



To the 3<sup>rd</sup> year PhD students (37<sup>th</sup> 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:

- **by the deadline set by the Academic Board (for those of you who requested the extension, the deadline is shifted accordingly; the same applies to those whose PhD course ends in other dates due to a suspension/maternity leave)**. If you have any doubt, please refer to the deadline schedule 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 English language;
  - 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 <sup>1</sup>;
- If you haven't done it yet, **send a copy of your thesis to the two referees, as well as its abstract in English and the report on the activities carried out during the PhD program, including the publications**, according to what has been decided by the Academic Board and communicated by the Coordinator. If requested by the referees, modify the thesis according to their directions ;
- **from October 1<sup>st</sup> to 15<sup>th</sup> 2024 (for those of you who requested the extension, the deadline is shifted accordingly; the same applies to those whose PhD course ends in other dates due to a suspension/maternity leave)**. If you have any doubt, please consult the deadline schedule available at <http://phd.unipv.it/thesis-defense/>;
- **from January 1<sup>st</sup> to 15<sup>th</sup> 2025 for PON scholarship holders only (for those of you who suspended, the deadline is shifted accordingly)**. If you have any doubt, please consult the deadline schedule 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/>. The

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<sup>1</sup> 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.



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resolution of admission to the thesis defense issued by the Academic Board will have to be uploaded during the online application for the thesis defense.

- fill in the AlmaLaurea **questionnaire** available in the Personal Area;
- **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 [uoc.formazionericerca@unipv.it](mailto:uoc.formazionericerca@unipv.it).

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

- **once your thesis is completed**, 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 and the referees' reports 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. The members of the Committee for the thesis defense will be able to download such files from their own Personal Area ;

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.

**The thesis validation allows:**

- the formal admission of the PhD student to the thesis defense;
- the download of the thesis by the Committee members.

**Therefore, it is the PhD student's responsibility to ensure that the thesis is uploaded and validated by the deadline referred to in point 4, an essential condition for carrying out the final exam.**

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

Best regards

**Training for Research Unit**