

**DEADLINES FOR THE Ph.D. STUDENTS WHO WILL END THEIR COURSES ON 30/09/2019 - 32 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 15/07/2019
Step 2	Request to obtain the Doctor Europaeus label	by 02/09/2019
Step 3	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 30/09/2019 at 12:00 p.m.
Step 4	Access to the external reviews	after the receipt of an email sent after both evaluators have submitted their reviews
Step 5	Upload of the final version of the thesis in case of minor revisions	by and not later than 02/12/2019 at 1.00 p.m.
Step 6	Uploading / updating in the IRIS catalog of scientific output data, if available, and upload of the final version of the thesis in Padua@Research	by 02/12/2019
Step 7	FINAL EXAM	January-March 2020
<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 29/05/2020 at 1 p.m.
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	June-October 2020
<b>ADMINISTRATIVE REFERENT</b>		
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 20/09/2019
Step 2	Upload of the names of the evaluators through online procedure	by 30/09/2019
Step 3	Email invitation to the evaluators	04/10/2019
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 14/10/2019
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 in Cineca and Pica	by 29/11/2019
<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 14/10/2019
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 09/12/2019
Step 5	Approval of the final version of the thesis in Uniweb (in case of major revisions)	within 5 days from the upload of the thesis revised
<b>ACADEMIC BOARD</b>		
Step 1	Choice of the evaluators (2+ 1 substitute)	by 13/09/2019
Step 2	Evaluation for the admission to the thesis review	by 13/09/2019
Step 3	Appointment of the jury for the final exam	by 15/11/2019
Step 4	Appointment of the jury for the final exam for the session June-October 2020	by 15/05/2020
<b>EVALUATORS</b>		
Step 1	Access to a personal site for the acceptance of the evaluator role	by 10/10/2019
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