



INFORMATION NOTE FOR 39th CYCLE PhD STUDENTS

For the purpose of obtaining **Doctor of Philosophy (Ph.D.) degree**, the PhD student is required to take and pass the final examination by defending an original thesis, written in Italian, English or another language, subject to authorization by the Academic Board, and accompanied by an English-language abstract. The thesis is assessed by a specially appointed Examination Committee and must contribute to the advancement of knowledge or methodologies in the relevant research field.

This **information note** recalls the **requirements** and sets out the **deadlines** relating to the **final examinations** of the **39th Cycle**. The procedure for obtaining the final **Doctor of Philosophy (Ph.D.)** is governed by Ministerial Decree 226/2021 and Articles 26, 27, 28, 29, 33 and 34 of the Regulations governing PhD programmes at the University of Messina – Rector's Decree No. 645/2025.

DOCUMENTATION FOR THE FINAL EXAMINATION **DEADLINES AND REQUIREMENTS FOR PhD STUDENTS**

By the end of the third academic year, the PhD student must submit the application for admission to the final examination **(1.)** and the Final Report together with the Thesis **(2.)**, in accordance with the procedures and deadlines set out below.

 **By 15 October 2026** for PhD students whose programme ends on **31 October 2026** (UniME/MUR scholarship holders and non-scholarship holders).

 **At least 15 days before the actual end of the programme** for PhD students whose programme ends after **31 October 2026**.

This latter category includes:

- PhD students holding a **PNRR scholarship** (expected completion: 28 December 2026);
- PhD students admitted **after 1st November 2023** (e.g. following ranking-list adjustments or the allocation of additional scholarships);
- PhD students who have benefited from **career suspensions** and the corresponding recovery period;
- PhD students granted an **extension for thesis submission** (Article 27 of the UniME PhD Regulations).

Please Note: PhD STUDENTS ARE ADVISED TO CHECK THE END DATE OF THEIR OWN PhD PROGRAMME by consulting the **Rector's Decree of admission** available in the "*Bandi e Concorsi*" section of the UniME website relating to the 39th Cycle.

 Candidates who have benefited from:

- suspension of studies;
- extensions for dissertation submission;

are invited to request confirmation of their completion date by writing to dottorati@unime.it.

1. SUBMISSION OF THE APPLICATION FOR THE FINAL EXAMINATION (according to the UniME template)

The **Application for the Final Examination – 39th Cycle** must be sent to:

 protocollo@unime.it

and to cc

 dottorati@unime.it



1.1 Submission (if applicable) of the Application for the *Doctor Europaeus* Mention¹ (according to the UniME template) for PhD students who have submitted a specific request to the Academic Board within the prescribed deadlines.

Any application for the *Doctor Europaeus* mention must be submitted together with the **Application for the Final Examination** and sent to the same e-mail addresses.

2. SUBMISSION OF THE FINAL REPORT AND PhD THESIS TO THE COORDINATOR AND TO THE SUPERVISOR/CO-SUPERVISOR(S):

a) Report on the activities carried out during the three-year PhD programme and on any publications produced;

b) PhD thesis in electronic format **for external review**:

- PDF format;
- maximum size 20 MB;
- with a title page containing the information specified in the THESIS DEPOSIT – REQUIREMENTS FOR PhD STUDENTS section (see below)

OUTLINE OF REQUIREMENTS FOR THE FINAL EXAMINATION –PhD STUDENTS **39th CYCLE**

Requirement	Recipient	Deadline
Report on activities carried out and PhD thesis	Programme Coordinator and Supervisor (and Co-supervisor(s))	By 15/10/2026 (programme end date 31/10/2026) or at least 15 days before the end of the programme (if the end date is after 31/10/2026)
Application for the Final Examination – 39 th Cycle (Annex 1) + €16 virtual stamp duty available on the Esse3 profile (“payments” section)	protocollo@unime.it (cc dottorati@unime.it)	By 15/10/2026 (programme end date 31/10/2026) or at least 15 days before the end of the programme (if the end date is after 31/10/2026)
(if applicable) Application for <i>Doctor Europaeus</i> Mention (Annex 2)	protocollo@unime.it (cc dottorati@unime.it)	(if previously requested) to be sent together with the Final Examination Application

Please Note: For admission to the final examination and for the award of the PhD degree, PhD students **must be up to date with payment of university tuition fees and contributions**, pursuant to Article 1 of the Regulations on student contributions. PhD students who are not up to date may not carry out academic career procedures, including admission to the final examination.

¹ Art. 34 – European PhD ([UniME PhD Regulations](#)). The PhD student may request the *Doctor Europaeus* certification from the Academic Board within three months of the beginning of the final year, in addition to the national PhD degree, provided the conditions required by the European University Association are met: (a) positive thesis reports by two professors from two different European universities other than the one where the PhD is carried out, selected by the Supervisor and Academic Board; (b) at least one member of the Examination Committee from a European university other than the one where the thesis is defended, who may not be one of the referees; (c) part of the thesis defence in an official European language other than the national language of the country where the PhD is carried out; (d) thesis preparation following a research stay of at least one quarter, also non-continuous, at an institution in another European country.



PRELIMINARY ASSESSMENT OF THE THESIS AND ACTIVITIES CARRIED OUT DEADLINES AND REQUIREMENTS FOR THE ACADEMIC BOARD AND EVALUATORS

 **At least 10 days before the planned end date of the PhD programme for each PhD student, the Academic Board** appoints at least **two external evaluators** to the University, with high scientific qualifications, at least one of whom must be a university professor. The evaluators, identified on the proposal of the Supervisor and Academic Board, may also belong to foreign or international institutions.

The **thesis**, accompanied by the **report** on the activities carried out during the PhD programme and any publications, is then sent to the evaluators for preliminary assessment.

 **Within 30 days of receiving the thesis**, the evaluators issue a written analytical assessment, proposing either:

- admission of the thesis to the public defence;
- or postponement of the defence for a period not exceeding six months, in order to allow additions or revisions.

In the event of postponement, at the end of the assigned period the thesis is submitted again to the evaluators, who issue further written opinions. After that period, the thesis is in any event admitted to the public defence.

 **Within 5 days of receiving the evaluators' opinion**, the **Academic Board** resolves on **admission of the thesis to the public defence** or postponement for the period indicated by the evaluators, within the maximum limit of six months.

The Academic Board also defines **the list of PhD students admitted to the final examination**, issuing the relevant assessment also based on the evaluators' opinions.

In the case of a **joint-supervision agreement (Cotutelle)**, admission to the final examination is subject to a favorable assessment, expressed in a written report, by both thesis supervisors.

The **Doctor Europaeus certification**, in addition to the PhD degree, may be issued on the proposal of the Academic Board where the requirements established by the European University Association (EUA) are met:

- **Positive thesis assessment** by two referees from two European universities different from the one where the PhD is carried out, selected by the Supervisor and Academic Board. These referees must be appointed in addition to the external evaluators ordinarily required by current regulations.
- **At least one member of the Examination Committee** belongs to a European university different from the one where the thesis is defended. The referees may not be members of the Examination Committee.
- **Thesis defence**, at least in part, in an official European language other than that of the country where the final examination takes place.
- **Research stay abroad** of at least three months, also non-continuous, at an institution in another European country.

Once all the above requirements have been verified, the certification will be issued at the same time as the PhD degree is awarded.

THESIS DEPOSIT – REQUIREMENTS FOR PhD STUDENTS

Deposit procedure

For the purpose of obtaining the PhD degree, after receipt of the outcome of the external review and after admission to the defence has been communicated by the Coordinator, the PhD student must deposit the final version of the thesis in the open-access institutional repository [IRIS Ricerca](#), before the public final-examination session, in accordance with the procedures established by the University Regulations and the relevant [Guidelines](#).

File requirements

- must be uploaded in **PDF** format;
- must not exceed **20 MB**;
- must be identical in full to the final version (after external review) already sent to the Coordinator within the prescribed deadlines.
- Any discrepancies between the deposited thesis and the previously submitted version will prevent final validation of the deposit.

Title page requirements

- name of the University;
- thesis title;
- Department to which the PhD programme belongs;
- name of the PhD programme and cycle (39th Cycle - XXXIX);
- Scientific Disciplinary Sector (SSD) of the thesis, corresponding to that of the Supervisor;
- name of the Coordinator, Supervisor and, where formally appointed, the Co-supervisor(s);
- academic year of reference (**2025/2026**);
- any indications required by specific funding programmes (e.g. logos and/or mandatory wording).

The thesis title, SSD and Supervisor's name must match those indicated in the Application for the Final Examination.

Thesis language

The thesis may be written in Italian or English; it may also be written in another European language, subject to authorization by the Academic Board or in cases governed by joint-supervision agreements.

Embargo

Any request for an embargo, permitted exclusively in the cases provided for by Article 29, paragraph 5, of the [UniME PhD Regulations](#), must be authorized in advance by the Academic Board of the PhD programme.

Assistance

For technical or administrative support concerning the thesis deposit, doctoral students may contact ricerca@unime.it, sending a copy of the communication to dottorati@unime.it.



OUTLINE OF REQUIREMENTS FOR THE FINAL EXAMINATION – 39th CYCLE
ACADEMIC BOARD AND EVALUATORS

Deadline	Responsible party	Requirement
<i>At least 10 days before the actual end of the programme for each doctoral student</i>	Academic Board	Appointment of the thesis Evaluators . The Coordinator sends the documentation received from the doctoral students to the evaluators.
<i>Within 30 days of receipt of the theses</i>	Evaluators	Preparation of the written analytical assessment of the thesis and proposal to the Academic Board of: 1) admission to the public defence; or 2) postponement of the defence for a period not exceeding 6 months for additions/corrections.
<i>Within 5 days of receipt of the evaluators' opinion</i>	Academic Board	Resolution on admission to the public defence or on the postponement proposed by the evaluators and definition of the resulting actions.
<i>At the same time as the admission resolution</i>	Academic Board	Approval of the list of PhD students admitted to the final examination, with the relevant assessment. Any indication of the conditions for the <i>Doctor Europaeus</i> Mention or of a joint-supervision agreement (Cotutelle)
<i>At the same time as the postponement decision</i>	Academic Board	Approval of the list of PhD students whose examination is postponed, indicating the postponement period established on the basis of the evaluators' opinion (maximum 6 months).
<i>At the end of any postponement period (max. 6 months)</i>	Evaluators and Academic Board	The thesis is in any event admitted to the public defence, accompanied by a new written opinion from the evaluators on the additions or revisions made.

EXAMINATION COMMITTEE – FINAL EXAMINATION

DEADLINES AND REQUIREMENTS FOR THE COORDINATOR – PhD OFFICE

1.1 Appointment of the Examination Committee (first session of the 39th Cycle)

 **At least 15 days before the examination session**

Coordinator → **PhD Office** (through the Titulus protocol system)

Sends:

- Minutes of the Academic Board with the proposed appointment of the Examination Committee;
- Date, time and venue of the public defence;
- Examination Committee Final Examination form.

Please Note: The Academic Board must specify in the minutes that the Examination Committee appointed for the 39th Cycle is valid for all examination sessions of the same cycle, unless impediments or justified needs require a specific committee for an individual session (e.g. for PhD students who have requested the *Doctor Europaeus* mention or PhD students under a joint-supervision agreement - Cotutelle).

PhD Office

Prepares the Rector's Decree appointing the Examination Committee.

1.2 Appointment of the Examination Committee (subsequent sessions of the 39th Cycle)

 **At least 15 days before each examination session**

Coordinator → **PhD Office** (through the Titulus protocol system)

Sends:

- Minutes/list of admitted PhD students;
- Date, time and venue of the public defence.

Or:

- New committee proposal where justified impediments or specific needs exist (e.g. *Doctor Europaeus* requests or joint-supervision agreements - Cotutelle).

2. Transmission of thesis to the Examination Committee

 **At least 10 days before the public defence**

Coordinator → **PhD Office** (through the Titulus protocol system)

Sends:

- Thesis in PDF format;
- Any documentation concerning the requirements for the *Doctor Europaeus* Mention.

3. Publication and convening of the Examination Committee

 **Following issuance of the Rector's Decree**



PhD Office

Publishes on the institutional website at the following link <https://www.unime.it/ricerca/dottorati-di-ricerca/esami-finali-e-conseguimento-titolo/commissioni-e-convocazioni> (click on 39th CYCLE)

- Composition of the Examination Committee;
- Date, time and venue/mode of the public defence;
- Any subsequent notices.

✓ The publication constitutes the official notice of convocation for admitted candidates.



Coordinator

Communicates the publication:

- To the members of the Examination Committee;
- To the PhD students concerned.

OUTLINE OF REQUIREMENTS FOR THE FINAL EXAMINATION – 39th CYCLE **COORDINATOR – EXAMINATION COMMITTEE – PhD OFFICE**

Deadline	Responsible party	Activity
<i>At the same time as the first admission decision</i>	Coordinator	Submission of the proposal for appointment of the Examination Committee to the PhD Office
<i>At least 15 days before each individual examination session</i>	Coordinator	Submission of the minutes/list of admitted candidates to the PhD Office
<i>At least 10 days before each individual examination session</i>	Coordinator	Submission of theses and documentation to the Examination Committee
<i>From the 15th day following admission and within the 60th day from admission</i>	Examination Committee	Conduct of the public defence
<i>After issuance of the Rector's Decree appointing the Committee</i>	PhD Office	Publication on the University website of the Rector's Decree of appointment and examination-session notices, with the value of official convocation
	Coordinator	Communication of the Rector's Decree of appointment to the Committee members and the PhD students concerned.