

## UNIWEB - STUDENT GUIDE DIPLOMA ATTAINMENT APPLICATION

In the following pages you will find the procedures to apply your diploma attainment in Uniweb.

The procedure has 2 steps:

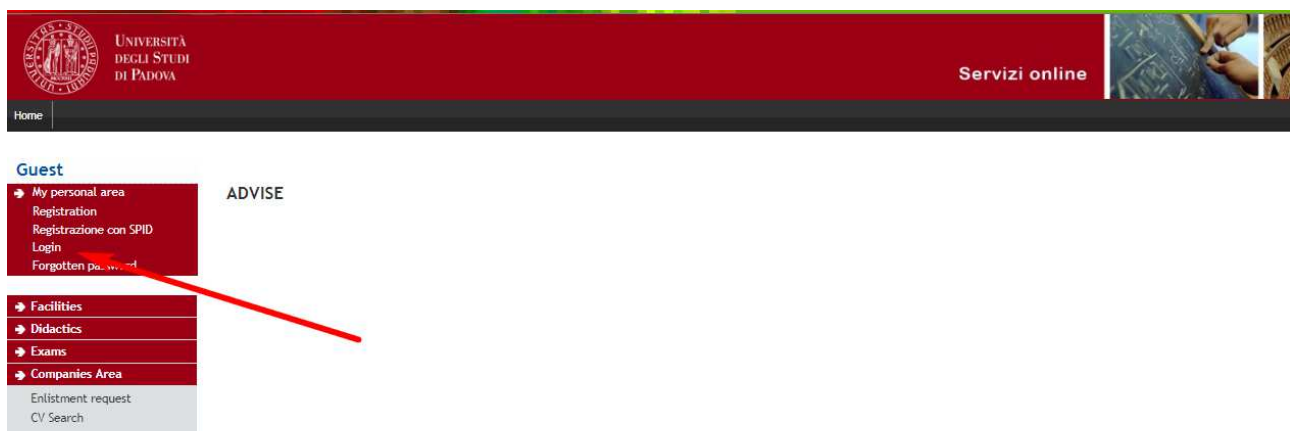
1. thesis title and supervisor entry process;
2. diploma attainment application entry process.

Once your advisor has approved your thesis title, you can proceed to entering your diploma attainment application.

**As you do not need to present any document related to this application (except the printed academic booklet that must be returned to the student office by the students belonging to the cohort 2013 backward<sup>1</sup>) at the end of the procedure, in your reserved area → “payments”, you will find an electronic deposit slip (called MAV) referred to the stamp duty associated to the diploma attainment application. This must be paid within the deadlines indicated in the specific notices available in the following link <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti> clicking on “scadenze e altre informazioni”.**

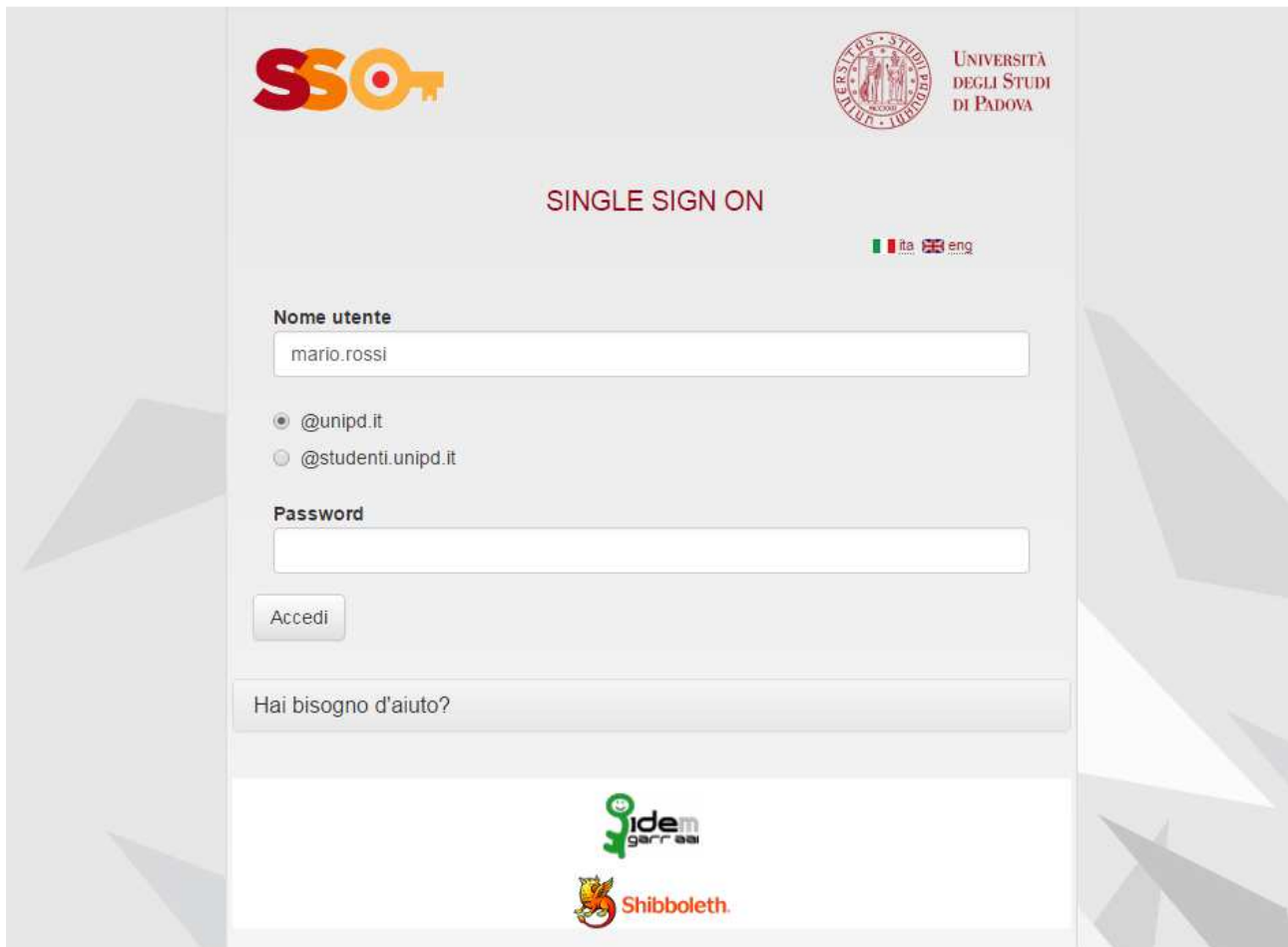
While completing the procedure, you have the possibility to specify if there will be someone with motor disabilities during the degree ceremony in order to receive the possible assistance. You can request it by completing a short optional questionnaire.

In order to enter the diploma attainment application section you need to login to the website [www.uniweb.unipd.it](http://www.uniweb.unipd.it) as shown in the following images:



<sup>1</sup> Since the cohort 2014 students have no longer been given the printed booklet.

Enter your credential and select the domain “@studenti.unipd.it”, see the image below.



**SSO**

UNIVERSITÀ DEGLI STUDI DI PADOVA

### SINGLE SIGN ON

ita eng

**Nome utente**  
mario.rossi

@unipd.it  
 @studenti.unipd.it

**Password**

Accedi

Hai bisogno d'aiuto?

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Shibboleth.

In your reserved page, click on “Diploma attainment” from the menu on the left in order to enter the “Diploma attainment board”.

The screenshot shows the 'Diploma attainment board' interface. At the top, there is a navigation bar with the university logo and 'Servizi online'. Below this is a 'Student' profile section with a 'Student' label and a placeholder image. A sidebar menu on the left contains various options, with 'Diploma attainment' highlighted. The main content area is titled 'Diploma attainment board' and includes a warning message: 'Please select a procedure. WARNING Before completing your diploma attainment application please check and, if necessary, update your addresses and consents indicated in HOME-MASTER DATA, page "Personal record".' Below the warning is a form with fields for 'First name', 'Family name', 'Student identification number', and 'Course'. The 'Course' field is pre-filled with 'Philosophy'. At the bottom of the form, there are two buttons: 'Proceed to entering thesis title' and 'Registration to Alma Laurea'. A message below the form states: 'Neither application nor thesis title has been submitted.'

From this board you can access to the thesis title entry process clicking on “Proceed to entering thesis title”.

## THESIS TITLE ENTRY PROCESS

### Degree thesis

Through the following pages you can enter the title of your thesis. Please read carefully the instructions available in the following link <http://www.unipd.it/domanda-di-laurea-0?target=Studenti> within the section "Manuali per gli studenti" and "Scadenze e altre informazioni".

Once you have entered the thesis title, you have to wait your supervisor to approve it before completing your diploma attainment application.

Checklist

Activity	Section	Info	Status
A - Inserimento informazioni della tesi di laurea			
	Informazioni tesi di laurea		
	Elenco delle tipologie dei relatori		
B - Conferma finale di inserimento informazioni tesi			
	Conferma		

[Degree thesis](#)

Legend:

	Information
	Working Section
	Locked Section
	Completed Section

Once you click on “Degree thesis” you will have the following page.

**CLICK HERE TO PROCEED TO ENTER THE THESIS TITLE**



### Enter your thesis title

Enter information about your thesis title

Thesis title

Type of thesis\*  Text length limit: 4000 characters

Thesis title\*

English title\*  Text length limit: 4000 characters

Teaching activity

[Back](#) [Next](#)

**YOU MUST ENTER THE DEFINITIVE TITLE (ALSO IN ENGLISH)**

The definitive thesis title is compulsory (also in English). You cannot carry on the procedure without them

Once you enter your thesis title you will have access to the choice of the supervisor related to the thesis, as detailed in the following image.



### List of supervisors

Check the supervisors indicated for your thesis

List of available types of supervisor

Type of supervisor	Min	Max	Options
Supervisor	1	1	<a href="#">Add</a>

No information to view  
No supervisor associated to the thesis

[Back](#)

Once you have entered the supervisor you can proceed.



**Student**

**List of supervisors**  
 Check the supervisors indicated for your thesis

List of the supervisors associated to the thesis

Supervisor	Type of supervisor	Options
SUPERVISOR NAME	Supervisor	<a href="#">Remove</a>

[Back](#) [Next](#)

Once you have completed the thesis and supervisor entry procedure you will have access to the “Confirm thesis” page.

**Student**

**Thesis confirmation**  
 Please check your thesis information

Thesis information


Type of thesis	Elaborato scritto
Thesis title	THESIS TITLE
English title	THESIS TITLE

List of supervisors associated to the thesis

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


[Back](#) [Complete your thesis](#)

Once completed the thesis entry process, you will see a page with the information you have just entered and you will be allowed to modify them.




UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

Home

Servizi online 

### Student



- My personal area
  - Logout
  - Change Password
- Home
- Certificazione Unica
- Registrar's Office
- Course Registration
- Diploma attainment
  - Diploma attainment
  - Registration to AlmaLaurea
- Tirocini e stage
  - HomePage Stage
  - Aziende
  - Opportunità
  - Le mie opportunità
  - Le mie candidature
  - Le mie ricerche salvate
  - Gestione tirocini

### Summary page of you thesis

Information about the submitted thesis.

Student

First name	NAME
Family name	
Student identification number	STUDENT
Course	Philosophy
Ordinamento	FILOSOFIA


Thesis summary

Type of thesis	Elaborato scritto
Date of thesis title submission	26/06/2018
Thesis title	THESIS TITLE
English title	THESIS TITLE
Thesis status	Submitted

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




[Back to diploma attainment board](#) [Edit your thesis](#)

**The thesis title entry process is completed but you cannot enter your diploma attainment application until your supervisor approves the title and the button related to the application entry procedure will be available.**



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DI PADOVA

Servizi online



Home

### Studente

NOME COGNOME

Area riservata  
Logout  
Cambia Password

Didattica  
Diritto allo studio e corsi estivi  
Iscrizione ai Corsi  
Conseguimento titolo  
Conseguimento Titolo  
Registrazione AlmaLaurea  
Tirocini e stage  
Domande  
Gestione tirocini  
Iniziative  
Mobilità internazionale  
Bandi di Mobilità

### 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 è stata presentata la domanda di conseguimento titolo.

[Registrazione ad AlmaLaurea](#)

### Riepilogo tesi

Dettaglio tesi	<a href="#">Visualizza dettaglio tesi</a>
Tipo della tesi	Elaborato scritto
Titolo tesi	TITOLO DEFINITIVO

### Elenco dei relatori associati alla tesi.

Relatore	Tipo relatore
COGNOME NOME RELATORE	Relatore

When the supervisor approves the thesis title, you will receive a communication on your institutional e-mail ([name.familyname@studenti.it](mailto:name.familyname@studenti.it)). From then onwards, the diploma attainment application procedure will be available in your reserved board, as detailed in the following page.

Before completing the diploma attainment application, it is necessary to access to [almalaurea](#) (clicking on “Almalaurea registration”) and complete the compulsory questionnaire.

If you do not complete the questionnaire you cannot complete the diploma attainment application procedure.



**Student**

My personal area  
 Logout  
 Change Password

Home  
 Certificazione Unica  
 Registrar's Office  
 Course Registration  
**Diploma attainment**  
 Diploma attainment  
 Registration to AlmaLaurea

Tirocini e stage  
 HomePage Stage  
 Aziende  
 Opportunità  
 Le mie opportunità  
 Le mie candidature  
 Le mie ricerche salvate  
 Gestione tirocini  
 Proposta di stage

**Diploma attainment board**

Please select a procedure.  
**WARNING**  
 Before completing your diploma attainment application please check and, if necessary, update your addresses and consents indicated in HOME+MASTER DATA, page "Personal record".

Student

First name	STUDENT
Family name	
Student identification number	
Course	Philosophy

You have not submitted any diploma attainment application.

[Enter diploma attainment application](#) [Registration to Alma Laurea](#)

Thesis summary

Thesis details	<a href="#">View thesis details</a>
Type of thesis	Elaborato scritto
Thesis title	THESIS TITLE

List of supervisors associated with the thesis


Supervisor	Type of supervisor
SUPERVISOR	Supervisor



## DIPLOMA ATTAINMENT APPLICATION ENTRY PROCESS

The process begins with the things-to-do check-list.

**Student**



- My personal area
- Logout
- Change Password
- Home
- Certificazione Unica
- Registrar's Office
- Course Registration
- Diploma attainment**
  - Diploma attainment
  - Registrazioni su AlmaLaurea
- Tirocini e stage
  - HomePage Stage
  - Aziende
  - Opportunità
  - Le mie opportunità
  - Le mie candidature
  - Le mie ricerche salvate
  - Gestione tirocini
  - Proposta di stage
- Apply as an exchange student
- Iniziativa
- International mobility
  - Outgoing international mobility
- Questionnaires
  - General questionnaires

**Diploma attainment**

Through the following pages you can enter your diploma attainment application. Please read carefully the instructions available in the following link <http://www.unipd.it/domanda-di-laurea-0?target=Studenti> within the section "Manual per gli studenti" and "Scadenze e altre informazioni".

- During the procedure you will have to attach the AlmaLaurea summary document that will be provided by the AlmaLaurea website when you have completed the questionnaire. You do not need to sign it. If you do not have already completed it, please do it now clicking on ?AlmaLaurea registration? within ?Diploma attainment board?.

Checklist

Activity	Section	Info	Status
A - Scelta sessione e appello	Informazioni		
	Scelta sessione e appello		
	Inserimento di informazioni aggiuntive		
	Controlli di sistema		
	Conferma		
B - Questionari richiesti prima della conferma dell'ammissione	Selezione questionario da compilare		
C - Inserimento informazioni della tesi di laurea	Informazioni tesi di laurea		
	Inserimento tipo esame-Tesi		
	Informazioni tesi di laurea		
D - Conferma finale di inserimento informazioni domanda e tesi	Conferma		
E - Funzione Valuta Processo	Valutazione processo		

[Diploma attainment](#)

**Legend:**

- Information
- Working Section
- Locked Section
- Completed Section

In the subsequent page you will select the available diploma attainment term (please check the deadlines in this link <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti> ).

UNIVERSITÀ DEGLI STUDI DI PADOVA Servizi online

Home

Student

Choice of diploma attainment session and term

Please select session and term for your diploma attainment.

Student

First name	STUDENT
Family name	
Student identification number	
Course	Philosophy

Session and term

Terms\*

TermSecondo appello dal 16/07/2018 al 20/07/2018of the sessionSECONDO PERIODO 2017/2018from04/06/2018to24/07/2018

Term	Academic year	Session	Starting date	Details
Secondo appello dal 16/07/2018 al 20/07/2018	2017/2018	SECONDO PERIODO 2017/2018	16/07/2018	<a href="#">View</a>

Back Next

Once you select the degree term, you will be asked to authorize the reference of your thesis in the libraries. If you do not want to authorize it, just remove the specific default flag indicated in the red frame of the image below.

UNIVERSITÀ DEGLI STUDI DI PADOVA Servizi online

Home

Studente

Informazioni aggiuntive domanda

Inserire le informazioni seguenti relative alla domanda conseguimento titolo.

Studente

Nome	NOME STUDENTE
Cognome	COGNOME STUDENTE
Matricola	MATRICOLA STUDENTE
Corso di studio	CORSO DI STUDIO DELLO STUDENTE

Controlli

Consenso consultazione tesi

Indietro Avanti

Now you come to the page where you can:

- Indicate if there will be someone with motor disabilities during the degree ceremony (optional)

- Complete the registration for **Associazione Alumni dell'Università degli Studi di Padova**

### Questionnaires list

In this page find the list of available questionnaires

Questionnaire	Status	Options
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea. NB: il questionario non è obbligatorio e si può procedere con la domanda di conseguimento titolo anche senza averlo compilato	●	<a href="#">Compila</a>
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	●	<a href="#">Compila</a>

[Indietro](#) [Avanti](#)

In the following page you will definitively confirm your diploma attainment application. It is only at this point that your application is definitively completed.

The screenshot shows the 'Diploma attainment confirmation' page. The left sidebar contains a navigation menu with items like 'My personal area', 'Home', 'Certificazione Unica', 'Registrar's Office', 'Course Registration', 'Diploma attainment', 'Tirocini e stage', and 'Apply as an exchange student'. The main content area has a header with the university logo and 'Servizi online'. Below the header, there are navigation buttons and a form for diploma attainment confirmation. The form includes sections for 'Student' (First name, Family name, Student identification number, Course), 'Session/Term' (Academic year, Diploma attainment session, Starting date of diploma attainment term, Diploma attainment term, Term details), 'Thesis information' (Type of thesis, Thesis title, English title), and 'List of supervisors associated to the thesis'. A red arrow points to the 'Complete diploma attainment application' button at the bottom of the form.

**WARNING: once you confirm your application, an electronic deposit slip (called MAV) referred to the stamp duty associated to the application will be produced. This must be paid within the deadlines indicated in the specific notices available in the following link <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti> clicking on "scadenze e altre informazioni".**

The printing of the MAV referred to the stamp duty is available in "Registrar's Office" → "payments" from the menu on the left, within your reserved page.

Your diploma attainment application is completed.

The printed academic booklet (for students belonging to the cohort 2013 backward) must be returned within the deadlines indicated in the following link <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/domanda-laurea?target=Studenti>.

**CLICKING ON “COMPLETE DIPLOMA ATTAINMENT APPLICATION” THE MAV REFERRED TO THE STAMP DUTY WILL BE PRODUCED. ITS PRINTING IS AVAILABLE IN THE “PAYMENTS” SECTION.**