

## FINAL EXAM 2022: PHD STUDENTS ENROLLED IN THE 34<sup>TH</sup> CYCLE

The 34<sup>th</sup> PhD cycle definitively ends on 30<sup>th</sup> September 2021.

The research doctorate qualification “Dott. Ric.” or “PhD”, is issued after a positive evaluation of a PhD thesis that contributes to the development of knowledge or methodology in its field.

The qualification is conferred by the Rector.

The PhD thesis must be written in Italian, English or another language previously approved by the Teaching Committee, and it must be accompanied by an extended abstract in either Italian or English.

A brief summary of the activities carried out by the student during his/her three-year programme, including any related scientific publications, must be attached to the thesis.

The thesis is subject to prior evaluation by at least two highly qualified referees who are external to the University of Verona.

The referees, who are nominated by the Teaching Committee, will express their analysis and opinion of the thesis in writing and will either recommend that the student be admitted to the examination to defend the thesis, or that the student postpone the examination for up to six (6) months if it is deemed that significant additions or corrections are necessary. Once such period has passed, the thesis will in any case be admitted to the final examination, accompanied by a new written opinion by the same referees in the light of the corrections or additions made by the student.

The final examination for obtaining the PhD degree consists of the student orally defending his/her thesis in front of a Thesis Examination Panel appointed by the Teaching Committee and approved by the Rector in accordance with Art. 18(1) of the University Regulations for PhD studies. The examination may be attended by the public.

At the end of the defence the thesis will be approved or rejected with an official written justification. The Thesis Examination Committee may unanimously decide to award the mark *cum laude* if the results are of particular academic importance.

Here below timeframe and procedure to follow in order to defend the doctoral thesis. **Please note each Teaching Committee may decide to anticipate the timeframe.**

- **By 3<sup>rd</sup> November 2021** →
  - The PhD thesis must be sent to the supervisor together with the report on the activities carried out during the PhD programme and the request to obtain the Doctor Europaeus certificate (without the stay abroad certifications)
  - PhD students must enrol the PhD final Examination submitting the related documentation and must present the official request to obtain the Doctor Europaeus certificate (attaching certificates which confirms the stay abroad periods)
- **By 30<sup>th</sup> November 2021** → The Teaching Committee shall express its opinion regarding sending the thesis to the external referees, who will be selected during the same session. For each thesis the Teaching Committee must appoint two referees.
- **By 10<sup>th</sup> December 2021** → PhD thesis, abstract and summary on the activities carried out during the PhD programme must be submit by the student to the Esse3 platform.
- **By 20<sup>th</sup> December 2021** → The PhD office sends the thesis, abstracts and summaries on the activities carried out during the PhD programmes to the external referees by means of a specific on-line service (referees have to deliver the evaluations within 60 days from accepting the task).
- **By 20<sup>th</sup> February 2022** → the external referees' binding judgement shall be obtained.
  - If the evaluation is positive, the date of the thesis defence will be fixed **by 31<sup>st</sup> May 2022**.
  - If the evaluation is negative, PhD student must conclude the revision his/her thesis according to a timeframe that allows the referees to formulate a second and final decision within six months of their initial evaluation.

- **By 15<sup>th</sup> March 2022** → the Teaching Committee shall take note of the external referees' judgement and proposes the nomination of final exam members, the thesis discussion date and expresses on the possible release, at the interested request, of the Doctor Europaeus certificate and ISBN code.

The Rectoral Decrees for the appointment of the Examination Committees must be published on the *Albo Ufficiale* at least one month before the discussion.

**IMPORTANT:** PhD candidates who are admitted to the final exam must:

- send their thesis to the members of the Examination Committee at least one month prior to the thesis defence date.
- submit their thesis to the University Catalogue (IRIS) at least 2 weeks prior to the thesis defence date. The thesis will be made public within 30 days of the defence, except in cases of embargo for theses containing information protected as trade secrets and/or by publication rights.  
Failure to submit the PhD thesis to the University Catalogue will result in not being admitted to the thesis defence examination.
- **By 31<sup>st</sup> May 2022** → PhD final exams have to be completed.

### **ISBN code- International Standard Book Number**

The ISBN - International Standard Book Number – is a number that identifies a product at international level, in a univocal and long lasting way and it is bestowed to all those products created to be used as book. Through the attribution of this code hence a doctoral thesis will be considered a publication to all intents and purposes.

The ISBN code is issued upon request of the PhD student and prior authorization of the Teaching Committee concerned.

To obtain the ISBN code, within 30 days of defending your thesis, you must complete the online form at MyUnivr → Servizi → Ricerca → Dottorati di Ricerca → Dottorandi → Informazioni sull'esame finale.

The PhD Office, after receiving the above mentioned form and the Teaching Committee's authorization, will send you an email with your ISBN code which must be reported on the back of your thesis cover, according to the procedure described in the **Guidelines** on "MyUnivr-> Servizi -> Ricerca -> Dottorati di Ricerca -> Dottorandi -> Modulistica per dottorandi -> Iscrizione all'esame finale". At the end of the procedure you will be able to register your thesis as a "monograph" on the University Catalogue (IRIS).

The whole procedure must be completed within 60 days of your thesis defence.