

DRIM - Ph.D. COURSE ROBOTICS AND INTELLIGENT MACHINES

Final steps of the PhD Program and Thesis Defense: Vademecum for supervisors and PhD students of the 38th Cycle, V2.0

Below are some essential steps to complete your course of study and defend your thesis, listing the main actions that the PhD Board (Collegio dei Docenti), the students and their supervisors must carry out. Some actions require a resolution of the PhD Board which, for justified urgency and to ensure shortened timelines for the benefit of the students, may be issued by decree of the Coordinator and subsequently submitted for ratification by the PhD Board.

Please note that the procedure illustrated below is, for the most part, a rewrite of the rules in DECREE 226 of 14 December 2021, as set out in the agreement signed between the Host Institution and the Administrative Headquarters and the related annexes. Some specific procedures derive from the Regulations of the University of Genoa.

The document that follows can certainly be improved and will be updated periodically. The first draft was created out of the need to promptly provide the main information to supervisors and PhD students. For suggestions or questions, write to phd_drim@unige.it

1. Possible extension of the PhD program

It is possible to request an extension of the duration of the PhD program of up to 12 months for justified scientific needs.

The extension request must be submitted by the student by filling in the appropriate form available at the following links:

[Modulo richiesta proroga per la stesura della tesi](#)

[Modulo richiesta proroga per esigenze scientifiche](#)

[Extension of the PhD course for preparation of doctoral thesis](#)

[Extension of the PhD course for scientific research activity](#)

Deadlines for requesting an extension:

1. by 30 September 2025 for 38th-cycle PhD students who started on 1 November 2022.
2. by 31 December 2025 for 38th-cycle PhD students who started on 1 February 2023.

The extension may be granted either without a fellowship or with a fellowship. In case of extension with a fellowship, the Host Institution must explicitly request it and agree with the Administrative Headquarters on the procedures for transferring the necessary funds.

2. Admission to the final examination

At the end of the course of study, the PhD Board decides on admission to the final examination. The requirements for admission to the final examination are summarized as follows:

1. Completion of the required training activities;
2. Positive evaluation by the supervisor;
3. Positive evaluation by the assessment committee and approval by the Academic Board (Collegio Didattico).
4. The student prepares a written report, which will be evaluated by a committee and followed by a short oral interview.
5. The evaluation based on the preparation of a written report is held close to the end of the PhD program:
6. Late October 2025 – early November 2025 for 38th-cycle students who started on 1 November 2022.
7. Late January 2026 – early February 2026 for 38th-cycle students who started on 1 February 2023.

3. Appointment of External Reviewers

If the student is admitted to the examination, the supervisor proposes two external reviewers, officially appointed by the PhD Board.

At least one of the reviewers must be a tenured university professor. Reviewers may belong to foreign or international institutions but must not be members of the PhD Board of the doctoral course, nor be the student's supervisor or co-supervisor, and must not have played a substantial role in the student's scientific training. Furthermore, reviewers must not belong to either the Administrative Headquarters or the Host Institution (this restriction applies only in the case of other universities).

The following requirements apply for obtaining the additional designation of International/European Doctorate:

1. The PhD candidate must have spent at least 3 months abroad (not necessarily consecutive).
2. For the European Doctorate, the period abroad must have taken place in a country of the European Union.

3. Both reviewers must belong to non-Italian institutions: EU institutions for the European Doctorate; EU or non-EU institutions for the International Doctorate.

The student should request the issuance of the additional title by writing to phd_drim@unige.it and attaching the final certificate issued by the host institution (the same certificate sent to Alta Formazione). The request may be made after selecting reviewers who meet the requirements for the requested additional title.

4. Thesis evaluation by the reviewers

Reviewers receive the thesis from the supervisor together with instructions to complete an evaluation form within 30 days. Reviewers may:

1. Admit the student to the final examination;
2. Request substantial changes, postponing the examination for up to 6 months.

After 6 months, the thesis is in any case admitted to the final examination through a public discussion.

5. Final examination

The thesis supervisor, after consulting the curriculum coordinators, proposes the examination date and the examination committee for approval by the PhD Board . This must be done at least 30 days before the date of the examination so that the Administrative Headquarters can proceed with the official appointment.

1. The committee must be composed of at least three members.
2. At least two-thirds of the members must have an academic background.
3. No more than one member may belong to:
 - The Administrative Headquarters,
 - The Host Institution or other institutions convened in the 38th cycle. Note that the institutions convened in the 38th cycle do not correspond to all DRIM institutions. The restriction refers to the institutions that funded a fellowship by agreement in the 38th cycle: consequently, a institution that did not fund any fellowship in the 38th cycle is not subject to this point.

The thesis supervisor independently decides the time and place of the defense, managing the logistical and financial aspects related to any additional external costs – if present. All this information must be communicated to phd_drim@unige.it

It is possible to propose the same committee to evaluate two or more PhD candidates, possibly from different institutions, on the same examination date. It remains the supervisors' responsibility to decide autonomously the time and place of the defense, managing logistics and any costs – if applicable.

Committee members may attend remotely via videoconference.

At the end of the discussion, the committee drafts a written and reasoned judgment on the thesis and may award the honor 'lode' (summa cum laude). The documents must be sent to the Offices of Alta Formazione at dottorato@segreteria.unige.it

Requirements for obtaining the International/European Doctorate:

1. At least one member of the examination committee must belong to an institution other than the one where the thesis defense takes place.
2. For the European Doctorate, the institution must be in an EU country.
3. For the International Doctorate, the institution may be in an EU or non-EU country.

6. Instructions for depositing the PhD thesis

Depositing the PhD thesis in IRIS UniGe is a mandatory requirement for admission to the final examination. More information is available at:

https://openscience.unige.it/OpenAccess/tesi_dottorato and at the following links:

[Modalità deposito tesi dottorato2021.pdf](#)

[Procedure submission phd thesis2021.pdf](#)

[Linee guida per il deposito delle Tesi di Dottorato in IRIS UniGe - ITA](#)

[GUIDELINES for PhD thesis submission in IRIS UniGe - ENG](#)

7. Issuance of the diploma

Regarding the issuance of the diploma, please refer to the agreements established in the conventions between the Administrative Headquarters and the Host Institution.

The Parties jointly confer upon the students the academic degree of “Doctor of Research in Robotics and Intelligent Machines”. The diploma will display the logo of the Host Institution if it is authorized to award the doctoral degree, the logo of the DRIM doctoral course and the logo of the Administrative Headquarters. The diploma will be jointly signed by the legal representative of the Host Institution if authorized to award the degree and by the Rector of the Administrative Headquarters.

In addition to the diploma, a certificate will be issued bearing the logo of the Host Institution, the DRIM doctoral course and the Administrative Headquarters and will be

jointly signed by the legal representative of the Host Institution and by the Coordinator of the PhD course.

8. Important deadlines

Last date to request an extension of the PhD program:

1. by 30 September 2025 for 38th-cycle PhD students who started on 1 November 2022.
2. by 31 December 2025 for 38th-cycle PhD students who started on 1 February 2023.

Last date to defend the thesis: within 7 months from the end of studies:

1. by 31 May 2026 for 38th-cycle PhD students who do not request an extension and finish on 31 October 2025.
2. by 31 August 2026 for 38th-cycle PhD students who do not request an extension and finish on 31 January 2026.

Last date to submit the thesis to the reviewers, considering 30 days granted to reviewers to evaluate and 30 days for the nomination of the committee and the formalization of the examination date by the Administrative Headquarters:

1. by 31 March 2026 for 38th-cycle PhD students who do not request an extension and finish on 31 October 2025.
2. by 30 June 2026 for 38th-cycle PhD students who do not request an extension and finish on 31 January 2026.

Step	38th cycle (started in November)	38th cycle (started in February)
Deadline to submit thesis to reviewers	31 March 2026	30 June 2026
Deadline to decide the date and propose the committee	30 April 2026	31 July 2026
Final deadline for the thesis defense	31 May 2026	31 August 2026