



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

Procedure to achieve the PhD academic qualification Students enrolled in the 33rd cycle, last A.Y. 2019/2020

Preamble

Pursuant the procedures to achieve the PhD qualification, set forth in Articles 4 par. 5 d bis), 11, 13, 14, 15 of the current PhD Course Rules and Regulations published online in the PhD Course Section: <https://www.unibs.it/node/1253/> and

In respect of

the Note published on 18/05/2016, no. 12835, of the Director-general of the Department for Higher Education and Research (Dipartimento per la Formazione Superiore e la Ricerca) of the Italian Ministry of Education, Universities and Research (MIUR, Ministero dell'Istruzione, dell'Università e della Ricerca) sent an "Interpretative Circular of Ministerial Decree 45/2013" with regard to extensions to PhD Courses, in which it is stated that "*Ministerial Decree. 45/2013 envisages the limited possibility of extending a PhD Course by giving "independent assessors" the possibility of ordering the deferment of the admission of a dissertation to public discussion for no longer than six months, should significant additions or corrections of the dissertation paper be deemed necessary*".

To Achieve the PhD qualification

Phase 1)

Students enrolled in the final year of the C who have completed the three-year (36 months) educational pathway must:

- submit, to the Professors Board of their PhD Course a final report on the activities and research carried out in the final year of their Course, according to the [calendar](#) of deadlines published online;

ATTENTION !

Those PhD students who have benefited or are benefiting from catch-up periods for maternity and/or sick leave, Active Training Internships (TFA, Tirocinio Formativo Attivo) who will have to catch up the suspension period before admission to the final examination. The completion date of the training course corresponds to the actual 36 months of PhD activities/research carried out.

The [calendar](#) published online will need to be recalculated from the actual date of completion of the PhD activities/research.

Phase 2)

PhD students who have submitted the final report and have been admitted to the examination by the respective PhD Board of Professors must:

- Within the deadline set in the [calendar](#) published online submit to the PhD Office, the Application Form to be admitted to the final examination inclusive of the revenue stamp of € 16,00. **The application with stamp duty, signed and duly filled-in, can be sent by post through the postal service system or by internal mail from the PhD Department or handed-over at the Reception of the Department of**



Economics and Management, headquarters of the U.O.C. Dottorati, in via San Faustino 74 / B, during the opening hours (from 8.00 to 18.00 hours, from Monday to Friday, excluding holidays)

- submit the receipt of the **end-of-course Alma Laurea questionnaire** to the PhD Office, downloadable from the website www.almalaurea.it, or available on the students' own Esse3 profile (section "Lauree/Diploma", jointly with the Application Form to be admitted to the final examination;

PhD Dissertation – Timeline

Final year PhD students must submit to the PhD Office the **FINAL** version of the PhD Dissertation **within 30 days before the final exam date to be set by the Board of Professors** (art. 15 of the PhD Rules and Regulations). both in paper and electronic version (DVD or CD-ROM in a single PDF file), according to the **calendar** of deadlines published online in one (1) paper copy and 2 CDs/DVDs.

The dissertation shall be considered to be **FINAL** when it has received a positive evaluation from the two (2) external evaluators.

Dissertation submission – nr. Of Copies, Drafting and Format

Final year PhD students must submit to the PhD Office the **FINAL dissertation**

- one (1) paper copy of the dissertation (**compulsory glue bound**) complete of signatures in the internal graphic layout.

The graphic layout must be signed by:

- the PhD student;
- the Supervisor/s
- optionally, the Course Coordinator, if so indicated following deliberation by the PhD Board of Professors

All signatures must be either

A. hand-signed;

B. electronic signature (no scanned signatures will be admitted).

Mixed signatures are not admitted.

In the case of digital/electronic signature acquisition, the PhD student:

- on the graphic layout first page, under each name, he/she will indicate the following wording "digitally signed pursuant to Article 24 of Legislative Decree 82/05";
- having acquired all the digital/electronic signatures, he/she will attach the pdf "report" verifying the validity of the digital signatures, as produced by the digital/electronic signature release system, as the last page of the dissertation.

- **two (2) copies of the same PhD dissertation** must be save **on a digital support medium** (DVD or CD in a single PDF file). As per SAME it is understood **IDENTICAL to the paper version** = complete of signatures, all compulsory annexes glued bound, etc.).

The final dissertation can be sent by post through the postal service system or by internal mail from the PhD Department or handed-over at the Reception of the Department of Economics and Management, headquarters of the U.O.C. Dottorati, in via San Faustino 74 / B, during the opening



hours (from 8.00 to 18.00 hours, from Monday to Friday, excluding holidays).

THE FINAL PAPER AND CD/DVD DISSERTATION MUST CONTAIN

The final PhD thesis, in both paper and electronic formats, must contain the following essential elements and have the characteristics as specified below:

- The graphic layout first page

Being the first internal page drawn up according to the model envisaged by this University and available in this section <https://en.unibs.it/node/10075> under *Final exams procedures - Students enrolled at PhD XXXIII cycle*, duly signed with handwritten signature by all the foreseen signatories.

ATTENTION 1! The definition of the Research Doctorate course (PhD) must be the official one approved by the Italian Ministry of Education, Research and Universities - MIUR (e.g.: do not translate it into English if its original definition was in Italian language;

ATTENTION 2! Do not exchange the *curriculum studiorum* internal to the course for the "official" name of the Research Doctorate course, etc.);

- The declaration of conformity of the dissertation and any confidentiality/embargo form **must be part of the dissertation itself (glue bound as final page)**, both in the paper copy and in the two digital copies (DVD or CD-ROM). **Do not hand-over not glue bound papers/forms;**

- The summary (abstract) of the dissertation in Italian language, if the dissertation is written in English or in another foreign language, **must be an integral part of the dissertation** (after the title page and before the introduction);

- Name and surname of the PhD student, the dissertation title, the PhD Cycle and the University of qualification must be written also on the DVD or CD-ROMs (external disc) with permanent marker pen;

- A reduced copy (format 12x12) of the graphic layout first page **must be inserted in the rigid cover on the DVD or CD-ROMs, which must include original handwritten signatures of the Supervisor, the PhD candidate and, optionally, of the course Coordinator, if so envisaged following deliberation by the Professors Board.**

Signatures must be the same as envisaged on the paper copy graphic layout first page!

ATTENTION ! Paper and CD-ROMs or DVDs Theses missing of original hand-written or pure electronic signatures and with cover pages different from the specified format won't be accepted.

- Final year students admitted to the examination, **both benefitting or not of a deferment period of time**, must send one (1) copy of the dissertation (in paper format or other format, according to the instructions given by the Supervisor or the Coordinator) to each member of the Examining Board at least 30 days before the final exam session.

The date of the final examination and the Examining Board Members, containing the addresses where to send the dissertation, will be published on the University website in this section "*Procedures to achieve the PhD academic qualification at UNIBS*", as soon as they are available.