## INSTRUCTIONS FOR THE ONLINE PROCEDURE TO FILL IN THE FORM FOR THE PhD FINAL EXAM

Link to Uniweb through <a href="https://uniweb.unipd.it/Home.do">https://uniweb.unipd.it/Home.do</a>

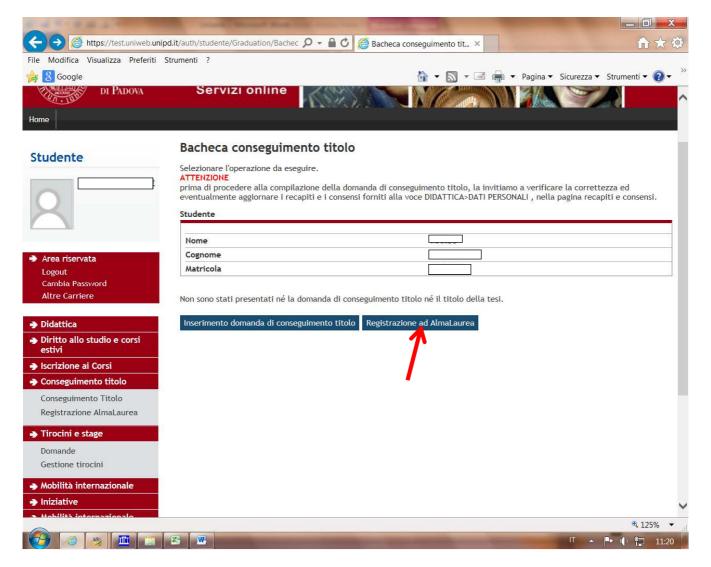
In order to access Uniweb, if you have been admitted to the final exam you need:

- to have the University email account (@studenti.unipd.it or @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/password/index.php/it/</a>
- 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 "Diritto allo Studio e corsi estivi" and then "Tasse".
- 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 "conseguimento titolo" in order to access to "bacheca conseguimento titolo".



- 4. Click on "Registrazione AlmaLaurea", in oder to fill in the Questionnaire, following the instructions below:
- PhD studnts 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 oder 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 "bacheca" and click on "Inserimento della domanda di conseguimento titolo" to access the procedure check – list.

Servizi online







# Studente



Logout

→ Didattica Diritto allo studio e corsi estivi → Iscrizione ai Corsi

Conseguimento Titolo Registrazione AlmaLaurea

→ Conseguimento titolo

## Bacheca conseguimento titolo

Selezionare l'operazione da eseguire.

ATTENZIONE

prima di procedere alla compilazione della domanda di conseguimento titolo, la preghiamo a verificare la correttezza ed eventualmente aggiornare i recapiti e i consensi forniti alla voce DIDATTICA>DATI PERSONALI, nella pagina recapiti e consensi.

## Studente

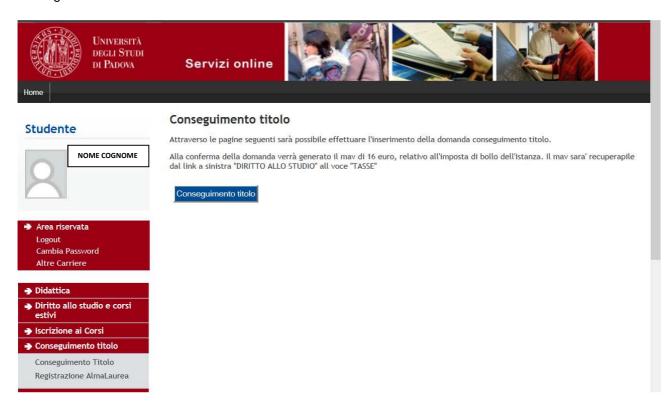
Nome	NOME STUDENTE
Cognome	COGNOME STUDENTE
Matricola	MATRICOLA STUDENTE

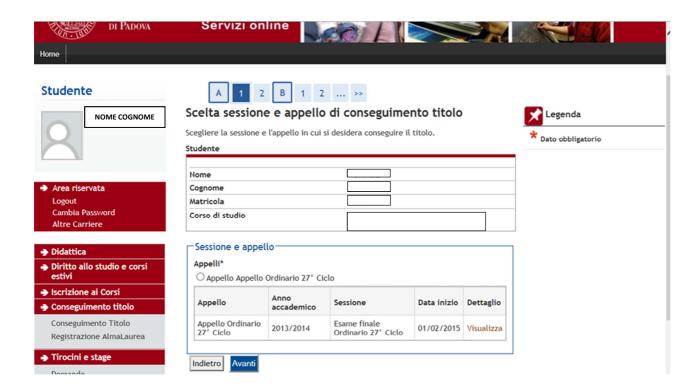
Non sono stati presentati né la domanda di conseguimento titolo né il titolo della tesi.

Inserimento della domanda di conseguimento titolo Registrazione ad AlmaLaurea

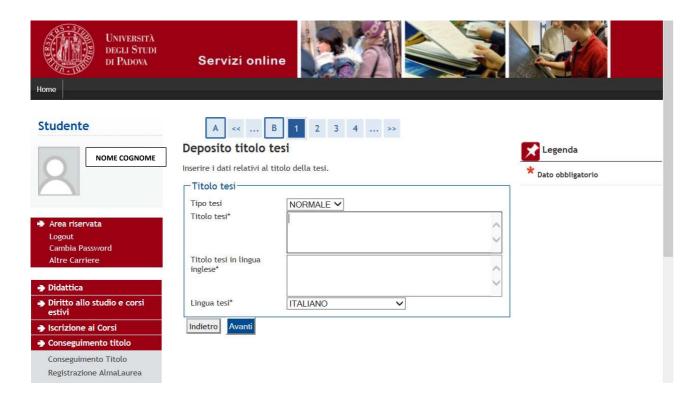


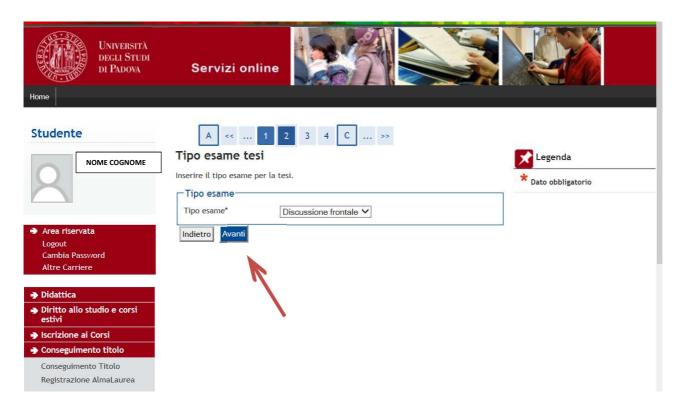
6. By clicking on "conseguimento titolo", as shown in the image below, you are directed to the "scelta dell'appello di conseguimento titolo".





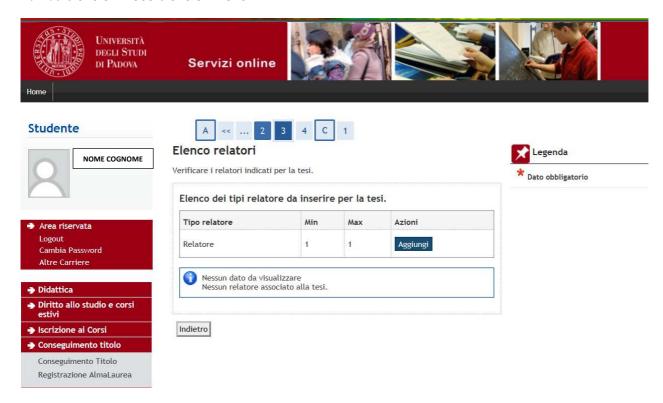
7. After filling in the data, add the thesis title (together with the English translation) and the language of the thesis



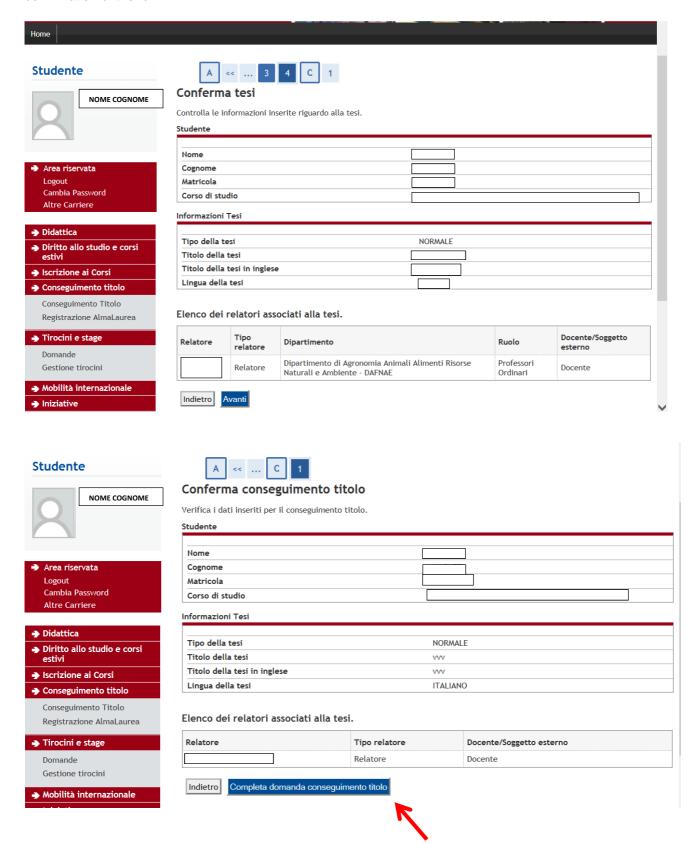


8. After clicking on "avanti" you are directed to the page of the supervisor. Be very careful when you specify his name, In the system there are already the names of the professors and researchers belonging to the University of Padova and some external people. In the case the same person is specified 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.



9. After having specified the supervisor (by clicking on "aggiungi"), you are directed to the summary page and the confirmation of the form



PLEASE NOTE: Only after after clicking on "completa domanda conseguimento titolo" the online procedure is complete and ended.

10. Once the online form has been filled in it must be printed . Once completed, the form cannot be modified

Università degli Studi di Padova	Servizi online  Servizi online  Servizi online
Studente NOME COGNOME	Riepilogo domanda di conseguimento titolo Informazioni relative alla domanda di conseguimento titolo presentata. Studente
2	Nome Cognome Matricola
→ Area riservata Logout Cambia Password	Corso di studio  Riepilogo domanda di conseguimento titolo
Altre Carriere	Stato domanda Presentata
→ Didattica	Anno accademico
Diritto allo studio e corsi     estivi	Sessione di conseguimento del titolo
	Data inizio appello di conseguimento del titolo
→ Iscrizione ai Corsi	Appello di conseguimento titolo
Conseguimento titolo  Conseguimento Titolo	Dettaglio appello  Vai al dettaglio appello
Registrazione AlmaLaurea	Torna alla bacheca Stampa Domanda

11. After printing the form, it must be submitted to the contact person at the relevant Department of the PhD School/Course (together with the attachments). The list of the contact persons is attached to the Instructions for the submission of the PhD thesis.

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".

## How to pay the MAV

The MAV form can be downloaded from the personal page in <u>Uniweb</u> 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.

N.B. If PhD students are not admitted to the final exam, the online form in Uniweb will be cancelled.