

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

[What do I need to do to submit my phd 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 at 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 PDF 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 thesis file/s** as you can read into the **Guidelines** https://openscience.unige.it/sites/openscience.unige.it/files/pagine/tesi_dottoratoUNIGE.pdf.

[What should I 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.pdf> or send an e-mail to 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.pdf> or send an e-mail to 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