

How to apply for the final exam with a view to obtaining a Doctoral Degree

(hereinafter Graduation Application)

To be submitted from 1 month before the date of the discussion of the thesis

(the application online will be available for 15 days)

1. With their UnigePass credentials, candidates must access the online Graduation Application service (<https://servizionline.unige.it/studenti/DOMANDALAUREA>) and create a new graduation application (the application is generated with the status “being compiled” and approval status “not approved”).
2. Candidates must fill out the graduation application which can be saved at any time and returned to at a later date.
3. Candidates must select the SSD code that corresponds to the subject of their thesis; the full list of codes is available here: <http://www.miur.it/UserFiles/115.htm>
(N.B. from the drop-down menu only the main SSD code can be selected. Other SSD codes relative to the other topics developed in the doctoral thesis can be added in the “notes”).
4. After completing the application and confirming it, candidates can no longer make any changes (the application has a “completed” status and approval status is “not approved”).
5. Candidates have to pay a stamp duty for the graduation paper of Euro 16. The payment has to be made through the online payment system for tuition fees, at the following site <https://servizionline.unige.it/studenti/unigepay20/> choosing between the following methods of payment:
 - Pago PA Service
 - Credit card
 - Banca Popolare di Sondrio’s services

Attention: payment by bank transfer is not allowed but only through the methods listed above.

Information on payment methods is available at:
https://www.studenti.unige.it/tasse/pagamento_online/
6. Candidates should print a paper copy of the graduation application and the completion receipt for the AlmaLaurea questionnaire, sign them and send them by email to the Advanced Learning Service at: altaformazione@unige.it.
Receipt of the payment of 16 Euros (for the graduation paper) has to be sent too.
7. The Advanced Learning Service will access the graduation application to “approve” or “reject” it, subject to verification of:
 - a) correspondence between information entered and information sent by email;
 - b) the regularity of registration and other fees;
 - c) the completion of the AlmaLaurea questionnaire. Once the application has been approved, the application status is “complete” and the approval status is “approved”, it is automatically transferred to the University database.

Procedure for the submission of the doctoral thesis

What do I need to do to submit my doctoral thesis?

Starting from June 1, 2019 you will have to file the doctoral thesis yourself in the Archivio istituzionale IRIS Unige.

Filing your doctoral thesis in IRIS Unige is a necessary prerequisite for the admission to the final exam. It replaces the submission of the thesis in paper form and discharges its obligation of a legal registration at the Biblioteche Nazionali of Rome and of Florence, as provided for in this circular MIUR n. 1746 of 20 July 2007.

What are the terms for the self-submission of the doctoral thesis?

You have to file your doctoral thesis before the discussion, in 2 steps:

- 1) Thesis registration (title, date of the discussion, cycle, Phd course, structures of our University, disciplinary sector, Tutor) **45 DAYS BEFORE THE DISCUSSION**
- 2) Refinement of the bibliographic data and deposit of the "full-texts" of the definitive text of the doctoral thesis **15 DAYS BEFORE THE DISCUSSION**

What do I have to attach in IRIS Unige?

- 1) the file/s of your thesis. The version you will deposit in IRIS Unige must be the definitive one!

N.B. each file should not exceed the size of 20 MB

- 2) the *Dichiarazione per la consegna delle tesi di dottorato di Ricerca*, duly completed and signed (the form can be found at the following web page:

openscience.unige.it/OpenAccess/tesi_dottorato)

N.B. you can also scan it and send it to: phd_iris@unige.it

Can someone help me with the self-submission of my doctoral thesis?

Yes:

- 1) **through the support service (May, 24; June-December, 7 2019):** every friday from 9.00 a.m. to 1.00 a.m. at the Aula Seminari (Aula 1) - Via Balbi 6, 3rd floor.

The staff of the Servizio Sistema bibliotecario di Ateneo and/or of the Settore Monitoraggio e supporto alla valutazione della ricerca will be at your disposal to help guide you with the self-submission and for any clarification.

N.B.: you will have to take a PC or another device with you.

- 2) **through the site** openscience.unige.it/OpenAccess/tesi_dottorato
- 3) **by writing to:** phd_IRIS@unige.it