UNIVERSITÀ DEGLI STUDI DI TRIESTE

Area Ricerca e sviluppo culturale, pubblico e sociale
Servizi alla Ricerca e terza missione/IPS
Ufficio Dottorati di ricerca

ACADEMIC YEAR 2025/2026

REGULATIONS FOR ADMISSION TO THE FINAL EXAMINATION FOR THE Ph.D. DEGREE

39th CYCLE (and previous cycles, where applicable)

As per the Regulation approved by Rector's Decree 261/2022 of 30 March 2022

MAIN DEADLINES

Exam Session: 1st session	**15.01.2027 – 30.04.2027**
Exam Session: 2nd session	**01.09.2027 - 15.10.2027**
Within 31 October 2026 - 1st session (starting on 1 November and regular career) **Within 29 December 2026** – 1st session (PNRR or other type of position) starting before 30 December and regular career. **Within 30 June 2027** - 2nd session	**Online Application for Admission** **Upload the following items** (pdf): - Thesis (max 20 Mb) including front cover signed by the Co-ordinator and Supervisor (and Co-supervisor, if applicable); - Report on research activity; -Thesis front cover, signed by the Co-ordinator and Supervisor (and Co-supervisor, if applicable); - Final Examination Form; - Receipt of the *AlmaLaurea* questionnaire **Proceed with payment** Please note that the application and all items can be edited until the deadline for uploading.
From 5 December 2026 – 1st session (starting on 1 November and regular career) From **5 February 2027** – 1st session (PNRR or other type of position) starting 30 December and regular career. From **5 August 2027** - 2nd session Please note that Referees need to complete evaluations within these deadlines	**Check admission to final examination.** The possible outcomes of the review of the referees are: - **THESIS APPROVED** the submitted draft is your final thesis. - **MINOR REVISION REQUIRED (or MAJOR in the former session)** you must upload the new revised thesis draft within: • 23 December 2026 - 1st session • 23 February 2027 – 1st session (PNRR scholarships or other types of positions with suspensions or start dates different from November 1st) • 23 August 2027 - 2nd session - **MAJOR REVISION REQUIRED** the thesis defense is postponed to the next session.
15 days before the exam	The thesis, abstract, report on research activity, referees' reviews and Academic Board presentation will be available online to the members of the Board of Examiners on the CINECA's PICA Platform.

The Rector awards the “Dottore di ricerca” degree (shortened as “Dott.Ric.” or else “Ph.D.”) to candidates who have successfully passed their final examination, thus proving to have achieved highly scientific and original results.
The final examination consists of the thesis defense (*viva voce*). The PhD candidates must write their theses either in Italian or in English or else in a different language (subject to Academic Board approval) and include an abstract in Italian or in English. Theses must be reviewed by at least two referees of high scientific standing appointed by the Academic Board. PhD candidates need also to provide a report on the progress of the doctoral activity performed and papers published (if any) during the PhD programme.
The referees draw up a detailed review of the thesis and assess either that it is ready for defense or that it requires minor or major integrations or corrections. In the latter case, the defense will be postponed of six months at the most.
The referees assess the theses through the PICA platform within the above-mentioned deadlines. Referees can contact the PhD candidate, if they deem it appropriate.
The defence is public and is held before a Board of Examiners selected by the Academic Boards and appointed by Rector’s Decree.
At the end of the viva, the Board unanimously approves or rejects the thesis and provides a concise written assessment. The Board can award honours / distinctions by deciding unanimously that the candidate has achieved outstanding scientific results. Should the candidate fail to pass the exam, s/he has no other chance to take the final examination again.

1. REQUIREMENTS FOR ELIGIBILITY

Candidates are eligible for refereeing only if they:
- are enrolled in the final year of a PhD Programme of the University of Trieste (also in case of co-tutelle) in the academic year 2025/26;
- have regularly attended the Programme and have paid all due fees;
- have been successfully assessed by the Academic Board with regard both to completion of the 3-year Programme and to admission to refereeing.

Candidates are eligible to take the final examination for the conferment of the PhD qualification only if they:
- have been admitted to the public defense (following refereeing);
- have paid all due fees;
- have returned all books and publications on loan from the University libraries.

Please note that failing the above, candidates cannot be admitted to the final examination.
In general, to be admitted to the **first session**, students from the 39th cycle must have completed attendance, having never benefited from delays or suspensions in the three-year period.
The **second session** will be open to candidates in the 39th cycle who have obtained a grade of *major revision* at the first session or who have benefited in the three-year period from delayed starts or suspensions, in any case in order to make up attendance on 30 June 2027.
Candidates from the 39th cycle or from previous cycles who find themselves in the situation of having to make up periods longer than those listed above, will be admitted to the first useful scheduled session calculated on the basis of their recovered attendance.
Students under joint supervision thesis (co-tutelle) must have been successfully assessed by the Partner University and by the Academic Board of the University of Trieste. Please note that, unless stated otherwise, these provisions are also mandatory for candidates under joint supervision.

2. CHECKLIST FOR ADMISSION TO FINAL EXAMINATION

Examinations will take place between **15 January and 30 April 2027** (1st session) – **1 September and 15 October 2027** (2nd session)
The examination dates and names of the Board members will be made public on the website (“Examination Boards and schedules”). Candidates are kindly requested to regularly consult the site, since the composition of the Boards of Examiners or the dates and locations of the exams might change at day notice.

The application forms to be uploaded are available on website of each Phd course: https://portale.units.it/en/research/phd/final-exams

3. ONLINE APPLICATION FOR ADMISSION TO FINAL EXAMINATION

Applications for admission to the final examination must be submitted through the online procedure, as follows.

3.1 Registration for the final exam

Candidates must fulfil the following requirements within the given deadlines, otherwise they will be excluded from the final exam:

- **Within 31 October 2026** (1st session starting on 1 November and regular career) - **Within 29 December 2026** (1st session - In the case of PNRR scholarships or other types of positions with start dates different from November 1st) – **Within 30 June 2027** (second session);
  - Check on the website whether they are eligible for refereeing (https://portale.units.it/en/research/phd/final-exams "Examination Boards and schedules".
  - Go to the Online Services section (from https://esse3.units.it/Home.do -→ Online Services and log in with username and password; from the menu at the top right choose → **home** → **final examination** and complete the online application by filling in all the required info and uploading the pdf files of the documents listed below (in bold). No paper forms/documents will be accepted.
  - During the online application:
    - Fill in the online **AlmaLaurea questionnaire** and stamp it;
    - Upload the pdf scan of the **final thesis** and the **report on research activities** that will be available to the referees for the evaluation;
    - Upload the signed **final cover of the thesis**. The layout must follow the template available online and must be also signed by the PhD Co-ordinator and Supervisor. The academic year to be indicated on the cover is 2025/2026. **The signed thesis cover must be also included in the thesis;**
      Particular attention must be paid in the case of **funding from regional, national, or European projects**, for which it is mandatory to include specific placement of logos or other acknowledgments on the thesis, and/or explicit mentions of the source of funding or the initiatives from which it originates. Similar obligations may arise from funding provided in whole or in part by Departments (please check with the Secretariat of your Department).
    - Upload the pdf scan of the "**Final examination form**" and the **AlmaLaurea receipt** duly compiled and signed
  - On completion of the online application, make a payment of € 32,00 (2 duty stamps of € 16 each). Payment can be made only after completion of the online admission procedure via the PagoPA® system. Invoices can be paid immediately by choosing one of the modes of payment provided by the Providers of Payment Services (PSP) that have joined PagoPA®, i.e. bank transfer, credit/debit or prepaid card (even from a different bank), apps and various other modes of payment.
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➢ 3.2 Check of evaluations

- **From 5 December 2026** (1st session starting on 1 November and regular career) – **from 5 February 2027** (1st session - PNRR scholarships or other types of positions with start dates different from November 1st) - **From 5 August 2027** (2nd session)

  - Check the referees' evaluation in the Esse3 Online Services. After logging in, candidates will select from the menu at the top right → **home** → **final examination** and from the **Final examination Notice Board** section → **Final examination Overview** → **Check details**.
    Please note that evaluations are provided automatically after the conclusion of both revisions by the Referee. Therefore, the availability would be possible before the deadline dates. Candidates are kindly requested to regularly consult the site.

The possible outcomes of the referees' evaluation are as follows:

- **THESIS APPROVED**

The submitted draft is your **final** thesis forwarded (by PICA Platform) to the Examining Board. No further uploading of the thesis will be possible and it will automatically become final in Esse3.

- **MINOR REVISION REQUIRED**

Within 15 days you must upload the new revised thesis draft. Candidates will have to log in with their username and password and access the Final examination Notice Board → Thesis Overview →Thesis upload.

- **MAJOR REVISION REQUIRED**

The thesis defense is postponed to the next session for no more than six months in order to complement or correct the thesis as required.
After no more than the six months the PhD candidate need to apply again for the following exam session by the deadlines. The thesis will be submitted to the referees for a new evaluation and – in any event – will be admitted to the public defense in the next session.

4. EXTENSION OF THESIS SUBMISSION OR ATTENDANCE

For substantiated reasons that prevent the submission of the doctoral thesis within the timeframe established by the course duration, the Academic Board may grant, upon the doctoral candidate's request and subject to approval

by the supervisors, an extension for submitting the thesis of up to twelve months, without additional financial charges.
The permitted circumstances include: serious family issues; work-related reasons (such as probation periods, within the limits defined by the employment contract); and, in the case of employees of affiliated companies or organizations, or in apprenticeship situations, due to justified needs of the entity itself.

5. LOSS OF RIGHT TO CONFERMENT

PhD candidates shall lose their rights to conferment:
- if they are admitted to refereeing but do not apply for the final examination
- if they do not submit their theses;
- if they do not take the final examination;
- if they fail their final examination.

PhD candidates will be excluded:
- if they are not admitted to refereeing or final examination.

6. SUBMISSION AND HARVESTING OF PHD THESES

The electronic submission of the thesis is intended for substitute preservation, meaning the uploaded file cannot be replaced or modified in any way after submission.
The content and structure of the thesis must be original and must not infringe upon the rights of third parties. The University is exempt from any responsibility of any kind—civil, administrative, or criminal—and will be held harmless against any claims or disputes from third parties.
The thesis must be complete in all parts and must not contain attachments of a different nature (e.g., preprints or reprints of articles), nor any material that violates privacy, is offensive, or constitutes any form of criminal offense. Any discrepancies, omissions, or copyright violations may result in exclusion from the doctoral program.
The thesis will be automatically harvested by the National Libraries of Rome and Florence, with the assignment of a National Bibliography Number as proof of submission.
Following the awarding of the degree, the thesis will be indexed in the ArTS information system and made available in open access according to University policy. In exceptional cases, it will be possible to request an embargo, subject to approval by the Academic Board (see Article 11 of the PhD Regulations). The embargo lasts 12 months and can be renewed annually up to a maximum of 36 months, upon a duly motivated request → link. For further details, see: link.
Upon a motivated and detailed request by the doctoral candidate, submitted before the thesis defense and with agreement from the supervisors, the Academic Board may authorize the temporary restriction (secreting) of parts of the thesis exclusively to protect intellectual property.

7. CERTIFICATIONS

The Examining Board will issue a statement, signed by the Chairman, that the candidate has successfully passed the exam.
PhD graduates will receive the PhD Diploma in the presence of the Rector during the official graduation ceremony ("Graduation Day"). The date of the event will be published in the online Notice Board of the PhD website and will be notified by email. Those who will not be able to attend can collect the diploma at the Students Registry Office ("Ritiro Diplomi"). For further information, please email diplomilaurea@amm.units.it.

In compliance with the co-tutelle agreement, PhD students who have defended their thesis at the partner University will be conferred the Italian title of "Dottore di ricerca". Please note that the University of Trieste will not issue any certificate before receiving a proper written documentation from the partner University that the candidate has successfully defended his/her thesis.

Upon conferment of the Italian title of "Dottore di Ricerca", the additional label "Doctor Europaeus" will be awarded to those students who have fulfilled all requirements of the relevant University Regulation.

8. FINAL PROVISIONS AND INFORMATION

Candidates who have not complied with the necessary requirements within the set deadlines shall not be allowed to sit the final examination, except in case of remediable late actions. In these cases, a penalty of € 30.00 shall be applied for delays up to 30 days of € 60.00 for delays from 31 to 45 days, and of € 100.00 for further delays.
This announcement and all the relevant documents will be made public by posting on the University website. **Publication on the Board has the same value of an Official Notice and no personal communication will be made**. Any issue that is not mentioned in this announcement shall be governed by current laws.

All personal data collected for the purpose of this proceeding shall be processed and stored, including by automated means, by the University of Trieste, in compliance with art. 13 of the General Data Protection Regulation (EU) 2016/679.
The Head of the Doctoral Office is officially responsible for the administrative procedure (cf L. 241/90).

Doctoral Office	
Location and opening hours	**Contacts**
Address: Main University building (Building "A") right-hand wing – room 234 Piazzale Europa, 1 - 34127-TRIESTE **Time:** Monday 15.00 – 16.00 Tuesday, Wednesday and Thursday 9.00 – 11.00. We receive by appointment. **Telephone helpdesk** is available on business days Mondays to Fridays 12.00 - 13.00	**web:** https://portale.units.it/en/research/phd/programmes **phone number**: +39-040.558.3182 **email**: dottorati@amm.units.it