

**PhD COURSES**  
**NEW PROCEDURES FOR THE PhD FINAL EXAM**  
**FOR THE PhD STUDENTS ENROLLED AT THE 29<sup>th</sup> SERIES**

**GUIDELINES**

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

The request for a delay in the submission of the PhD thesis must be submitted by 15 October 2016.

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

1. Within 60 days from the end of the course (31 October) the Academic Board evaluates the activities carried out during the three-year course and decides if the thesis can be sent to external evaluators for their review.
2. The Academic Board evaluation must be uploaded in the online procedure following the relevant instructions.

**- External Evaluators requisites**

1. External evaluators can be appointed among:
  - a. Italian and foreign 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. Italian or foreign retired academics who did not belong before retirement to the University of Padova or to the Universities in agreement with the University of Padova for the issue of the PhD degree.
2. The names of the external evaluators can be specified in the thesis cover.

**- 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 60 days before the end of the PhD course (31 October).
2. For each PhD student three evaluators must be appointed (two full and one substitute). External evaluators can review the thesis of more than one PhD student.
3. Within 15 days from the evaluators' appointment (15 November) the PhD course must upload the name of the evaluators in the online procedure. Evaluators will have access to a personal website to review the thesis.
4. Evaluators are not paid. After the submission of their reviews they will receive a certification of their work.

**- Review schedule**

1. Within 45 days from the end of the course (15 November) PhD students must upload the thesis online.
2. Evaluators must submit their review within 30 days 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 have access to 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 and the reviews of the external evaluators.

2. Supervisors and external evaluators cannot be members of the Jury for the final exam.
3. The Jury cannot be composed only by the members of the Academic Board.
4. If the academic board decides to appoint more than one Jury per curriculum, 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 (first session).
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. PhD students submit the hard copy\* of the thesis within 30 days from the admission to the final exam and not later than 31 January (first session) and 31 August (second session).
2. The thesis will be made available by the PhD students to the members of the Jury for the final exam through the online procedure.

#### **- Thesis discussion**

1. There are two sessions for the thesis discussion/final exam: one in February-April and one in October-November.
2. Upon request of one or more members of the Jury and on the basis of the Rector's approval, the thesis discussion can take place via videoconference. The PhD student, the President and the Secretary of the Jury must be present.

#### **- Intellectual property**

1. External evaluators commit to sign a non-disclosure agreement (NDA) to protect possible confidential information contained in the PhD thesis.

#### **Doctor Europeaus**

- The PhD thesis defense will be accorded if at least two professors from two higher education institutions of two European countries, other than the one where the PhD thesis will be defended, have given their judgement concerning the manuscript; therefore these professors will be the external evaluators
- The composition of the Jury for the final exam will follow the rules of art. 3.1, but at least one member of the jury must come from a higher education institution in European countries, other than the one, where the PhD thesis will be defended;
- Part of the defense must take place in one of the EU official languages, other than the one(s) of the country, where the PhD thesis will be defended;
- The PhD thesis must partly have been prepared as a result of a period of research of at least one trimester spent in another EU country.
- The external evaluators cannot be part of the Jury;
- The deadlines are the same specified in the abovementioned schedule.

#### **Joint supervision agreements**

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.  
Outgoing PhD students in the framework of a joint supervision agreement follow the abovementioned rules or the rules specified in the joint supervision agreement if there is any difference.

**International PhD Courses**

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

\*On 08/11/2016, the Senato Accademico was informed that Ph.D. students must submit only the digital copy of their thesis.