GRADUATION REGISTRATION GUIDE

Step1: Log in to Uniweb

- login to Uniweb using single sign on
- Login: name.surname
- Password: your password



Step2: Registration on Alma Laurea

- Open menu
- Click on "Diploma attainment"
- Click on "registration on Alma Laurea"

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- 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.

Family name	
Student identification number	
Course	

- Click again on "register on Alma Laurea"
- Fill out the questionnaire form



How to fill Alma Laurea

- It should be filled with personal information
- It should have the date of the thesis discussion
- A password to complete the registration should be set

Ps: the system will ask for a security question

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Step3: thesis information

Click on "add thesis title"

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Graduation application d	ashboard
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- Student	
First name	
Family name	
Student identification number	

Click "Next"



Click on "Degree thesis"

Degree thesis

Through the following pages you can enter the title of your thesis. Please read carefully the instructions available in the following ins http://www.uriot.kidomanda-d-laurea.07 target: Student; within the section "Mahuak per gli studenti" and "Scadenze e after information".

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

Activity	Section	Info	Status	Legend
A - inserimento informazioni della tesi di laurea		0	Z	() Information
	informazioni tesi di laurea	0	X	Dpen or in progress section
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B - Conferma finale di inserimento informazioni tesi		0	6	completed
	Conferma	0	6	Section completed

■ Fill out the following form



Add your supervisor's name

List of supervisors				亭 Legend:
				* Mandatory Fi
List of types of supervisors available				Checklist
Type of supervisor	Min	Max	Options	
Supervisor	*	1	Ant	
Assistant supervisor	0	£.	Aibi	
() No supervisor associated to your thesis				
Back				

Search for your supervisor's name and click "next"

List of supervisors			푸 Legend:
Please review supervisors listed for your th	nesis		* Mandatory Field
List of your thesis supervisors	Type of supervisor	Options	
LAST NAME, FIRST NAME	Supervisor	Remove	
LAST NAME, FIRST NAME	Assistant supervisor	Remove	
Back Noxt			

Review the data of the thesis and click on "submit thesis information"

📰 «« 2 B 1				
Confirm Thesis informat	ion			
Please review your thesis informatio	n			
Thesis information				
Thesis type		Written work		
Thesis title		Investigating the Role of Controlled Atmosphere		
Thesis title in English		Investigating the Role of Controlled Atmosphere		
Keywords		Kiwifruit, postharvest, firmness		
Thesis availability		Open access		
List of your thesis supervisors				
Supervisor	Supervisor type	University teacher/External staff		
LAST NAME, FIRST NAME	Supervisor	University teacher		
LAST NAME, FIRST NAME	Assistant supervisor	University teacher		

Back Submit thesis information

• When the thesis summary page appears, click "back to graduation dashboard"

formation on the thesis submitted			
Student			
First name			
Family name			
Student identification number			
Course		BIOTECHNOLOGIES FOR FOOD SCIENCE	
Thesis summary			
Thesis type		Written work	
Submitted on		28/06/2023	
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Thesis title in English		Investigating the Role of Controlled Atmosphere	
Thesis status		Submitted	
Alma Laurea keywords		Kiwifruit, postharvest, firmness	
Thesis availability		Open access	
ist of your thesis supervisors			
Supervisor	Type of supervisor	University teacher/External staff	
LAST NAME, FIRST NAME	Supervisor	University teacher	
LAST NAME, DEST NAME	Assistant supervisor	Limisarraity to achier	

- Send an email to remind your supervisor to approve your thesis title before you continue the process
- After the approval, you will receive a confirmation email
- Continue the procedure of the final thesis application

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Step4: Completing the graduation application

- Go back to Diploma attainment
- Click add "graduation application"

# - Graduation application		
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- Student		
First name		
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Student identification number		
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE	
- Thesis summary		
Thesis details	View thesis details	
Type of thesis	Written work	
Thesis title	Investigating the Role of Controlled Atmosphere	
Thesis academic activity	BIOTECHNOLOGY FOR CROP PRODUCTION	
List of your thesis supervisors		
Supervisor	Type of supervisor	
LAST NAME, FIRST NAME	Supervisor	
LAST NAME, FIRST NAME	Assistant supervisor	

• Click on "diploma attainment"

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Click on the graduation session of your choice and "Next"

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- After completion of the Alma Laurea correctly, the red bullet should turn green
- Click "Next" to continue

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Family name	LAST NAME	
Student identification number		
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE	
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■ Fill out the list of questionnaires

List of questionnaires

This page lists the questionnaires you can fill in.



Questionnaire	Status	Options	🐺 Legend:
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	•	Fill in 🛹	\star Mandatory Field
			Checklist
Segnalazione eventuale presenza di persone con disabilita motoria alla seduta di laurea	0	Fill in	 Questionnaire completed
Back Next			 Questionnaire not completed
			 Compulsory questionnaire not completed

First questionnaire

Choose one of the options and click "Next"

Filling in the questionnaire "The Alumni Association of the University of Padua" Question with an admitta/*1ale mandatory Iscrizione all'Associazione Alumni dell'Università di Padova The Munici Association of the University of Padua asses to gather all its graduates of all ages, shviptives and origin. latty are the Alaret? The Alaret of the University of Failur are all the graduates at bacholor, marine and discould level at the deversity of Pailur. Absent cart birt fits Association for free industry alter up, insufferent of period data the sell inform you fight activities to cover registrates, the personal data provided through the autication give ranes, sine and pixes of litter, test for code 100 and coarts of shalls, address, arranging to the presented by the Averts Association of the Deserving of Salary to control to provide the control and associate provide of the control of the segurity regimeraries to become a reaction of the provide town or informationregarding the statutory minutes of the Asser The data will be processed manually or digitally and for the kine stretch measure for the partial of the above purposes, in full compliance with Legislative Decree no. 1962/2001 (Privacy Calify Data may be disclosed to this period, such as informative service president, in order to partner the same autypoint and for the fulfilment of the law, in such as any constant of the same to think Hard platted to torrgity with princip laws. Sector, 7 of Legistric Delveron, 16(20) provides for the persons converted, the light to private that and to obtain deletion, conflictuate integration, to appear to believe more the persons for experiment. The personal concernent real power table of the above mentioned right and concernent the Sourcepter to personal an end to Representational Are real concernents of the Area Annual Area registered office in Padua, Vie Vill Pettie and I. J. result alarmidiumpi H. Lott spitzer (J. 2019 Do you ware to jain the Alareni Association of the University of Bahas?" 21 VPUL Invoid the to provide Automation and Lauberte the Appropriate to use of system for the revenues parameter parameter and according to the electronic regulation. D 2) ND, Carri alterally is maritiant of the Allertel Association. C 3(140). I do not want to pain the start of Americation

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Click on "confirm" to submit your response

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Questionnaire - The Alumni Association of the University of PaduaThe Alumni Association of the University of Padua



Second questionnaire

■ Start filling the questionnaire and click "Next"

🗰 - Questionnaire list	
Summary of fillable and completed questionnaires.	
Completing the questionnaire "Reporting the possible presence of people with motor disabilities at the graduation session. NB: the questionnaire is not mandatory and you can proceed with the application for obtaining the degree even without having completed it"	
The "Student assessment questionnaire" "Reporting of the possible presence of people with motor disabilities at the graduation session. NB: the questionnaire is not mandatory and you can proceed application for graduation even without completing it" can be completed no more than once	vith the
There are no previous compilations.	
Start filing out the questionnaire	
Key	
😜 = Confirmed 😜 = Not Confirmed 😂 = Not Accessible	
Continu	

- Questionario

Filling in the questionnaire "Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea. NB: il questionario non è obbligatorio e si puo' procedere con la domanda di conseguimento titolo anche senza averlo compilato"

uante persone con disabilità motoria sono presenti alla discussione?	
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Richiedono accompagnamento?	
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3 No	

Bullets should turn green once both questionnaires are filled



■ Click "Next"

Add Thesis abstract twice in English

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Click on "Grant License"



Padua Thesis Licence

Licenza Padua Thesis and Dissertation Archive

When selecting options "open consultation" or, if available, "restricted" (delayed publication of the full text of the thesis with immediate display of metadata), the user automatically accepts to grant the following Licence:

As copyright holder, they grant the University of Padova the irrevocable, non-exclusive rights of permanent storage and distribution in electronic-digital format of the work submitted and its metadata.

The user states:

1. to be the author of the work and holder of the related rights according to the law in force;

They also certify that, to the best of their knowledge, the content of the work:

2. does not entail infringement of copyrights and related rights owned by third parties;

3. does not involve violations of the current legislation on the protection of personal data;

4. If sponsored or financed by third parties other than the University of Padova, any obligation foreseen by contracts or agreements with the aforementioned parties has been fulfilled.



■ Choose Discussion as Type of Examination and click "Next"

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Click on "Complete Degree attainment application"

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■ Give feedback on application process and click "next"



Click on "Back to graduation dashboard"

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Step4: Payment of revenue stamp

 Go to menu on Uniweb and click on "Right to University studies, diasbility, disclosure, summer courses"

Welcome					SARE	
Welcome to your reserve in order to edit your peri Information about your o	d area. Ional details cick on "Home" → "Masi Jegree course and course units are av	er data" allable on the website <u>http://d</u>	kdætting samled út		My personal area	
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Click on "payments"

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Click on the invoice to initiate the payment

List of Fees

- Fees

 FEE-WAIVERS APPLICATION: as a reminder, it is possible to obtain a recalculation of the installments by submitting the Application for Benefits each year, which authorizes the University to acquire the ISEE data directly from INPS.

Within 48 hours, if the system finds a valid ISEE for university benefits made in 2022, it recalculates the amounts and applies reductions.

For GOING TO GRADUATE students: students: students: graduating in the last session of the 2021/22 academic year do not have to pay the A.A. 2022/23 installments.
 So you can apply to graduate for the DECEMBER session (or April of the following year for health professions) without paying the September installment. If your graduation is postponed to a session in the following academic year, you will have to pay the installments that are due in the meantime but without arrears.

Click on the bill code in the first column to see the details.

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Payment options:

- Print the MAV invoice and pay it at the bank or any tobacco shop (tabaccheria)
- Pay directly online using PagoPa
- PS: Red bullet under the status section should turn green some days after the payment