

FAQ on PhD Extensions (38th cycle)

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Requesting and Timing of the Extension

For what reasons can an extension be requested?

An extension can be requested for proven reasons that prevent the submission of the doctoral thesis within the official duration of the program. Specifically, the acceptable reasons are listed in the extension request procedure.

What is meant by “proven reasons”?

“Proven reasons” are events that are not directly dependent on the PhD candidate. For example, if an article is still awaiting validation from the international scientific community, this is considered acceptable. Not meeting the minimum training requirements set by university regulations does not fall under this category.

How can I request an extension?

You must start the procedure through the "dashboard." Your request will then be submitted for approval by your Supervisor and subsequently by the Academic Board, convened by the Coordinator. To facilitate the process, we suggest discussing this in advance with your Supervisor.

When should I request the extension?

The request must be submitted in the "dashboard" at least 45 days before the end of your doctoral program. For national doctoral programs, the deadline is normally 4 months earlier.

What are the minimum and maximum durations of the extension?

The minimum duration is 3 months, while the maximum is 12 months. You may request an extension in fixed periods of 3, 6, 9, or 12 months.

Note: Under current regulations, the total of all extension and suspension periods cannot exceed 18 months. Suspensions for illness, maternity/paternity, or civil service are not included in this calculation.

Can I request another extension later?

Yes, if your first extension was less than 12 months, you may submit a second request to reach a cumulative maximum of 12 months, following the same procedure. No further extensions will be possible.

Note: The total of all extension and suspension periods cannot exceed 18 months.

I am a co-tutelle PhD student: can I request an extension?

Yes, you may request an extension even in co-tutelle. However, we suggest carefully checking the terms of your individual agreement and also contacting the partner institution's administrative offices.

Can I request that my extension be funded?

Yes, but financial coverage is evaluated by your Supervisor and the Academic Board, and it is granted only for justified scientific needs.

I am a PhD student without a scholarship; can I obtain a funded extension?

No, only students who already had a scholarship may request a funded extension.

Can I obtain both a funded and an unfunded extension?

Yes, within the established limits (max 12 months of extension; max 18 months total including suspensions).

If I get an extension, can I submit my thesis for preliminary review before the extension period ends?

Yes, provided that the procedures and deadlines for admission to the final examination by the Academic Board allow it.

Is it possible to take the final exam before the end of the doctoral program (even with an extension)?

No, this is not possible.

Financial Coverage of the Funded Extension

What is the scholarship amount during the extension?

It is the same as the doctoral scholarship received during the standard program.

I was granted an unfunded extension. If my Supervisor later secures funds, can I change my request or submit an additional one?

No, an approved extension cannot be modified. However, once the first extension ends, you may submit a new request (up to a maximum of 2 requests and 12 total months of extension). If justified scientific needs exist and funds are available, this second extension may be funded.

Can I use leftover research funds assigned to me to cover the scholarship during the extension?

No, research funds are intended to support doctoral activities, especially mobility, and generally cannot be converted into scholarship payments. The only exception is for PhD students enrolled in national doctoral programs funded by other universities/entities, where a new agreement would be required to reallocate remaining funds.

Can funds different from those originally used for the scholarship be applied to cover the extension?

Yes, any type of funds may be used as long as they do not conflict with reporting obligations.

Rights and Duties of PhD Students During the Extension

During the extension, is enrollment in the following academic year required?

Yes, if the extension continues into a new academic year. Enrollment guarantees insurance coverage until the final exam date.

During the extension, may I travel abroad on assignment?

Yes, following the required authorization procedures.

If I go abroad, am I entitled to the 50% scholarship increase?

Yes, provided the authorization procedures are followed and within the limits of current regulations (max 12 months, extendable to 18 in international programs, e.g., co-tutelle).

Can I use my remaining research budget during the extension?

Yes.

Is it possible to work during the extension?

Yes, with authorization from the Academic Board.

If I get sick during the extension, can I suspend it for health reasons?

Yes, this is an available procedure.

During an unfunded extension, am I entitled to unemployment benefits from INPS?

The competent authority to answer is the local INPS office. According to checks by the University, different INPS offices apply rules inconsistently. The University is working to obtain a clearer response.