

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

To be submitted from 1 month and within 10 days before the date of the discussion of the thesis

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”). The application can be saved at any time and returned to at a later date.
2. Candidates must select the SSD code that corresponds to the subject of their thesis (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”).
3. Candidates must write in the “notes” the URL they got after the self-submission of the doctoral thesis in the Archivio istituzionale IRIS Unige (es. <http://hdl.handle.net/11567/123456>).
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/

The Office will access the 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;
- d) the completion of the self-deposit of the doctoral thesis.

Procedure for the submission of the doctoral thesis into Institutional Archive IRIS UniGe

[What do I need to do to submit my doctoral thesis?](#)

You have to login at your **IRIS uniGe** <<http://iris.unige.it>> Desktop, with your **UniGePASS credentials**.

Into IRIS UniGe you have to fill the bibliographic data and to upload your Phd thesis **final version** PDF file, following the **Guidelines** <https://openscience.unige.it/sites/openscience.unige.it/files/pagine/tesi_dottoratoUNIGE_1.pdf>

You have to complete all the steps and to grant the Deposit License (after which, you can make changes by writing to phd_iris@unige.it).

[What are the terms for the submission of the doctoral thesis?](#)

You have to fill the bibliographic data and to upload your Phd thesis **final version** PDF file starting from **1 month** before the defence date.

You can refine your submission and replace the Phd thesis PDF file within **15 days** from the defence date.

[What do I have to upload in IRIS UniGe?](#)

You have to upload the file/s of your Phd thesis. The version you will upload in IRIS UniGe have to be the final one!

N.B. each file should not exceed the size of **20 MB** and you have to **rename your Phd file(s)** as you can read into the **Guidelines** <https://openscience.unige.it/sites/openscience.unige.it/files/pagine/tesi_dottoratoUNIGE.pdf>.

[What do I have to send to the Servizio Sistema bibliotecario di Ateneo](#)

If you need an embargo period, you have to send to phd_iris@unige.it the *Phd thesis embargo Request* signed also by your tutor (you can find the form at https://openscience.unige.it/OpenAccess/tesi_dottorato)

N.B. don't you have clear ideas about the embargo? Read the the **Guidelines** <https://openscience.unige.it/sites/openscience.unige.it/files/pagine/tesi_dottoratoUNIGE_1.pdf> or send an e-mail at phd_iris@unige.it

[What have I to write in the Final Exam Application?](#)

You have to write the URL of handle identifier provided by IRIS UniGe after the submission (es. <http://hdl.handle.net/11567/123456>).

N.B. You don't know where to find the handle? Read the the **Guidelines** <https://openscience.unige.it/sites/openscience.unige.it/files/pagine/tesi_dottoratoUNIGE_1.pdf> or send an e-mail at phd_iris@unige.it

[Can someone help me with the submission of my doctoral thesis?](#)

Yes:

1) **Librarian support service: booking** at phd_iris@unige.it

N.B.: since March 2020, the support service is on **Skype or Teams**

2) **website:** https://openscience.unige.it/OpenAccess/tesi_dottorato

3) **mailto:** phd_IRIS@unige.it