

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

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 31/08/2017
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 31/10/2017 at 12:00 p.m.
Step 3	Access to the external reviews	after the receipt of an email sent after both evaluators have submitted their reviews
Step 4	Upload of the final version of the thesis in case of minor revisions	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.
Step 5	Uploading / updating in the IRIS catalog of scientific output data, if	by 15/01/2018
Step 6	FINAL EXAM	February-April 2018
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
Step 2	Access to the new review	after the receipt of an email sent after both evaluators have submitted their reviews
Step 3	FINAL EXAM	October-November 2018
ADMINISTRATIVE REFERENT		
Step 1	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	by 18/10/2017
Step 2	Upload of the names of the evaluators through online procedure	by 31/10/2017
Step 3	Email invitation to the evaluators	by 06/11/2017
Step 4	Request for the evaluator substitution in case of non-fulfillment	to be decided with the Coordinator and the Supervisor as appropriate
Step 5	Access to the reviews	available in Uniweb after both evaluators have submitted their review
Step 6	Access to the new review in case of postponement for major revisions	available in Uniweb after both evaluators have submitted their new review
Step 7	Upload of the jury for the final exam	by 22/12/2017
SUPERVISOR		
Step 1	Request for the evaluator substitution in case of non-fulfillment (supervisor/coordinator)	to be decided with the Coordinator as appropriate
Step 2	Access to the reviews	available in Uniweb after both evaluators have submitted their review
Step 3	Access to the new review in case of postponement for major revisions	available in Uniweb after both evaluators have submitted their new review
Step 4	Approval of the final version of the thesis in Uniweb (in case of positive review or minor revisions)	by 17/01/2018
Step 5	Approval of the final version of the thesis in Uniweb (in case of major revisions)	within 2 days from the upload of the thesis revised
ACADEMIC BOARD		
Step 1	Choice of the evaluators (2+ 1 substitute)	by 15/10/2017
Step 2	Evaluation for the admission to the thesis review	by 15/10/2017
Step 3	Appointment of the jury for the final exam	by 22/12/2017
EVALUATORS		
Step 1	Access to a personal site for the acceptance of the evaluator role	by 12/11/2017
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