

How to submit your Doctoral Thesis

Doctoral thesis submission protocol

Pursuant to recent Regulations on document-retention compliance, all Italian Universities (beginning 1 November 2010) are required to submit a copy of all doctoral theses to the national centralised libraries in Rome and Florence.

Doctoral students must therefore submit their **bibliographic citations** along with the **full text** of their **thesis** to the Institutional Research Repository (AIR).

These new rules have been incorporated into our Regulations on doctoral research programmes.

How to submit a doctoral thesis to AIR

Deadline

Doctoral students must submit their doctoral thesis to AIR prior to their thesis defence.

Five essential steps

AIR doctoral thesis submission involves five distinct (and mostly virtual) steps, which have been designed to facilitate and streamline the submission process.

The five phases are as follows:

- logging into My AIR
- entering your data
- uploading your thesis abstract (in English)
- uploading the full text of your thesis
- printing and submitting a disclaimer so that your thesis can be automatically stored in the repository.

1. Logging into My AIR

The first step to submit your doctoral thesis through AIR is to log onto the portal. Follow these steps: [AIR](#), **Login** (upper right-hand corner of screen), enter your *login ID* and *password* (using your university credentials).

The product desktop will show the list of your publications, including the pending registration of your doctoral thesis (grey wheel on the right-hand side --> "Finish Uploading").

Please note:

You can always save your work and exit by clicking the "Close" button at the bottom of the page and resume the submission process later.

2. Entering your data

The AIR license, which appears on the first page of the submission wizard, must be signed before you will be permitted to submit your thesis.

Please note:

Documents within AIR are covered by Italy's Copyright Act (Law no. 633/1941). Unless otherwise noted, they can only be utilised and reproduced for research and educational purposes, provided the source is cited.

You are welcome to expand the usage rights for your thesis content by enabling a [Creative Commons](#) license, which will grant users a free license to use your work under specified conditions. The Creative Commons license may be typed onto the first page of the thesis, as well.

The description page provides a series of fields, some of which are pre-populated by the system, and some of which are blank (required fields are denoted with an asterisk [*]).

Pre-populated items

- thesis writer and title
- document language
- tutor
- PhD programme and cycle
- date of thesis defence and academic year in which the PhD will be earned.

This information is provided to the Student Office at the time the application to sit for the doctoral examination is submitted and is automatically forwarded by the system to AIR. Any errors or blank entries must be reported to the Doctoral Student Desk, either directly, or through the [Student Office Communication Portal](#).

Fields to fill out

- University tutors (a drop-down menu will appear; type in the first few letters of your tutor's surname and select the appropriate person from the list)
- University supervisors and coordinators
- curators (University and non-University tutors, supervisors, and coordinators) whose names must always be preceded by their position
- relevant department (a drop-down menu will appear; type in the first few letters of your department and select the appropriate name from the list)
- research centres (a drop-down menu will appear for University research centres; type in the first few letters of the name and select the appropriate centre from the list)
- keywords: this field allows you to enter terms from a glossary (view an example by following the link at the bottom of the page) or keywords of your own choosing, which will allow you to retrieve your thesis through AIR or the internet.

Click "Continue" at the end of each page to save your work. At the end, please review the entry-submission summary, and click "Finish and Submit".

Please note:

We highly recommend filling out the description pages completely and accurately. This will ensure visibility and optimise search-engine retrieval for your work.

3. Entering your thesis abstract

The required fields include an English-language abstract of your thesis (an Italian version may be included as well).

4. Uploading the full text of the thesis

The AIR system allows you to submit the full text of your thesis in PDF (or PDF/a) version. No passwords or other protections may be used.

All registrations must, without exception, comply with intellectual-property right laws. Therefore, if your thesis has been published by a publisher, or if publication is pending, you must determine whether, and under what conditions, the publisher will allow the thesis to be submitted to an institutional archive like AIR. The same care must be taken with other types of agreements, such as any non-disclosure agreement signed with a company that has funded your research or patent. For more information on intellectual-property rights, please contact Paola Galimberti (e-mail: paola.galimberti@unimi.it).

Oversized files featuring multiple images, tables, or graphics may be divided into smaller components.

- Attaching your thesis as a single file
If your thesis is being saved as a single file, please use the following naming protocol: **phd_unimi_numeromatricola.pdf** (e.g. **phd_unimi_123456.pdf**), using your student ID number (*numero matricola*).
- Attaching your thesis as multiple files
If your thesis is being submitted as multiple files, after uploading the first file, click on “Add another file”, numbering the files sequentially, as shown below:
phd_unimi_numeromatricola_1.pdf
phd_unimi_numeromatricola_2.pdf

To complete the submission of your thesis, you must choose the content type for each file (full text, chapter[s], bibliography, ...) from the pop-up window. Greater specificity may be achieved by providing a “Description” (in English, if possible) which will help users find your thesis (e.g. Ch. 1-3).

Please note:

All thesis submissions through AIR must comply with Italy’s Copyright Act (Art. 70, paragraph 1[b], Law no. 633/1941). Therefore:

- images must be low-resolution or compressed
- authorisation from the legitimate creator is required for the inclusion of the text, images, or photos of any other person
- the preferred method for incorporating a full article (even one you authored) is to cite it within the text or the bibliography.

Deferred access

Access to your thesis on AIR may be immediate or deferred:

-> if you would like your thesis to be immediately available, select the “Open Access” option;
-> to delay access, select the deferral option (“Embargo”), which may be set at 3, 6, 12 or 18 months.

5. Printing and submitting a disclaimer so that your thesis can be automatically stored in the repository.

At the end of the AIR registration process, you must download the disclaimer to complete the submission of your doctoral thesis (grey wheel, “Download the Disclaimer”). Once printed, please fill out all fields on the disclaimer, sign it, scan it, and submit it along with a scanned copy of your ID using the following service: [SBA - doctoral thesis disclaimer submission](#).

Before submitting the disclaimer, please name your files using the following protocol:

Declaratoria_num.matricola.pdf

Documento_num.matricola.pdf

If you misplace the document, you may reprint it through the AIR “Product Desktop”.

Once you have passed your doctoral examination, library staff will ensure that the thesis has been properly submitted and will publish both the bibliography and the full-text version (subject to any requested deferral).

Please note:

Submitting your thesis through AIR is a requirement for obtaining your doctoral degree, as is compliance with document-retention regulations.

Helpful links

[CRUI \(Conference of Italian University Rectors\) Guidelines for Open Access Archive Thesis Submission](#)

[Creative Commons License](#)