Università degli Studi Milano-Bicocca

Doctoral Programmes Handbook
Academic Year 2026/2027

Scuola di Dottorato
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1. First Steps

This section describes the steps immediately following admission to our doctoral programmes (illustrated in detail on this webpage). You should follow the described procedures by the deadlines to avoid exclusion from the doctoral programme to which you have been admitted.

Enrolment

After taking part in the admission tests, please wait for the expected date for publishing the rankings and then check the officially published rankings on the Official Notice Board (Albo di Ateneo) and on the webpage Graduatorie/ Rankings.

Will you receive a direct communication of your ranking position to your personal email?
No, you will not receive a direct communication of your ranking position to your personal email, and you will need to autonomously check your ranking position. Only in case of a withdrawal of a doctoral candidate and consequent ranking update, you will be contacted by the Doctoral School Sector if you are ranked in a winning position.

In case of admission, please carefully check the deadlines for enrolment in the official ranking document.
To complete your enrolment, on Segreterie Online log in to your account with the same credentials used to apply to the doctoral admission competition and follow the steps below:

1. select “Enrolment” and choose “Enrolment to courses with limited spaces”.
2. select the programme you wish to Enrol in and follow the guided procedure, by filling in the required fields and by confirming the entered information at the end.

At the end of the enrolment procedure, you should upload the form **Declaration for enrolment**, duly filled out and signed. After that, you should pay the first instalment of the enrolment fee through PagoPA.

Status of the first installment of the enrolment fee
On your personal account on Segreterie Online, you will see the status "In attesa di perfezionamento immatricolazione" until the wired payment of the enrolment fee (made through PagoPA) is successfully registered by our information system.

Before the start of academic activities, you should accept an online *Commitment of Confidentiality and Secrecy* (as per the decision of 7 October 2021 by the Academic Senate), which will be provided by the Doctoral School Sector.

After the enrolment: email, badge and tutor

After the enrolment, in case you have not previously been Enroled in any other course at Università degli Studi di Milano-Bicocca, you will be provided with an **enrolment number** and an **official University email address**.

The email address will have the format *n.surname@campus.unimib.it* (e.g. *j.doe@campus.unimib.it*). The account will be automatically activated a few days after you complete your enrolment.

You will be able to log in to it on this webpage with the same credentials used to access on Segreterie Online. Your email address will be based on the Google service Gmail and it will allow you to use the Google *G Suite for Education* as well. For more information, you can check this dedicated webpage.

Why is your university email address important?
The University email is the main communication channel between doctoral candidates and the University. We suggest that you frequently check your university email to stay updated on all information regarding your doctoral programme.

As a doctoral candidate, if you have not previously been enrolled in any other course at Università degli Studi di Milano-Bicocca, you will receive a **University badge issued by BPER Banca**, which will include your personal picture, name and surname, and your enrolment number. After a few weeks you will receive the University badge at the address you filled in during the enrolment.

All doctoral candidates will be supervised by an **academic supervisor**, who will have to be a member of the Academic Board of the doctoral programme. For any doctoral candidate conducting project-bounded research, there will also be a co-supervisor affiliated to the financing organisation. The supervisor is assigned to each doctoral candidate by the Academic Board of the doctoral programme, after consulting with the doctoral candidate.

Registration to the *gestione separata INPS* and bank coordinates

After the enrolment, you should register to the ***gestione separata INPS***, about which you can find further information on the INPS website at this webpage. You can register to the *gestione separata INPS* once Enroled, indicating on the INPS portal the actual date of your enrolment and not the starting date of the doctoral programme (01/11/2026).

What is the deadline to register to the *gestione separata INPS*?
The deadline is by the first days of November 2026 and necessarily before receiving the first instalment of your scholarship (the payment of the first instalment will be made on 16/12/2026).

To register, you should refer to your current residence.

- For doctoral candidates residing in Italy

The registration to the *gestione separata* should be made on the website of INPS. To access to the INPS online services, you can use the following methods: SPID (Sistema Pubblico Identità Digitale), CIE (Carta di Identità Elettronica), or CNS (Carta Nazionale dei Servizi).

- For doctoral candidates residing abroad without any Italian ID document

The registration to the gestione separata should be made online on the INPS website. To access the online services, you will be asked for a PIN code. If you have no PIN code yet, you should ask its issuance from:

1. INPS branches
2. online, through the procedura di richiesta PIN

For further information, you can directly contact the INPS branch in your city.

Once you have completed the enrolment, you should send your **bank coordinates** by using this form, which you must duly fill in and send to the **Ufficio Pagamenti** at the email address pagamenti.dott-spec@unimib.it, attaching a copy of your valid ID document.

Enrolment Checklist

- ☐ Check your ranking position at Graduatorie/ Rankings
- ☐ Log in to Segreterie Online and fill in your information by the deadline
- ☐ Upload the Declaration for enrolment form, duly filled in and signed
- ☐ Pay the first installment of the enrolment fees through PagoPA
- ☐ Accept the *Commitment of Confidentiality and Secrecy*, provided by the Doctoral School Sector

After the enrolment checklist

- ☐ Log in to your University email at **this link**
- ☐ The University badge to your home address
- ☐ Start your research activities under the supervision of your academic supervisor
- ☐ Register to *gestione separata INPS*
- ☐ Send the bank coordinates to receive your scholarship to the Ufficio Pagamenti (pagamenti.dott-spec@unimib.it)

2. Enrolment and tuition fees

Installments and amount

The amount of the enrolment and tuition fees is annually determined by the Board of Administrators of the University. The **first installment is € 146** and it has to be paid upon enrolment. The deadline for doctoral candidates renewing their enrolment for the second, third, or eventual fourth year is 30 September 2026.
The **second installment**, due only by the scholarship recipients, is defined by the ISEE values and it ranges from a minimum of € 0 to a maximum of € 1.200. You should pay the second installment by 14 May 2027.

Payment methods

You should pay through the pre-filled PagoPA digital payment slip, which can be found directly in your personal area at Segreterie Online. The procedure can be done entirely online, no payment slip will be sent to your home address.
You can pay through PagoPA using one of the following methods:

1. directly in your personal area at Segreterie Online, by using the online payment function (you can pay by bank transfer or credit card)
2. with your home banking through the CBILL system, using the interbanking code or SIA code 1G192
3. by printing the payment slip and paying the fees at the PagoPA service providers.

Payment delay

In case of delayed payment, the amount of the fees will be modified as follows:

- 10% of the installment amount more for 1 to 60 days of delay
- 15% of the installment amount more for more than 60 days of delay.

You will not be able to ask for any certificate issuance until the payment of the fees is settled.

ISEE (Indicatore della Situazione Economica Equivalente)

The enrolment and tuition fees are calculated on the basis of ISEE. Therefore, you should present your ISEE Declaration according to the procedures and by the deadlines described below.

If you are an Italian citizen or if you are residing in Italy, you should obtain the **ISEE per i corsi di dottorato (ISEE for doctoral programmes)**, by presenting by 13 November 2026 the Dichiarazione Sostitutiva Unica to a CAAF branch, through INPS, or through an authorised service provider**.** In order for your ISEE to be processed through our online procedure, you should present the enrolment to the academic year 2026/2027 and request the **ISEE PER I CORSI DI DOTTORATO (ISEE for doctoral programmes)**.

If you are residing abroad or you have sources of revenues abroad, you should send a hard copy of the ISEE or the request of calculation by email to contribuzione@unimib.it by 13 November 2026 (even if you have not physically arrived in Italy yet). You can find the request form at this webpage.

Further information can be found at the specific guides here below:

- Guide for PhD Progams - a.y. 2026/2027
- ISEE Guide - a.y. 2026/2027

Enrolment and tuition fees checklist

- ☐ Carefully read the dedicated guides at this webpage
- ☐ Pay the first install of € 146 at your enrolment or by 30 September 2026 if you are renewing your enrolment
- ☐ Submit your ISEE Declaration by 13 November 2026 (check how to proceed according to your residence)
- ☐ Pay the second installment (the amount varies) by 14 May 2027

3. Doctoral scholarship and research funds

Amount and payment methods

Once you have completed the enrolment, you should send your **bank coordinates** by using this form, which you must duly fill in and send to the **Ufficio Pagamenti** at the email address pagamenti.dott-spec@unimib.it, attaching a copy of your valid ID document.

The annual gross amount of the doctoral scholarship is **€ 16.243**. The doctoral scholarship is exempt from the local tax on revenue and physical persons (IRPEF). The scholarship is paid on the 24th day of each month in monthly installments. Each monthly rate refers to the previous month (e.g. the monthly rate of December will be paid in January).

Compatibility of the scholarship with other revenues

The doctoral scholarship is compatible with other revenues, on the condition that the other revenues are not higher than the **annual gross amount** of the doctoral scholarship (€ 16.243).

At the beginning of each calendar year, you will be asked to self-certify any eventual higher amount of the revenue received during the previous calendar year. For the self-declaration, you should consider the personal revenues of the calendar year of reference, considering their total gross amount. As an example, this includes regular working activities, freelance activities, and temporary collaborations.

What happens if the amount of other revenues is higher than the doctoral scholarship?
In case you go beyond the revenue limit, the scholarship will be suspended and you will have to give back the amount received during the months your revenues were higher.

Compatibility with other scholarships

The doctoral scholarship cannot be topped up with other scholarships, with the exception of the scholarships aimed to support research periods abroad. Therefore, you will be able to participate in the Erasmus+ mobility scholarships.

Tax declaration and other documents

The doctoral scholarship is exempt from the local tax on revenue and physical persons (IRPEF) and it is only subject to the *gestione separata INPS*. If the doctoral scholarship is your only source of revenue, you will not have to submit your tax declaration (if your country of residence is Italy). The payment slips of the monthly payments of the doctoral scholarship and annual certification can be found only online, by log in with your personal credentials at this webpage. After you log in, you should select the option "I MIEI DOCUMENTI".

Research funds

Starting from your first year, regardless of if you are a scholarship recipient or not, you will have the right to an **annual funding for your research-related activities.** The research funds are an instrument to incentivise autonomy, equity, and quality in doctoral education and research. They can be used in Italy and abroad and they are equal to 10% of the gross amount of the doctoral scholarship. The research funds of the following years can be cumulated with the unutilised budget of the previous years.

Until when can you use the research funds?
The research fund can be used through standard procedures until 31 October of the last year of your doctoral programme. After that date and by the date of your viva voce discussion, you can use your research funds only by hard copy procedures.

You will not be allowed to receive research funds if you already are recipient of a foreign national scholarship or you are undertaking a cotutelle period at Università degli Studi di Milano-Bicocca.

The research funds are assigned to the Department, to which the doctoral programme belongs. The Coordinator of the doctoral programme is responsible for the research funds and approves the budget requests, activating the relevant offices. The research funds they can be used, as an example, for:

- reimbursements of mission expenses
- registration fees for conferences, seminars, summer/winter schools
- thesis printing expenses
- purchase of consumables, services, and maintenance of tools and equipment (excluding personal computers)
- travel, allowance, and accommodation expenses for research period abroad above six continuous month (for research period abroad shorter than six months, only travel expenses will be reimbursed)

Checklist doctoral scholarship

- ☐ On 24 day of each month you will receive your monthly doctoral scholarship installment
- ☐ At the beginning of each calendar year, you will be asked to self-certify any eventual revenue amount higher than the doctoral scholarship gross amount (€ 16.243)
- ☐ If the doctoral scholarship is your only source of revenue, you will not have to submit your tax declaration (if your country of residence is Italy).
- ☐ The payment slips of the monthly payments of the doctoral scholarship and annual certification at this webpage.

4. Doctoral teaching activities and research periods abroad

Doctoral teaching activities

The teaching activities offered to doctoral candidates is divided in:

- **teaching activities specific to the doctoral programme**
  The course schedule can be found on the webpages of each doctoral programme.
- **interdisciplinary teaching activities organised by the Doctoral School**
  They comprise course themes crossing different disciplinary fields.

At the beginning of the first year, you will be required to fill out your teaching plan. You can find all the information on the doctoral teaching activities at this webpage.

Are doctoral teaching activities mandatory?
To obtain the doctoral degree, each doctoral candidate should obtain at least 11 ECTS credits, unless otherwise provided by the individual doctoral programmes. At least 8 ECTS credits should be obtained from teaching activities specific to the doctoral programmes and at least 3 ECTS credits (mandatory) should be obtained from interdisciplinary teaching activities.. The Responsible Research and Innovation (RRI) course is mandatory for all first-year doctoral candidates.

The doctoral candidates can also benefit from the self-study online language courses offered by the University. The courses are offered through the **Altissia platform** and they include all levels from beginner to advanced (from A1 to C1 CEFR) of French, English, Italian, Portuguese, Spanish, and German languages. To join the courses, you should log in to Portale di Altissia with your university credentials. For further information, you can check this webpage.

Research periods abroad at foreign Institutions

Every doctoral candidate can undertake research periods abroad at foreign universities or research institutes for a maximum length of twelve months and of

eighteen months in the case of cotutelle or doctoral programmes under a collaboration agreement. You can find more information at this webpage.

- Before departure

At least one month before your departure, you should submit to the Doctoral School Sector the **Request for training abroad** form, which can be found in the form and certificates webpage of the website. The form should be countersigned by the doctoral programme Coordinator, and submitted along with a copy of your ID document.

- During your period abroad

As a doctoral candidate, you will have the right to a **50% increase in the gross amount of the doctoral scholarship** for the whole period abroad, if it is **longer than 30 days**. To obtain the increase of the doctoral scholarship, you should submit to the Ufficio Pagamenti (pagamenti.dott-spec@unimib.it) by the 30th day of each months the **Attendance certificate for periods abroad** form, signed by the supervisor at the foreign Institution and which can be found in the form and certificates webpage of the website.

Cotutelle

Cotutelle refers to a doctoral programme of an individual doctoral candidate on which an **agreement has been reached between two higher education institutions from different countries**, allowing the student to develop the doctoral research project in alternating stays at partner institutions.

The main characteristics of a cotutelle are:

- the doctoral candidate will be enrolled to both Universities
- research undertaken at both Universities under the supervision of two supervisors, respectively affiliated to Università degli Studi Milano-Bicocca and the partner University
- the research period abroad of at least 12 months, unless otherwise agreed by both Universities
- final viva voce discussion with an examination Committee composed of members of both Universities

The cotutelle makes it possible to obtain a double Doctoral degree (diploma), recognised by the countries of the partner institutions.

As a doctoral candidate, you will have the right to a **50% increase in the gross amount of the doctoral scholarship** for the whole period abroad. To obtain the increase of the doctoral scholarship, you should submit to the Ufficio Pagamenti (pagamenti.dott-spec@unimib.it) by the 30th day of each month the **Attendance certificate for periods abroad** form, signed by the supervisor at the foreign Institution and which can be found in the form and certificates webpage of the website. Moreover, you will be allowed to use your research funds to cover allowance and accommodation expenses.

For further information on how to activate a cotutelle, please visit this webpage and contact the Doctoral School Sector at dottorati@unimib.it.

Mission and expenses reimbursement

For research periods abroad and for the participation in conferences, summer/winter schools, seminars, and workshops you should **apply for a mission on https://unimib.u-web.cineca.it/**. You will then have to be authorised by the doctoral programme Coordinator and by the director of the relevant Department.

Upon your return from the mission, to obtain the reimbursement you will have to complete the mission previously opened and authorised, attaching the **relevant documents** (i.e. proof of participation, proof of payment) and concluding the mission. The **Ufficio Missioni** of the university will then reimburse the expenses of the mission. For further information, you can visit this webpage or contact the Ufficio Missioni at assistenzamissioniweb@unimib.it.

5. Services

Request for certificate and forms

As a doctoral candidate, you can request certificates of enrolment (with or without the doctoral scholarship amount and/or tuition fees), year completion, or graduation. You can request a certificate in Italian and/or English language by writing to dottorati@unimib.it, attaching the relevant form, which you can find at this webpage. The required certificates can be picked up by appointment at the office of the Doctoral School Sector (more information in the Contacts section), shipped to your home address, or sent by email through certified digital email (PEC).
All certificates can be issued **only after the payment of a revenue stamp**. After you submit your certificate request, a payment slip will be generated and be visible in your personal area on Segreterie Online. The amount varies according to the number of requested certificates and whether you asked for the shipping. The cost is € 16 for the request + € 16 for each issued certificate. For shipping to a home address the additional costs are € 10 for domestic shipping and € 15 for international shipping.
All forms are available on the website at the Forms and certificates webpage.

Can a Public Administration office ask for a certificate?
No, they are not entitled to. According to Italian legislation, Public Administration offices can not ask for certificates, only for self-declaration. Self-declarations are available on your personal page at Segreterie Online.

University badge duplicate

In case of lost, theft, or deterioration of the badge, it is necessary to submit the Badge duplicate request form to dottorati@unimib.it, attaching:

- copy of the lost/theft official report or copia della denuncia di smarrimento/furto or declaration of in lieu of affidavit
- copy of your ID document

The cost of the badge duplicate is € 20.

If the University badge is demagnetised or close to expiration and you are using it for bank services, it is necessary to submit the Badge duplicate request form to dottorati@unimib.it. The badge will be shipped to the home address you filled out in your personal area on Segreterie Online.

Can I use the University badge after its expiration for University services?
Yes, you can. If you use the University badge only for University services (i.e. library, parking, cafeteria) you can continue to use it after its expiration date.

University cafeteria and partner restaurants

All doctoral candidates can have discounted prices on meals at the University cafeterias and at partner restaurants. The price of the meals varies according to your ISEE. You should request for cafeteria access through the Online Desk by the deadlines at this webpage. The cafeteria profile will be registered on your University badge, after verification of your regular enrolment for the academic year 2026/2027.

University housing

All doctoral candidates regularly enrolled in the academic year 2026/2027 can submit their application for accommodation at a subsidised price at our University housing. You can find further information at this webpage.

Can you apply for University housing even if I am not Enroled yet?
Yes, you can apply for university housing even if you have not finalised your enrolment yet. Your regular enrolment status will be verified at the moment of attribution.

Insurance

All doctoral candidates are covered by insurance against both the risk of accidents and the risk of civil liability towards third parties, in Italy and abroad, during all work-related activities (study and research). You can request the issuance of a statement of insurance coverage, in Italian or English language, by sending an email to

assicurazioni@unimib.it, attaching a copy of your ID document and your University badge.

6. Rights and obligations

Renewal of enrolment

The renewal of enrolment for the years subsequent to the first one, takes place entirely online. You will have to log in to your personal area on Segreterie Online and select "Renew registration". You will have to fill out the **AlmaLaurea questionnaire**, where you can share your opinion about the doctoral programme, to which you are currently enrolled. After the enrolment, you will have to pay the first installment of tuition fees through the pre-filled PagoPA payment slip. To know the timing for renewal of enrolment, you can check this webpage.

End of the year evaluation

At the end of each year of the doctoral programme, you will be evaluated by the Academic Board, which will approve or reject the admission to the subsequent year. By the end of each year of the doctoral programmes, you will thus be required by the Doctoral School Sector to fill in on the Segreterie Online portal a r**eport of your doctoral activities**. You should include in the report the courses and lessons taken, participation in conferences and summer/winter schools, the academic activities, and any publications. You will also have to attach a file of a maximum three pages (5400 characters) regarding your research activities during the year and the thesis progress status. The Academic Board might ask for an oral presentation of your activities.

You can find the instructions to fill out the end of the year questionnaire at this webpage.

What happens if the Academic Board rejects your admission to the subsequent year?
The rejection by the Academic Board leads to the exclusion from your doctoral programme, with the subsequent loss of the doctoral scholarship.

Work activities, tutorship, and supplementary teaching activities

The enrolment to a doctoral programme entails a **full-time commitment**. Any work activity (which should anyway involve a limited number of hours) should therefore be **authorised by the Academic Board**.

You are allowed to **work as a tutor** for students enrolled in other programmes in the University. Moreover, you can teach in **supplementary teaching activities** up to a maximum of 40 hours for each academic year. These activities should be authorised by the doctoral programme Coordinator. to.

To ask for authorisation, please send the form "Request of working activities", which can be found at this webpage, to the Doctoral School Sector at dottorati@unimib.it.

Suspension of attendance

During your doctoral programme, you have the right to request a suspension of attendance up to a maximum of six months, due to the following causes:

- serious illness
- special private matters
- permanent employment in the public administration during the trial period.

You should send the "Suspension of attendance" form, which can be found at this webpage, to the Doctoral School Sector at dottorati@unimib.it, attaching a copy of your ID document and relevant documentation proving the causes for suspension.
In case of suspension due to **serious illness**, the medical certificate should be issued by a public health provider or by a medical doctor affiliated with the National Health Service (SSN). The medical certificate does not need to report the diagnosis, since only prognosis is required.

After the suspension of attendance, the doctoral candidate should communicate the resumption of activities to the Doctoral School Sector, submitting the "Resumption of attendance", which can be found at this webpage, form signed by the Coordinator of the doctoral programme at dottorati@unimib.it.

Maternity leave

Maternity leave provisions apply to doctoral candidates according to the current legislation.

In case of pregnancy, you should a**lways inform the Doctoral School Sector of your pregnancy status** by submitting the relevant "Notification of pregnancy status" form, which can be found at this webpage, and attaching the certificate from a gynaecologist stating the pregnancy and the expected date of birth. For safety purposes, the form should be signed by the Coordinator of the doctoral programme. To finalise the suspension of attendance, you should send the **"Suspension of attendance"** form, which can be found at this webpage, to the Doctoral School Sector at dottorati@unimib.it, attaching a copy of your ID document and specifying the "Maternity leave" cause.

In case the maternity leave starts **after the seventh month**, during the seventh month of your pregnancy you should send to medico.competente@unimib.it a certificate by the gynaecologist stating that the working activities up to the eighth or ninth month do not harm the health of the mother and the unborn child.

At the end of the maternity leave, the doctoral candidate should communicate the resumption of activities to the Doctoral School Sector, submitting the "Resumption of attendance", which can be found at this webpage, form signed by the Coordinator of the doctoral programme at dottorati@unimib.it.

The **optional maternity leave** is handled as suspension of attendance. It is important to notify by the deadlines eventual extension of the end of the maternity leave (for a maximum of 12 months).

If you suspend the attendance due to maternity leave, will you receive the doctoral scholarship?
No, you will not receive your doctoral scholarship during your maternity leave. Nonetheless, you will receive the financial support provided by INPS.

Withdrawal from the doctoral programme

The withdrawal from the doctoral programme can be submitted at any time. In case of withdrawal, you should hand the hard copy of the "Withdrawal from Ph.D." form to the Doctoral School Sector, which can be found at this webpage, along with a € 16 revenue stamp. Alternatively, it is possible to ship the hard copy, along with the revenue stamp, to the following address:

Settore Scuola di Dottorato
Università degli Studi di Milano-Bicocca
Piazza dell'Ateneo Nuovo 1
20126 Milano

You will receive the doctoral scholarship until the date of withdrawal.

Representation of the doctoral candidates

Academic Board of the Doctoral School

A representative of the doctoral candidates for each active cycle attends the meetings, exclusively to discuss teaching and organisation issues.

Department Board

The Department Board includes also representatives of the doctoral candidate enrolled to the doctoral programmes. The number of representatives, the duration of their term and the election procedures are established by the Department regulations.

Doctoral School Council

The Doctoral School Council includes the President of the Doctoral School, the Coordinator of the doctoral programmes, the head of the Doctoral School Sector, and the representatives of the doctoral candidates. The appointment of the doctoral candidates lasts two years.

7. Conclusion of the doctoral programme

Thesis

The doctoral thesis should be written in Italian or English language (for the use of another language, you will need the authorisation of the Academic Board), and you should attach:

- an abstract, both in Italian and English languages
- a report by the doctoral candidate on their activities during the doctoral programme, including relevant publications.

The thesis will be evaluated by two Italian or international teachers, experts in the thesis subject, external to the Academic Board and not affiliated with the Università degli Studi di Milano-Bicocca. Following the evaluation outcome, there are two possible scenarios:

- direct admission to the viva voce discussion
- the postponement for six months, with the request for minor or major revisions. After this period, the doctoral candidate will be admitted to the final viva voce discussion and the evaluator will submit another evaluation, updated after the revisions by the doctoral candidate.

The evaluations by the two reviewers are always submitted to the Coordinator of the doctoral programme and to the Commission. The thesis will have to use this front page.

The relevant deadlines for the final exam and the thesis deposit are published on the Graduating webpage on our website.

Graduation application

To apply for **admission to the final exam** you should log in to your personal area on Segreterie Online, select “Conseguimento titolo”, and fill in the required information. At the end of the procedure, a payment slip of € 32 will be automatically generated, and it will have to be paid by the application deadline.

doctoral candidates, who wish to request the **thesis embargo**, will have to upload the relevant form, signed by the Coordinator and the supervisor. The embargo is the period (of at most 36 months) during which the thesis will not be published on our University repositories.

Final exam (viva voce discussion)

The final exam consists of a **public viva voce discussion of the thesis**, in front of an examination Commission. At the end of the discussion, the thesis is approved or rejected without any mark. The examination Commission can approve the graduation with honors (cum laude), in case of research of particular scientific value.

What happens if you receive a rejection?
In case of rejection by the evaluation Commission, your doctoral candidate status will cease, and you will not be able to take the final exam again.

If you do not take part in the final exam, you will be justified only upon causes of illness or force majeure, duly proved. Otherwise, you will not be allowed to take the final exam again.

8. Contacts

Doctoral School Sector

For administrative needs and for information on programmes, teaching activities, research periods abroad, exams, activation of collaboration agreements and funding opportunities.

- Email: dottorati@unimib.it
- Meeting hours: Tuesdays and Thursdays after booking an appointment at Edificio U9 Viale dell'Innovazione, 10 — 20126 Milano

Ufficio Pagamenti

For information regarding the payment of doctoral scholarships.

- Email: pagamenti.dott-spec@unimib.it

Ufficio Tasse-Esoneri

For information on payment of enrolment and tuition fees, ISEE, housing and cafeteria.

- Email: contribuzione@unimib.it

Ufficio Legale

For information regarding insurance coverage, and for reporting accidents.

- Email: assicurazioni@unimib.it

Ufficio Missioni di Ateneo

For information on procedures and requirements before, during, and after missions.

- Email: assistenzamissioniweb@unimib.it

International Projects and Mobility Sector

For information on participating in Erasmus+ Traineeship programs.

- Email: erasmus.traineeship@unimib.it

How can I contact the University?

The student webmail nomeutente@campus.unimib.it is the official communication channel between the doctoral candidates and the University. Therefore, you should check it regularly and use it for communicating with the relevant offices of the University.

Please mind that the emails from the Doctoral School Sector might arrive from: dottorati@unimib.it and scuoladottorato@unimib.it. Therefore, it is highly suggested to add the two email addresses to your contact list in your email, so that the communications do not directly go to spam.