

PhD FINAL EXAM

➤ Submission of the request to sit the final exam

There are two steps for the submission of the request to sit final exam, both of them are mandatory: in the first step, PhD students have to fill in the online form and print it together with the data for the payment of the revenue stamp; in the second step the PhD students have to submit to the contact person at the Department the form, the relevant attachments (see below) and a copy of the PhD thesis, duly signed.

1) First step

The online procedure to fill in the form for the final exam is available **from 9th January 2017 to 31st January 2017 at 12.00 p.m. (Italian local time)** 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 “conseguimento titolo” and then on “Inserimento della domanda di conseguimento titolo”

Please note that PhD students are asked to fill in the AlmaLaurea Questionnaire, which is one of the attachments to be submitted with the form for the final exam.

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.

2) Second step

By 31st January 2017 PhD students must submit the form for the final exam **signed** by themselves and by the Director of the School/Coordinator of Course to the contact person of the relevant Department (see the attached list) together with the following attachments:

1. A hardcopy of the thesis to be kept in the University archives. The thesis **must be signed** by the PhD student, by the supervisor and / or the Coordinator of the Course (for the PhD courses) or by the PhD student, by the supervisor and by the Director of the School (for the PhD Schools) The thesis **must contain a summary** both in Italian and English and / or in another language approved by the School/Course;
2. Receipt of the online deposit of the thesis in the website <http://paduaresearch.cab.unipd.it/dottorato/>;
3. Deposit agreement form available at <http://paduaresearch.cab.unipd.it/dottorato/>;
4. Receipt of the AlmaLaurea Questionnaire;

5. abstract from the minutes of the competent body of the PhD School/Course concerning the admission to the final exam and the evaluation of the three-year PhD activities;
6. libretto di dottorato (PhD student booklet), filled in and signed by the PhD student and by the Director of the School/Coordinator of the Course.

N.B. when they submit the request to sit the final exam, PhD students must have regularly paid all the three-year PhD course fees.

➤ PhD thesis

1) Thesis editing

- 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) All thesis must be signed by the PhD student, by the supervisor and / or the Coordinator of the Course (for the PhD courses) or by the PhD student, by the supervisor and by the Director of the School (for the PhD Schools) The thesis **must contain a summary** both in Italian and English or in another language approved by the School/Course

2) Online deposit

The PhD thesis must be deposited in the online University archives (Padua@Research). The procedure for the deposit is available from 02/01/2017 until 31/01/2017. The instructions for the deposit are available at <http://paduaresearch.cab.unipd.it/dottorato/>

At the end of the online procedure, PhD students must print the receipt and the deposit agreement that must be submitted together with the thesis to the contact person at the Department.

3) Thesis submission

- a) PhD students must submit one hardcopy of the thesis together with the form for the final exam (see above Submission of the request to sit the final exam)
- b) Moreover, after the submission of the thesis to the Department PhD students will have to directly send by post:
 - 3 hardcopies of the thesis to the members of the Committee for the final exam together with the abstract from the minutes of the competent body of the PhD School/Course concerning the admission to the final exam and the evaluation of the three-year PhD activities;
 - further 1 or 2 hardcopies of the thesis, should the Committee for the final exam include also experts. These copies must also be sent together with the abstract from the minutes of the competent body of the PhD School/Course concerning the admission to the final exam and the evaluation of the three year PhD activities,;
 - The names and the addresses of the members of the Committees for the final exam will be published online after 30th January 2017 at <http://www.unipd.it/ricerca/dottorati-di-ricerca/esame-finale-e-consegna-tesi-dottorati> under "Procedura".

➤ Other information

“Doctor europaeus” label

PhD students who want to obtain the ‘Doctor europaeus’ label will have to inform the Coordinator of the curriculum (for PhD Schools organized in curricula) or the Director of the School (for PhD Schools with no curricula) by **15th October 2016**.

Further details and deadlines are specified in the memo published at <http://www.unipd.it/ricerca/dottorati-ricerca/esame-finale-consegna-tesi-dottorati>

PhD students under a ‘co-tutelage’ agreement

By the deadline for the submission of the thesis they will have to:

- 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 further information: formazione.ricerca@unipd.it

CONTACT PERSONS LIST

PhD COURSES	REFERENT
Fusion Science and Engineering	Fiorella Colautti
Ipertensione Arteriosa e Biologia Vascolare	Roberta Salvan
Ph.D. SCHOOLS	REFERENT
Astronomia	Alessandra Zorzi
Biomedicina	Massimo Guida
Bioscienze e Biotecnologie	Maria Manno
Diritto Internazionale e Diritto Privato e del Lavoro	Roberta Boggian
Scuola Superiore Di Economia E Management (Interateneo)	Paola Zanin
Filosofia	Antonella Pittella
Fisica	Cristina Mazzucco
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
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	Cinzia Tognon / 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	Stefania Gabrieli
Scienze Sociali: Interazioni, Comunicazione, Costruzioni Culturali	Antonella Pittella
Scienze Statistiche	Patrizia Piacentini
Scienze Tecnologie e Misure Spaziali	Novella Cesaro
Scienze Veterinarie	Stefano Bianchini
Storia e Critica dei Beni Artistici, Musicali e dello Spettacolo	Attilio Fortunato
Scuola Superiore di Studi Storici, Geografici e Antropologici (Interateneo)	Elisabetta Traniello
Storia, critica e conservazione dei beni culturali	Attilio Fortunato
Territorio, Ambiente, Risorse e Salute	Antonella Tosatto, Sara Ziggotti (Fonaso e cotutele), Ileana Dainese, Alessandra Carraro