<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
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<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PhD student</strong></td>
<td>Application for admission* to the final examination or for a one-year extension. Before applying, the student must discuss with his/her advisor. The advisor should agree with his/her student's decision * For admission to the Final Exam, it is mandatory to have undertaken at least one 3-month research period abroad; except in the case of a written justification for not doing so furnished by the Advisor.</td>
<td><strong>By 09 September</strong></td>
<td><strong>PhD student</strong></td>
<td>Application for admission* to the final examination or for postponement of the thesis submission (12 months) by using the online system Before applying, the student must discuss with his/her advisor. The advisor should agree with his/her student's decision * For admission to the Final Exam, it is mandatory to have undertaken at least one 3-month research period abroad; except in the case of a written justification for not doing so furnished by the Advisor.</td>
<td><strong>By 09 September</strong></td>
</tr>
<tr>
<td><strong>Advisor</strong></td>
<td>Submission of his/her evaluation on the thesis of his/her student</td>
<td><strong>By 15 October</strong></td>
<td><strong>Advisor</strong></td>
<td>Submission of his/her evaluation on the thesis of his/her student (form provided by the ICT School Secretariat) Suggestion of two referees  • the two referees may be part of the Final Examination Committee as well. In this case they may be reimbursed (only travel expenses) otherwise it is not possible.  • advisors should suggest referees who have already confirmed their availability (see pg. 5 for details on how to choose both referees)</td>
<td><strong>By 15 October</strong></td>
</tr>
</tbody>
</table>
- For students who have applied for admission to the FE, the activities to be accomplished are listed below
- For students who have applied for a one-year extension, all the activities listed below are postponed to the following year

<table>
<thead>
<tr>
<th><strong>Doctoral School Committee</strong></th>
<th>Considering the advisor’s evaluation, admission of the PhD Student to the Final Examination</th>
<th>By 31 October</th>
<th><strong>Doctoral School Committee</strong></th>
<th>Considering the advisor’s evaluation, submission of an evaluation and appointment of two referees. In case of negative evaluation the PhD student has to postpone the submission of the thesis to the following year</th>
<th>By 31 October</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advisor</strong></td>
<td>Communication to the ICT School Secretariat: - composition of the Final Examination Committee; - date of the FE. (see pg. 5 for details on the composition of the Committee)</td>
<td>No later than two months before the date of the Final Examination</td>
<td><strong>PhD student</strong></td>
<td>To each referee transmission of: -the thesis -a report(^1) on the activities he/she has carried out during the Doctoral Program and any publications.</td>
<td>No later than 31 January</td>
</tr>
<tr>
<td><strong>Doctoral School Committee</strong></td>
<td>Designation of the Final Examination Committee</td>
<td><strong>Referees</strong></td>
<td>Submission of an analytic evaluation by each referee and consensual proposal of the public defense of the dissertation, or postponement for a period no longer than six months in the case of major revision. In case of major revision Referees may require postponement of the FE: 3 or 6 months. PhD student can send the new version of the thesis before the deadline.</td>
<td>Within 30 days from when referees receive the thesis</td>
<td>No later than 28 February</td>
</tr>
<tr>
<td><strong>PhD student</strong></td>
<td>Transmission of: - the thesis to each member of the FEC - the abstract to the ICT School Secretariat (advertisement PhD Defense on Facebook and on ICT)</td>
<td><strong>PhD student</strong></td>
<td>In the case of major revision, to each referee transmission of: - a new version of the thesis; - rebuttal letter</td>
<td>By the deadline indicated by the referees (no later than six months) – worst case by 31 August</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Report should contain:  
- list of publications  
- periods spent abroad for study/research reasons  
- Summer/winter schools, Conferences  
- participation in research projects  
- other  
Template provided by the ICT School Secretariat
<table>
<thead>
<tr>
<th>Final Examination Committee</th>
<th>Judgement.</th>
<th>By 30 April</th>
<th>Referees</th>
<th>Submission of a new evaluation according to the changes made to the thesis by the PhD student. In any case the PhD Student is admitted to the FE.</th>
<th>Within 30 days from when referees receive the thesis</th>
</tr>
</thead>
</table>
| Advisor                     | Communication to the ICT School Secretariat:  
- composition of the Final Examination Committee;  
- date of the FE.  
(see pg. 5 for details on the composition of the Committee) | Advisor | ---------- | Advisor | No later than two months before the date of the Final Examination |
| Doctoral School Committee    | Designation of the members of the Final Examination Committees | Doctoral School Committee | ---------- | Doctoral School Committee | Within 30 days from the receipt of the review from the referees |
| PhD student                 | Transmission of:  
- the thesis to each member of the FEC;  
- the abstract to the ICT School Secretariat (advertisement PhD Defense on Facebook and on ICT School and DISI website) | PhD student | ---------- | PhD student | As soon as the members of FEC are made available (no later than 7 days) |
| Final Examination Committee  | Judgement. In the case of negative judgement, the PhD Student is expelled from the Doctoral Program.  
FEC receives the thesis from the PhD Student and the latest Referees’ evaluation from the Secretariat | Final Examination Committee | ---------- | Final Examination Committee | Within 30 days from the receipt of the review from the referees |
DOCTOR EUROPÆUS

Award of additional label of "Doctor Europaeus" upon fulfilment of the following requisites:

1. positive judgement on the thesis by two referees from two higher education institutions of two European countries, other than the one where the doctoral thesis will be defended;
2. at least one member of the Final Examination Committee comes from a higher education institution in European countries, other than the one, where the doctoral thesis will be defended;
3. period abroad of at least 3 months spent in another European country;
4. the doctoral thesis must partly have been prepared as a result of a period of research of at least one trimester spent in another European country.

Simultaneously with the application for the admission to the final examination (within 09 September), PhD student in accordance with his/her advisor submits the request for obtaining the "Doctor Europaeus" to the Secretariat ICT School and to Science & Technology - PhD Office.

The Doctoral School Committee/Executive Committee will then approve the conferral of the label of "Doctor Europaeus"

Information and form available at http://www.unitn.it/en/ateneo/50322/doctor-europaeus

DELIVERY OF THE DOCTORATE DIPLOMA on the day of PHD defence

No later than 10 days before the day of the Final Examination:
- Upload of the thesis (.pdf) to: Unitn-eprints http://eprints-phd.biblio.unitn.it/
- Submission of the disclaimer (via email will be accepted) to the relevant Doctorate Office as well as to the Secretariat.

On the day of Final Examination:
- Submission of the Request of the Diploma to the Secretariat

Information and forms available at http://www.unitn.it/en/ateneo/1932/final-examination-admittance-or-deadline-extension
Referees
- Two experts selected among highly qualified tenured academic staff or tenured lecturers belonging to other institutes (NO UniTrento)
- The two referees may be part of the Final Examination Committee as well. In this case they may be reimbursed (only travel expenses) otherwise it is not possible.
- Advisors should suggest referees who have already confirmed their availability

Final Examination Committee (PHD STUDENTS UNTIL THE 28° CYCLE)
- Three tenured academic professors or researchers, no more than one can be from UniTrento;
- There can be up to two additional external experts, who can be professors/researchers or experts selected from universities and public and private research centres.
- The advisor cannot be part of the Committee

Final Examination Committee (PHD STUDENTS OF THE 29° CYCLE)
- Three members selected among tenured academic staff and/or researchers of Italian and foreign institutions, specialized in the topics of the dissertation.
- There can be up to two additional external experts, who can be professors/researchers or experts selected from universities and public and private research centres.
- The advisor cannot be part of the Committee