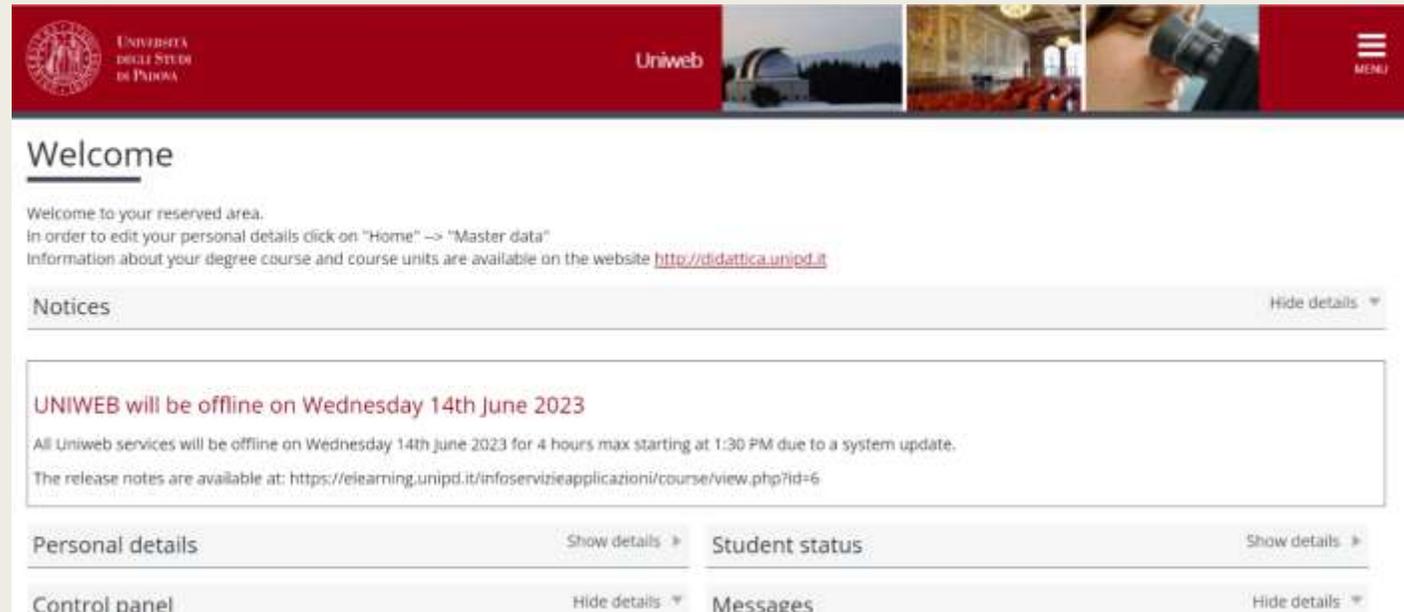




# GRADUATION REGISTRATION GUIDE

# Step1: Log in to Uniweb

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



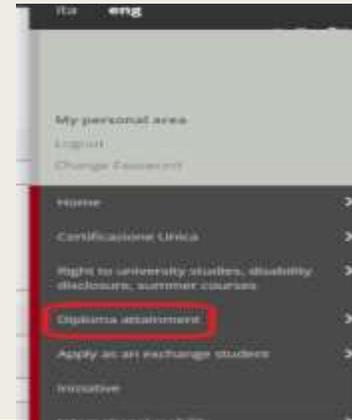
The screenshot shows the Uniweb interface for a user. At the top, there is a red navigation bar with the University of Pavia logo, the text "UNIVERSITÀ DEGLI STUDI DI PAVIA", the "Uniweb" logo, and a menu icon. Below the navigation bar, the page is titled "Welcome" and contains a message: "Welcome to your reserved area. In order to edit your personal details click on 'Home' -> 'Master data'. Information about your degree course and course units are available on the website <http://didattica.unipd.it>".

Below the welcome message is a "Notices" section with a "Hide details" button. A notice is displayed: "UNIWEB will be offline on Wednesday 14th June 2023". The notice text reads: "All Uniweb services will be offline on Wednesday 14th June 2023 for 4 hours max starting at 1:30 PM due to a system update. The release notes are available at: <https://elearning.unipd.it/infoserviziapplicazioni/course/view.php?id=6>".

At the bottom, there are four menu items: "Personal details" (with a "Show details" button), "Student status" (with a "Show details" button), "Control panel" (with a "Hide details" button), and "Messages" (with a "Hide details" button").

# Step2: Registration on Alma Laurea

- Open menu
- Click on “Diploma attainment”
- Click on “registration on Alma Laurea”



🏠 - 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.

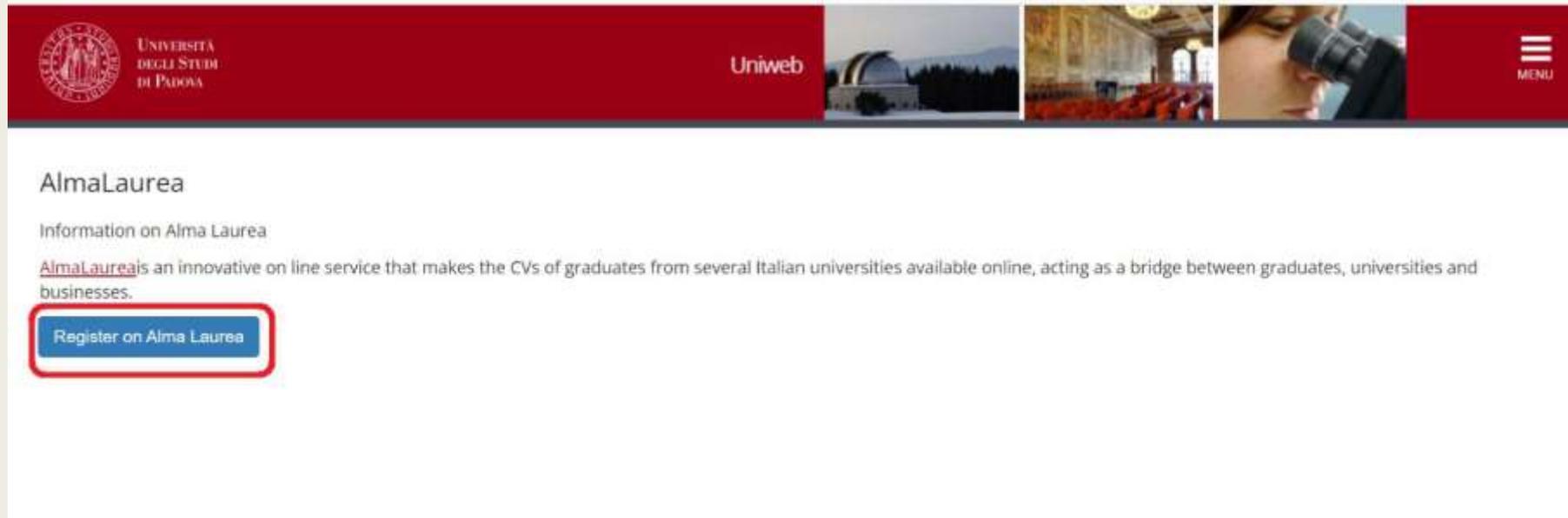
**Student**

First name	
Family name	
Student identification number	
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE

No graduation application and no thesis title have been submitted.

[Add thesis title](#) [Registration on Alma Laurea](#)

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



The screenshot shows the top navigation bar of the AlmaLaurea website. On the left, there is the logo of the University of Padua and the text "UNIVERSITÀ DEGLI STUDI DI PADOVA". In the center, the "Uniweb" logo is displayed. To the right of the Uniweb logo are three small images: a modern building with a dome, a grand interior hall with red seats, and a person looking through a microscope. On the far right of the navigation bar is a red button with a white hamburger menu icon and the word "MENU" below it.

Below the navigation bar, the page content is as follows:

## AlmaLaurea

Information on Alma Laurea

AlmaLaurea is an innovative on line service that makes the CVs of graduates from several Italian universities available online, acting as a bridge between graduates, universities and businesses.

[Register on Alma Laurea](#)

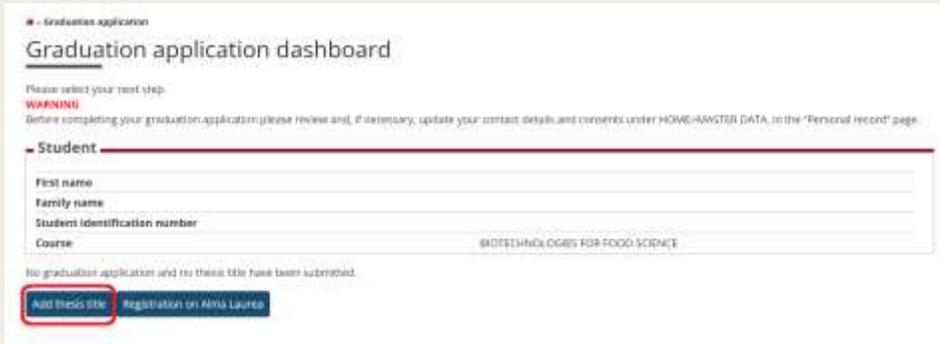
# How to fill Alma Laurea

- 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

The image displays two screenshots of the AlmaLaurea website. The left screenshot shows the registration process, titled "Registrazione: selezione del titolo di studio". It features a progress bar with four steps: 1. DATI ANAMNOSTICI, 2. TITOLO DI STUDIO, 3. PASSWORD, and 4. SECONDA PASSWORD. Below the progress bar, there are several dropdown menus and radio buttons for selecting university, faculty, degree type, and thesis topic. The right screenshot shows a user dashboard for a student or graduate. It includes a navigation menu at the top with options like "CV AND QUESTIONNAIRE", "ORIENTATION", "EDUCATION", "JOBS", "INTERSHIPS MANAGEMENT", and "HELP". The dashboard displays the user's name, email address, and a profile picture. It also shows a "Resume completion level" of 30% and a "my qualifications" section with a "View all my qualifications" button. A banner at the bottom right promotes the AlmaGol app, encouraging users to download it to update their CV and find jobs.

# Step3: thesis information

- Click on “add thesis title”



# - 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 HOWE-HAWSTER DATA, in the 'Personal record' page.

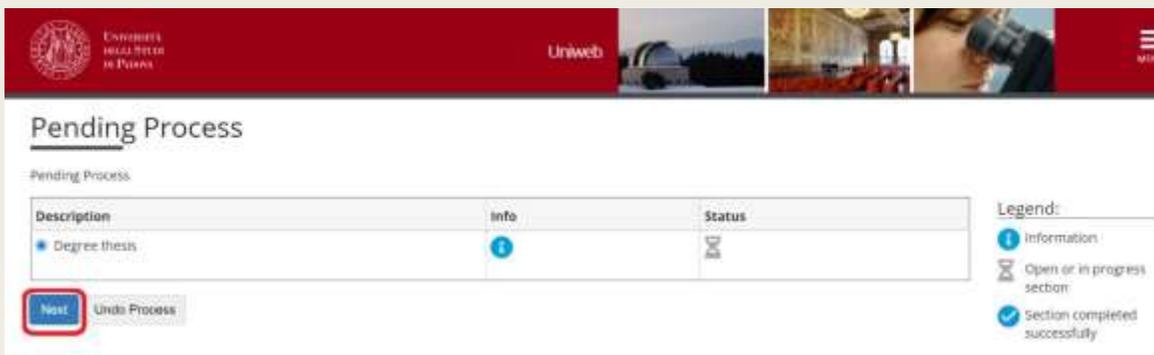
**Student**

First name  
Family name  
Student identification number  
Course BIOTECHNOLOGIES FOR FOOD SCIENCE

No graduation application and no thesis title have been submitted.

**Add thesis title** Registration in Alma Laurea

- Click “Next”



UNIVERSITÀ DEL PIEMONTE  
Uniweb

## Pending Process

Pending Process

Description	Info	Status
Degree thesis		

**Next** Undo Process

**Legend:**

- Information
- Open or in progress section
- Section completed successfully

- 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 link <http://www.univnet.it/didomanda-di-laurea-07-target=Studente> within the section “Manuali per gli studenti” and “Scienze 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.

Activity	Section	Info	Status
A - Inserimento informazioni della tesi di laurea			
	informazioni tesi di laurea		
	Obiettivi sviluppo sostenibile		
	Elementi delle tipologie dei relatori		
B - Conferma finale di inserimento informazioni tesi			
	Conferma		

**Legend:**

- information
- Open or in progress section
- Locked section. It will be enabled once the previous sections are completed
- Section completed successfully

**Degree thesis**

- Fill out the following form

**Add your thesis title**

Please enter the information on your thesis title

Thesis title

Type of thesis\*

Thesis title\*

Thesis title in English\*

Academic activity

Key word 1\*

Key word 2\*

Key word 3\*

Key word 4

Key word 5

Level of access to the thesis\*

**Legend:**

- Mandatory field
- Checked

**Send**

- Add your supervisor's name

The screenshot shows the 'List of supervisors' page. At the top, there are navigation tabs labeled 'A', '1', '2', 'B', and '1'. Below the title, there is a legend with a red star icon for 'Mandatory Field' and a checklist icon for 'Checklist'. The main content area is titled 'List of types of supervisors available' and contains a table with the following data:

Type of supervisor	Min	Max	Options
Supervisor	1	1	<a href="#">Add</a>
Assistant supervisor	0	1	<a href="#">Add</a>

Below the table, there is a message: 'No supervisor associated to your thesis' and a 'Back' button.

- Search for your supervisor's name and click “next”

The screenshot shows the 'List of supervisors' page. At the top, there are navigation tabs labeled 'A', '1', '2', 'B', and '1'. Below the title, there is a legend with a red star icon for 'Mandatory Field' and a checklist icon for 'Checklist'. The main content area is titled 'List of your thesis supervisors' and contains a table with the following data:

Supervisor	Type of supervisor	Options
LAST NAME, FIRST NAME	Supervisor	<a href="#">Remove</a>
LAST NAME, FIRST NAME	Assistant supervisor	<a href="#">Remove</a>

Below the table, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

- Review the data of the thesis and click on “submit thesis information”



### Confirm Thesis information

Please review your thesis information

#### Thesis information

<b>Thesis type</b>	Written work
<b>Thesis title</b>	Investigating the Role of Controlled Atmosphere
<b>Thesis title in English</b>	Investigating the Role of Controlled Atmosphere
<b>Keywords</b>	Kiwifruit, postharvest, firmness
<b>Thesis availability</b>	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”

• Graduation - Thesis summary

## Thesis summary

Information 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
Thesis title	Investigating the Role of Controlled Atmosphere
Thesis title in English	Investigating the Role of Controlled Atmosphere
Thesis status	Submitted
Alma Laurea keywords	Kiwifruit, postharvest, firmness
Thesis availability	Open access

List of your thesis supervisors

Supervisor	Type of supervisor	University teacher/External staff
LAST NAME, FIRST NAME	Supervisor	University teacher
LAST NAME, FIRST NAME	Assistant supervisor	University teacher

[Back to graduation dashboard](#) [Edit thesis](#)

- 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

### 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.

---

#### Student

First name	
Family name	
Student identification number	
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE

You have not submitted your graduation application.

[Registration on Alma Laurea](#)

---

#### Thesis summary

Thesis details	<a href="#">View thesis details</a>
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

**i** Thesis attachment missing

# Step4: Completing the graduation application

- Go back to Diploma attainment
- Click add “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.

**Student**

First name	
Family name	
Student identification number	
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE

You have not submitted your graduation application.

[Add graduation application](#) [Registration on Alma Laurea](#)

**Thesis summary**

Thesis details	<a href="#">View thesis details</a>
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



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

Navigation: << ... 1 2 3 4 B ... >>

### Preliminary checks for the application for graduation

The following preparatory checks were carried out for entering the qualification application.

Student	
First name	FIRST NAME
Family name	LAST NAME
Student identification number	
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE

Question controls

1.  Compilation of the AlmaLaurea questionnaire

Backwards **Avanti**

Legend:

-  Checklist
-  Check passed
-  Control with warning
-  Check failed

- Fill out the list of questionnaires

## List of questionnaires

This page lists the questionnaires you can fill in.

☰ << ... 2 3 4 B 1 ... >>

Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *	●	Fill in →
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea	●	Fill in →

Back Next

**Legend:**

- \* Mandatory Field
- ☰ Checklist
- Questionnaire completed
- Questionnaire not completed
- Compulsory questionnaire not completed

# First questionnaire

- Choose one of the options and click “Next”

The screenshot shows a web form titled "Filling in the questionnaire 'The Alumni Association of the University of Padua'". The form contains several paragraphs of text in Italian and English, explaining the purpose of the questionnaire and the data processing policies. At the bottom, there are three radio button options for the question "Do you want to join the Alumni Association of the University of Padua?". The "Next" button is highlighted with a red box.

- Click on “confirm” to submit your response

The screenshot shows the second page of the questionnaire. At the top, there is a yellow notification bar that says "The questionnaire has NOT been submitted". Below this, there is a blue information icon and the text "You have answered all questions in the questionnaire." At the bottom, there is a "Confirm" button highlighted with a red box, along with "Exit" and "Print" buttons.

# 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 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 graduation even without completing it" can be completed no more than once.

There are no previous compilations.

Start filling 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 può procedere con la domanda di conseguimento titolo anche senza averlo compilato"

Questions with an asterisk (\*) are mandatory

Quante persone con disabilità motoria sono presenti alla discussione?

(numero - )

Richiedono accompagnamento?

Sì

No

Elimina   Exit   Back   

- Bullets should turn green once both questionnaires are filled

List of questionnaires

This page lists the questionnaires you can fill in.



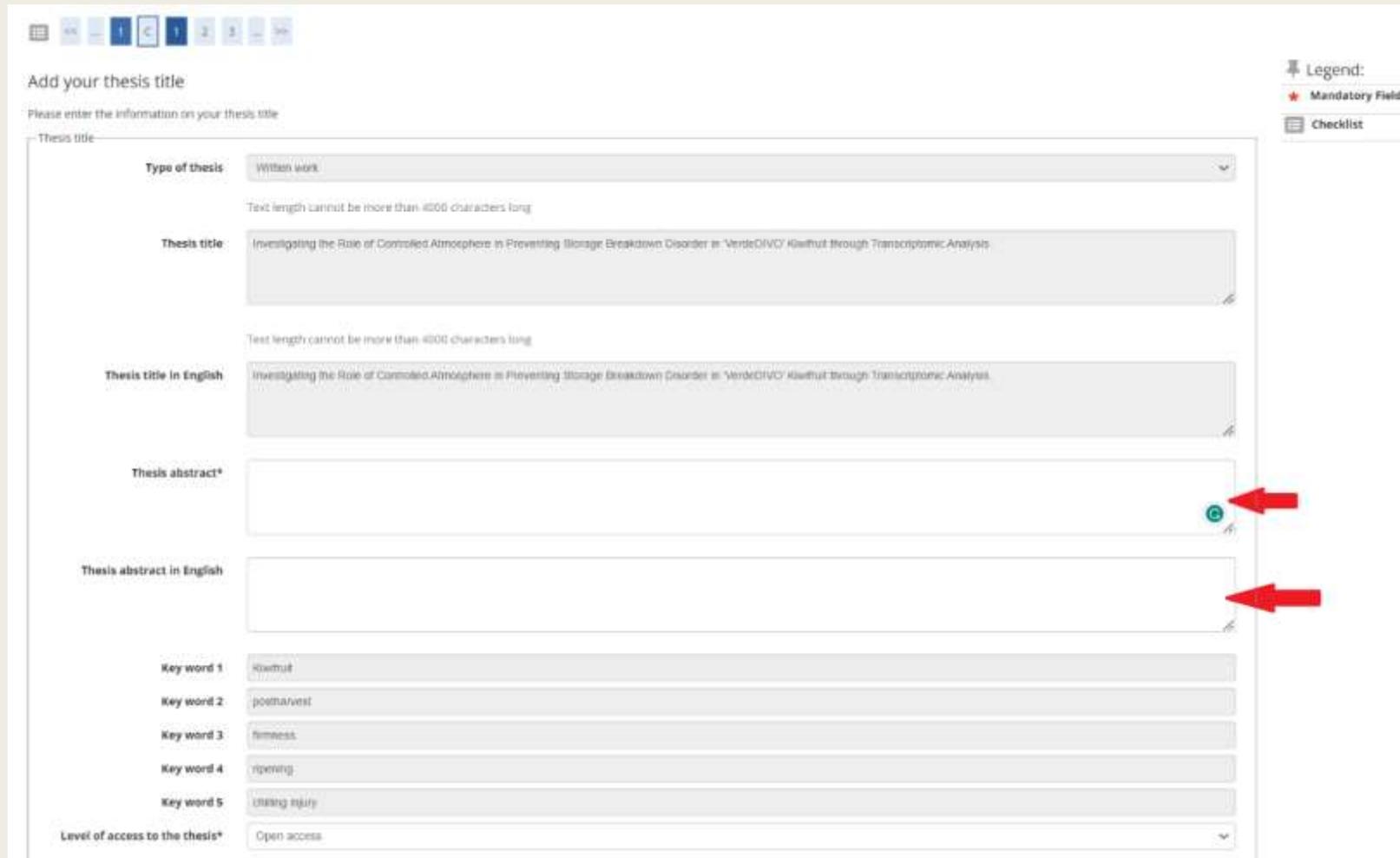
Questionnaire	Status	Options
Adesione all'Associazione Alumni dell'Università degli Studi di Padova *		
Segnalazione eventuale presenza di persone con disabilità motoria alla seduta di laurea		

**Legend:**

-  Mandatory Field
-  Checklist
-  Questionnaire completed
-  Questionnaire not completed
-  Compulsory questionnaire not completed

- Click “Next”

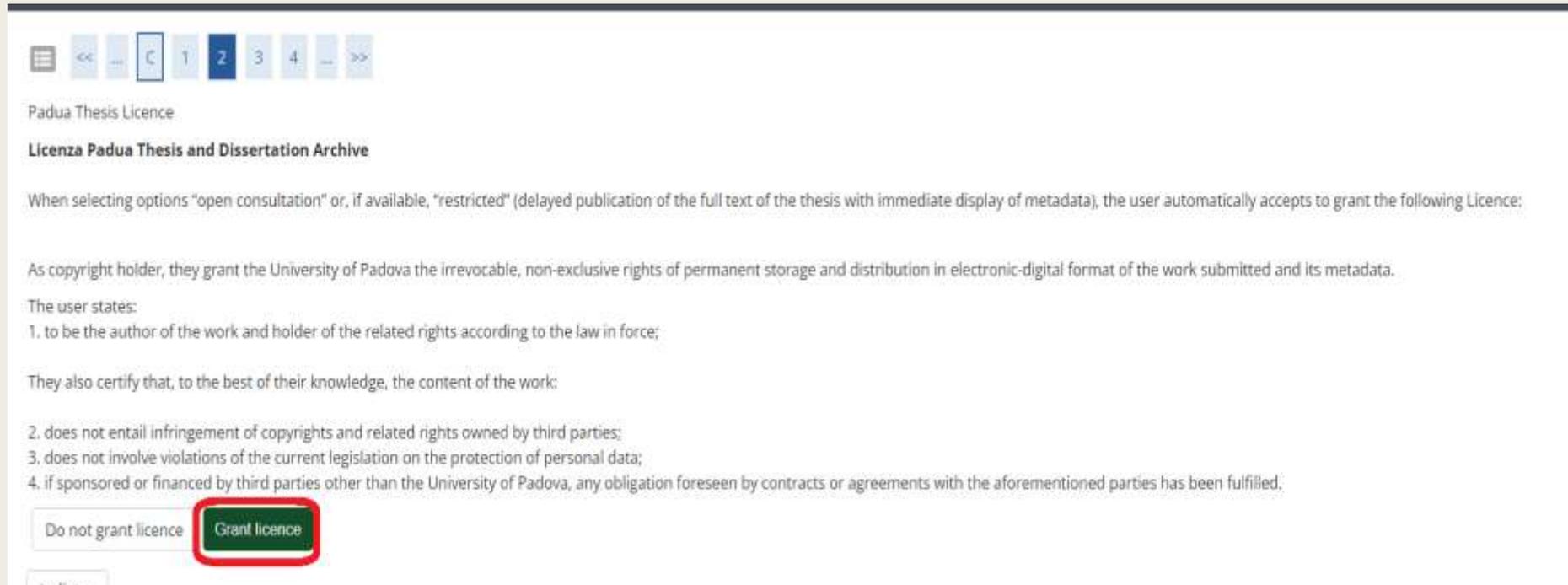
■ Add Thesis abstract twice in English



The image shows a web form for adding a thesis title. At the top left, there are navigation icons. Below them is the heading "Add your thesis title" and a sub-heading "Please enter the information on your thesis title". On the right side, there is a legend with a red star icon for "Mandatory Field" and a checklist icon for "Checklist". The form contains several fields:

- Type of thesis:** A dropdown menu with "Written work" selected.
- Thesis title:** A text input field containing "Investigating the Role of Controlled Atmosphere in Preventing Storage Breakdown Disorder in 'VerdeDINO' Kiwifruit through Transcriptomic Analysis". A note below it says "Text length cannot be more than 4000 characters long".
- Thesis title in English:** A text input field containing the same text as the previous field. A note below it says "Text length cannot be more than 4000 characters long".
- Thesis abstract\*:** An empty text input field. A red arrow points to a small green circular icon with a white 'c' on the right side of this field.
- Thesis abstract in English:** An empty text input field. A red arrow points to the right side of this field.
- Key word 1:** kiwifruit
- Key word 2:** postharvest
- Key word 3:** firmness
- Key word 4:** ripening
- Key word 5:** chilling injury
- Level of access to the thesis\*:** Open access

■ 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”



The screenshot shows a web interface for configuring a final assessment. At the top, there is a navigation bar with a menu icon, left and right arrows, and a series of numbered steps (1, 2, 3, 4) and a 'D' icon. Step 3 is highlighted in dark blue, and the 'D' icon is also highlighted. Below the navigation bar, the section is titled 'Type of final assessment' with the instruction 'Please enter the type of final assessment'. A dropdown menu labeled 'Type of examination' is set to 'Discussion'. The label 'Type of examination\*' is positioned to the left of the dropdown. At the bottom left, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red rounded square border.



- Give feedback on application process and click “next”

Feedback on this process

Dear student, you are kindly asked to express how satisfied you have been with the procedure followed and how user-friendly you found UNiWeb to be. Thank you for your collaboration.

Are you satisfied with the current procedure?

1 - Not at all 2 3 4 5 6 - Fully satisfied

Sei soddisfatto dell'applicativo a supporto?

1 - Not at all 2 3 4 5 6 - Fully satisfied

Next

- Click on “Back to graduation dashboard”

Caroguemmo 11010 - Graduation application summary

### Graduation application overview

Information on your graduation application.

**Student**

First name	FIRST NAME
Family name	LAST NAME
Student identification number	3300037
Course	BIOTECHNOLOGIES FOR FOOD SCIENCE

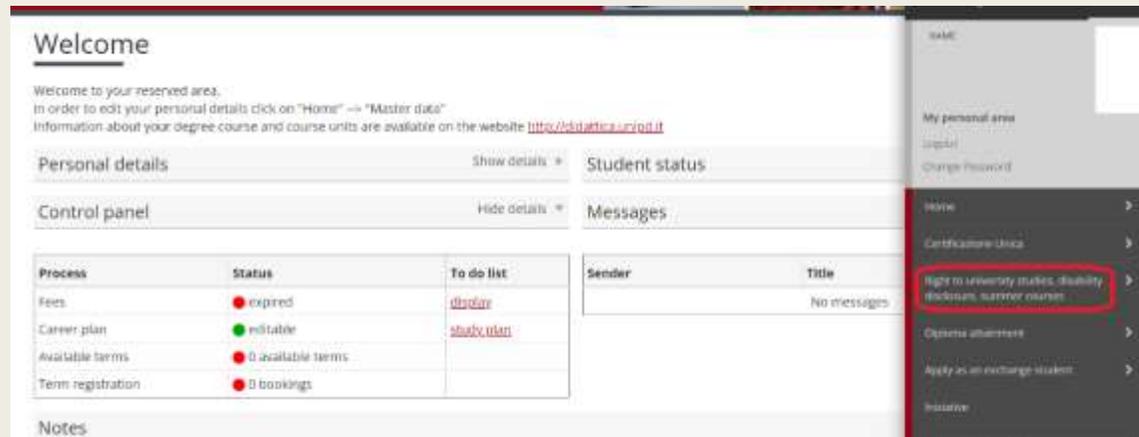
**Graduation application summary**

Application status	Submitted
Academic year	2022/2023
Graduation session	TERZO PERIODO A 2022/2023 SESSIONE AUTUNNALE
Graduation call start date	18/09/2023
Graduation call	PRIMO APPELLO TERZO PERIODO A DAL 18/09/2023 AL 22/09/2023
Graduation call details	<a href="#">View graduation call details</a>

[Back to graduation dashboard](#)

# Step4: Payment of revenue stamp

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



Welcome

Welcome to your reserved area.  
In order to edit your personal details click on "Home" -> "Master data"  
Information about your degree course and course units are available on the website: <http://bita@tca.uva.nl>

Personal details [Show details](#) ▶ Student status

Control panel [Hide details](#) ▶ Messages

Process	Status	To do list
Fees	● expired	<a href="#">display</a>
Career plan	● editable	<a href="#">study plan</a>
Available terms	● 0 available terms	
Term registration	● 0 bookings	

Notes

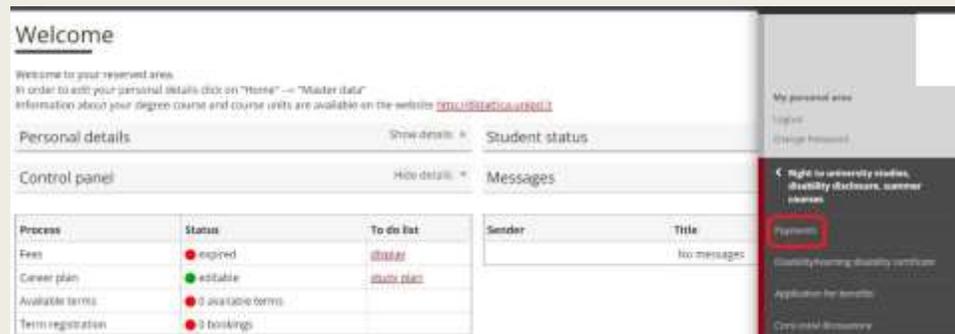
Sender Title

No messages

My personal area  
Logout  
Change Password

Home ▶  
Certification-UNICA ▶  
**Right to university studies, disability disclosure, summer courses** ▶  
Options attachment ▶  
Apply as an exchange student ▶  
Insurance

- Click on "payments"



Welcome

Welcome to your reserved area.  
In order to edit your personal details click on "Home" -> "Master data"  
Information about your degree course and course units are available on the website: <http://bita@tca.uva.nl>

Personal details [Show details](#) ▶ Student status

Control panel [Hide details](#) ▶ Messages

Process	Status	To do list
Fees	● expired	<a href="#">display</a>
Career plan	● editable	<a href="#">study plan</a>
Available terms	● 0 available terms	
Term registration	● 0 bookings	

Sender Title

No messages

My personal area  
Logout  
Change Password

**Payments** ▶  
Right to university studies, disability disclosure, summer courses  
Application for benefits  
Consolidated University

- Click on the invoice to initiate the payment

★ - Fees

## List of 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 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.

Addebiti fatturati

Invoice	Description	Expiry date	Amount	Status	Pagamento pagoPA
+ <a href="#">7679899</a>	Stud. ID2049665 - Second cycle degree - BIOTECHNOLOGIES FOR FOOD SCIENCE - Rata: Rata unica - Imposta di bollo per conseguimento titolo Year 2022/2023		16,00 €	● non pagato	ABILITATO

★ - [Gestisci Fatture](#) - Fees

## Invoice Detail

Invoice **7679899**

Amount	16,00 €
Procedure	Pagamento tramite pagoPA

Verrà richiesto di scegliere il Prestatore di Servizi di Pagamento (i.e. una banca o un altro istituto di pagamento) e relativo servizio da questo offerto (es. addebito in conto corrente, carta di credito, bollettino postale elettronico), per poi effettuare la transazione tramite il "Nuovo Dei Pagamenti - SPC" gestito dall'Agenzia per l'Italia Digitale. Altre informazioni al link: [www.arsi.mcu.it](http://www.arsi.mcu.it)

Tassa

Anno	Instalment	Item	Amount
<b>Imposta di bollo per conseguimento titolo</b>			
2022/2023	Rata unica	Bollo	16,00 €

[Indietro](#)
[Paga online con PagoPA](#)
[Stampa Avviso per pagoPA](#)

# 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