

Ph.D. STUDENT		DEADLINES
Step 1	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 15/11/2017 at 12,00 p.m.
Step 2	Access to the external reviews	email sent after both evaluators have submitted their reviews
Step 3	Upload of the final version of the thesis in case of minor revisions	by 31/01/2018 at 12,00 p.m.
Step 4	Uploading / updating in the IRIS catalog of scientific output data, if available	by 31/01/2018
Step 5	FINAL EXAM	February-April 2018
<u>In case of major revisions</u>		
Step 1	Upload of the thesis revised according to the suggestions of the evaluators	within 6 months from receipt of the reviews
Step 2	Access to the new review	on receipt of the email sent after both evaluators have submitted their review
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 3) Upload of the names of the evaluators through online procedure	by 02/11/2017
Step 2	email invitation to the evaluators	from 15/11 at 1.00 p.m. to 17/11/2017
Step 3	Request for the evaluator substitution in case of non-fulfillment	to be decided with the Coordinator and the Supervisor as appropriate
Step 4	Access to the reviews	in Uniweb after both evaluators have submitted their review
Step 5	Access to the new review in case of postponement for major revisions	in Uniweb after both evaluators have submitted their review
Step 6	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	on receipt of the email sent after both evaluators have submitted their review
Step 3	Access to the new review in case of postponement for major revisions	on receipt of the email sent after both evaluators have submitted their review

Step 4	Approval of the final version of the thesis in Uniweb	by 31/01/2018
ACADEMIC BOARD		
Step 1	Choice of the evaluators (2+ 1 substitute)	by 16/10/2017
Step 2	Evaluation for the admission to the thesis review	by 16/10/2017
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 24/11/2017
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 <u>in case of postponement</u> with admission to the final exam	within 30 days from the upload of the revised thesis

