EUROPEAN UNIVERSITY INSTITUTE

PhD defence workflow

Normally, at the end of the 4th year of registration the researcher hands in the thesis and the turnitin receipt.
If the thesis is nearly ready for defence, an examination board is proposed by supervisor and Department and appointed by the Executive Committee

The supervisor sends a note within one month after receiving the draft saying whether:
i) the thesis is ready to be sent to the examiners;
ii) it needs minor or major language correction;
iii) there is any sign of plagiarism

The thesis is ready to be sent immediately to the examiners

The date when the supervisor confirms that the thesis is ready to be sent to the examiners is the **SUBMISSION DATE** (minor language revision can be made after the reports have been delivered)

All examiners must send in their reports within 2 months from receipt of the thesis. The **REPORTS DATE** is the date when all 4 reports have arrived and are sent to the Examining Board and the candidate. The defence must take place within 9 months after this date

All reports are positive or ask for minor revision

The researcher sends the final (linguistically revised) thesis as a PDF file to the print-shop at least one month before the date of defence

DEFENCE
The thesis is accepted as defended, or conditionally accepted subject to revisions

The Examining Board chair (or another delegated examiner) writes a report on the defence during the deliberation or within 3 months

At least one report asks for major revisions

The researcher has maximum 6 months to revise the thesis. S/he explains in detail in a letter to the examiners which changes have been made. On the extension of this 6-month period see art. 9.5 of the Academic Rules

If the majority of voting members expresses in writing that the thesis cannot be defended as resubmitted, the researcher will no longer be able to defend the thesis at the EUI

If the defence can go forward, the researcher sends the final thesis as a PDF file to the print-shop at least one month before the date of defence

DEFENCE
The thesis is accepted as defended, or conditionally accepted, or rejected (if negative reports by voting examiner(s))

The Examining Board chair (or another delegated examiner) writes a report on the defence during the deliberation or within 3 months

The thesis is NOT ready to be sent to the examiners

The researcher can revise the thesis until the end of the 5th year. The **SUBMISSION DATE** in this case will be the last day of the 5th year. On extensions see art. 11.3 of the Academic Rules

If at the end of the 5th year the thesis is not ready for defence yet, the supervisor assesses whether it could be defended after further revision. The thesis is sent as it is to the jury members with this explanation

All jury members must send in their reports within two months. The **REPORTS DATE** is the date when all 4 reports have arrived and are sent to the Examining Board and the candidate. The defence must take place within 9 months after this date

The researcher has maximum 6 months to revise the thesis. S/he explains in detail in a letter to the examiners which changes have been made. On the extension of this 6-month period see art. 9.5 of the Academic Rules

After resubmission the Examining Board decides whether the defence can go forward (supervisor and co-supervisor have no vote)

If the defence can go forward, the researcher sends the final thesis as a PDF file to the print-shop at least one month before the date of defence

If the majority of voting members expresses in writing that the thesis cannot be defended as resubmitted, the researcher will no longer be able to defend the thesis at the EUI

DEFENCE
The thesis is accepted as defended, or conditionally accepted, or rejected

The Examining Board chair (or another delegated examiner) writes a report on the defence during the deliberation or within 3 months

ACADEMIC RULES AND REGULATIONS FOR THE DOCTORAL AND MASTER OF RESEARCH PROGRAMMES