UNIVERSITÀ DI PAVIA
Area Ricerca
e Terza Missione

INSTRUCTIONS TO FILL THE ONLINE APPLICATION
FOR THE THESIS DEFENSE

- Access your Personal Area: https://studentionline.unipv.it/esse3/Home.do?cod_lingua=eng. If you forgot the password, you can easily reset it here: https://sonl.unipv.it/password/ (just enter your fiscal code in the *"Codice fiscale"* field and click *"Genera nuova password"*). A new password will be sent to your universitadipavia.it e-mail account.

- Select your current course of study if required.

- Click on "*Degree*" (right-hand menu), then on "*Registration/access to AlmaLaurea*". Register and access the AlmaLaurea website. Fill in the questionnaire. No need to print or submit the confirmation.

- Go back to your Personal Area (you may have to login again; select the English flag before the login).

- In the "*Degree*" field, select "*Degree attainment – Application*", then click on the blue button *"Degree attainment"*.

- In the *"Session and date selection"* page, select the only graduation option available.

- In the *"List of Questionnaires"* page, fill in the Doctor Europaeus questionnaire. If you want to learn more about the Doctor Europaeus label, please visit the following webpage: http://phd.unipv.it/doctor-europaeus/

- In the "*Insertion of thesis title*" page, enter the information on your thesis. Write the title in the "*thesis title*" field even if it's in English. According to the current laws, your thesis or some parts of it can be subject to embargo, upon favorable advice of the Academic Board, for a period not longer than 18 months. The embargo must be required in this page, by selecting the appropriate answer in the field "*I authorize the consultation of my thesis*". Remember that your request for an embargo must be approved by the Academic Board (Collegio dei docenti).

- In the *"Scientific disciplinary sector"* page, enter the scientific-disciplinary sector of your thesis, which is usually the same as your supervisor's. If not, ask your supervisor.

- In the "*Coordinator of the PhD program*" page, enter the information of your PhD Coordinator (NOT your supervisor/tutor).

- In the "*Attachments*" page, upload the *"Liberatoria per tesi di dottorato"*, filled and signed (**see pp. 3-4 of this document**) and the "Judgment of admission to the thesis defense, issued by the Academic Board". You can write "Liberatoria" both in the "title" and in the "description" fields. **Attention: <u>DO NOT UPLOAD YOUR THESIS HERE</u>**. **You will do it later.**

- Confirm the application.
- Then go to Home > Admissions > Payments, download the payment notice *(avviso di pagamento)* and pay it (€ 116).

WHAT'S LEFT TO DO?

Once your thesis is concluded and **definitive (that is, after the end of the review process)**, send a copy of it to each member of the Committee by the deadline communicated by the coordinator of the PhD program.

The same file will have to be uploaded in your Personal Area at least 20 days before the date of the thesis defense, which will be communicated by the coordinator of the PhD program and/or the PhD office.

In order to upload the thesis in your Personal Area:

- Access your Personal Area: https://studentionline.unipv.it/esse3/Home.do?cod_lingua=eng. Click on "Degree" (left-hand menu).
- Click on *"Upload your thesis"* (blue button)
- Confirm or, if necessary, modify the information previously entered.
- In the "Thesis definitive document" page, upload the definitive file of your thesis in pdf format not exceeding 60MB. **ATTENTION: do not upload any file unless you are sure it's the definitive version of your thesis. Once uploaded, the file can no longer be replaced or modified. If you have uploaded the wrong file by mistake, please contact the UOC staff at phd@unipv.it.**
- Confirm the upload of the thesis and complete the process.

Once the thesis has been uploaded, your PhD coordinator will have to validate it via their own Personal Area **at least two weeks before the date of the thesis defense**. They will receive an automatic e-mail about this. Make sure this is done by checking the validation of your thesis in your Personal Area and remind them to validate the thesis if necessary.

The thesis validation allows:

- **the formal admission of the PhD student to the thesis defense;**
- **the download of the thesis by the Committee members.**

Therefore, it is the PhD student's responsibility to ensure that the thesis is uploaded and validated by the deadline referred to in point 4, an essential condition for carrying out the final exam.

To the Rector of the University of Pavia

<u>Consent form for the publication of the PhD thesis</u>

The undersigned _____

Fiscal code _____

Birthdate _____ birthplace _____

Thesis title:

_____

_____

_____

PhD program in: _____

_____

Cycle: _____

UNIPV supervisor: _____

HEREBY DECLARES

1. To be aware of the "University regulations concerning PhD programs" in force at the University of Pavia, mainly art. 38 para. 6, concerning the obligation to provide the University with a copy of the thesis, to be filed in the database of the Ministry, and that, upon authorization by the Academic Board, parts of the thesis can be made unavailable in relation to the use of data protected by industrial secret, according with the laws in force;

2. To be aware of the document n. 7466 of January 25, 2019 stating that, upon authorization of the Academic Board, PhD students can ask for an embargo of the publication of the thesis, for a period not longer than 18 months;

3. To be aware that the University of Pavia must file a copy of each PhD thesis at the Central National Libraries of Roma and Firenze, according to art. 6, para. 11, of the Ministerial Decree n. 224/1999;

4. To be aware of the provisions of Law n. 106/2004 *"Regulations regarding the "legal deposit" of documents of cultural interest intended for public use"* and the related implementing Regulations (Presidential Decree n. 252 of May 3, 2006), as well as the provisions for the legal deposit of the PhD theses, providing for the automatic collection of the text and metadata by the Central National Libraries;

5. To be aware that the University, via the Institutional Research Archive (IRIS), will make available online the full text of the PhD thesis, upon subscription of a specific license and without prejudice to any embargo requirements;

6. To be aware that the presence of contractual constraints (see Point 10), of procedures for technology transfer, of patent applications or of agreements with a publisher for the publication of the work, may require a temporary embargo of the thesis;

7. To be aware that, according to the Presidential Decree n. 445 of December 28, 2000, false declarations, forgery in deeds and use of false deeds are punished pursuant to the penal code and the special laws on the matter, and, if such cases occur, from the beginning and without the need for any formality, he/she loses the benefits resulting from the provision issued on the basis of these declarations;

HE/SHE ALSO DECLARES

8. That the copy of the thesis filed in the University database is the definitive version, and is completely identical to the one submitted to the members of the Committee for the final exam and to any other copy filed in the University offices in paper or digital form, and that any responsibility of the University regarding any errors, inaccuracies or omissions in the contents of the thesis must be excluded;

9. That the content and the organization of the thesis is the original work of the undersigned, which does not affect in any way the right of third parties, and that, therefore, the University of Pavia is exempt in any case from any liability of any kind, civil, administrative or criminal, and will be held harmless from any claim by the undersigned or third parties;

10. ☐ that the PhD thesis was not produced in the framework of projects funded by private or public entities and, as a consequence, that the thesis has no constraints relating to the dissemination and ownership of the results

    (or)

    ☐ that the PhD thesis was produced in the framework of the following funded project / agreement / research grant: _____ to which reference is made for the specifications relating to the dissemination of the results.

Date

                         Signature