ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Instructions for uploading your Doctoral Theses on AMS Dottorato

Login

To access the submission procedure, you need to log in to the web page https://amsdottorato.unibo.it using your University credentials (name.surname@unibo.it). **If you are recognized as a supervisor, simply click on your email at the top right (*name.surname@unibo.it [Supervisore]*) and select the "*Dottorando*" option from the table.**

Thesis

The thesis in digital format must be saved as a **single PDF file**, including the title page, with the filename in the format "*surname_firstname_thesis*" (using the word "thesis" instead of the full title of the thesis) without any protection or password.

The text of the thesis must be selectable; theses in PDF image format will not be accepted. The thesis must not contain articles for which explicit authorization from the publisher has not been obtained, data protected by industrial secrecy, or sensitive personal data.

Uploading the Thesis

Once logged in, you will access your "***Gestisci la tua tesi***" workspace. To submit the thesis, click the ***"Carica la tesi"*** button in the workspace, then click the ***"Sfoglia"*** button and select the file. Finally, you must confirm the upload by clicking the ***"Carica"*** button.

After uploading the file, a dropdown menu will appear, allowing you to choose the **level of access for the full-text of the thesis**, which has been pre-agreed with the supervisor, as well as the license.

- By selecting ***"Accesso libero"***, you authorize the University of Bologna to freely make the full text of the thesis available online after the final examination.
- By selecting ***"Accesso riservato"***, the full text of the thesis will be available exclusively to the author with institutional credentials and to AlmaDL staff, and it will not be accessible online. If ***"Accesso riservato"*** is selected, you must specify an embargo period of up to a maximum of 36 months (as per the resolution of the Academic Senate of 12-13-2011 and the Board of Directors' decision of 01-29-2019). After the embargo period expires, the full text of the thesis will automatically become accessible online without further communication or notice from the University. If there are third-party restrictions resulting from agreements within research projects and the embargo in the third-party agreement exceeds 36 months, the signed agreement documentation with the specified embargo period must be attached.

Describing the Thesis

By clicking on the "***Successivo***" button at the bottom of the screen, you will access the ***"Descrizione"*** page, where the title of the thesis, as indicated in the final examination request, is displayed. **The PhD**

Student can modify the thesis title. The title must match the one on the title page of the thesis. The following fields must be completed by the PhD Student:

- **Email Contact**: Used to allow external users to contact the author.
- **Abstract**: A brief description of the research content. If the thesis has an official abstract, the same text should be used. The "Abstract" field should not exceed 300 words and cannot be formatted.
- **Keywords**: Keywords (max 30) identifying the content of the thesis.

It is mandatory to enter the abstract (max 300 words) and the title in English, in addition to the language of the thesis.

The PhD Student must fill in the supervisor field, indicating whether they belong to the University of Bologna. In the case of a UniBo supervisor, the Phd Student should start filling out the field and wait for the automatic completion. The PhD Student can also indicate a co-supervisor. If the supervisor field is not displayed, it means the system has automatically captured it from the University's management system.

Submitting the Thesis

By clicking the **"*Successivo*"** button, you will access the final screen that allows you to complete the submission process by clicking the **"*Deposita la tua tesi*"** button.

To complete the procedure, it is necessary to tick the "autorizzo" box.

Once the thesis is submitted, it will no longer be possible to modify the entered data or replace the thesis file. The thesis will go online only after the final examination and validation by the relevant office.

If the process is interrupted before completing the submission, by clicking the **"*Salva e torna all'Area di Lavoro*"** button at the bottom of each page, the entered data will be preserved, and the thesis will appear in the **"*Gestisci la tua tesi*"** workspace. By logging into the AMS Dottorato submission page, you can modify the entered data and complete the procedure by clicking one of the icons displayed to the right of the document.

Deposit receipt

Once the deposit procedure has been completed, by accessing the "Gestisci la tua tesi" workspace, it is possible to download the deposit receipt by clicking on the printer icon.