



UNIVERSITÀ DEGLI STUDI DI TRIESTE

Area dei Servizi Istituzionali
Settore Servizi agli Studenti e alla Didattica
Ufficio Dottorati di Ricerca

Disclaimer: This is not an official translation, the official text is in Italian
“Norme per l'ammissione all'esame finale – a.a. 2018/2019 per il conseguimento del titolo di Dottore di Ricerca”

ACADEMIC YEAR 2018/2019

REGULATIONS FOR ADMISSION TO THE FINAL EXAMINATION FOR THE Ph.D. DEGREE

32nd CYCLE

As per the Regulation approved by Rector's Decree 953/2018 of 7 December 2018

MAIN DEADLINES

Exam Session: 1 st session	15 February 2020 – 31 March 2020
Exam Session: 2 nd session (extraordinary)	1 September 2020– 31 October 2020
Within 2 December 2019 (1 st session) Within 15 June 2020 (2 nd session)	Online Application for Admission Upload the following items (pdf): <ul style="list-style-type: none">- Thesis (max 20 Mb) including front cover signed by the Co-ordinator and Supervisor (and Co-supervisor, if applicable);- Report on research activity;- Thesis front cover, signed by the Co-ordinator and Supervisor (and Co-supervisor, if applicable);- Final Examination Form;- Receipt of the <i>AlmaLaurea</i> questionnaire Proceed with payment Please note that the application and all items can be edited until the deadline for uploading.
From 11 January 2020 (1 st session) From 1 August 2020 (2 nd session)	Check admission to final examination. The possible outcomes of the review of the referees are: <ul style="list-style-type: none">- THESIS APPROVED The submitted draft is your final thesis.- MINOR REVISION REQUIRED Within 30 days before the exam you must upload the new revised thesis draft.- MAJOR REVISION REQUIRED The thesis defense is postponed to the next session. Please note that admission to the final exam is subject to approval from the PhD Board.
15 days before the exam	The thesis, abstract, report on research activity, referees' reviews and Academic Board presentation will be available online to the members of the Board of Examiners on the PICA Platform.

The Rector awards the “Dottore di ricerca” degree (shortened as “Dott.Ric.” or else “Ph.D.”) to candidates who have successfully passed their final examination, thus proving to have achieved highly scientific and original results.

The final examination consists of the thesis defense (*viva voce*). The PhD candidates must write their theses either in Italian or in English or else in a different language (subject to Academic Board approval) and include an abstract in Italian or in English. Theses must be reviewed by at least two referees of high scientific standing appointed by the Academic Board. PhD candidates need also to provide a report on the progress of the doctoral activity performed and papers published (if any) during the PhD programme.

The referees draw up a detailed review of the thesis and assess either that it is ready for defense or that it requires major integrations or corrections. In the latter case, the defense will be postponed of six months at the most. Please note that admission to the final exam is subject to approval from the PhD Board, based on the referees' evaluation.

The referees can assess the theses through the PICA platform within 10 January 2020 for the first session, and within 31 July 2020 for the extraordinary session (second session). Referees can contact the PhD candidate, if they deem it appropriate.

The defense is public, and is held before a Board of Examiners selected by the Academic Boards and appointed by Rector's Decree.

At the end of the viva, the Board unanimously approves or rejects the thesis and provides a concise written assessment. The Board can award honours / distinctions by deciding unanimously that the candidate has achieved outstanding scientific results. Should the candidate fail to pass the exam, s/he has no other chance to take the final examination again.

1. REQUIREMENTS FOR ELIGIBILITY

Candidates are eligible for refereeing only if they:

- are enrolled in the final year of a PhD Programme of the University of Trieste (also in case of co-tutelle) in the academic year 2018/2019;
- have regularly attended the Programme and have paid all due fees;
- have been successfully assessed by the Academic Board with regard both to completion of the 3-year Programme and to admission to refereeing.

Candidates are eligible to take the final examination for the conferment of the PhD qualification only if they:

- have been admitted to the public defense by the Academic Board (following refereeing);
- have paid all due fees;
- have returned all books and publications on loan from the University libraries.

Please note that failing the above, candidates cannot be admitted to the final examination.

Candidates who had been granted periods of leave during their doctoral Programme, or have started their PhD at a later date, must have recovered such periods by 31 October 2019 in order to take the final examination in the first session; otherwise they have to postpone their exam to the second session and have recovered the periods of leave by 31 May 2020.

Should any candidate not be able to recover such periods within the above-mentioned deadlines will have to recover them within 31 October or 31 May of each year and take the final exam in the first possible session.

Students under joint supervision thesis (co-tutelle) must have been successfully assessed by the Partner University and by the Academic Board of the University of Trieste.

2. CHECKLIST FOR ADMISSION TO FINAL EXAMINATION

Examinations will take place between **15 February and 31 March 2020** (1st session) – **1 September and 31 October 2020** (2nd extraordinary session), except for students under joint supervision who can defend their thesis by 31 December 2020.

The examination dates and names of the Board members will be made public on the website <http://www2.units.it/dott/en/?file=DottEsaFin.inc> ("Board of examiners and schedule"). Candidates are kindly requested to regularly consult the site, since the composition of the Boards of Examiners or the dates and locations of the exams might change at day notice.

- **Within 2 December 2019** (1st session) - **Within 15 June 2020** (2nd session), candidates shall:
 - Check on the website whether they are eligible for refereeing (<http://www2.units.it/dott/en/?file=DottEsaFin.inc> "Candidates eligible for refereeing (32nd cycle)").
 - Apply online for the final examination on the Esse3 portal (see par. 3 below).
 - **From 11 January 2020** (1st session) - **From 1st August 2020** (2nd session), candidates shall:
 - Check on the Esse3 portal the outcome of the referees' review (see par. 3 below). Only if a minor revision is required: within 30 days before the exam you must upload the new revised thesis draft.
- Please note that the two reviews are available on the same file once both referees have submitted their evaluations. If they complete the process in advance of the deadlines, candidates will be promptly able to access them, therefore it is advisable to consult the Esse3 portal frequently.

3. ONLINE APPLICATION FOR ADMISSION TO FINAL EXAMINATION

Applications for admission to the final examination must be submitted through the online procedure, as follows.

The application forms to be uploaded are available on <http://www2.units.it/dott/en/?file=DottEsaFin.inc>

Candidates must fulfil the following requirements within the given deadlines, otherwise they will be excluded from the final exam:

- **Within 2 December 2019** (1st session) - **Within 15 June 2020** (2nd session)
 - Go to the Online Services section (from <http://www2.units.it/dott/en> → Online Services and log in with username and password; from the menu at the top right choose → **home** → **final examination** and complete the online

application by filling in all the required info and uploading the pdf files of the documents listed below (in bold). No paper forms/documents will be accepted.

- Fill in the online **AlmaLaurea questionnaire**;
- Upload the pdf scan of the **final thesis** and the **report on research activities** that will be available to the referees for the evaluation;
- Upload the signed **final cover of the thesis**. The layout must follow the template available online and must be also signed by the PhD Co-ordinator and Supervisor. The academic year to be indicated on the cover is 2018/2019. The signed thesis cover must be also included in the thesis;
- Upload the pdf scan of the "**Final examination form**" and the **AlmaLaurea receipt**;
- On completion of the online application, make a payment of € 32,00 (2 duty stamps of € 16 each). Payment can be made only after completion of the online admission procedure via the PagoPA® system. Invoices can be paid immediately by choosing one of the modes of payment provided by the Providers of Payment Services (PSP) that have joined PagoPA®, i.e. bank transfer, credit/debit or prepaid card (even from a different bank), apps and various other modes of payment.

From 11 January 2020 (1st session) - From 1 August 2020 (2nd session)

- Check the referees' evaluation in the Esse3 Online Services. After logging in, candidates will select from the menu at the top right → **home** → **final examination** and from the **Final examination Notice Board** section → **Final examination Overview** → **Check details**.

The possible outcomes of the referees' evaluation are as follows:

- THESIS APPROVED

The submitted draft is your final thesis. After approval of the Academic Board, it can be forwarded (by PICA Platform) to the Examining Board.

- MINOR REVISION REQUIRED

Within 30 days you must upload the new revised thesis draft. Candidates will have to log in with their username and password and access the Final examination Notice Board → Thesis Overview → Thesis upload.

- MAJOR REVISION REQUIRED

After approval of the Academic Board the thesis defense is postponed to the 2nd session for no more than six months in order to complement or correct the thesis as required.

After the six months the PhD candidate need to apply again for the following exam session by the deadlines notified by the Doctoral Office. The thesis will be submitted to the referees for a new evaluation and – in any event – will be admitted to the public defense in the 2nd session.

The Academic Board will finally decide on the admission to the final examination.

4. LOSS OF RIGHT TO CONFERMENT

PhD candidates shall lose their rights to conferment:

- if they are admitted to refereeing but do not apply for the final examination
- if they do not submit their theses;
- if they do not take the final examination;
- if they fail their final examination.

PhD candidates will be excluded:

- if they are not admitted to refereeing or final examination.

5. SUBMISSION AND HARVESTING OF PHD THESES

The submission of theses must comply with archival requirements, therefore the files uploaded cannot be substituted or modified at a later stage.

After award conferment, theses will be transferred to the ArTS database and will be available in Open Access (free or libre access) in compliance with the University policy and embargo requests.

Theses will be automatically harvested by the National Libraries in Rome and Florence and will be assigned a National Bibliography Number, to certify the legal deposit.

The contents and framework of the theses must be an original work and must in no way infringe the rights of third parties. The University of Trieste is therefore exempt from any civil, administrative or criminal liability and shall consequently be free from any kind of request or claim by third parties.

Theses must be complete and must not contain any attachments such as preprints or reprints of copyrighted articles or other materials that might give offense or infringe copyright or privacy laws. Any discrepancies, omissions, or breach of copyright may result in the student's exclusion from the doctoral programme.

6. CERTIFICATIONS

The Examining Board will issue a statement, signed by the Chairman, that the candidate has successfully passed the exam.

PhD graduates will receive the PhD Diploma in the presence of the Rector during the official graduation ceremony ("Graduation Day"). The date of the event will be published in the online Notice Board of the PhD website and will be notified by email. Those who will not be able to attend can collect the diploma at the Students Registry Office ("Ritiro Diplomi"). For further information, please email diplomilaurea@amm.units.it

In compliance with the co-tutelle agreement, PhD students who have defended their thesis at the partner University will be conferred the Italian title of "Dottore di ricerca". Please note that the University of Trieste will not issue any certificate before

receiving a proper written documentation from the partner University that the candidate has successfully defended his/her thesis.

Upon conferment of the Italian title of "Dottore di Ricerca", the additional label "Doctor Europaeus" will be awarded to those students who have fulfilled all requirements of the relevant University Regulation.

7. FINAL PROVISIONS AND INFORMATION

Candidates who have not complied with the necessary requirements within the set deadlines shall not be allowed to sit the final examination, except in case of remediable late actions. In these cases a penalty of € 30.00 shall be applied for delays up to 20 days and of € 100.00 for further delays.

This announcement and all the relevant documents will be made public by posting on the University website. **Publication on the Board has the same value of an Official Notice and no personal communication will be made.** Any issue that is not mentioned in this announcement shall be governed by current laws.

All personal data collected for the purpose of this proceeding shall be processed and stored, including by automated means, by the University of Trieste, in compliance with art. 13 of the General Data Protection Regulation (EU) 2016/679.

The Head of the Doctoral Office is officially responsible for the administrative procedure (cf L. 241/90).

Doctoral Office	
Location and opening hours	Contacts
<p>Address: Main University building (Building "A") right-hand wing – room 234 Piazzale Europa, 1 - 34127-TRIESTE</p> <p>Opening hours: Monday: 3:00 to 4:00 pm Tuesday, Wednesday, Thursday: 9:00 to 11:00 am</p> <p>Telephone assistance: Monday to Thursday: 12:00 am to 1:00 pm.</p>	<p>web: http://www2.units.it/dott/en/</p> <p>telephone: +39 040.558.3182</p> <p>email: dottorati@amm.units.it</p>