starting date of diploma attainment term	25/06/2024
Diploma attaiment term	25/06/2024 appello unico
Term details	<u>View term details</u>
Thesis information	
Type of thesis	No thesis

Figure 16



Graduation application overview

Information on your graduation application.

First name	
Family name	
Student identification number	
Course	GESTIONE DELLE LESIONI CUTANEE E DELLE FERITE DIFFICILI (WOUND CARE)
Application status	Submitted
Application status	Submitted
Academic year	2023/2024
Graduation session	sessione unica
Graduation call start date	25/06/2024
Graduation call	25/06/2024 appello unico
Graduation call details	View graduation call details
Back to graduation dashboard	

Figure 17

Attention: it is not necessary to print the application for attainment.