

31st and 32nd cycle – March 2020 Review and Final Exam Guidelines

Proposed final exam period: **second half of March/early April 2020**

	NO LATER THAN:	
1.	07/01/2020	1. <u>PhD Candidate</u> sends completed thesis to Tutor.
2.	Between 7 and 14/01	2. <u>Tutor</u> writes " Tutor Report " and emails it to PhD Admin (PA). 3. <u>Tutor</u> informally contacts two Reviewers with his/her PhD Candidate. 4. <u>PhD Candidates</u> fill out Reviewer form at this link for each reviewer he/she nominates. 5. PhD Candidates who wish to discuss their thesis in March are formally approved by the DPC by 16/01/2020 6. Reviewers are formally approved by DPC on 16/01/2020
3.	Between 7 and 14/01	<u>Candidates</u> upload official documents (1. abstract, 2. final thesis, 3. student doctoral activity, and 4. publications report) to this shared folder .
	16/01	DPC meeting. <u>PA</u> sends email to Candidates notifying them if they have been approved by the DPC to commence their review process.
4.	17/01	<u>PA</u> sends official invitation letter to Reviewers along with links to Candidate official documents (see above point #3) and to their assessment form. NO ONE ELSE SENDS ANYTHING TO THE REVIEWERS.
5.	By 17/02	<u>Reviewers</u> fill out assessment form.
6.	By 17/02	<u>PA</u> compiles the reviews and emails them to Candidate and Tutor. Within 48 hours <u>Candidate</u> 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).
7.	17/02~	<u>EC/DPC meeting</u> to formally nominate final exam committee members (unless not already done by DPC in January). Exact date (30/03?) of FE is known by now.
8.	17/02 – 16/03	<u>Candidate</u> works on rebuttal and revision of thesis (if requested by reviewers).
9.	16/03	<u>Candidate</u> 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.
10.	20/03	<u>Reviewers</u> send final assessments (there is no form 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 16/03.
11.	30/03	<u>Candidate</u> discusses thesis and, if passes, obtains a certificate signed by the Final Exam Committee President. Diploma is printed later.

Commented [MLM1]: Tutor previously asks the reviewers if available to review thesis

Commented [MLM2]: IMPORTANT! Reviewer criteria:
 - mustn't have published any manuscript with Tutor or PhD candidate within last 5 years;
 - mustn't have a pre-print with Tutor or PhD Candidate;
 - mustn't 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). Therefore cannot be a member of the DPC, even if an "Esperto", or of UNITN;
 - can be foreigners;
 - can be researchers/scientists/non-academic staff, as long as they are experts in the field of the thesis.

Commented [MLM3]: Mandatory

Commented [MLM4]: 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.

(continued)

THESIS FORMAT AND PRINTING

There is no specific format for the thesis. However it should show affiliation to CIMeC and 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 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 bring be sure that 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.

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 for certificate delivery.