

To the 3rd year PhD students (36th cycle)

SUBJECT: Final exam for the attainment of the PhD degree

Dear Students,

in order to be admitted to the thesis discussion to attain the PhD degree, you are supposed to fulfill the following administrative duties:

- **according to a timetable set by the Academic Board** (Collegio docenti) and anyway **no later than September 30th (for those of you who requested the extension, the deadline is shifted accordingly; same thing for those whose PhD course ends in other dates due to a suspension/maternity leave)**. If you have any doubt, please consult the schedule of deadline available at <http://phd.unipv.it/thesis-defense/> **send to the PhD Coordinator** the following documents:
 - copy of the thesis;
 - abstract of the thesis, in Italian or English;
 - report on the activities carried out during the PhD program, drawn up by you and countersigned by your supervisor;
 - list of publications;
 - possible request of embargo on the publication of the thesis and/or of omission of part of it ¹;
- If you haven't done it yet, **send a copy of your thesis to the two referees**, according to what has been decided by the Academic Board. If requested by the referees, modify the thesis according to their directions;
- **from October 1st to October 15th (for those of you who requested the extension, the deadline is shifted accordingly; same thing for those whose PhD course ends in other dates due to a suspension/maternity leave)**. If you have any doubt, please consult the schedule of deadline available at <http://phd.unipv.it/thesis-defense/>:
 - fill in the **online application** to be admitted to the final exam, following the instructions made available at <http://phd.unipv.it/thesis-defense/>;
 - fill in the AlmaLaurea **questionnaire** available in the Personal Area;

¹ According to the current laws, upon favorable advice of the Academic Board, PhD students are allowed to ask for an **embargo** on the publication of their thesis for a period no longer than 18 months, after which the thesis is published anyway. In case of industrial secrecy, PhD students can also **omit** some parts of the thesis in the file they will upload in your Personal Area. Discuss this matter with your supervisor and coordinator if necessary.

- **pay** the contribution for the PhD diploma, amounting to 116€, via the PagoPA system, with one of the following methods:
 - direct payment (credit cards or bank transfers through the affiliated banks) in the “Payments” section of your Personal Area, by clicking on the invoice number, then on the “Pay by PagoPA” button;
 - deferred payment, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. You can print the invoice in their Reserved Area, by clicking on the invoice number and then on the button “Print notice for PagoPA”.

If you forgot the password to access your Personal Area, you can reset it at <https://sonl.unipv.it/password/>. If you can't find the payment notice in your Personal Area, please contact virginie.gallati@unipv.it

All the PhD students are supposed to take care of the above, including those who are waiting for the referees' report;

- **once your thesis is completed:**

- **send a copy of the definitive thesis to the members of the Committee** for the thesis defense, within a deadline set by the PhD Coordinator (who will also provide to the PhD students the e-mail address of the members of the Committee);
- **at least 20 days before the date of the thesis defense**, which will be communicated by the PhD office and/or the PhD Coordinator, upload the thesis in your Personal Area, following the instructions provided at <http://phd.unipv.it/thesis-defense/>. **Make sure to upload the definitive version of your thesis**; you will no longer be allowed to modify the file once uploaded. Such file will be forwarded to the national Libraries of Roma and Firenze after the thesis defense.

Once your thesis is uploaded in your Personal Area, **your PhD Coordinator will have to validate the file** on his/her own Personal Area. Make sure that this is done some time in advance of the date of the thesis defense. Once the thesis is validated, you are officially admitted to the thesis defense.

Please contact us (uoc.formazionericerca@unipv.it, ph. 0382-985021, 985983, 985982) for assistance.

Best regards

Training for Research Unit