



Procedure to achieve the PhD Degree Students enrolled in the XXXIX (39th) cycle, last A.Y. 2025/2026

PREAMBLE

We hereby summarize the procedures to achieve the PhD Degree pursuant to the procedures to the criteria 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

For example: if the final term of the PhD Programme is October 31st, 2026, the PhD student will submit the final report in the month of October 2026; if the final term of the PhD Programme is March 31st, 2027, the PhD student will submit the final report in the month of March 2027, etc.

MUST

Submit to the PhD Board of Professors **WITHIN THE FINAL TERM OF THE PhD PROGRAMME**

- **The final yearly report** on the activities and research being carried out, in the form and the modality that the PhD Board of Professors communicates to the PhD students
- **The final thesis, that each PhD Supervisor approves**

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

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: in case of deferment of the final term of the PhD Programme

Pursuant to Article 17, paragraph 4 of the PhD Regulations, PhD students may avail themselves of a period of deferment of their career of up to 12 months for substantiated reasons preventing the submission of the PhD thesis within the timeframe of the Programme. PhD students who intend to request a period of deferment **WILL SUBMIT the request of deferment**, motivated, duly signed / dated and in pdf format, available online link <https://www.unibs.it/en/node/1984> , to their PhD Board

of Professors. In this case, the scholarship benefit and any statutory supplements for study and research cannot be extended.

Those PhD students who avail themselves of this type of deferment:

- **WON'T SUBMIT** the final report to their PhD Board of Professors; instead, they will submit the third-year report on activities and research carried within the 36-month period and, at the same time, submit a request for the deferment - duly justified, 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 to initiate the online administrative procedure.**

PLEASE NOTE: The request of deferment MUST NOT BE SUBMITTED IF:

(Art. 17, paragraph 5) The PhD Board of Professors may propose an extension of a student's career for scientific reasons; in such cases, the PhD student is guaranteed a corresponding extension of the scholarship duration, subject to the financial resources available in the individual departments' budgets, or by external research funding, or through resources allocated by the University Board of Directors.

The schedule regarding the timeline to achieve the PhD Degree, published on the University web site, applies to PhD students, both benefitting and not benefitting a period of deferment of the course's final deadline - thus commencing from the actual date of completion of the PhD Programme.

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)

We hereby summarize the requirements to be fulfilled by PhD students (whether or not they are benefitting of a period of deferment of career) starting **from November 10, 2026** - following their admission to the degree award process by the PhD Board of Professors Faculty Board **and the receipt of the email from the PhD Secretariat:**

- **Access your student profile in Esse3** (access the "degrees"/Lauree section) to the online procedure to defend the final exam and obtain the degree
- **Fill-in the end-of-PhD Programme 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- PhD Programme 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 metadata must correspond to the information you must fill-in the pdf application form, available on the University web site, link <https://www.unibs.it/en/node/1984> that you will send via email to the PhD Secretariat at dottorati@unibs.it

The metadata of the Degree Application to be uploaded online include:

- The data about the PhD thesis: the SSD (scientific disciplinary sector) – do not use the new GSD definition (Group scientific disciplinary sector)
- The title of the thesis agreed with your PhD Supervisor
- The PhD thesis abstract in Italian language if the PhD thesis is written in a language different from the Italian language (i.e. in English)
- The data of your PhD Supervisor (name / surname / and University of origin) and, if needed, of the co-Supervisor or co-Supervisors. 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 (secrecy) of the thesis results, etc.

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.

PHASE 3)

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)
- PhD students intending to request a period of restricted access (embargo/secrecy) for their PhD thesis results - for a maximum of 12 months - must include the declaration of restricted access, signed and countersigned by the Supervisor, as the final page of the thesis. In exceptional cases with scientific justification, the thesis may be placed under restricted access for a period exceeding 12 months, up to a maximum of 24 months
- 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>
- Those who benefit from a PNRR scholarship must insert the sentence in the title page of their thesis "Project funded by the European Union – NextGenerationEU"

NOTICE! The name 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). **Theses that do not conform to the specified template or the guidelines set out in this document will not be accepted.**

NOTICE! Do not misread the *curriculum studiorum*, internal to the PhD Programme, for the "official" name of the PhD Programme itself.

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.**

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, **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, and following the receipt of the email by the PhD Secretariat, PhD students shall upload the FINAL version of their thesis to their Esse3 profile, in accordance with the procedures set out in the **“PhD students’ Guide to the PhD Graduation Process”** published on the University web site, link <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 a period of embargo it will be published in the University repository called IRIS OPEN BS at the end of that period of embargo.

PhD thesis to be sent to the Final Board of Examiners

The PhD Secretariat will communicate to PhD students the date of the final exam and the composition of the PhD Board of Examiners - along with the relevant addresses for thesis submission - as soon as the PhD Board of Examiners has been appointed via a decree issued by the Director of the Department seat the PhD Programme.

Art. 18, paragraph 1 of the PhD Regulations: *“The Director of the Department serving as the administrative seat of the Programme, appoints the thesis PhD Boards of Examiners, upon the proposal of the PhD Board of Professors, within thirty days of the latest notification received from the independent assessor, and forwards the appointment decree to the relevant administrative office.”*

Art. 18, paragraph 7 of the PhD Regulations: *“The PhD Boards of Examiners are required to complete their evaluations within forty-five (45) days of notification of their appointment.”*

The PhD Boards of Examiners do not access the Esse3 IT system and cannot view individual theses via Esse3: therefore, it is essential to email the final thesis to the main members of the PhD Board of Examiners.
