



UNIVERSITÀ  
DEGLI STUDI  
DI BRESCIA

## Procedure to achieve the PhD Degree Students enrolled in the 34<sup>th</sup> cycle, last A.Y. 2020/2021

### PREAMBLE

Pursuant the procedures to achieve the PhD Degree, set forth under Title VI – PhD Degree of UNIBS PhD Rules and Regulations in force, published online under PhD Programmes, Section: <https://www.unibs.it/en/node/473>

### PHASE 1)

Students enrolled in the final year of the PhD Programme, **who have completed the three-year educational and research pathway** (36 months or 36 months + the months of deferment pursuant to the Law no. 69/2021) **must:**

- submit, to the Professors Board of their PhD Programme, a final report on the activities and research carried out in the final year of their PhD Programme, pursuant to the **calendar** of deadlines published online on UNIBS website, link <https://www.unibs.it/en/node/2647>

The PhD student will recalculate the **calendar** published on UNIBS website according to the actual date of completion of the PhD activities/research.

### WARNING !

**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) or a deferment period of the final term of the PhD Programme, pursuant to the Law no. 69/2021, will have to catch up the deferment period before being admitted to the final examination. The completion date of the PhD Programme corresponds to the actual 36 months of PhD activities/research carried out (or 36 months + the months of deferment pursuant to the Law no. 69/2021).**

### PHASE 2)

PhD students who have submitted the PhD final report have been evaluated positively by the respective PhD Board of Professors and have been authorized to send their PhD thesis to the two (2) independent assessors, **must:**

- **Read the PhD students' Guide to the PhD Graduation Process**, published on UNIBS website at the link <https://www.unibs.it/en/node/1984> that offers information to

- Fill-in the **end-of-course questionnaire**, developed by AlmaLaurea, available on Esse3 student profile (available from the section "Degree/Post-Graduate Diploma >Almalaurea"). The student will send the signed receipt of the Questionnaire to the U.O.C. Dottorati, e-mail [dottorati@unibs.it](mailto:dottorati@unibs.it) . **To fill-in the end-of-course questionnaire is MANDATORY.**



- Correctly fill in (drop-down menu) the Degree Application form to be admitted to the final exam available from the student's profile in Esse3. The Degree Application form will include:

The data about the PhD thesis: the SSD (scientific disciplinary sector)

The thesis title agreed with the First Supervisor

The PhD thesis abstract, the data of the First Supervisor (name / surname / and University of origin) and, if needed, the co-Supervisor or co-Supervisors, the PhD Tutor, the request to secrete the results of the thesis, etc.

- Pay online the Italian revenue tax stamp, equal to € 16.00, available on Esse3 student's profile.

- Pay online the parchment fee, equal to € 36.00 (comprehensive of € 20.00 of production costs and € 16.00 of the Italian revenue tax stamp), available on Esse3 student's profile.

- Upload online the form "Declaration of Conformity", duly filled-in and in pdf/A (archivable), using the sample available on UNIBS website at <https://www.unibs.it/en/node/1984>.

### Upload of PhD Thesis in Esse3 – Timeline

The PhD Thesis is in its **FINAL** version when the student receives the positive written reports of the two (2) independent assessors, these latter appointed by the PhD Board of Professors of each PhD Programme.

Starting from the date of receipt of the positive reports of the two independent assessors, the PhD student will upload the text of the **FINAL** thesis on his/her Esse3 profile, according to the criteria set in the "**PhD students' Guide to the PhD Graduation Process**" published on UNIBS website, link <https://www.unibs.it/en/node/1984>

### PhD Thesis – Drafting, Format and Administrative Criteria

Final year PhD students admitted to the Final Exam must upload on their respective Esse3 profile:

- The text of the PhD Thesis, comprehensive of the abstract in Italian language, in those cases when the thesis is written in a language different from the Italian one. The abstract must be an integral part of the thesis (included after the graphic layout of the main page and before the Introduction)

- The thesis must contain the graphic layout of the main page, drafted on the sample available on UNIBS website, link <https://www.unibs.it/en/node/1984>

**WARNING 1:** The definition of the PhD Programme must be the official one approved by the Italian Ministry of Universities and Research - MUR (e.g.: do not translate it into English if its original definition is in Italian language and, on the other hand, a translation into Italian language is not admissible if the official name is in another language other than Italian)

**WARNING 2:** Do not misread the *curriculum studiorum*, internal to the PhD Programme, for the "official" definition of the PhD Programme itself.

### PhD Thesis to be sent to the Final Board of Examiners

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 Pdf, according to the instructions given by the Supervisor or the Tutor) to each member of the Board of Examiners, at least 30 days before the date



set of the final exam.

**Attention: The Board of Examiners does not access the Esse3 IT system.**

The U.O.C. Dottorati will communicate to the PhD students the date of the final exam and the members of the Board of Examiners, containing the addresses where to send the PhD Thesis, as soon as the Director of the Department, administrative seat of the PhD Programme, appoints the Board of Examiners, pursuant to Art. 18, paragraph 1 of UNIBS PhD Rules and Regulations in force, that reads “*The Director of the Department of the PhD Programme appoints the Final Board of Examiners within thirty days (30) of the last notification by the external assessors, upon recommendation of the Board of Professors, and submits the appointment act to the relevant Administrative Secretariat*”

and to paragraph 7 of the same Art. 18 “*The Board of Examiners are obliged to conclude evaluations within forty-five (45) days from the notification appointment...*”

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