

# PROCEDURES FOR THE PhD FINAL EXAM FOR THE AWARD OF THE Ph.D DEGREE

## GUIDELINES

### **- Request for a delay in the submission of the PhD thesis**

1. According to what specified in the art. 35 par. 2 of the Regulation for Phd courses, the request for a delay in the submission of the PhD thesis must be submitted by the deadlines indicated in the schedule of each series.

### **- Academic Board evaluation and admission to the external reviews**

1. Within 15 days from the end of the course the Academic Board evaluates the activities carried out during the three-year course, summarized in the PhD student's report, and decides whether the thesis can be sent to external evaluators for their review.  
2. The Academic Board evaluation must be uploaded in the online procedure.

### **- External Evaluators requisites**

1. External evaluators can be appointed among:  
a. Academics not belonging to the University of Padova or to the Universities in agreement with the University of Padova for the issue of the PhD degree;  
b. Highly qualified non-academic experts, belonging to private or public research centres, in Italy or abroad, that are not in agreement with the PhD course.  
c. Highly qualified non-academic experts, belonging to private or public research centres, in Italy or abroad, limited to those branches that are not in agreement with the PhD course.  
2. At least one of the effective evaluators must belong to a university.  
3. Upon request of the PhD graduate, the names of the external evaluators can be specified in the certificate specifying the award of the degree.

### **- External evaluators appointment and certification**

1. External evaluators are appointed by the Academic Board according to the deadlines and procedures specified by each PhD course. The appointment however must be confirmed at the latest 15 days before the end of the PhD course.  
2. For each PhD student three evaluators must be appointed (two full and one substitute). The same external evaluators can review the thesis of more than one PhD student.  
3. Within the end of the PhD course, the PhD course must upload the names of the evaluators in the online procedure. Evaluators will have access to a personal website in order to accept to review the thesis.  
4. Evaluators are not paid. After the submission of their reviews, they will receive a certification of their work, upon their request.

### **- Review schedule**

1. By the end of the course PhD students must upload the thesis online.  
2. Evaluators must submit their review within 30 days from when they accepted to review the thesis and they are automatically urged before the deadline. An evaluator can be substituted upon request of the supervisor/coordinator.

### **- Review submission**

1. The reviews are uploaded online by the evaluators following the procedure provided.  
2. The PhD student, the supervisor and the course Coordinator can access the reviews.

### **- Jury for the final exam**

1. Through the online procedure the Jury for the final exam will receive the Academic Board evaluation, the thesis, the PhD student report on his/her activities and publications, signed by the PhD student and the supervisor, and the reviews of the external evaluators.
2. Supervisors, co-supervisors and evaluators of PhD students as well as the referent member of the Board, if the Supervisor and the co-supervisor are external, cannot be member of the Jury for the final exam, unless otherwise provided for in specific agreements relating to internationalization.
3. The Jury will be composed by three to five full members and an equal number of substitutes, considering gender equality if possible. The Jury is formed by at least 2/3 by members who do not belong to the Phd course administrative siege and by 1/3 by members by associated members. The Jury must be formed by Academics by at least 2/3.
4. If the Academic board decides to appoint more than one Jury, it must justify the decision.

### **- Admission to the final exam**

1. External evaluators recommend the admission of the PhD students to the final exam.
2. External evaluators can propose minor revisions/inclusions of the thesis that do not invalidate the admission to the final exam.
3. External evaluators can propose the postponement of the admission to the final exam if they think that the thesis needs major inclusions or corrections.
4. Should the external evaluators propose the postponement, according to par 3, PhD students have up to six months to revise the thesis and meet the requests of inclusions or corrections.
5. At the end of the 6 months period the PhD student is however admitted to the final exam with a new review from the evaluators.
6. The PhD coordinator or the appointed body of the PhD course acts as mediator between the PhD student and the external evaluators, even when only one of the evaluators propose the postponement of the thesis.

### **- Thesis submission**

1. After amending the thesis according to the suggestions of the external evaluators, PhD students submit the final digital copy of the thesis within 30 days from the admission to the final exam. In any case the final digital copy of the thesis must be submitted within the deadlines in the schedule.
2. The digital copy of the thesis submitted must be approved by the supervisor before being made available to the members of the Jury.
3. In case the evaluators have not proposed any minor revisions/inclusions, the thesis is considered as the final one and it must not be uploaded again; PhD students can make minor publishing revisions.
4. The PhD thesis are automatically transferred to the University open archive and to the National Libraries in Rome and Florence.

### **- Thesis discussion**

1. As stated in the timetables, there are two sessions for the thesis discussion.
2. Upon request of the members of the Jury or of the PhD student, the thesis discussion can take place via videoconference.

### **- Intellectual property**

1. In the online procedure, external evaluators declare that they will keep confidential and that they will not disclose the content of the thesis.

### **- Joint supervision agreements**

1. Incoming PhD students in the framework of a joint supervision agreement follow the rules of their home University or the rules specified in the joint supervision agreement if there is any difference.
2. Outgoing PhD students in the framework of a joint supervision agreement follow the above-mentioned rules or the rules specified in the joint supervision agreement if there is any difference.

3. Procedures will follow the above-mentioned schedule if applicable.

- **International PhD Courses**

1. PhD students enrolled in international PhD courses follow the procedure for the final exam specified in the international agreement.

2. Procedures will follow the above-mentioned schedule if applicable.