

Ph.D FINAL EXAM 29 series

Following the publication of the Ministerial Decree 45/2013 “Regolamento recante modalità di accreditamento delle sedi e dei corsi di dottorato e criteri per la istituzione dei corsi di dottorato da parte degli enti accreditati” the rules for the attainment of the PhD degree have changed and these rules have been included in the University regulations ‘Regolamento di Ateneo per i Corsi di dottorato di ricerca’

In its meeting of 9 March 2016 the Academic Senate has approved the guidelines for the PhD students enrolled in the 29 series. The guidelines are available online, please read them carefully.

There are two steps for the submission of the request for the review of the external evaluators and the subsequent final exam, both of them are mandatory: in the first step, PhD students have to fill in the online form and upload the required documents; the second step comes after the evaluators have submitted their reviews: in that phase PhD students will have to upload the final version of the thesis.

1) First step: final exam form

The online procedure to fill in the online form for the final exam is available **from 9 November 2016 at 13.00 (CET) to 15 November 2016 at 24.00 (CET)** at www.uniweb.unipd.it/.

After the abovementioned deadline the link will not be active.
The online service may be subject to temporary suspensions due to technical upgrades.

If PhD students are not registered yet, they must register (instructions available at <http://www.unipd.it/ricerca/dottorati-ricerca/esame-finale-consegna-tesi-dottorati>).

Once registered, it is necessary to click on “Diploma attainment” and then on “Enter diploma attainment application”

Please note that PhD students are asked to fill in the Questionnaire to subscribe to the Alumni Association and the AlmaLaurea Questionnaire, which are part of the documents to be submitted. The receipt of the AlmaLaurea Questionnaire will have to be uploaded together with the other attachments.

The request to sit the final exam is accepted only after the payment of the revenue stamp for the diploma. The payment must be done through the MAV form that can be downloaded and printed from Uniweb (under “Diritto allo Studio e corsi estivi” and then “Tasse”). The receipt of the payment must not be submitted. PhD students must have regularly paid all the three-year PhD course fees when they submit the online final exam form.

PhD students must fill in the full form and attach the following documents:

1. Thesis in pdf/A format not heavier than 30 MB
2. Report on the activities performed during the PhD course and on publications (if any), signed by the PhD student and the supervisor
3. Deposit agreement form available at http://paduaresearch.cab.unipd.it/dottorato/liberatoria_2016.docx
4. Receipt of the AlmaLaurea Questionnaire

The PhD ‘Libretto’ (booklet) fully filled in and signed by the PhD student and the Coordinator of the Course and the student card will have to be given back to the contact person at the Department (see list below).

2) Second step: upload of the final version of the thesis

Each PhD student will receive an email as soon as the evaluators have submitted their reviews. PhD students can read the reviews in Uniweb from the 'Diploma attainment board'.

The reviews of the evaluators can:

- 1) be positive. In this case the PhD student is admitted to the final exam and must wait for the final exam Committee to be appointed, the thesis must not be uploaded again;
- 2) specify that there are some minor revisions to be done that do not prevent the admission to the final exam. PhD students must upload again the corrected version of the thesis in Uniweb by 31/01/2017. The corrected version of the thesis must be uploaded once and is not sent for a new review;
- 3) specify that there are major revisions to be done. The PhD student is not admitted to the final exam and must revise the thesis within 6 months. Therefore the PhD student will have to upload the thesis again in Uniweb and the evaluators will have to submit a new review. The final version of the thesis must be uploaded once in Uniweb.

If the reviews of the evaluators disagree, the negative review prevails.

In order to submit the final version of the thesis to final exam Committee, the supervisor must confirm the final version in Uniweb.

➤ PhD thesis

1) Thesis editing and confidentiality

- a) The rules for the thesis and title page editing are available at the following link: <http://www.unipd.it/ricerca/dottorati-di-ricerca/esame-finale-e-consegna-tesi-dottorati> under "Regole editoriali";
- b) The thesis must be uploaded as a one file, including the summary in Italian or English and/or another language approved by the Course. No hard copy must be submitted;
- c) If the thesis content must be kept confidential (e.g in case of patents, sensitive data, industrial secret), the PhD students, via their supervisors or the Ph.D. contact person, can ask the evaluators to sign a non-disclosure agreement (see the draft at <http://www.unipd.it/ricerca/dottorati-ricerca/esame-finale-consegna-tesi-dottorati>, under Procedura). However the evaluators in the online procedure will declare not to disclose the information they come to know.

2) Deposit in Padua@Research

The PhD students will have to upload the final version of the thesis in the online University archives (Padua@Research) from 02/01/2017 and not later than 31/01/2017 following the instructions available at <http://paduaresearch.cab.unipd.it/dottorato/>

In case PhD students have to revise the thesis for major revisions the upload must be done not later than 30/06/2017

➤ Other useful information

PhD students under a 'co-tutelage' agreement

By 15/11/2016 the Ph.D students under a 'cotutelle' agreement will have too :

- contact the host University to gather information on the procedures and deadlines for the submission of the thesis at that University;
- submit to the Servizio formazione alla ricerca a certification specifying the mobility period at the host University, in accordance to what stated in the agreement.

In the title page of the thesis, besides the information specified in the draft published at <http://www.unipd.it/ricerca/dottorati-di-ricerca/esame-finale-e-consegna-tesi-dottorati> under 'Regole editoriali', the following data of the partner University must be added:

- name and seal of the partner University;
- seat of the partner PhD Course/School (Department, Faculty etc.);
- name of the PhD Course/School of the partner University (if available) also in the original language;
- names of both supervisors.

For any further information please write to formazione.ricerca@unipd.it specifying in the object "final exam 29 series".

CONTACT PERSONS LIST

PHD COURSE	REFERENT
Astronomia	Alessandra Zorzi
Biomedicina	Massimo Guida
Bioscienze e Biotecnologie	Maria Manno
Diritto Internazionale e Diritto Privato e del Lavoro	Roberta Boggian
Economia e Management	Paola Zanin
Filosofia	Antonella Pittella
Fisica	Cristina Mazzucco
Fusion Science and Engineering	Fiorella Colautti
Giurisprudenza	Carlotta Sinigaglia
Ingegneria dell'informazione	Alessandra Calore
Ingegneria Gestionale ed Estimo	Gaetana Esposito
Ingegneria Industriale	Valentina Fazio
Ingegneria Meccatronica e dell'innovazione meccanica del Prodotto	Gaetana Esposito
Ipertensione Arteriosa e Biologia Vascolare	Roberta Salvan
Medicina dello Sviluppo e Scienze della Programmazione sanitaria	Giovanni D'Agata
Oncologia e Oncologia Chirurgica	Antonio Zatta
Scienza ed Ingegneria dei Materiali	Anna Menna
Scienze Animali e Agroalimentari	Rosalba Moro
Scienze dell'ingegneria Civile e Ambientale	Filippo Ghelli
Scienze della Terra	Angela De Falco
Scienze delle Produzioni Vegetali	Laura Nicoletti
Scienze Farmacologiche	Daniela Strafella
Scienze Linguistiche, Filologiche e Letterarie	Simone Canesso
Scienze Matematiche	Loretta Dalla Costa
Scienze Mediche, Cliniche e Sperimentali	Alessandra Cervellin
Scienze Molecolari	Anna Menna
Scienze Pedagogiche, dell'educazione e della Formazione	Antonella Pittella
Scienze Psicologiche	Vittorio Principe
Scienze Sociali: Interazioni, Comunicazione, Costruzioni Culturali	Antonella Pittella
Scienze Statistiche	Patrizia Piacentini
Scienze Tecnologie e Misure Spaziali	Novella Cesaro
Scienze Veterinarie	Simonetta Stivanello
Storia, Critica E Conservazione Dei Beni Culturali	Attilio Fortunato
Studi Storici, Geografici E Antropologici (Interateneo)	Elisabetta Traniello
Territorio, Ambiente, Risorse e Salute	Antonella Tosatto, Sara Ziggotti (Fonaso e cotutele), Ileana Dainese, Alessandra Carraro