



Guidelines

Process for the thesis defence and submission

Important notes

In order to start the process students must submit their final Doctoral programme and get their courses approved by the PhD Graduate Studies Committee.

The present guidelines DO NOT replace the PhD Regulations, which should be consulted for more formal aspects.

Organisation of the defence

Actors	Activities
Thesis Director	Confirms the composition of the final Board of Examiners to the Graduate Studies Committee (or communicates changes – if any – for approval)
	Contacts the representative of the GSC (appointed by the GSC at the beginning of the PhD), who will work as Chair of the Board, and checks his/her availability; if not available the Chair is in charge of finding a replacement
	Defines and communicates the final date of the thesis defence to the Dean's Office (phd.biomed@usi.ch) <u>at least one month before the date</u>
	Sends the thesis to the Dean's Office for the anti-plagiarism check ("Turnitin" software)
	Sends the thesis to the members of the Board, asking them for an evaluation report within 30 days (a letter describing the research and providing an overall statement on the thesis: accepted for discussion / accepted with changes / rejected). A template of evaluation report is available upon request to the Dean's Office.
	Sends the evaluation reports received and his own evaluation to the Dean's Office (phd.biomed@usi.ch) <u>at least 2 days before the defence</u>
Dean's Office	Performs the check for possible plagiarism on the thesis ("Turnitin" software) and sends the results to the Thesis Director
	Organises the defence if held on the Campus

Sends the template “defence report” to the Chair of the Board

The defence

Actors	Activities
Chair	Introduces the student and handles the question and answer section after the presentation (40 min presentation, min. 30 min questions/discussion)
	At the end of the defence, fills in the defence report with the comments of the members of the Board
Members of the Board, Public	Questions and discussion: <ul style="list-style-type: none"> •First questions are asked by the external expert •Then the internal expert •Then the Thesis Director •Finally members of the public
Members of the Board	When the question time is over, the Board deliberates privately
Chair	Sends the filled in defence report to the Dean’s Office with all signatures

Submission of the final thesis and receiving the PhD diploma

Actors	Activities
Dean’s Office	Sends the report to the student, so that he/she can modify the thesis
Student	Sends to the Dean’s Office (phd.biomed@usi.ch) the final digital version of the thesis and the attachments requested in the submission form (“PhD thesis submission”)
Thesis Director	Checks if the thesis can be published or must remain private (responsible for any copyright infringement)
Dean’s Office	Informs the USI Library that the student’s documents are verified and that the student can be contacted to begin the publication process
Dean’s Office	Releases the official PhD certificate and sends it to the student