



# PhD DISSERTATION AND FINAL EXAMINATION

This document summarizes the main procedures and deadlines for the final examination of NASP **SOMET PhD students of 33°, 34° and 35° Cohorts**. The source of the information gathered here is the Regulations of doctorates of the University of Turin (Art. 31 and 32), which can be downloaded at

<https://www.phd.unito.it/do/home.pl/View?doc=Regulations.html>

# Table of contents

## PHASE 1.

Submission of the final dissertation to the PhD Faculty Board, selection of referees and application for the admission to oral defense p. 3

## PHASE 2.

Submission of the final dissertation to external referees and appointment of the Defense Committee by the Faculty Board p. 7

## PHASE 3.

Referees' evaluation p. 10

## PHASE 4.

The VIVA p. 18

## PHASE 5.

After the defense: p. 22

Deposit of the thesis in the repository, PhD certification and parchment request

SUMMARY OF THE MAIN DEADLINES p. 26

CONTACTS p. 28

# PHASE 1

Submission of the final dissertation to the PhD Faculty Board, selection of referees and application for the admission to oral defense

# 1a. SUBMISSION OF THE THESIS TO THE PHD FACULTY BOARD

- All students are required to submit their final dissertation to the Faculty Board of the doctoral program **by the end of the third (last) year** of the program, **within 15 days before the end of the program.**
  - 33<sup>rd</sup> cohort: between 15 and 30 September 2020
  - 34<sup>th</sup> cohort: between 15 and 30 September 2021
  - 35<sup>th</sup> cohort: between 15 and 30 September 2022
- **EXCEPTIONS** for:
  - ❖ PROROGATION (EXCLUSIVELY FOR STUDENTS THAT HAVE REQUESTED IT DUE TO THE COVID-19 CRISIS)
  - ❖ SUSPENSION
  - ❖ LATE ENROLLMENT (AFTER MORE THAN ONE MONTH FROM THE BEGINNING OF THE DOCTORAL PROGRAM)
- In these cases the deadline is postponed for a period equal to that of prorogation, suspension or replacement.

# NB. SUBMISSION OF THE THESIS BY CANDIDATES

- At this stage, the thesis **MUST NOT be uploaded** on any Unito digital platform.
- It must be **sent by e-mail to the Director** of the PhD Program within the deadlines specified above.
- Students has to attach also:
  - ❖ an **abstract** in Italian and in English;
  - ❖ a **report** reviewing the training and research activities they carried out throughout the three years of the doctoral program, which may include research work, academic performance, list of publications in preparation or already published, participation to summer schools and conferences, talks given.

# 1b. SELECTION OF REFEREES (EXTERNAL EXAMINERS) BY THE FACULTY BOARD

- **The Faculty Board of the PhD Program selects two external reviewers by the end of the third (last) year of the program, within 15 days before the end of the program.**
  - 33<sup>rd</sup> cohort: between 15 and 30 September 2020
  - 34<sup>th</sup> cohort: between 15 and 30 September 2021
  - 35<sup>th</sup> cohort: between 15 and 30 September 2022
- **EXCEPTIONS for:**
  - ❖ PROROGATION (EXCLUSIVELY FOR STUDENTS THAT HAVE REQUESTED IT DUE TO THE COVID-19 CRISIS)
  - ❖ SUSPENSION
  - ❖ LATE ENROLLMENT (AFTER MORE THAN ONE MONTH FROM THE BEGINNING OF THE DOCTORAL PROGRAM)
- In these cases the deadline is postponed for a period equal to that of prorogation, suspension or replacement.

## PHASE 2

Submission of the final dissertation to external referees and appointment of the Defense Committee by the Faculty Board

## 2a. The Faculty Board submits the thesis to two external referees

- **WITHIN 30 DAYS** after the candidate has submitted her thesis:
  - 33<sup>rd</sup> cohort: submission by 30 October 2020
  - 34<sup>th</sup> cohort: submission by 30 October 2021
  - 35<sup>th</sup> cohort: submission by 30 October 2022
- The Faculty Board\* sends the thesis to the external referees **accompanied by an evaluation report** of the candidate's research activities.
  - \* For **SOMET** the Programme director sends the thesis **by copying the supervisor and vice-director CC** to the external referees **accompanied by an evaluation report** of the candidate's research activities.
- These deadlines may change only when one of the following cases occurs:
  - ❖ PROROGATION (EXCLUSIVELY FOR STUDENTS THAT HAVE REQUESTED IT DUE TO THE COVID-19 CRISIS)
  - ❖ SUSPENSION
  - ❖ LATE ENROLLMENT (AFTER MORE THAN ONE MONTH FROM THE BEGINNING OF THE DOCTORAL PROGRAM)



## 2b. Proposal for the appointment of the Defense Committee

- **Within 30 days** after the student has submitted her thesis, the Faculty Board proposes the **composition of the Defense Committee** to Unito central offices. The Rector, finally, appoints the Committee's members.

# PHASE 3

Referees' evaluation

# 3a. Review of the dissertation

- **The two external examiners review the dissertation and write an analytic assessment within 30 days after receiving it:**
  - 33<sup>rd</sup> cohort: by 28 November 2020
  - 34<sup>th</sup> cohort: by 28 November 2021
  - 35<sup>rd</sup> cohort: by 28 November 2022

**NB. These dates are tentative**
- These deadlines may change only when one of the following cases occurs:
  - ❖ PROROGATION (EXCLUSIVELY FOR STUDENTS THAT HAVE REQUESTED IT DUE TO THE COVID-19 CRISIS)
  - ❖ SUSPENSION
  - ❖ LATE ENROLLMENT (AFTER MORE THAN ONE MONTH FROM THE BEGINNING OF THE DOCTORAL PROGRAM)

# 3a. Review of the dissertation

- ❖ **The referees recommend the dissertation to be admitted to oral defense.**
- ❖ **As an alternative, they can recommend corrections and amendments by allowing up to six months for the revision. After this period, the dissertation is admitted to public defense accompanied by a new review.**
- ❖ Examiners are asked to provide a detailed assessment of the quality of the thesis. They are also asked to provide guidance for revision.
- ❖ Candidates may be required to make corrections and amendments to their thesis. These can be minor cosmetic changes, but candidates may be also required to substantially revise and resubmit the thesis.
- ❖ Each examiner recommends to the candidate the needed corrections and suggests a timeframe for completing them.

# 3b. Deadlines for deciding the date of the oral defense

- **The Faculty Board decides the date of the oral defense WITHIN 15 DAYS after receiving the external referees' evaluation report**, and communicates it to the candidate and to Unito central offices:
  - 33<sup>rd</sup> cohort: by 12 December 2020
  - 34<sup>th</sup> cohort: by 12 December 2021
  - 35<sup>th</sup> cohort: by 12 December 2022

**NB. These dates are tentative**
- These deadlines may change only when one of the following cases occurs:
  - ❖ PROROGATION (EXCLUSIVELY FOR STUDENTS THAT HAVE REQUESTED IT DUE TO THE COVID-19 CRISIS)
  - ❖ SUSPENSION
  - ❖ LATE ENROLLMENT (AFTER MORE THAN ONE MONTH FROM THE BEGINNING OF THE DOCTORAL PROGRAM)

## 3c. Date of final defense

**The oral defense should usually take place 60 days after the external reviewers have sent their report to candidates and their supervisors\*:**

- 33<sup>rd</sup> cohort: by 28 January 2021
- 34<sup>th</sup> cohort: by 28 January 2022
- 35<sup>th</sup> cohort: by 28 January 2023

**\*Note: these dates are tentative.**

**The exact date depends on the assessment of the external reviewers and on the availability of the members of the defense committee.**

These deadlines may also change when one of the following cases occurs:

- ❖ PROROGATION (EXCLUSIVELY FOR STUDENTS THAT HAVE REQUESTED IT DUE TO THE COVID-19 CRISIS)
- ❖ SUSPENSION; LATE ENROLLMENT (AFTER MORE THAN ONE MONTH FROM THE BEGINNING OF THE DOCTORAL PROGRAM)
- ❖ THE EXTERNAL REFEREES HAVE ASKED FOR A REVISION OF THE THESIS (WITHIN 6 MONTHS AT MOST)

## 3d. If referees ask for revisions ....

- The above mentioned deadlines are postponed for a period equal to the number of months suggested by the referees necessary for revisions.
- Revisions must be completed **within 6 months at most** after candidates have received the referees' review. The above mentioned deadlines, in this case, are to be intended starting from the end of the sixth month recommended for revisions.

## 3e. If referees express contrasting evaluations....

- ...the Faculty Board settles the dispute.



## 3f. When the Faculty Board authorizes ....

...students have

- to **send a copy of the thesis** (by e-mail and, if they wish, by air mail) **to the members of the Defense Committee**

# PHASE 4

THE VIVA

# 4. The oral defense

- ❖ During the oral examination the candidate is expected to defend her thesis by elaborating on her arguments; by explaining how her thesis is set in a wider disciplinary context; by discussing the implications of her work. The oral defense is an integral part of the examination process.
- ❖ The duration of the defense may vary. However, usually it lasts 1 to 2 and a half hours at most.
- ❖ There are no formal rules as to how the examination should be carried out. Usually, the examiners meet some minutes before the beginning of the defense in order to establish how to organize the session.

# 4. The oral defense

Usually, oral examinations take place as follows:

- ❖ After the chair of the committee welcomes and introduces all presents, the candidate has an opportunity to address the examiners for about 25 minutes without interruption.
- ❖ The examiners question the candidate on her thesis and engage her in discussion about her research.
- ❖ The chair may invite the candidate to make a closing statement.
- ❖ At the end of the defense, the chair asks the candidate and any support persons or observers to leave the room.

# 4. The oral defense

- ❖ The examiners discuss the candidate thesis and agree on what recommendation to make to the Rector of the University of Milan.
- ❖ The chair then recalls the candidate to the room, and the candidate is advised of the examination committee's recommendation.
- ❖ The committee can recommend, by unanimity vote, that the thesis is awarded of honors if it provides particularly important scientific results.
- ❖ The committee writes a report of the examination using a very simple form, which is usually provided in advance to the chair of the committee.

# PHASE 5

After the defense:

deposit of the thesis in the repository,  
PhD degree certification and parchment request

# 5. Deposit of dissertation

**Within 15 days from the final examination and the awarding of the Ph.D. Degree, it is necessary to submit the following documents to the Ph.D. Office:**

- ❖ Self-declaration affidavit
- ❖ Copy of ID/Passport
- ❖ Copy of the Dissertation, uploaded on a Drive folder. The Ph.D. Office will share the dedicated Drive folder.

Details and updates about the procedure:

[https://www.phd.unito.it/do/home.pl/View?doc=Thesis\\_Award\\_of\\_PhD.html](https://www.phd.unito.it/do/home.pl/View?doc=Thesis_Award_of_PhD.html)

# 5. Apply for the PhD degree certification

To obtain a certification of the PhD degree, Ph.D. candidates must:

- A. Submit a filled in and signed request [form](#) to [dottorati@unito.it](mailto:dottorati@unito.it)
- ❖ Wait for a notification from the Ph.D. Office to access **MyUnito** with personal credentials and download the invoice to **pay the revenue stamps (if needed)**
- ❖ Pay through [PagoPA](#)
- ❖ Forward the payment receipt or notification of payment to [dottorati@unito.it](mailto:dottorati@unito.it)

Details and updates about the procedure:

[https://www.phd.unito.it/do/home.pl/View?doc=Thesis\\_Award\\_of\\_PhD.html](https://www.phd.unito.it/do/home.pl/View?doc=Thesis_Award_of_PhD.html)



# 4. Parchments request

To get the parchment, it is necessary to:

- ❖ Submit the filled in and signed [parchment request](#) to [dottorati@unito.it](mailto:dottorati@unito.it)
- ❖ Wait for notification from the Ph.D. Office to access MyUnito with personal credentials and download the invoice to pay € 82,00
- ❖ Send copy of the dissertation, uploaded on a Drive folder. The Ph.D. Office will share the dedicated Drive folder.
- ❖ Pay through [PagoPA](#)
- ❖ Forward the payment receipt or notification of payment to [dottorati@unito.it](mailto:dottorati@unito.it)

Details and updates about the procedure:

[https://www.phd.unito.it/do/home.pl/View?doc=Thesis\\_Award\\_of\\_PhD.html](https://www.phd.unito.it/do/home.pl/View?doc=Thesis_Award_of_PhD.html)

# SUMMARY OF MAIN DEADLINES

	<b>33th cohort</b>	<b>34th cohort</b>	<b>35th cohort</b>
<b>Submission of thesis to the Faculty Board and selection of external referees</b>	15-30 September 2020	15-30 September 2021	15-30 September 2022
<b>Submission of thesis to external referees</b>	By 30 October 2020	By 30 October 2021	By 30 October 2022
<b>Documents to be sent to external referees with the thesis</b>	1) An abstract of the thesis in Italian and English;  2) a report of training and research activities	1) An abstract of the thesis in Italian and English;  2) a report of training and research activities	1) An abstract of the thesis in Italian and English;  2) a report of training and research activities
<b>Dissertation review by external referees (tentative)</b>	By 28 November 2020	By 28 November 2021	By 28 November 2022
<b>Decision on the date for final defense by the Faculty Board (tentative)</b>	By 12 December 2020	By 12 December 2021	By 12 December 2022
<b>Submission of thesis to the Defense Committee</b>	After the approval of the Faculty Board	After the approval of the Faculty Board	After the approval of the Faculty Board
<b>Date of final defense (tentative)</b>	By 28 January 2021	By 28 January 2022	By 28 January 2023
<b>Deposit of the thesis</b>	Within 15 days after the VIVA	Within 15 days after the VIVA	Within 15 days after the VIVA

# CONTACTS

# PhD Office UNITO

❖ Contacts of the PhD office at the University of Turin:

Direzione Ricerca e Terza Missione - Area Ricerca - Sezione Dottorati di Ricerca

Via Bogino, 9 - 10123 Torino

Email: [dottorati@unito.it](mailto:dottorati@unito.it)

❖ Telephone numbers:

Esami finali/PhD Final Defense: (+39) 0116704371-5715

International students: (+39) 0116703444

Website of the Doctoral School of the University of Turin:

<https://www.phd.unito.it/>