

**DEADLINES FOR THE Ph.D. STUDENTS WHO WILL END THEIR COURSES ON 30/09/2023 - 36<sup>th</sup> SERIES**

| <b>Ph.D. STUDENT</b>              |   | <b>DEADLINE</b>  |
|-----------------------------------|---|--|
| Step 1                            | 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.                       | by 14/07/2023  |
| Step 2                            | 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 | by 02/10/2023 at 12:00 p.m.  |
| Step 3                            | Access to the external reviews  | after the receipt of an email sent after the evaluator has submitted his/he          |
| Step 4                            | Upload of the final version of the thesis in case of minor revisions  | by and not later than 30/11/2023 at 12.00 p.m.                                       |
| Step 5                            | Uploading / updating in the IRIS catalog of scientific output data, if  | by 30/11/2023  |
| Step 6                            | FINAL EXAM  | January-March 2024   |
| <b>In case of Major revisions</b> |   |  |
| Step 1                            | Upload of the revised thesis according to the indications suggested by the evaluators   | within 6 months from receipt of the reviews and not later than 31/05/2024 at 12 p.m. |
| Step 2                            | Access to the new review  | after the receipt of an email sent after the evaluator has submitted his/her         |
| Step 3                            | FINAL EXAM  | June-October 2024  |
| <b>ADMINISTRATIVE REFERENT</b>    |   |  |
| Step 1                            | 1) Upload of admission/not admission to the external reviews of each PhD student;<br>2) Upload of the the PhD Course evaluation for the admission to the review   | by 20/09/2023  |
| Step 2                            | Upload of the names of the evaluators through online procedure  | by 02/10/2023 at 12:00 p.m.  |
| Step 3                            | Email invitation to the evaluators  | 06/10/2023   |
| Step 4                            | Request for the evaluator substitution in case the evaluator has not answered to the invitation in time   | to be decided with the Coordinator and the Supervisor as appropriate by 13/10/2023   |
| Step 5                            | Access to the reviews   | available in Uniweb after each evaluator has submitted his/her review                |
| Step 6                            | Access to the new review in case of postponement for major revisions  | available in Uniweb after each evaluator has submitted his/her new review            |
| Step 7                            | Upload of the jury for the final exam in Cineca and Pica  | by 30/11/2023  |
| <b>SUPERVISOR</b>                 |   |  |
| Step 1                            | Request for the evaluator substitution in case of non-fulfillment (supervisor/coordinator)  | to be decided with the Coordinator as appropriate by 13/10/2023                      |
| Step 2                            | Access to the reviews   | available in Uniweb after each evaluator has submitted his/her review                |
| Step 3                            | Access to the new review in case of postponement for major revisions  | available in Uniweb after each evaluator has submitted his/her new review            |
| Step 4                            | Approval of the final version of the thesis in Uniweb (in case of positive review or minor revisions)   | by 07/12/2023  |
| Step 5                            | Approval of the final version of the thesis in Uniweb (in case of major   | within 5 days from the upload of the thesis revised                                  |
| <b>ACADEMIC BOARD</b>             |   |  |
| Step 1                            | Choice of the evaluators (2+ 1 substitute)  | by 15/09/2023  |
| Step 2                            | Evaluation for the admission to the thesis review   | by 15/09/2023  |
| Step 3                            | Appointment of the jury for the final exam  | by 13/11/2023  |
| Step 4                            | Appointment of the jury for the final exam for the session June-October 2023  | by 13/05/2024  |
| <b>EVALUATORS</b>                 |   |  |
| Step 1                            | Access to a personal site for the acceptance of the evaluator role  | by 11/10/2023  |
| Step 2                            | Upload of the review according to the template available through the online procedure   | within 30 days from acceptance   |
| Step 3                            | Upload of the new review in case of postponement with admission to the final exam   | within 30 days from the upload of the revised thesis                                 |