Re: final examination to obtain the Ph.D. degree: requirements and deadlines.

On 31 October the 32° Ph.D. cycle will come to its conclusion, and all Candidates enrolled in this cycle will have to take their final exam.

The final examination is split up in two sessions:

- the first, to be completed by 30 April 2020, reserved for those who have received, in the first instance, two positive evaluations by their referees;
- the second, to be completed by 31 October 2020, for those who have had a maximum postponement of up to six months, necessary to proceed with the additions or with the corrections to the thesis. To this session will also participate those who, having benefited from a suspension, could not deliver the thesis by October 31, 2019 and thus participate in the first session.

The commissions will be appointed with an individual presidential decree for each doctoral course and for each session the exams must be held within the deadlines indicated above.

The procedure for accessing the final exam, the passing of which allows the awarding of the diploma, consists of numerous passages, and below are the requirements for each of the interested parties.
Duties of the Academic Board:

First examination session (conclusion by 30 April 2020)

- draws up the end of the course presentation for each Ph.D. student who has completed their studies, illustrating the scientific-educational activity carried out, for the purposes of the final exam to obtain the degree;
- identifies the two external referees to whom the Department will send a copy of the thesis\(^1\). The referees must belong to universities or institutions outside the University of Florence and those who may be associated with it and must be academics whose main institutional activity is teaching. In the university field, both professors and researchers can serve as referees;
- accepts the positive judgment of the referees and resolves the admission of the Ph.D. candidate to the final exam;
- nominates the components of the final exam Examination Committee taking into account the following:
  - fixed-term researchers cannot be part of the Committee,
  - only one member can belong to the University of Florence or to its associated headquarters,
  - for the theses in co-supervision, the Committee is composed in equal measure of the scientific representatives of the countries participating in the international establishing agreement,
  - in the case of doctoral programs established following international agreements, the Committee is formed according to the procedures set forth in the agreements themselves,
  - for the additional Doctor Europeus certification, a member must belong to a different academic or research institution than the one in which the thesis is discussed\(^2\);

\(^1\) Art. 21, para 4, of the Regolamento per l’accreditamento, l’istituzione e il funzionamento dei corsi di Dottorato di Ricerca dell’Università degli Studi di Firenze "The thesis is evaluated by at least two highly qualified teaching staff, also belonging to foreign institutions, external to the subjects who contributed to the award of the doctoral degree. [...]"

\(^2\) Article 27 of the regulations "Certification of Doctor Europeus"

1. Upon specific request of the doctoral candidate, the University of Florence can issue a Doctor Europeus certification in addition to the Italian title when these conditions occur:
   a. the discussion of the final thesis is carried out upon presentation of two positive judgments (counter-reports) concerning the thesis itself by professors or researchers from two European universities other than the one in which it is discussed;
   b. at least one member of the Examination Commission belongs to an academic or research institution of a EU country other than the one in which the thesis is discussed;
   c. part of the thesis discussion is carried out in one of the official languages of the European Union, but different from that of the country in which the thesis is discussed;
   d. part of the research presented in the thesis was performed during a stay of at least three months in a European country other than that of the Ph.D. student.
transmits to the Ph.D. Office (dottorato@unifi.it), through the administration staff, the resolution with the indication of the Doctoral Candidates of the first session, the Committee’s appointment proposal, according to the attached table completed in its entirety, the minutes of the meeting and the names of the referees.

The aforementioned documentation must be received by the Ph.D. Office by 15 January 2020, so that the decrees can be issued by the 1st February and allow for the 90 days, within which the Committee’s work must be completed, to fall within the deadline of the 1st session of 30 April.

If the documentation is received after 15 January and consequently the presidential decrees were issued after the 1st February, the final exam must still be held by 30 April 2020.

Second examination session (conclusion by 31 October 2020)

- transmits to the Ph.D. Office (dottorato@unifi.it), through the administration staff, the resolution with the indication of the Doctoral Candidates of the 2nd session, the Committee’s appointment proposal, according to the attached table completed in its entirety, the minutes of the meeting and the names of the referees.

The aforementioned documentation must be received by the Ph.D. Office by 15 July 2020, so that the decrees can be issued by 2 August and allow for the 90 days, within which the Committee’s work must be completed, to fall within the deadline of the 2nd session of 31 October.

If the documentation is received after 15 July and consequently the presidential decrees were issued after 2 August, the final exam must still be held by 31 October 2020.

Duties of the Examination Committee

- fix the date of the final exam in order to conclude the evaluations within 90 days of the Presidential Decree of appointment, and in any case by 30 April for the first session and by 31 October for the second session;

- draws up, at the end of the public discussion, the minutes of the session in double original using the facsimile available on the web page https://www.unifi.it/cmpro-v-p-3512.html, of which one is sent to the Ph.D. Office (Piazza San Marco 4 – 50121 Firenze) whereas the second one is kept at the Department.

Duties of the Administration Staff

- send the candidate’s thesis (in electronic format) to the external referees;
- send the notices for the final exam (day, time, place) to the committee members and to the doctoral candidates and communicate the dates to the Doctorate Office;
- send any documents necessary for the reimbursement of expenses of the Committee members to the accounting services;
send out any other useful communication also on behalf of the Academic Board or the Coordinator.

Duties of the doctoral candidate:

- by 31 October 2019 (last day of the last year of the course)
  - delivers the thesis in electronic format to the headquarters of the Department managing the doctorate.

The thesis must be written in Italian or English (or, with the authorization of the Academic Board, in another language) and accompanied by a summary in Italian or English. The title page must comply to the template prepared by the University (https://www.unifi.it/cmpro-v-p-9972.html#esame_finale). The thesis must be accompanied by a report on the activities carried out during the course of the doctorate program and any publications.

- communicates to the Doctorate’s Academic Board the need for the issue of the certification of Doctor Europaeus.

- Following a positive evaluation by the external referees:
  - completes the evaluation questionnaire on the research doctorate by going to the page www.almalaurea.it/lau/registrazione and takes care of keeping the receipt (to be attached to the request for admission to the final exam )
  - prepares the request for admission to the final exam (found at: https://www.unifi.it/cmpro-v-p-9972.html#esame_finale). A stamp duty of € 16,00 must be attached to the signed request which should be sent by mail to the Ph.D. Office – Piazza San Marco 4 - 50121 Firenze – or handed in personally at the same office during the opening hours: Monday - Wednesday - Friday - from 9.00 am to 1.00 pm – Tuesday from 15.00 to 16.30 – room 29 (phone 0552757 672 – 671, e-mail dottorato@unifi.it). The receipt of the completed AlmaLaurea questionnaire must be attached to the application;
  - send the final version of the thesis (in electronic format) to the members of the Examination Committee for the final exam;
  - deposits the final version of the thesis in hard copy (only one copy) at the Department managing the doctoral program.

All Doctoral Candidates must pay all fees due and the regional tax in order to be admitted to the final exam (art. 18, para 3, of the Students Regulations).

3 To fill the questionnaire, go to the web page indicated and register then log in and follow the instructions. Please note that the Doctoral Candidates who do not have a curriculum vitae in the AlmaLaurea database will have to log in and follow the registration procedures, the Candidates who already have a CV in the AlmaLaurea needs to add the doctorate to their profile (on the AlmaGo! page). In case of problems during registration it is possible to write to supporto.laureati@almalaurea.it or call the toll-free number 800 720772.

4 The deposit of a single paper copy is sufficient since the Department no longer needs to send copies of the thesis to the National Libraries of Rome and Florence as these Libraries have full access to the FLORE database.
Following postponement proposal by the external referees:

in the event that the referees propose postponing the candidate’s admission to the final exam, the procedures can be deferred for a maximum period of six months (starting from when the opinion of the referees arrives) after which the student is admitted to the final exam with a new evaluation by the referees. During the period of postponement, the student can make the necessary additions or corrections to the thesis.

After the public defense:

- uploads a pdf of the thesis to the institutional repository of the University of Florence, (https://flore.unifi.it/) using their on-line services existing credentials (if they need to reset them use the “forgotten password” link) https://studenti.unifi.it/anagrafica/PasswordDimenticata.do);

  Note that the doctorate Thesis shall be uploaded to the institutional repository by the modality “accesso aperto” or by the modality “in accesso aperto con embargo”.

- complete and send to the Doctoral Office, by e-mail or post, together with the photocopy of their ID, the "Declaration for the electronic archive of the research doctorate theses" (link: https://www.unifi.it/cmpro-v-p-9972.html#esame_finale);

The issue of the qualification certificate and, subsequently, the Doctoral diploma, will be allowed only after the completion of the obligations above as well as after contacting the Ph.D. Office (e-mail dottorato@unifi.it - tel. 055 2757672), which will prepare the documentation and will notify the person when the documents are ready. For their issue two stamp duties of €16.00 each are required.

As per previous mention, the Doctoral Candidates who had made use of suspensions, the thesis delivery date is moved forward and coincides with the last day of the three-year period plus the suspension period. These Doctoral Candidates will be able to take the exam by the second session and, in the case of postponement by the referees (six months starting from the date the opinions are received), they will be able to participate in the next available session. In the event of longer suspensions, which do not allow discussion even in the second session of the current academic year, the Doctoral Candidates will be admitted to the next useful session provided the required fulfilments are met.

The Ph.D. Office is available for any clarification.

Best regards.

Head of Division
Dott.ssa Maria Orfeo