



UNIVERSITÀ
DEGLI STUDI
FIRENZE

AREA
SERVIZI ALLA
DIDATTICA

To the Doctoral candidates of the XXXIV Cycle
To the Doctoral students of previous cycles who have not obtained the title
To the Coordinators of Doctoral programs
To the Department Directors
To the RAD
To the Administration Staff for the doctorate program in the Departments
Their locations

Subject: *Final examination to obtain the title of Doctor of Research: Requirements and deadlines.*

The end of the 34th cycle, set at 31 October as the end of the third year of doctoral program is now approaching.

As was the case for the 33rd cycle, also for the 34th cycle, the conclusion is postponed for those who have requested the extension. The final date for the natural end of the course and the one which includes the extension is as follows:

- 31 October 2021 – no extension
- 30 November 2021 – 1 month extension
- 31 December 2021 – 2 months extension
- 31 January 2022 – 3 months extension

There are two different deadlines for the final exam sessions:

- for the first session

no later than 30 April 2022, reserved for those who have concluded the cycle on 31 October or 30 November and who have received, in the first instance, two positive evaluations from their evaluators;

no later than 31 July 2022, reserved for those who have concluded the cycle on 31 December 2021 or 31 January 2022 and who have received, in the first instance, two positive evaluations by the evaluators;

- for the second session

no later than 31 October 2022, for those who have concluded the cycle on 31 October 2021 or 30 November 2021 and who have had a maximum delay of up to six months, necessary to proceed with additions or corrections to the thesis. In addition, those who, having taken advantage of an

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extension, have not been able to deliver the 3ir thesis by 31 October 2021 and therefore participate in the first session;

no later than 31 January 2023, for those who have concluded the cycle on 31 December 2021 or 31 January 2022 and who have had a maximum delay of up to six months, necessary to proceed with additions or corrections to the thesis. In addition to these individuals are those who, having had an extension, have not been able to participate in the first session.

The Committees will be appointed with one or two rectoral decrees per doctoral program for each session and the examinations must take place within the deadlines set out below.

The following are the requirements for each of the subjects involved in the final examination procedure.

Duties of the Academic Board:

1st examination session (conclusion by 30 April 2022 or 31 July 2022)

- Draw up the presentation of the end of the course for each Doctoral candidate who has completed their studies, illustrating the scientific and educational activity carried out, for the purpose of the final examination for the attainment of the qualification;
- Identify the two external referees to which the thesis is transmitted by the Department¹. The referees must belong to universities, Italian or foreign, which are not involved in the issue of the doctoral degree². Both professors and researchers - fixed-term or permanent - can be referees;
- Receive the positive assessment of the referees and decide the admission of the Ph.D. student to the final examination;
- Identify the members of the Examination Board for the final examination³, bearing in mind that:
 - There can only be one member from the University of Florence or its partner institution,
 - In the case of co-supervised theses, the Examination Committee shall be composed on an equal basis of the scientific representatives of the countries participating in the Agreement,
 - In the case of Ph.D. programs established as a result of international agreements, the Committee shall be set up in accordance with the arrangements laid down in those agreements.
 - For the additional certification of *Doctor Europaeus*, one of the Committee member must belong to an academic or research institution other than the one in which the thesis is discussed⁴;

¹ Art. 21, paragraph 4, of the Regulation for the Accreditation, Institution and operation of the Doctoral programs of the University of Florence "the thesis is evaluated by at least two high-qualified teachers, possibly even from foreign institutions, outside the subjects who have contributed to the issue of the Doctoral degree. [...]"

² Given that the norm speaks of "membership," those who are no longer in service cannot be referees.

³ Article 23 of the same Regulation, titled "Selection Board for final examination"

[...] 2 The Selection Boards are composed of three effective members and three , chosen from professors and university researchers in service, experts in the disciplines pertaining to the scientific areas to which the course refers. At least two members of the Committee must belong to universities not participating in the Doctorate and must not belong to the Teachers' Council.

3. The Committees may be supplemented by no more than two experts, including foreign experts, from public and private research facilities. The Committee shall appoint the President and the Secretary.

4. Where the Academic Board finds it necessary, in view of the various formative and research paths of the candidates, it can propose several Committees for the appointment to the Rector. [...].

⁴ Article 27 of the Regulation "Certification of *Doctor Europaeus*"

1. At the request of the Doctoral candidate, the University may issue the Doctor Europaeus certification , additional to the national title of the relevant Doctorate, in case the following conditions are met:

a. the discussion of the final thesis is carried out on the submission of two 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 Committee belongs to an academic or research institution in a country of the Union other than that in which the thesis is discussed;

c. part of the discussion of the thesis takes place in one of the official languages of the European Union, which is also different from that of the

- It shall forward to the Ph.D. Office (dottorato@unifi.it), through administrative contacts, the resolution listing the doctoral candidates of the first session, the proposal for the appointment of the Committee, in accordance with the table annexed hereto, filled in in all its parts, the minutes of the session and the names of the referees.

The transmission of the said documentation must reach the Ph.D. office by 15 January or 15 April 2022 (for those who have the extension), so that the decrees can be issued by 1 February and 1 May respectively allowing for the 90 days within which the work of the Committee is to be carried out, to fall within the end of the First Session (30 April/31 July).

If the documentation is received after 15 January or 15 April, and the rectoral decrees were subsequently issued after 1 February or 1 May, the final examination must be held by 30 April 2022/31 July 2022.

2nd examination session (conclusion by 31 October 2022 or 31 January 2023)

- It shall forward to the Ph.D. Office (dottorato@unifi.it), through the administrative contacts, the resolution indicating the doctoral candidates of the second session, the proposal for the appointment of the Committee, in accordance with the attached table, supplemented in all its parts, the minutes of the session which shall include the referees' evaluation and the corresponding assessments.

The documents must be forwarded to the Ph.D. Office by 15 July or 15 October 2022, So that the Committee can proceed with the publication of the decrees by 2 August or 2 November and allow the 90 days within which the work of the Committee is to be carried out to fall within the end of the second session (31 October/31 January).

If the documentation is received after 15 July/15 October and the rectoral decrees were subsequently issued after 2 August/2 November, the final examination must be held by 31 October 2022/31 January 2023.

Duties of the Examination Committee

- Fix the date of the final examination in order to conclude the evaluations within 90 days of the Rectoral Decree of appointment, and in any case by 30 April/31 July 2022 for the first session and by 31 October 2022/31 January 2023 for the second session;
- At the end of the public defence, it draws up the minutes of the session using the template on page www.unifi.it/cmpro-v-p-9972.html#modulistica, and transmits it via Titulus protocol to the Ph.D. Office.

Duties of the Administration Staff

- transmit to external referees the Ph.D. dissertation (in electronic format);
- send to the members of the committees and the doctoral students the invitations for the final examination (day, time, place) and also communicate to the Ph.D. Office the schedule;
- provide the financial services with the necessary documents for possible reimbursement of Committee members' expenses;
- send any other useful communication, on behalf of the Academic Board or the Coordinator (e.g. they send the examination report to the partner university in case of co-supervision or

country in which the thesis is being discussed;

d. part of the research presented in the thesis was carried out during a stay of at least three months in a European country other than that of the Doctoral candidate.

international agreement).

Duties of the Doctoral candidate:

- **by 31 October or 31 January 2022** (last day of the final year of the program)

- deliver in electronic format the thesis to the Department running the doctorate.

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

- communicate to the Academic Board of the relevant Doctoral program if they wish to be awarded the Doctor Europaeus certification .

- **Following a positive assessment from external referees:**

- complete the Ph.D. assessment questionnaire by going to www.almalaurea.it/lau/registrazione and keeping the relevant receipt (to attach it to the application)⁵;

- draw up the application for participation in the final exam (available at: https://www.unifi.it/cmpro-v-p-9972.html#esame_finale). The application must be signed and completed with a stamp duty of €16.00 euro and then mailed to the Ph.D. Office - **Piazza San Marco, 4 - 50121 Florence** - or handed in personally, by making an appointment (**tel. 055 2757 - 672 - 671, e-mail dottorato@unifi.it**). The receipt of completion of the 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 examination.

Doctoral students will only be admitted to the final examination once they have paid any outstanding fees and charges (art. 18, paragraph 3, of the University Rules).

- **Following postponement advised by external referees:**

in the event that the referees propose the postponement of the admission to the final examination, the procedures shall be deferred (at the most) by six months (starting from the time the referees have issued their opinion) at the end of which the Ph.D. candidate is admitted to the final examination with a new evaluation by the referees. During the period of deferment, the Ph.D. student may make the necessary additions or corrections to the thesis.

- **After the public defence:**

- upload the thesis, in electronic version (pdf), in the institutional repository of the University (<https://flore.unifi.it/>) using his/her student login credentials (in case you need to reset them use the service "forgotten password" on page <https://studenti.unifi.it/Anagrafica/PasswordDimenticata.do>)⁶,

Note: the Ph.D. thesis must be uploaded in the institutional archive in open access or *in public access "with embargo"*

- complete and email to the Ph.D. Office, together with a scan of their ID:

- *"Declaration for the electronic uploading of Ph.D. theses"*

⁵ To fill in the form simply click on the link provided and register and then enter your credentials in the Login box.

It should be noted that doctoral students who do not have a curriculum vitae in the AlmaLaurea database will have to visit the page and follow the registration procedures, doctoral students who already have a CV in the AlmaLaurea database will have to add the doctorate to their profile (on the AlmaGo! Page). If you are having problems registering, you can write to supporto.laureati@almalaurea.it or call the toll-free number 800 720772.

⁶ It is not necessary to deposit a hard copy of the thesis, the National Libraries of Rome and Florence will draw the thesis from THE FLORE database automatically and the Department can also use the same database.

- *“Declaration for the issuing of the academic qualification certificate”*
(the forms can be downloaded at https://www.unifi.it/cmpro-v-p-9972.html#esame_finale);

The issue of the **qualification certificate** and, subsequently, of the **Doctoral diploma** will be allowed only completing the procedure of uploading the thesis.

Concerning the **certificate of achievement of the title**, the necessary stamp duty will be issued by the office upon receipt of the *“Declaration for the issue of the certificate of achievement”* and must be paid in a virtual way according to the instructions on www.unifi.it/pagopa). After payment of the stamp duty, the office will email the certificate of achievement.

In order to collect the parchment of the **Doctoral diploma** a stamp duty of €16.00. must be purchased and handed in to the Ph.D. Office. The collection must be arranged beforehand by contacting the Ph.D. Office (e-mail dottorato@unifi.it - tel. 055 275 7672).

As anticipated, for the Doctoral candidates who had taken advantage of extensions, the date of delivery of the thesis is postponed and coincides with the last day of the three-year period plus the period of extension. Said candidates will be able to take the examination within the second session and, in the event of postponement by the evaluators (six months from the date of reception of the opinions), will be able to take part in the next available session. In the case of longer extensions, which do not allow discussion even in the second session, the doctoral students will be admitted to the next available session, having carried out the required duties.

Procedure for the final examination and assessment

The procedures for carrying out the final examination of the doctorate follow what is foreseen for the discussion of the thesis in the bachelor and master’s degrees.

With regard to the assessment, it was deemed necessary to harmonize the types of assessment, considering that the same must be entered in the database relating to the careers of the doctoral students and is often required by the research doctors in the certificates of achievement of the title.

The grades identified are as follows: sufficient, good, very good, excellent.

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

Kind regards

The Head of the Division
Signed Maria Orfeo