

## INSTRUCTIONS FOR PhD FINAL EXAM

This document contains general instructions concerning the PhD final exam procedure that is administered via **yoU@B Diary** and **PICA IT tool**.

Detailed deadlines are published in a separate document in the same site area (Info for current students > Focus on thesis).

By the deadline set to submit the thesis draft (the deadline is set in the document “thesis procedure and deadlines” published on the website; usually **June of the final year**), PhD candidates, after consulting with the advisor, may submit alternatively:

- the thesis via e-mail to the Advisor and to the Administrative Assistant (who will forward it to the Faculty Board).
- the request for the extension period (half a year or one year) via e-mail to the Administrative Assistant (who will forward it to the Faculty Board).

### 1-THESIS DRAFT SUBMISSION AND FOLLOWING STEPS:

- ✓ PhD candidates submit thesis by e-mail to Advisor and Administrative Assistant, who will forward it to Faculty Board.  
The Faculty Board authorizes the submission of thesis to external reviewers.  
PhD candidates are notified by e-mail that they can apply for the final exam.
- ✓ PhD candidates apply for the PhD final exam **by accessing their yoU@B Diary** > PhD Final Exam > PhD Final Exam Application Procedure (students must **not** hand in a paper copy of the application form to PhD School Office (PhD-SO). Please note that **the online application will be open for one week only**, so it is important to prepare all documents in advance.

In the online application, PhD candidates are required to:

- enter the following information:
  - Thesis title
  - Thesis abstract (max 4000 characters allowed)
  - Thesis disciplinary field (to be defined with the Advisor)
  - Advisor
  - Co-Advisor (if any)
- upload the following documents in .pdf format (max 10 MB), using the forms available online (Info for current students > Focus on thesis):
  1. PhD thesis to be submitted to External Reviewers (compulsory) -- for suggested format specifications see below;
  2. Thesis Declaration (compulsory);
  3. Report of Activities carried out by the PhD candidate (compulsory);
  4. Embargo (if necessary).

Suggested format specifications for the thesis:

- First page: Thesis Cover template and instructions available online (Info for current students > Focus on thesis);
- Second page: abstract;
- Paper size: cm 29X21 (A4);
- Right and left margin: 2.5 cm;
- Lines per page: from 26 to 30 lines;

- Recommended font: Arial/Tahoma/Verdana;
- Font size (body): 12 points;
- Numbered pages.

Students who decide to use the typesetting system LaTeX for writing the thesis, can find the information online (Info for current students > Focus on thesis).

As soon as the application is submitted, it is possible to print out the application receipt.

- ✓ The thesis is assessed by two external reviewers, who are asked to state whether:
  - **the thesis needs no changes:** this means that it can be converted in the final version of the thesis as it is and can be defended at the first session available.
  - **the thesis requires only minor changes:** this implies that the thesis should be slightly revised and the public defence can take place at the first session available.
  - **the thesis requires major changes:** this means that the thesis must be significantly revised and a postponement of the public defence is required.

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

- ✓ PhD candidates receive an e-mail after both reviewers have issued their assessment reports. The reports are available in the yoU@B Diary. Assessment reports are made available also to Advisor, Co-Advisor and PhD Program Director.
- ✓ According to the overall assessment expressed by the reviewers, the next steps are as follows:

#### **NO CHANGES REQUIRED:**

PhD candidates are admitted to the public defence at the first session available.

The PhD candidates are allowed to slightly revise their thesis (for minimum final touches and/or change of title), upon approval of their Advisor. Minimum final touches are mainly: spelling mistakes, additions to the bibliography, additions to the acknowledgments.

In order to do so, they should send the revised thesis by e-mail to [phdthesis@unibocconi.it](mailto:phdthesis@unibocconi.it) (cc Advisor).

Please note that you are allowed to send the slightly revised thesis **ONLY ONCE**.

It is **no longer** possible to access the online procedure on the yoU@B Diary.

#### **MINOR CHANGES REQUIRED:**

PhD candidates are admitted to the public defence at the first session available.

PhD candidates must upload the revised version of their thesis (final version) by accessing the PhD Final Exam Procedure on their yoU@B Diary. If needed, they are allowed to change title/abstract.

#### **MAJOR CHANGES REQUIRED:**

PhD candidates are not allowed to defend their thesis at the first session available.

After a postponement period, PhD candidates are always admitted to public defence, without exception.

PhD candidates must upload the revised version of their thesis by accessing the PhD Final Exam Procedure on their yoU@B Diary. If needed, they are allowed to change title/abstract.

The uploaded thesis is sent to the external reviewers for their second feedback.

PhD candidates receive an e-mail after both reviewers have issued their second assessment reports. The reports are available in the yoU@B Diary. Assessment reports are made available also to Advisor, Co-Advisor and PhD Program Director.

After the second assessment, the PhD candidates are allowed to slightly revise their thesis (for minimum final touches and/or change of title), upon approval of their Advisor. Minimum final touches are mainly: spelling mistakes, additions to the bibliography, additions to the acknowledgments.

In order to do so, they should send the revised thesis by e-mail to [phdthesis@unibocconi.it](mailto:phdthesis@unibocconi.it) (cc Advisor).

Please note that you are allowed to send the slightly revised thesis **ONLY ONCE**.

It is **no longer** possible to access the online procedure on the yoU@B Diary.

- ✓ PhD candidates will be informed about the exact date of their final exam by e-mail. The final exam calendars will be published online (Info for current students > Focus on thesis).




Please note that no copies of the thesis will be printed.

## 2-EXTENSION FOR THE THESIS DRAFT SUBMISSION

PhD candidates submit the request for the extension period (half a year or one year) via e-mail to the Administrative Assistant (who will forward it to the Faculty Board), using the the form available online (Info for current students > Focus on thesis).

Faculty Board establishes whether to grant the extension and the period.

Here below a chart showing when dissertation takes place in case of no extension (standard workflow) 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
Workflow 1 (standard)	late June year X		Dissertation (if minor changes)	Dissertation (if major changes)		
Workflow 2 (half a year extension)	early Dec X			Dissertation (if minor changes)	Dissertation (if major changes)	
Workflow 3 (one year extension)	late June year X + 1				Dissertation (if minor changes)	Dissertation (if major changes)