## **33rd cycle – May 2022**

## **Thesis Review and Final Exam Guidelines**

**Proposed final exam period:** **mid-May 2022**

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|  | **NO LATER THAN:** |  |
| **1.** | **23/02/2022** | 1. PhD Candidate sends completed thesis to Tutor.
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| **2.**  | **25/02** | 1. Tutor verifies thesis for plagiarism.
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| **3.** | **Between 28/02 and 04/03** | 1. Tutor fills out both evaluations ([**pre-**](https://forms.gle/XYFoReBiNyoWEBd76)and [**post-thesis**](https://forms.gle/ZYAb73kiwmQjN2Y2A) delivery)
2. Tutor **informally** contacts **at least** two Reviewers for his/her PhD Candidate.
3. Once designated, Tutors duly fill out Reviewer form at [**this link**](https://forms.gle/wPVW5519JFLrzfKv6) for each reviewer.
4. PhD Candidates who wish to discuss their thesis in May are formally admitted by the DPC by 09/03/2022.
5. Reviewers are formally approved by DPC by 09/03/2022.
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| **4.** | **Between 28/02 and 04/03** | Candidates upload official documents (1. **abstract**, 2. **final** version of **thesis**, 3. **student doctoral activity,** and4. **publications report**) to this [**shared folder**](https://drive.google.com/drive/folders/1QNAPn6YrdffNvJYOfIFp5G_ZVwE3WrrZ?usp=sharing)**.** |
| **5.** | **09/03** | DPC meeting. PA sends email to Candidates notifying them if they have been approved by the DPC to commence their review process. |
| **6.** | **10-11/03** | PA sends official invitation letter to Reviewers along with links to Candidate official documents (see above point #3) and to their assessment form. NO ONE SENDS ANYTHING ELSE TO THE REVIEWERS AT THIS POINT. |
| **7.** | **By 08/04** | Reviewers fill out assessment form. |
| **8.** | **By 11/04** | PA compiles the reviews and emails them to Candidate and Tutor. Within 48 hours Candidate emails PA and Tutor statement regarding feasibility to fulfill requests for revision (if any) within 4 weeks (or 2 weeks before the final exam, whichever comes first).  |
| **9.** | **By 15/04** | EC/DPC meeting to formally nominate **final exam committee members** (unless not already done by DPC in January). Exact date of Final Exam is known by now. |
| **10.** | **11/04 -02/05** | Candidate works on rebuttal and revision of thesis (if requested by reviewers).  |
| **11.** | **02/05** | Candidate submits rebuttal & revised thesis to the final exam Commission, the Reviewers, the Tutor and the PA. This final version of the thesis is the one printed for the final exam. |
| **12.** | **06/05** | Reviewers send final assessments (there is no structure for this, it should be written freestyle, no minimum number of characters required) by replying **to all** (even PhD candidates) in the email sent by the Candidate on 28/03.  |
| **13.**  | **13/05** | Candidate discusses thesis and, if passes, obtains a certificate signed by the Final Exam Committee President. Diploma is printed later. |

*(continued)*

THESIS FORMAT AND PRINTING

There is no specific format for the thesis. However, it should show affiliation to the Doctorate in Cognitive and Brain Sciences at the University of Trento. When emailing the thesis to the committee members please offer to send them a printed version of your thesis. They may not request one, but in such a case it is up to you to send it in time for the discussion.

PhD candidates ought to print at least 1 and at most 3 copies, front and back, of the thesis, done by a printer OTHER THAN the one in the reception of Palazzo Fedrigotti. You may bring the printed copies to reception in Fedrigotti to get them bound. One copy is yours if you choose to keep one, one stays with the PhD program and the other copy is for the committee member appointed for your discussion \*if he/she requests one when you email it to them\*. The copy that stays with the PhD program is the same one available to the committee members on the day of the exam. Please be sure that the copy/ies are at reception of Palazzo Fedrigotti the day before the exam at the very latest.

In order to see past CIMeC PhD theses you are welcome to take a peek at the ones in the 2nd floor meeting room of Palazzo Fedrigotti. Please see Leah for details.

Last but not least, plagiarism is a serious matter. Be sure you aren’t purposely or accidentally plagiarizing in your thesis. <https://en.wikipedia.org/wiki/Plagiarism>

ORAL DISCUSSION

Each student’s dissertation discussion usually lasts 30 to 60 minutes: 30 minute talk + 20 minute discussion/Q+A. The exact timing and order of the candidates is decided and called for by the Committee President but it is usually alphabetical. As a public event, family members may be present, but just for the talk. Please assist us by anticipating this information to them. Other researchers, collaborators and PhD students may remain for the discussion. After all candidates discuss their theses the committee will retreat for 30 - 60 min. to write up judgements and decide on the laude. Then the candidate and his/her family is welcome back into the discussion room when the certificate is handed over to the candidate.