

Steps and Rules to approach the Final Exam

1. By the end of your PhD programme (usually September 30), you are required to upload in your UniTo Drive Folder:
 - i) your Final Report, following the template;
 - ii) your registro (log Book) of credits;
 - iii) any other document you may wish to include for evaluation.You will also report your Thesis to the Faculty during a one-day meeting with all the Students.
2. With the same deadline, your Tutor should suggest the names of at least 2 External Reviewers (Professors of Italian or International Universities, not UniTo, not PoliTo). Your Tutor will communicate the date for your Thesis submittal to the Reviewers (at last, six months later).
3. Within few days, the Faculty will examine your Final Report and admit you to the Final Exam (provided positive reviews), indicating the names of the External Reviewers and the date.
4. Within the indicated date, you will upload your Thesis (pdf) in your UniTo Drive Folder, named as: "Name_Surname_PhD-Thesis_first" and invite your Referees by email. In the folder, you will find also a Letter of Invitation and an Evaluation Form (provided by the doctorate staff).
5. Within thirty days, the Reviewers will send back their comments. Their opinion may be "OK" or "minor changes" or "major changes with re-reviewing". In the first case, you will be admitted directly to the Final Exam; In the second case, you will be allowed to modify your Thesis according to the Reviewers' comments and then admitted to the Final Exam; in the third case, you will have additional six months to produce the major changes required, then you will send your Thesis back to the Reviewers. Please note that, in any case, the final decision is made by the Faculty.
6. After all this, the Faculty will nominate a Commission, formed by Scientists external to the Faculty itself, and your Final Exam will follow within max three months.

September 20, 2018