

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; 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”).

3. Candidates must write in the “notes” the URL of 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.