



DISCUSSION OF THE DOCTORAL THESIS – XXXIX CYCLE TIMELINE AND PROCEDURES

The timelines and procedures set out in this document apply to students enrolled in the doctoral programmes of the XXXIX cycle who began their training on **October 1st 2023** and will complete it on **September 30th 2026**. For doctoral candidates who began their training in the following months, the timelines indicated below may be postponed by an equivalent period. Each individual Board of Lecturers (*Collegio dei Docenti*) may derogate from the timeline by bringing the scheduled deadlines forward.

The title of Doctor of Research (*Dottore di Ricerca*) is awarded following a positive evaluation of a research thesis that contributes to the advancement of knowledge or of methodologies in the chosen field of investigation, and is conferred by the Rector.

The thesis, accompanied by an **abstract in Italian or English**, is written in Italian or English, or in another language subject to prior authorisation by the Board of Lecturers.

The thesis, to which a **report by the doctoral candidate on the activities carried out during the programme and the list of any publications** is attached, is assessed by at least two lecturers/reviewers (*external reviewers*) of high standing, who may also belong to foreign institutions and who are external to the bodies that contributed to the awarding of the title. At least one of the reviewers must be a university lecturer.

The reviewers express a written analytical opinion on the thesis and propose either its admission to the public discussion or a postponement for a period of no more than six months if they consider significant additions or corrections to be necessary. Once that period has elapsed, the thesis is admitted to the public discussion, accompanied by a new written opinion from the same reviewers, issued in the light of the corrections or additions made.

The public discussion takes place before a Committee whose composition is proposed by the Board of Lecturers and appointed by the Rector in accordance with paragraph 1 of Art. 18 of the *Regulations for doctoral research studies*. At the end of the discussion the thesis is approved or rejected by means of a reasoned collegial written opinion. The Committee, by unanimous vote, may award distinction (*lode*) where the results are of particular scientific significance.

STEP 1 – Submission of the application for admission to the final examination

Each doctoral candidate must:

1. send to the thesis tutor the abstract in Italian or English, the report on the activities carried out during the programme and the request for the issue of the Doctor Europaeus Certificate (*without attaching the certifications of the periods spent abroad*).
2. submit the application for admission to the final examination and the request for the issue of the Doctor Europaeus Certificate (complete with the certifications of the periods spent abroad). The candidate must also complete the ALMALAUREA questionnaire on doctoral candidates' opinions and pay the €16.00 stamp duty by means of the PAGOPA payment slip available on ESSE3.

The application for admission to the final examination, accompanied by the documents listed above (certifications of the period abroad in the case of a Doctor Europaeus request; receipt of completion of the Almalaurea questionnaire; receipt of payment of the stamp duty only where payment is not made through PAGOPA), must be sent to the certified e-mail address ufficio.protocollo@pec.univr.it.

The forms and the instructions for completing the Almalaurea questionnaire are available on the Intranet (Myunivr → come fare per → Dottorati → La mia carriera come dottorando → Documenti → Come iscriversi all'esame finale).

STEP 2 – Appointment of the external reviewers

The Board of Lecturers decides on the transmission of the thesis to the external reviewers and identifies, for each thesis, two reviewers from among persons external to the institutions awarding the title.

Where the doctoral candidate requests the issue of the Doctor Europaeus title, the two reviewers must belong to at least two universities located in two European countries other than the one in which the thesis is carried out.

STEP 3 – Submission of the thesis in ESSE3

The doctoral candidate must:

Upload the PDF of the thesis and of the report to Esse3 (the thesis and the report must be uploaded as two separate PDF files), logging in with their student credentials. Once uploaded and transmitted, the documentation can no longer be modified. If necessary, contact the PhD Office (U.O. Dottorati di Ricerca).

The thesis uploaded to Esse3 does not need to be signed by the Coordinator and the Tutor. Where the Board of Lecturers has resolved to assign more than one tutor, all of them may be indicated.

When uploading the files, take care to select the correct category from the drop-down menu.

STEP 4 – Assessment by the external reviewers and admission to the discussion

The thesis and the report are sent to the two external reviewers by the PhD Office.

Within 30 days of acceptance, the reviewers submit their evaluation. The doctoral candidate, the tutor and the Programme Coordinator will receive an e-mail containing the outcome of the reviewers' assessment.

The Board of Lecturers takes note of the reviewers' opinion and proposes the names of the members of the examining committees, sets the date of the thesis discussion and decides on the possible issue, at the request of the person concerned, of the Doctor Europaeus Certificate and/or of the ISBN code.

In the event of a request for corrections or additions (postponement), once the revisions have been made the doctoral candidate must send the corrected version of the thesis and of the report to the Doctoral Office, which will upload it to Esse3 and re-send it to the reviewers. The

reviewers express a new opinion in the light of the corrections or additions made; in any case, the thesis is admitted to the discussion.

STEP 5 – Sending the thesis to the members of the Examining Committee and depositing the thesis in IRIS

One month before the thesis discussion, the decree appointing the Examination Committees is published on the official notice board.

The doctoral candidate must send the thesis to the members of the Examining Committee and deposit it in the IRIS research output catalogue by accessing the link <https://iris.univr.it> with their personal GIA credentials (the instructions for uploading the thesis to IRIS are available on the Intranet: Myunivr → Come fare per → Dottorati → La mia carriera come dottorando → Documenti → Come iscriversi all'esame finale).

Entering the thesis in IRIS, with or without an ISBN code, entails that the record and the PDF of the thesis are made publicly available also to users external to the University, in accordance with the CRUI guidelines.

During the upload it is always possible to place an embargo on the file, so that it is not publicly accessible for a certain period (maximum 18 months from deposit in IRIS). Should the candidate intend to publish with a particular publisher, whether it is a derivative work or the thesis is published in the same format as the original, the person concerned must make the publisher aware of the public accessibility of the thesis and of the possibility of setting an embargo; the publisher may require particular types of contract, possibly at an increased cost.

Failure to deposit the thesis in the University Catalogue results in exclusion from the discussion.

ISBN Code – International Standard Book Number

The ISBN code – International Standard Book Number – is a number that uniquely and permanently identifies a work at international level and is assigned to all products created to be used as a book. Assigning such a code therefore turns the thesis into a publication to all intents and purposes.

The ISBN code is issued at the request of the person concerned, at least 30 days after the thesis discussion, subject to authorisation by the Board of Lecturers.

Should the doctoral candidate intend to apply for an ISBN code, they may contact the reference officer, Dr Giovanni Baietta (e-mail: giovanni.baietta@univr.it; tel. 045 8028609), for instructions on the procedure to be followed.

Given the time required for the issue of that code, please contact the reference officer before beginning the final layout of the thesis. The title page must in fact follow specific layout rules.

Summary of deadlines for doctoral candidates

Activity	Ordinary session	3-month extension	6-month extension
Submission of the application for admission to the final	2/11/2026	2/02/2027	3/05/2027

examination			
Submission of the thesis in Esse3	9/12/2026	9/03/2027	9/06/2027
Sending of the external reviewers' assessment	22/01/2027	22/04/2027	22/07/2027
Sending of the thesis to the Examining Committee	At least one month before the discussion	At least one month before the discussion	At least one month before the discussion
Deposit of the thesis in IRIS	Within 15 days before the discussion	Within 15 days before the discussion	Within 15 days before the discussion
Discussion	15 March – 15 April 2027	15 June – 15 July 2027	15 September – 15 October 2027

Postponement

Activity	Ordinary session	3-month extension	6-month extension
Submission of the application for admission to the final examination	3/5/2027	3/08/2027	3/11/2027
Submission of the thesis: transmission to the PhD Office	9/6/2027	9/09/2027	9/12/2027
Sending of the external reviewers' assessment	22/07/2027	22/10/2027	22/01/2028
Sending of the thesis to the Examining Committee	Within one month of the discussion	Within one month of the discussion	Within one month of the discussion
Deposit of the thesis in IRIS	Within 15 days of the discussion	Within 15 days of the discussion	Within 15 days of the discussion
Discussion	15 September – 15 October 2027	15 December 2027 – 15 January 2028	15 March – 15 April 2028

Summary of deadlines for the Board of Lecturers and the external reviewers (dates in brackets apply in the case of postponement)

Activity	Ordinary session	3-month extension	6-month extension
Appointment of the external reviewers (Board of Lecturers)	30/11/2026 (28/5/2027)	1/03/2027 (28/08/2027)	30/05/2027 (28/11/2027)
Sending of the thesis and of the candidate's report to the external reviewers (Doctoral Research Office)	22/12/2026 (22/6/2027)	22/03/2027 (22/09/2027)	22/06/2027 (22/12/2027)
Receipt of the external reviewers' opinions	22/01/2027 (22/07/2027)	22/04/2027 (22/10/2027)	22/07/2027 (22/01/2028)

Determination of the composition of the examining committee, of the date of the thesis discussion and of the issue of the Doctor Europaeus certificate (Board of Lecturers)	22/02/2027 (20/08/2027)	22/05/2027 (20/11/2027)	22/08/2027 (20/02/2028)
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