### DEADLINES FOR THE Ph.D. STUDENTS WHO WILL END THEIR COURSES ON 31/10/2017 - 30 SERIES

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request for a delay in the submission of the PhD thesis for exceptional certified reasons or for reasons of force majeure that are not the fault of the PhD students and that prevent them from carrying the research activity.</td>
<td>by 31/08/2017</td>
</tr>
<tr>
<td>2</td>
<td>Upload of the final exam form in Uniweb together with the thesis for external evaluators, the report on the activities performed during the PhD course and on publications (if any), the Disclaimer form, the Receipt of the AlmaLaurea Questionnaire.</td>
<td>by 31/10/2017 at 12:00 p.m.</td>
</tr>
<tr>
<td>3</td>
<td>Access to the external reviews</td>
<td>after the receipt of an email sent after both evaluators have submitted their reviews</td>
</tr>
<tr>
<td>4</td>
<td>Upload of the final version of the thesis in case of minor revisions</td>
<td>within 30 days from the admission to the final exam from the evaluators and not later than 15/01/2018 at 1:00 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>FINAL EXAM</td>
<td>February-April 2018</td>
</tr>
</tbody>
</table>

### In case of Major revisions

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upload of the revised thesis according to the indications suggested by the evaluators</td>
<td>within 6 months from receipt of the reviews</td>
</tr>
<tr>
<td>2</td>
<td>Access to the new review</td>
<td>after the receipt of an email sent after both evaluators have submitted their reviews</td>
</tr>
<tr>
<td>3</td>
<td>FINAL EXAM</td>
<td>October-November 2018</td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE REFERENT

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1) Upload of admission/not admission to the external reviews of each PhD student; 2) Upload of the PhD Course evaluation for the admission to the review.</td>
<td>by 15/10/2017</td>
</tr>
<tr>
<td>2</td>
<td>Upload of the names of the evaluators through online procedure</td>
<td>by 31/10/2017</td>
</tr>
<tr>
<td>3</td>
<td>Email invitation to the evaluators</td>
<td>by 06/11/2017</td>
</tr>
<tr>
<td>4</td>
<td>Request for the evaluator substitution in case of non-fulfillment</td>
<td>to be decided with the Coordinator and the Supervisor as appropriate</td>
</tr>
<tr>
<td>5</td>
<td>Access to the new review in case of postponement for major revisions</td>
<td>available in Uniweb after both evaluators have submitted their new review</td>
</tr>
<tr>
<td>6</td>
<td>Upload of the jury for the final exam</td>
<td>by 22/12/2017</td>
</tr>
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### SUPERVISOR

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request for the evaluator substitution in case of non-fulfillment (supervisor/coordinator)</td>
<td>to be decided with the Coordinator as appropriate</td>
</tr>
<tr>
<td>2</td>
<td>Access to the reviews</td>
<td>available in Uniweb after both evaluators have submitted their review</td>
</tr>
<tr>
<td>3</td>
<td>Access to the new review in case of postponement for major revisions</td>
<td>available in Uniweb after both evaluators have submitted their new review</td>
</tr>
<tr>
<td>4</td>
<td>Approval of the final version of the thesis in Uniweb (in case of positive review or minor revisions)</td>
<td>by 17/01/2018</td>
</tr>
<tr>
<td>5</td>
<td>Approval of the final version of the thesis in Uniweb (in case of major revisions)</td>
<td>within 2 days from the upload of the thesis revised</td>
</tr>
</tbody>
</table>

### ACADEMIC BOARD

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Choice of the evaluators (2+ 1 substitute)</td>
<td>by 15/10/2017</td>
</tr>
<tr>
<td>2</td>
<td>Evaluation for the admission to the thesis review</td>
<td>by 15/10/2017</td>
</tr>
<tr>
<td>3</td>
<td>Appointment of the jury for the final exam</td>
<td>by 22/12/2017</td>
</tr>
</tbody>
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### EVALUATORS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access to a personal site for the acceptance of the evaluator role</td>
<td>by 12/11/2017</td>
</tr>
<tr>
<td>2</td>
<td>Upload of the review according to the template available through the online procedure</td>
<td>within 30 days from acceptance</td>
</tr>
<tr>
<td>3</td>
<td>Upload of the new review in case of postponement with admission to the final exam</td>
<td>within 30 days from the upload of the revised thesis</td>
</tr>
</tbody>
</table>