



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA

Procedure to achieve the PhD Degree Students enrolled in the 37th cycle, last A.Y. 2023/2024

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/it/node/1470>

PHASE 1)

Students enrolled in the final year of the PhD Programme, who have completed the three-year educational and research pathway – called “final term of the PhD Programme”

being it equal to 36 months

or

being it equal to 36 months following the catch-up periods applied upon the period of intermittence due to maternity leave, illness, justified reasons, etc.

or

being it equal to 36 months + the months of deferment periods due to the deferment applied in application of the deferment period for scientific reasons pursuant to Article 17, paragraph 4 of the PhD Regulations

MUST

Submit **WITHIN THE FINAL TERM OF THE PhD PROGRAMME** the final report on the activities and research being carried out, in the form decided by the PhD Board of Professors, to their respective PhD Board of Professors

For example: if the final term of the PhD Programme is October 31st, 2024, the PhD student will submit the final report in the month of October 2024; if the final term of the PhD Programme is December 31st, 2024, the PhD student will submit the final report in the month of December 2024.

The calendar of deadlines is published online on UNIBS website, link
<https://www.unibs.it/en/node/1984>

Deferment of the final term of the PhD Programme

PhD students who intend to request for a period of deferment of the final term of the PhD Programme, for a maximum period of 12 months, pursuant to Article 17, paragraph 4 of the PhD Regulations



- **WILL NOT SUBMIT** the final report but, instead, **WILL SUBMIT** the request of **deferment**, motivated, duly signed / dated and in pdf format, to their PhD Board of Professors **within the final term of the PhD Programme**.
- The PhD Board of Professors will evaluate it and decide whether to approve or reject it. The PhD Board of Professors of each Programme will attach the deferment requests thus received to their reports.
- **Within 5 working days following the evaluation the PhD Board of Professors will send its Report (Minutes) comprehensive of all applications for deferment periods to the PhD Secretariat (UOC Dottorati) to initiate the online procedure.**

The **calendar of deadlines**, published on the University portal, applies both to PhD students benefitting or not of deferment periods of the final term of the course, **therefore it applies starting from the effective date of completion of the PhD Programme**

The PhD students' Guide to the PhD Graduation Process is published on UNIBS website at the link <https://www.unibs.it/en/node/1984> - **PhD students are invited to read it carefully before starting to apply for this procedure through the online Esse3 students' individual profiles.**

NOTICE !

Those PhD students who have benefited or are benefiting from catch-up periods for maternity and/or sick leave and/or justified reasons 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).

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

in the 10 days following the positive evaluation of admissibility by the PhD Board of Professors – if the PhD Board of Professors have sent the report of approval to the PhD Secretariat. The PhD Secretariat informs the PhD students via email when the Esse3 procedures are open to uploading the meta data, must:

- **Access their student profile of Esse3** (access the "degrees"/Lauree section) to the online procedure to defend the final exam and obtaining the degree, **which will open starting from November 10th, 2024 for all students enrolled in the XXXVII cycle, both in deferment and not being in deferment.**
- **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 . **To fill-in the end-of-course questionnaire is MANDATORY.**
- **Fill in (drop-down menu) the data concerning the Degree Application form** to be admitted to the final exam, available from the student's profile in Esse3.

The data of the Degree Application form include:



- The data about the PhD thesis: the SSD (scientific disciplinary sector)
- The dissertation title agreed with the First Supervisor
- The PhD dissertation abstract in Italian language if the PhD dissertation is written in a language different from the Italian language (i.e. in English), 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. The name of the PhD Coordinator is not envisaged unless he/she requests to be included in it. If that will be the case such a decision must be reported in the PhD Board of Professors report of evaluation.
- The request (if any) to apply a period of embargo of the thesis results. The maximum period of embargo is 12 months. In exceptional cases, to be justified from a scientific point of view, the period of embargo applied can be longer than 12 months but nonetheless not over 24 months.

The same data must be reported in the "**Degree Application form**", available on the University website, section <https://www.unibs.it/en/node/1984> to be sent, filled in and signed, in pdf, to the e-mail address dottorati@unibs.it of the PhD Secretariat "UOC Dottorati", **always in the 10 days following the positive evaluation of admissibility of the PhD Board of Examiners - if the PhD Board of Professors have sent the report of approval to the PhD Secretariat. The PhD Secretariat informs the PhD students via email when the Esse3 procedures are open to uploading the meta data. To allow the PhD Secretariat to verify the correctness of the data entered online by the student in his / her online profile.**

PhD students must

- 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 of PhD Dissertation 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 **WITHIN THE FINAL TERM OF THE PhD PROGRAMME**.

Pursuant to Article 17, paragraph 2 of the PhD Regulations "*The assessors give an analytic written judgement within thirty days of receiving the dissertation, suggesting either assent to public discussion or deferral of the defence of the dissertation for a period of not more than six months. After such period, the dissertation, with a new written opinion from the assessors, will in any case be accepted for defence*".

From the date of receipt of the positive reports of the two independent assessors, and following the definition of the date of the final exam and the appointment of the PhD Board of Examiners, proposed by the PhD Board of Professors, and appointed by the Director of the Department of the PhD Programme

PhD students will upload the **FINAL** text of the dissertation in Esse3, pursuant to the procedures set out in the "PhD students' Guide to the PhD Graduation Process", published on the University web site section <https://www.unibs.it/en/node/1984>

AND



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

Upon successfully uploading of the PhD thesis, this is automatically transmitted by the Esse3 system to the University repository called IRIS OPEN BS for national and international publication and to the official MUR website to be archived, in compliance with current legislation (DM / Ministerial Decree n. 226/2022). If the PhD thesis is subject to embargo periods it will be published in the University repository called IRIS OPEN BS at the end of that embargo period.

PhD Dissertation – Graphic Layout and Administrative Criteria

- The **text of the PhD dissertation must be uploaded in Esse3 in pdf/A (archivable) format**
- It will be 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 dissertation 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>

NOTICE 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)

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

PhD Dissertation to be sent to the Final Board of Examiners

As soon as the **Director of the Department administrative seat of the PhD Programme appoints the Board of Examiners**, pursuant to Article 18, paragraph 1 of the PhD 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*”, the **PhD Secretariat (UOC Dottorati)** will inform PhD students about the date and venue of the final exam, comprehensive of the information about the composition of the Board of Examiners (who are they / contacts) to send the PhD dissertation.

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 of the main members of the Board of Examiners, at least 30 days before the date set of the final exam, as soon as they are informed about the names of the members of the Board of Examiners.**

Notice! The Board of Examiners does not access the Esse3 IT system to view PhD student dissertations.

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