FULFILLMENTS AND TIMING FOR FINAL DOCTORAL EXAMINATION

Around June-July of each year the PhD Office of the University sends an email to all PhD students of the University of Pavia with the timing to follow within 15 days of the end of the PhD program, in compliance with any extensions (authorized by the Teachers' Board) or suspensions (see art. 37, Regolamento in materia di dottorato di ricerca).

1. **Send to the Coordinator (drsbm.dottorato@gmail.com)**:
   - copy of the thesis in pdf;

The thesis must be written in English and there are no stylistic regulations, nor of length.

   - summary of the thesis in Italian or English;
   - report, written personally and countersigned by the supervisor, on the activities carried out during the PhD course;
   - list of publications;
   - any request for the **embargo** on the publication of the thesis (***Subject to the authorization of the Teachers' Board***, the embargo may be requested for a period not exceeding 18 months, at the end of which the consultation of the thesis is public.

2. **Fill in the application in the Area Riservata** ;
   - **complete the questionnaire** proposed during the same procedure;
   - **make the payment** by payment notice, equal to € 116.00, as reimbursement of expenses for printing the PhD diploma (the amount may vary depending on the year) and virtual revenue stamp;

The secretariat will send the extracts of the admission decision issued by the Teachers' Board for uploading.

PhD students have to independently send their thesis to the evaluators, bearing in mind that:

- in advance the secretariat will send an email to supervisors in order to receive the name of the evaluators;
- in the extracts are cited names and email addresses of the evaluators;
- the secretariat will send the evaluation form to be sent to the evaluators, to which thesis, English summary, report on the activities carried out and list of publications must be attached (art. 37, c. 5); remember to indicate when the evaluators must return their evaluations (normally 3 weeks), in compliance with the deadlines set by the central offices;
- once the evaluations have been received, they must be also email to the secretariat of the PhD in Biomedical Sciences.

The final version of the thesis has to be uploaded in the Area Riservata and email to the secretariat **at least 20 days before the date of the discussion**.
Once the thesis has been uploaded, the coordinator will validate it, to allow the Commission to view it. The PhD students are asked to verify, well in advance of the date of the final exam, that the thesis has been validated.

For further information: http://phd.unipv.it/esame-finale-e-conseguimento-del-titolo/ .

Indicatively, the session for the discussion of the thesis can take place in the second or third week of December.
The PhD secretariat will always send e-mails on the correct timing.

For the discussion of the thesis it is planned:

- Duration: 20 minutes + 10 minutes for questions
- Powerpoint and discussion in English