

FINAL EXAM GUIDELINES

The PhD degree is awarded after passing a final examination.

PhD students enrolled in their last year of the PhD Programme shall apply for admission to the final examination via the Student Portal within October 31, 2019.

For those students who obtained a period of suspension during their PhD Programme, all deadlines concerning their final examination will be postponed for the same period of their suspension. The PhD Coordinator will send them all new deadlines.

Within 30 days from the thesis delivery date, the Professors' Board evaluates the activities carried out during the three-year course, summarized in the PhD student's report, and decides if the thesis can be sent to external evaluators for their review.

PhD students admitted to the final exam procedure must submit their thesis and a report on the research/study activities to the evaluation of two external reviewers identified by the Professors' Board.

The evaluators express an analytical written judgment on the thesis and propose the admission to the discussion or not, for a period not exceeding 6 months if significant additions or corrections are necessary.

After this period, thesis will in any case admitted to discussion, accompanied by a new written opinion of such evaluators, written after the corrections or additions that may have occurred.

The PhD Coordinator acts as mediator between the PhD student and the external evaluators, even when only one of the evaluators propose the postponement of the thesis.

At the end of the evaluation procedure, the student will receive an email which will inform him if he is admitted or not to the final discussion.

In case of admission to the public discussion, PhD students send the following documents to each member of the final examination Committee:

- the final version of the thesis;
- the report on the research/study activities;
- the judgment expressed by the Professors' Board;
- the analytical judgment expressed by the evaluators.

As an alternative, the aforementioned documents can be uploaded to a Google Drive folder with restricted access to Commission members.

The date and place of the discussion are communicated to the PhD students with a minimum notice of 20 days.

Examination sessions are scheduled as follows:

Autumn session	within December 2019
Winter session	within February 2020
Spring session	within May 2020
Summer session	within July 2020

The final examination will take place in front of the final examination Committee.

The Commission is composed by university lecturers, with least two Professors. Two highly qualified university Professors must belong to other universities, even of foreign countries.

Also Researchers coming from research institutions can be included.

Two replacing members can be nominated.

At the end of the discussion, the thesis, with motivated written collegial judgment, is approved or rejected.

The Commission, with unanimous vote, has the faculty to attribute the praise in the presence of results of particular scientific importance.

In the case of negative judgment by the final examination Committee, the PhD student is excluded from PhD Programme.

International cooperation agreements (e.g.: Joint Research PhD Thesis (cotutela) may provide for specific procedures for obtaining the title and for the composition of the Commission.