**Cover-page, PhD Thesis submission and embargo policy**

**Cover-page**

In order to drawn up the cover-page of the PhD Thesis please use the [Cover-page template](https://intranet.unibo.it/Ricerca/ModulisticaModelli/FacsimileFrontespizioTesiDottorato2021.doc) or the [Cover-page template (cotutelle)](https://intranet.unibo.it/Ricerca/ModulisticaModelli/FacsimileFrontespizioTesiDottoratoCotutela2021.doc).

* All the items to be filled (es. dottorato, supervisore, coordinatore, ecc.) cannot be translated, even if the thesis has been drawn up in a language different from Italian
* The dissertation title must be drawn up in the same language used for the thesis
* Cover-page must include: the calendar year in which the thesis shall be defended, the subject area codes (settore concorsuale and settore scientifico disciplinare of the PhD thesis) as provided for by the Ministerial Decree of the 30 October 2015 n. 855 - Attachment A. The above codes are established by the Academic Board during the meeting dealing with the outcome of the last year. Please, note that only one code for the "settore concorsuale" and only one code for the "settore scientifico disciplinare" can be indicated. For this reason, should the PhD thesis deal with more than one scientific sector, only the code referred to the main research field must be indicated.

**PhD thesis submission (in digital form)**

By the deadlines set, PhD candidates must:

1. **Upload their PhD thesis on** '[AMS Tesi di Dottorato](http://amsdottorato.unibo.it/)', following the [istruzioni per il deposito digitale](http://amsdottorato.unibo.it/help/%22%20%5Ct%20%22_blank), together with the PhD thesis cover-page (drawn up using the [Cover-page template](https://intranet.unibo.it/Ricerca/ModulisticaModelli/FacsimileFrontespizioTesiDottorato2021.doc) or the [Cover-page template (cotutelle)](https://intranet.unibo.it/Ricerca/ModulisticaModelli/FacsimileFrontespizioTesiDottoratoCotutela2021.doc)), duly filled (e.g. coordinatore and settore scientifico disciplinare). **Please, note that for the thesis to be uploaded, the prior approval of the external evaluators is necessary for candidates from 30th cycle onwards**. **After uploading of the PhD thesis has been performed, amendments shall not be allowed.**
2. **Send to** udottricerca@unibo.it using the email account name.surname@unibo.it (in Cc the supervisor and the PhD coordinator):
	* The PhD thesis cover-page, duly filled with the names of coordinator and supervisor (and possible co-supervisor). Please, note that this document has not to be signed.
	* The scanned copy of the **declaratoria** (the receipt automatically issued by '[AMS Tesi di Dottorato](http://amsdottorato.unibo.it/)’, having completed the uploading of the thesis. Please, note that this document must be signed by both the PhD candidate and the supervisor. Only in the case, the supervisor is not a Unibo professor/researcher, the document must be signed by the Coordinator too.

Please, note that in order to upload the thesis on '[AMS Tesi di Dottorato](http://amsdottorato.unibo.it/)’ as well as to send the above documents to the PhD Unit (via email to udottricerca@unibo.it), PhD candidates are required to use their name.surname@unibo.it email account. This account is automatically turned off after six months service intervals. Should this occur, PhD candidates must ask for its recovery, sending a request for that purpose to assistenza.cesia@unibo.it. The scanned copy of the ID document must be enclosed.

The PhD Unit will send to name.surname@unibo.it email account further messages.

**N.B. having completed the PhD thesis uploading, both data entered and the file uploaded cannot be modified**. For this reason, should doubts raise, the uploading procedure can be temporarily suspended and resumed later. In this case, data already entered must be saved, in order to be recovered at a later stage. For technical assistance, please contact helpdesk.amsdottorato@unibo.it - phone: 051 2094318.

As a general rule, following the defence and the registration of the outcome of the examination, PhD thesis are publicly available for consultation on '[AMS Tesi di Dottorato](http://amsdottorato.unibo.it/)'. Nonetheless, by agreement with their supervisor, PhD candidates can decide to make their thesis not publicly available for consultation for a period **up to 36 months (embargo)**. The date of expiry and the embargo motivation must be indicated during the thesis upload procedure. In case of research agreements with third bodies involving an embargo of more than 36 months, copy of the signed agreement including the specific clause must be attached to the ‘declaratoria’. When the first set embargo is less than 36 months, the authors can request the extension until 36 months. The request should be sent at least one week before the expiry to AlmaDL staff by fax (051 2086041) o email (helpdesk.amsdottorato@unibo.it), with a copy of identity document in attachment.

**Please, note that after the expiry date of the embargo, the thesis full text will be automatically available for consultation and notice from the University shall not be given to the authors.** After the expiry date of the embargo requests for renewal will not be accepted.