

Please consult this guide and comments sections in order to assist you throughout the review/final exam process

## Thesis Review and Final Exam Guidelines

for the

### 37<sup>th</sup> cycle Nov & Dec 2025 Sessions

Based on final exams as soon as Monday November 17<sup>th</sup> and by Friday December 15<sup>th</sup> 2025.

*(dates and times are exclusively subject to final exam commissioner availability, other than the candidates themselves, and cannot be guaranteed until end of October and will likely be on a Monday or on a Friday)*

ITEM:	SCHEDULE:	TASKS:
1.	Anytime between now and early September	1. <b>Supervisor</b> informally contacts at least two Reviewers for his/her PhD Candidate.
2.	10/09/2025	2. <b>PhD Candidate</b> sends completed thesis to Supervisor via PhDigital ( <i>soft deadline</i> )
3.	15/09	3. <b>Supervisor</b> verifies thesis for plagiarism and requests re-writes from PhD students via PhDigital.
4.	15/09	4. <b>Supervisor</b> fills out <b>post-thesis</b> delivery evaluation. 5. Once designated, <b>Supervisors</b> duly fill out Reviewer form at <a href="#">this link</a> for each reviewer.
5.	10/09	<b>Candidates</b> upload official documents (1. <b>abstract</b> , 2. <b>final</b> – PhDigital supervisor-approved version of <b>thesis</b> , 3. <b>student doctoral activity report</b> , and 4. <b>publications report</b> ) to this <a href="#">shared folder</a> . <b>September 11 hard deadline</b> .
6.	18/09	DPC meeting in which PhD candidates' admission is discussed and if admitted go straight to the Review process, Reviewers are approved. <b>Leah</b> sends email to Candidates notifying them if they have been approved by the DPC to commence the review process.
7.	19/09	<b>Leah</b> sends official invitation letter to Reviewers along with links to Candidate official documents (see above point #4) and to the Reviewer assessment form. <u>No other</u> documentation is sent to the reviewers at this point.
8.	20/09 – 17/10	<b>Reviewers</b> fill out assessment form.
9.	18 – 21/10	<b>PA</b> compiles the reviews and emails them to Candidate and Supervisor. Within 48 hours <b>Candidate</b> replies, CC'ing Supervisor statement regarding feasibility to fulfill requests for revision (if any) within 2 weeks (or 2 weeks before the final exam, whichever comes first).
10.	Approx. 20/10	Based on Supervisor's preferences expressed in the reviewer form, <b>Final Exam Committee</b> is nominated in agreement with the PhD Director. <i>Exact date and time of Final Exam Session(s) is known within 10 days from now.</i>
11.	18/10-03/11	<b>Candidate</b> works on rebuttal and revision of thesis (if requested by reviewers).
12.	04/11	<b>Candidate</b> submits rebuttal & revised thesis to the final exam Committee, the Reviewers, the Supervisor and the PA. This version of the thesis is the final one, a hard copy of which is printed in time for the final exam and handed into the receptionists at Fedrigotti.
13.	By 10/11	<b>Reviewers</b> send final assessments <u>by replying to all</u> (even PhD candidates) in the email sent by the Candidate on 01/11.

#### Commented [MLM1]: IMPORTANT, Reviewer criteria:

- must not have published any manuscript with Supervisor or PhD candidate within last 5 years;
- mustn't have a pre-print with Supervisor or PhD Candidate;
- must not belong to the institution whose title will be that of the PhD program (*esterni ai soggetti che hanno concorso al rilascio del titolo di dottorato*). Cannot be a member of the school's DPC, even if an "Esperto", or of UNITN;
- may be foreigners or Italians with appointments abroad;
- can be researchers/scientists/non-academic staff, as long as they are experts in the field of the thesis and at least one of the 2 reviewers is an academic professor (docente Universitario);
- if possible, propose two reviewers of opposite gender

#### Commented [MLM2]: Mandatory

**Commented [MLM3]:** The DM says: ...the thesis is admitted to the public FE, accompanied by a new written evaluation (parere) by the same Reviewers, in view of the corrections or additional material brought to it, even if one of the Reviewers didn't ask for a reviewed thesis. In case neither reviewers request a revision then simply submit the thesis to the Committee.

14.	A Monday or a Friday btwn 17/11 and 15/12 (excluding 08/12)	<a href="#">Candidate</a> discusses thesis and, if passes, obtains a certificate signed by the Final Exam Committee President. The diploma is printed within two months of the exam. Please contact <a href="mailto:phd.office-cssh@unitn.it">phd.office-cssh@unitn.it</a> should you need it for legal purposes sooner.
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**IMPORTANT info regarding your residual funds:** should you have money left over in your budget for research activity when you receive this guideline we recommend you budget wisely so that it is used up completely by the time of your discussion. **By this time it is usually too late to use the fund for Prolific.** Contact [serv.amm.cont.rovereto@unitn.it](mailto:serv.amm.cont.rovereto@unitn.it). Leah to find out how much you have left, or review the CIMEC wiki pages should you have questions about this.

#### THESIS FORMAT AND PRINTING

There is no specific format for the thesis. However, it must show affiliation to the Doctorate in Cognitive and Brain Sciences at the University of Trento. When emailing the thesis to the committee members you ought to 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 have one printed in time for the discussion for the Doctorate School's archives. In this case the thesis should be printed front and back, and at a printer OTHER THAN the one in Palazzo Fedrigotti's reception. Please be sure that the printed copy is at reception of Palazzo Fedrigotti by the day before the exam or the morning of, at the very latest.

In order to see CIMEC PhD theses from past PhD candidates you are welcome to see them in the 2<sup>nd</sup> floor meeting room of Palazzo Fedrigotti. Leah has the key to the cabinet where they are.

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>. In accordance with the PhD Director, the amount of plagiarism allowed in a thesis is at most 20% (via Turnitin check), excluding the section on methods.

#### ORAL DISCUSSION FORMAT

Each student's dissertation discussion usually lasts approximately 60 minutes: 30 to 35-minute talk + 30-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 not disrupt the examination. Please assist us by anticipating this information to them. Other researchers, collaborators and PhD students are also invited to this public exam. After all candidates discuss their theses the committee remains in the room for roughly 45-60 min. to write up judgements and decide on giving the laude. Then the candidate and his/her family and friends are welcome back into the discussion room when, if all goes well, the certificate is presented to the candidate.