



Prot n. 166641 del 22/10/2020

All. 1

To the Doctoral Candidates of the XXXIII cycle

To the Doctoral Candidates of the previous cycles which have not yet obtained their title

To the Coordinators of the Ph.D. programs

To the Department Directors

To the RAD

To the Administration Staff for doctoral programs within the Departments

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

On 31 October the 33° Ph.D. cycle will come to its conclusion, and all Candidates enrolled in this cycle will have to take their final exam.

Due to the COVID 19 emergency, the conclusion of the 33° PhD cycle has been postponed to the 31<sup>st</sup> December for those students who have applied for the extension of two months, thus this year two different dates of conclusion are foreseen:

- by 31 October for all the PhD students who didn't apply for the extension
- by 31 December for those who have applied for the two-months extension

For those PhD students who have applied for the extension of one month only, the course will be end by 30 November

As consequence of the two different periods of conclusion, the final examination is split up in several sessions:

The first session:

- to be completed **by 30 April 2021**, reserved for those whose course end on 31 October and who have received, in the first instance, two positive evaluations by their referees;
- to be completed **by 30 June 2021**, for those whose course end on 31 December and who have received, in the first instance, two positive evaluations by their

**Dottorato**

Piazza San Marco, 4 - 50121 Firenze

Telefono +39 055 2757 309 – 668 – 671 – 672 – 673 – 675 – 678 – 681

e-mail: [dottorato@unifi.it](mailto:dottorato@unifi.it) ; [carriere.dottorato@unifi.it](mailto:carriere.dottorato@unifi.it)

P.IVA | Cod. Fis. 01279680480



referees;

The second session:

- to be completed **by 31 October 2021** for those whose course ended on 31 October and 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, 2020 and thus participate in the first session.
- to be completed **by 31 December 2021** for those whose course ended on 31 December and 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 December 31, 2020 and thus participate in the first session.

The commissions will be appointed with one or more presidential decrees 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 2021 or by 30 June 2021)**

- 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<sup>1</sup>. 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

---

<sup>1</sup> 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. [...]"



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 Europaeus* certification, a member must belong to a different academic or research institution than the one in which the thesis is discussed<sup>2</sup>;
- transmits to the Ph.D. Office ([dottorato@unifi.it](mailto: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 or 15 March 2021 (for those who have the postponement), so that the decrees can be issued by the 1<sup>st</sup> February or by the 1<sup>st</sup> April and allow for the 90 days, within which the Committee's work must be completed, to fall within the deadline of the 1<sup>st</sup> session (30 April 2021/30 June 2021)

If the documentation is received after 15 January/15 March and consequently the presidential decrees were issued after the 1<sup>st</sup> February/ 1<sup>st</sup> April, the final exam must still be held by 30 April 2021/30 June 2021.

#### **Second examination session (conclusion by 31 October 2021 or by 31 December 2021)**

- transmits to the Ph.D. Office ([dottorato@unifi.it](mailto:dottorato@unifi.it)), through the administration staff, the resolution with the indication of the Doctoral Candidates of the 2<sup>nd</sup> session, the Committee's appointment proposal, according to the attached table completed in

---

<sup>2</sup> Article 27 of the regulations "Certification of *Doctor Europaeus*"

1. Upon specific request of the doctoral candidate, the University of Florence can issue a *Doctor Europaeus 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 an 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.



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 or by 15 September 2021, so that the decrees can be issued by 2 August or 2 October and allow for the 90 days, within which the Committee's work must be completed, to fall within the deadline of the 2<sup>nd</sup> session (31 October/31 December).

If the documentation is received after 15 July/15 September and consequently the presidential decrees were issued after 2 August/2 October, the final exam must still be held by 31 October 2021/31 December 2021.

#### **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/30 June for the first session and by 31 October/31 December 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-9971.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. (The administrative staff is also responsible for sending the final minutes to the partner University in case of thesis in co-tutorship or International Agreement)

#### **Duties of the doctoral candidate:**

- **by 31 October 2020 or 31 December 2020** (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](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](http://www.almalaurea.it/lau/registrazione) and takes care of keeping the receipt (to be attached to the request for admission to the final exam )<sup>3</sup>;

- prepares the request for admission to the final exam (found at: [https://www.unifi.it/cmpro-v-p-9972.html#esame\\_finale](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 only by appointment: **(phone 0552757 672 – 671, e-mail [dottorato@unifi.it](mailto: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;

**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).

➤ **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>)<sup>4</sup>;

**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".**

---

<sup>3</sup> 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](mailto:supporto.laureati@almalaurea.it) or call the toll-free number 800 720772.

<sup>4</sup> Depositing the final version of the thesis in hard copy at the National Library of Rome and at the National Library of Florence is not necessary since the thesis is provided directly from the repository Flore which is available for the Department even.



- 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](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](mailto: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.

#### **Procedures for the final examination**

According to the University of Florence Guidelines is the student who decides how to carry out the thesis defense.

If the modality chosen for the Defense of the Thesis is by remote mode, all the members of the Examination Committee have to participate in remote mode.

If the modality chosen for the Defense of the Thesis is in person, the members of the Examination Committee belonging to the University of Florence must be gathered in available rooms at the University, in this case the external members of the Examination Committee not belonging to the University of Florence (from Italy or from abroad even) may establish to participate in person or by remote mode.

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

Best regards.

The Head of Division  
*signed* Dott.ssa Maria Orfeo