

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

### **(hereinafter Graduation Application)**

#### **To be submitted by 30/04/2018.**

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:
  - Credit card
  - Banca Carige’s services
  - At any check-cashing place with bank bulletin “Freccia”
  - Through each own’s homebanking system that allows the payment of the abovementioned bank bulletin “Freccia”
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](mailto: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.
8. Ten days before the thesis defence, 2 CD Roms (with hard covers) containing the definitive version of the Doctoral thesis (in PDF format) must be submitted to the Advanced Learning Service. For information on thesis copies to be submitted to the Doctoral Exam Jury, it is necessary to follow the instructions of the Doctoral course co-ordinator.
9. Remember to submit another CD Rom to the University Library System Coordination Service Centre (CSSBA) in Piazza della Nunziata 6 (first floor); this can be done concurrently with the submission to the Advanced Learning Service. In order to submit theses to the CSSBA,

candidates must fill in the form which can be found here:  
<http://www.studenti.unige.it/postlaurea/dottorati/>.