



TO ACHIEVE THE PhD DEGREE

Quick guide to the procedural stages

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END OF PhD PROGRAMME

(36 months + months of deferment if any)

WHO: PhD student

WHAT: Submission of the final report and the final version of the thesis to the PhD Board of Professors

HOW: Pursuant to the modalities communicated to the PhD students by the PhD Board of Professors

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ADMISSION

WHO: PhD BOARD OF PROFESSORS

WHAT: Admission to defend the PhD thesis, appointment of the independent assessors and submission to them of the PhD thesis

HOW: Pursuant to the modalities communicated to the PhD students by the PhD Board of Professors

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ADMINISTRATIVE COMPLIANCE

WHO: PhD student

WHAT: Application for admission to the final examination (PDF form) & receipt of Almalaurea Questionnaire via mail at: dottorati@unibs.it
In Esse3 Fill-in the thesis metadata and make the payments

HOW: Pursuant to the modalities communicated to the PhD students by the PhD Secretariat

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PhD THESIS EVALUATION

WHO: Indep. Assessors and Department

WHAT: the indep. Assessors issue a positive evaluation or request a review (up to 6 months of deferment); subsequently the PhD Board of Professors and the Depart. Propose/Appoint the PhD Board of Examiners

HOW: Appointment Decree of the PhD Board of Examiners sent via PEC (ammcentr@cert.unibs.it)

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UPLOAD OF PhD THESIS IN ESSE3

WHO: PhD student

WHAT: Upload thesis and declaration of conformity in Esse3 + submission of final PhD thesis to the PhD Board of Examiners

HOW: Pursuant to the modalities communicated to the PhD students by PhD Secretariat

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PhD FINAL DEFENCE

WHO: PhD Board of Examiners

WHAT: PhD thesis Defence

HOW: submission of the PhD final report of defence via PEC (ammcentr@cert.unibs.it) within 5 days



By the PhD Secretariat: we will send all PhD students an email alert/procedures before phases 3 and 5. We recommend to regularly check your institutional and personal email accounts.

For complete operational guidelines and forms, please refer to the University web site, PhD section: "[PhD Degree](#)"