

CALENDAR OF FINAL DEFENCE AND PHD DEGREE – STUDENTS ENROLLED AT THE XXXIX (39) CYCLE

* The deadlines and terms in this table must ALWAYS refer to the completion of the 36 months of the PhD Programme or 36 months plus the months of deferment: the calendar must therefore be recalculated starting from the actual date of completion of the PhD Programme (final term)	
What to do	Timeframe
PhD students hand-over the final PhD report and the thesis - in the final version approved by the Supervisor - to the respective Board of Professors, pursuant to the modalities defined by the respective Board of Professors of the PhD Programmes, and to Article 5, paragraph 6 letter e) of the PhD Regulations.	Within the Final Term of the PhD Programme (end of the 36 months or of the 36 months + months of deferment pursuant to Art. 17 PhD Regulations)
Online filling (on Esse3 student's profile) of the metadata of the PhD thesis, submission of the "application for admission to the final examination" (PDF form), online payment via Esse3 of the € 16.00 revenue stamp duty and the Degree fee, and submission of the receipt of the AlmaLaurea questionnaire.	Starting from 10/11/2026 and in any case after the communication of the positive assessment of eligibility as approved by the PhD Board of Professors. The PhD Secretariat will inform PhD students via email of the online opening process to upload the metadata in Esse3.
Conveyance of PhD thesis to the independent assessors, pursuant to the decision of the the respective PhD Board of Professors , following the approval of PhD students' final reports. <i>Please remember that the independet assessors are identified by the Board of Professors as per Article 5, para. 6 letter M) of the PhD Regulations.</i>	Starting from 10/11/2026 and in any case after the communication of the positive assessment of eligibility as approved by the PhD Board of Professors. The PhD Secretariat will inform PhD students via email of the online opening process to upload the metadata in Esse3.
The independent assessors complete the respective evaluations in the form of an analytical report to be sent in written form (signed / dated and in pdf) to the referees appointed by each PhD Board of Professors, to be further distributed to each PhD student.	The independent assessors give an analytic written judgement within 30 days of receiving the PhD thesis, suggesting either assent to public defence or deferral of the defence of the dissertation for a maximum of a six months period
Upload online (on Esse3 student's profile) of the FINAL PhD thesis, ONLY IN CASE THAT the independent assessors issue a positive evaluation (when no further deferment period of time has been assigned).	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, the PhD student will upload the FINAL thesis on his/her online Esse3 profile. The PhD Secretariat will inform PhD students via email when to upload in Esse3 the final thesis.
PhD defense in a public Final Exam and awarding of the PhD Degree for those PhD students <i>who have and have NOT received a deferment period</i> by the independent assessors. The Defense of the final exam is determined pursuant to art. 18 of UNIBS PhD Regulations	The PhD Board of Examiners must be appointed within 30 days from the date of the last evaluation report issued in chronological order by the independent assessors. The PhD Board of Examiners must carry out the PhD Final Exam within 45 days of the appointment notice. The PhD Secretariat will inform PhD students via email about the procedures related to the final exam