

**DEADLINES FOR THE Ph.D. STUDENTS WHO WILL END THEIR COURSES ON 30/09/2023- 36th SERIES
WITH A 3-MONTH EXTENSION EX D.L. n. 41/2022**

Ph.D. STUDENT		DEADLINE
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 10/01/2024 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/her
Step 4	Upload of the final version of the thesis in case of minor revisions	by and not later than 29/02/2024 at 12.00 p.m.
Step 5	Uploading / updating in the IRIS catalog of scientific output data, if	by 29/02/2024
Step 6	FINAL EXAM	March-June 2024
In case of Major revisions		
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 02/09/2024 at 12.00 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	September 2024 - January 2025
ADMINISTRATIVE REFERENT		
Step 1	1) Upload of admission/not admission to the external reviews of each PhD student; 2) Upload of the the PhD Course evaluation for the admission to the review	by 20/12/2023
Step 2	Upload of the names of the evaluators through online procedure	by 20/12/2023
Step 3	Email invitation to the evaluators	11/01/2024
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 19/01/2024
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 05/02/2024
SUPERVISOR		
Step 1	Request for the evaluator substitution in case of non-fulfillment (supervisor/coordinator)	to be decided with the Coordinator as appropriate by 19/01/2024
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 04/03/2024
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
ACADEMIC BOARD		
Step 1	Choice of the evaluators (2+ 1 substitute)	by 15/12/2023
Step 2	Evaluation for the admission to the thesis review	by 15/12/2023
Step 3	Appointment of the jury for the final exam	by 31/01/2024
Step 4	Appointment of the jury for the final exam for the session September 2023- January 2024	by 26/07/2024
EVALUATORS		
Step 1	Access to a personal site for the acceptance of the evaluator role	by 15/01/2024
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