

Application for admission to the final exam

During the last year of the programme, and preferably three months before it ends, doctoral students shall submit the application for admission to the final exam to the Academic Board.

The Academic Board decides on admission, subject to prior approval by the Supervisor.

The doctoral student cannot request an extension (MIUR note reg. no. 12835 dated 18/05/2016).

Doctoral dissertation and submission

The doctoral thesis is written in Italian or English or in another language, subject to the authorization of the Teaching Body.

The doctoral thesis is accompanied by:

- a summary in Italian or English (in English for PhD students with a Pegaso grant);
- a report by the student on the activities carried out during the course of the doctorate and on any publications.

The PhD thesis must be delivered to the Course Coordinator within the terms established by each PhD course according to the indications of the Academic Board, in order to be subjected to the examination of the Referees for the purpose of admission to the final exam, to be held within 6 months from the end of the courses.

Dissertation referees

The referees include at least two members of the faculty/experts, even from foreign institutes, who have not been involved in the awarding of the doctoral degree (*external to the University of Siena and to the Academic Board*).

The Referees may assess more than one thesis.

They are nominated by the Academic Board within 15 days of the submission of the thesis.

The Referees express an analytical opinion in writing, through which they may:

- recommend admission to the final public defence;
- recommend revision and resubmission, within six months, if they believe significant additions or corrections are required.

After the revision period, students can in any case defend their dissertation in public, having received approval by the Referees after their evaluation of any corrections or additions.

Evaluation committee

The Committee puts forward names for the Academic Board, which members are nominated by the Rector at least 30 days before the final exam. It consists of at least three members of the faculty chosen among qualified experts in the academic field of the doctoral programme: at least two of these must be from universities, even foreign ones, other than the University of Siena and cannot be members of the Academic Board.

The Committee can include two other experts.

The Academic Board can propose a different Committee for each individual candidate.

The Referees may count among the three acting members of the final exam committee and/or among any experts.

Final exam

If the Referees approve the dissertation the first time it is submitted, the final exam must be held **within six months** of the end of the doctoral programme on a date to be defined by the Academic Board.

Should the Referees postpone dissertation defence (postponement not exceeding six months), the Academic Board shall establish a new final exam session in line with the postponement period.

At the end of the defence, through a collective reasoned opinion in writing, the dissertation is approved or rejected. In the latter case the rejected dissertation can no longer be discussed. The Committee, with a unanimous vote, may award honours in the presence of particularly important scientific results.

Doctor Europaeus

Besides a PhD (*Dottore di Ricerca*), the University may award a “Doctor Europaeus” certificate when the following conditions are met:

- the doctoral dissertation was prepared, even in part, after at least a three-month period of research abroad in a country other than Italy that adheres to the Bologna Process;
- the report on the dissertation is drawn up by at least two professors (full or associate) from two universities in two countries other than Italy that adhere to the Bologna Process. In this case the “referees” introduced by the Regulations as of the 29th cycle coincide with those of the two abovesaid professors;
- at least one member of the Evaluation Committee is from a country other than Italy that adheres to the Bologna Process;
- dissertation defence is, at least in part, in an EU language other than Italian.

Filing the doctoral dissertation in the online repository

At least **10 days prior to the discussion of the dissertation**, graduands must use their university credentials to access the University's Institutional Research Archive *Usiena air* (<https://usiena-air.unisi.it>) and file a digitally signed copy of the doctoral dissertation in PDF/A format (suitable for digital archiving). Doctoral students must therefore acquire a **digital signature** in advance.

The archived dissertation shall be the definitive version already approved by the referees and CANNOT be modified in any way. The digitally archived doctoral dissertation is automatically deposited in the National Libraries in Roma and Florence, as required by law for all doctoral dissertations.

To access and archive their dissertation, doctoral students must register following the procedure indicated in the online tutorial.

Once the dissertation is deposited in the *Usiena air* archive, the system sends the student an email confirmation indicating the **identification number of the deposited document (handle)**. This number must be reported in the **waiver form** (see subsequent point) to be sent by email to the Doctoral Programmes Office - *Ufficio per il dottorato di ricerca* (ufficiodottorato@unisi.it), along with a copy of the email message itself and a valid identity document.

Limiting access to the dissertation

Access to doctoral dissertations in the University's institutional archive may be limited for the following reasons:

- a) portions of the dissertation have already been submitted to an editor or are awaiting publication;
- b) dissertations funded by external institutes, which retain rights to the dissertations and their publication;
- c) public safety;
- d) privacy.

In the cases above there may be an “**embargo**” of up to **12 months**, which may be extended, through reasoned request to the Academic Board, for another 6 months. After this period of “embargo” the dissertation can be accessed freely.

The reasoned request for embargo must be submitted by the supervisor and the doctoral student to the Doctoral programme Coordinator, and the signed request must be sent by e-mail to the Doctoral Programmes Office: ufficiodottorato@unisi.it

The **request for embargo** must be made when depositing the dissertation.

Dissertations subject to patent

The doctoral dissertation may contain elements of innovation for which a protection procedure has or shall be activated. Access can be limited. In this case also, as set out in the previous point.

The patent request may be submitted only before any communication to the public, that is before dissertation defence only. All formalities for requesting patent protection must be completed before the defence.

The request for embargo must be made when depositing the dissertation.

Issuing your degree certificate

First to 30th cycle doctoral students must submit a request for the degree certificate using the form published on the [doctoral programme web page](#)

Starting from the 31st cycle, students are not required to submit a request and shall receive email communication from the appropriate office (diplomi@unisi.it) for the delivery of the certificate.