

EXTENSION PERIOD AND FINAL EXAM PROCEDURE (WITHOUT FELLOWSHIP)

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This guide summarizes the procedure for the PhD final exam, which is managed through:

- [yoU@B Diary](#)
- [PICA IT tool](#)

Detailed deadlines are published separately in:

Info for current students → Focus on thesis

The deadline is indicated in the document *"thesis procedure and deadlines"*.

1 – EXTENSION PERIOD (FACULTY BOARD RULES)

For the **PhD candidates without fellowship**, the discussion sessions will take place in **January** or in **June** as usual. Therefore:

- No extension: discussion January extra year 1
- 6 months of extension: discussion June extra year 1

- 12 months of extension: discussion January extra year 2

2 – CHOISE OF THE DEFENCE DATE

By 26 June - 4° year the PhD student, in agreement with the advisor, must decide **when to defend the thesis**.

Available options:

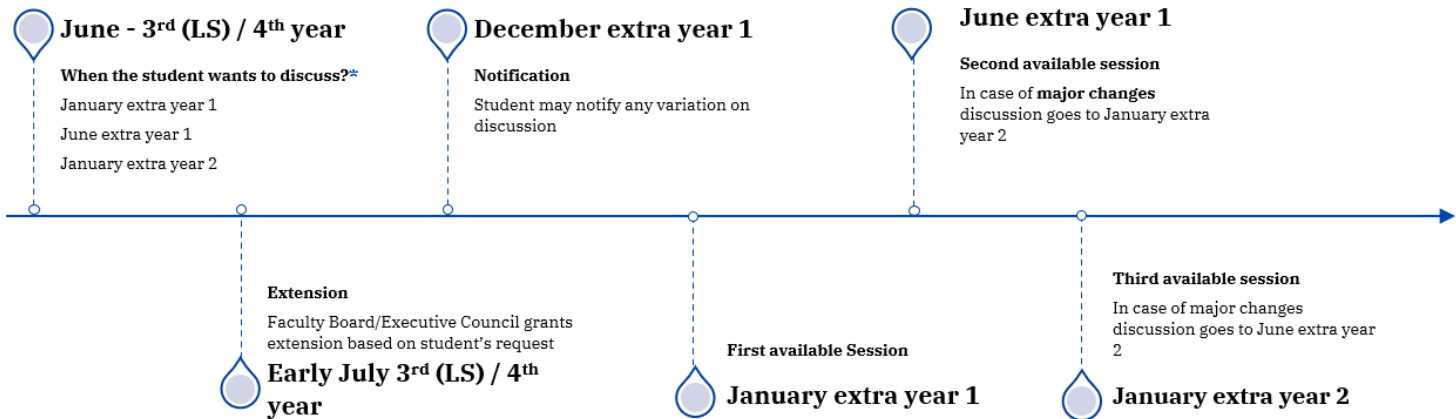
- ✓ **First available session (January extra year 1)** -> in case of major changes: defence postponed to June extra year 1
- ✓ **Second available session (June extra year 1)** -> in case of major changes: defence postponed to January extra year 2
- ✓ **Third available session (January extra year 2)** --> in case of major changes: defence postponed to June extra year 2 (without fellowship)

3 – DISSERTATION EXTENSION TIMELINE

Key deadlines are as follows:

- **June (final year)** -> the PhD student indicates the preferred defence session
- **Early July** -> the Faculty Board formally grants the extension based on student's request
- **December** -> the PhD student may revise the initially selected defence date

Dissertation Extension Timeline – PhD STUDENT WITHOUT FELLOWSHIP



*Defense session may vary based on the external reviewer's feedback

4 – AFTER SUBMITTING THE THESIS DRAFT

4.1 Faculty Board Authorization

The Faculty Board:

- Authorizes the submission of the thesis to **external reviewers**
- Notifies you by email when you may apply for the final exam

4.2 Apply for the PhD Final Exam

Access:

yoU@B Diary → PhD Final Exam → PhD Final Exam Application Procedure

⚠ The online application is open for **one week only**.

⚠ Do **NOT** submit any paper copy to the PhD School Office.

During the online application, you must:

A) Enter the following information:

- Thesis title
- Thesis abstract (maximum 4,000 characters)
- Thesis disciplinary field (defined with your Advisor)
- Advisor
- Co-Advisor (if applicable)

B) Upload the following documents (PDF format, max 10 MB each):

1. **PhD thesis declaration** (mandatory)
2. **Thesis defence session form without fellowship** (mandatory)
3. **Report of Activities** carried out during the PhD (mandatory)
4. **Embargo form** (if necessary)

Templates are available in:

Info for current students → Focus on thesis

After submission, you may print the application receipt.



RECOMMENDED THESIS FORMAT

- First page: Official Thesis Cover Template (available online)
- Second page: Abstract
- Paper size: A4 (29x21 cm)
- Margins: 2.5 cm (left and right)
- 26–30 lines per page
- Recommended fonts: Arial / Tahoma / Verdana
- Font size (body text): 12 pt
- Pages must be numbered

Students using **LaTeX** can find specific instructions online in the same section.

5– EXTERNAL REVIEW PROCESS

The thesis is assessed independently by two [external reviewers](#).

Their evaluation determines whether the candidate is admitted to the public defense.

Review Outcome	Admission to defense	What you must do	Submission method	Important notes
NO CHANGES REQUIRED	Admitted to the first available session	You may make <i>minor final edits</i> (typos, bibliography updates, acknowledgments, small title adjustments), with Advisor approval	Send revised thesis by email to phdthesis@unibocconi.it (cc Advisor)	<ul style="list-style-type: none"> You may send the revised thesis ONLY ONCE After this stage, you cannot access the online procedure anymore
MINOR CHANGES REQUIRED	Admitted to the first available session	Revise the thesis as requested	Upload the revised (final) version via yoU@B Diary → PhD Final Exam Procedure	<ul style="list-style-type: none"> You may revise title/abstract if needed
MAJOR CHANGES REQUIRED	Not admitted to the first available session (defense postponed)	Substantial revision required	Upload revised thesis via yoU@B Diary → PhD Final Exam Procedure	<ul style="list-style-type: none"> Revised thesis is sent again to reviewers for a second evaluation



Please note that a postponement of the public defence is required even when only one of the reviewers expresses unfavorable assessment (major changes).

After Major Changes – Second Assessment

AFTER SECOND REVIEW	WHAT HAPPENS
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Admission	You are always admitted to the public defense (no further exclusion possible).
Final edits	You may make minor final edits (Advisor approval required).
Final submission	Send slightly revised thesis to phdthesis@unibocconi.it (cc Advisor).
Limitation	The revised thesis may be sent ONLY ONCE . The online procedure will no longer be accessible.

FINAL STEPS

- You will receive the exact date of your final exam by email.
- Final exam calendars are published online in: ***Info for current students → Focus on thesis***
- No printed copies of the thesis will be produced.