



Ph.D. Program in Computer Science

Organisation of the final doctoral examination of XXIVth Cycle

- Law n. 210 of 3rd July 1998, art. 4;
- M.D. n. 224 of 30th April 1999;
- FUB Ph.D. regulation in force;
- subsumed that the Ph.D. studies of the XXIVth cycle end on 31st December 2011

TIMETABLE FINAL EXAMINATION

within 31.10.2011 Ph.D. Committee	<ul style="list-style-type: none">• The Ph.D. Committee decides about the composition of the Thesis Committee for each candidate, consisting of the supervisor, a second member of the Ph.D. Committee (chair), and an external examiner who is an expert of international standing in the area of the thesis
within 15.11.2011 student to supervisor/Thesis Committee	<ul style="list-style-type: none">• The doctoral student submits the doctoral dissertation (copy of the thesis) to the supervisor and other members of Thesis Committee
within 15.12.2011 student to secretariat	<ul style="list-style-type: none">• The doctoral student requests admission to the final examination or asks for an extension of his studies by another year;• Together with the admission request, a copy of the thesis is submitted;• Together with the extension request, the student submits a report of approx. 5 pages detailing the current state of his PhD studies, the reason for the extension and a plan for the completion.
within 15.01.2012 student meets with Thesis Committee	<ul style="list-style-type: none">• The candidate meets with the Thesis Committee to discuss the thesis. The date of this meeting is arranged with the candidate and committee members, and fixed by the chair. All faculty members may attend this discussion (min. 30 minutes for presentation and 30 minutes for discussion). At the conclusion, the committee makes a recommendation, which can be (i) to admit the candidate to the final exam, (ii) to propose an extension of the period of study, or (iii) to refuse the admission to the doctoral exam. The committee states the detailed reasons for its recommendation in a written report. The report is signed by all members of the committee.
within 20.01.2012 Ph.D. Committee	<ul style="list-style-type: none">• The Ph.D. Committee gives an assessment of the research activity of the doctoral student on the basis of the assessment (written report) of the Thesis Committee and the Ph.D. thesis draft;• The Ph.D. Committee decides on the admission of doctoral students to the final exam and on the extension of studies;• The Ph.D. Committee makes a proposal on the composition of the Doctoral Exam Commission (for the composition see art. 29 of the general regulations concerning Ph.D. program)
within February 2012 Senate+President	<ul style="list-style-type: none">• Meeting of the Academic Senate: the Senate gives an assessment of the composition of the doctoral Exam Commission.• The President of the University Council issues the decree of nomination of the doctoral Exam Commission.



End of February/within April 2012 (40 days before final exam date)	Determination of the exam date (at the latest within May 2012)
At the latest 30 days before final exam date administration	The administration sends to each doctoral student a registered mail with acknowledgement of delivery ; the mail contains: <ul style="list-style-type: none">• the assessment by the Thesis Committee of the doctoral thesis;• the assessment by the Ph.D. Committee of the thesis;• the form for the request to archive the doctoral thesis;• the names and addresses of the members of the Exam Commission;• an indication of the documents and the number of copies of the final doctoral thesis to send to the members of the Exam Commission;• an indication of the documents and the number of the copies of the final doctoral thesis to hand in to faculty administration;• the deadline for the submission of the documents and the copies of the final doctoral thesis (PLEASE NOTE that only till this deadline corrections of the dissertation can be made by the student)• the place, date and time of the exam.
within May 2012	Final doctoral exam