

# INSTRUCTIONS FOR PhD FINAL EXAM

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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***

## 1 – BEFORE THE THESIS DRAFT DEADLINE

(The deadline is indicated in the document “*thesis procedure and deadlines*”, usually June of the final year.)

After consulting your advisor, you must choose one of the following:

### ➤ **Option A – Submit the thesis draft**

Send the thesis by email to:

- Your advisor and co-advisor
- The Program Officer (who will forward it to the Faculty Board)

## ➤ Option B – Request an extension

Send the extension request by email to the Program Officer (who will forward it to the Faculty Board).

The extension may be:

- 6 months, or
- 1 year

Below is a chart showing when dissertation takes place in case of no extension (standard situation) or in case of half a year / one-year extension (X is the last regular year of the program: 3rd year for Legal Studies and 4th year for all the other programs):

	thesis draft submission		January X+1	June X+1	Jan X+2	June X+2
Standard Situation	late June year X	➔	Dissertation (if minor changes)	Dissertation (if major changes)		
Half a year extension	early Dec X	➔		Dissertation (if minor changes)	Dissertation (if major changes)	
One year extension	late June year X +1	➔			Dissertation (if minor changes)	Dissertation (if major changes)

## 2 – AFTER SUBMITTING THE THESIS DRAFT

### 2.1 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

### 2.2 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)

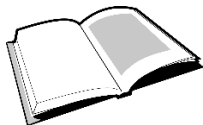
**B) Upload the following documents (PDF format, max 10 MB each):**

1. [PhD thesis](#) to be sent to External Reviewers (mandatory)
2. [Thesis Declaration](#) (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.

### 3 – 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
<b>NO CHANGES REQUIRED</b>	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 <a href="mailto:phdthesis@unibocconi.it">phdthesis@unibocconi.it</a> (cc Advisor)	<ul style="list-style-type: none"> <li>You may send the revised thesis <b>ONLY ONCE</b></li> <li>After this stage, you cannot access the online procedure anymore</li> </ul>
<b>MINOR CHANGES REQUIRED</b>	Admitted to the first available session	Revise the thesis as requested	Upload the revised (final) version via <a href="mailto:yoU@B">yoU@B</a> Diary → PhD Final Exam Procedure	<ul style="list-style-type: none"> <li>You may revise title/abstract if needed</li> </ul>
<b>MAJOR CHANGES REQUIRED</b>	Not admitted to the first available session (defense postponed)	Substantial revision required	Upload revised thesis via <a href="mailto:yoU@B">yoU@B</a> Diary → PhD Final Exam Procedure	<ul style="list-style-type: none"> <li>Revised thesis is sent again to reviewers for a second evaluation</li> </ul>



**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
<b>Admission</b>	You are always admitted to the public defense (no further exclusion possible).
<b>Final edits</b>	You may make minor final edits (Advisor approval required).
<b>Final submission</b>	Send slightly revised thesis to phdthesis@unibocconi.it (cc Advisor).
<b>Limitation</b>	The revised thesis may be sent <b>ONLY ONCE</b> . 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.