

Students attending the International Doctorate in Structural Biology are expected to

- 1) Perform their research activity at CERM. They are expected to be physically present at CERM for the whole duration of the PhD course, except when on leave at research labs of the two partner Universities of Utrecht and Frankfurt, or at any other research lab, provided the leave is an approved part of their training activity by the tutor and the Board of the Teachers. Stages outside CERM are encouraged when framed within the research activities foreseen by the research project of the student. Periods of absence for any other reason are allowed provided they are agreed with the tutor. Normally these periods should not exceed a total of 4 weeks/year.
- 2) Students are entitled to attend schools or conferences, after agreeing with the tutor. In the second and third years of the course, the doctorate has a total of about $N \times 1,300$ Euro/year (N =number of students of that course) to cover mobility expenses, both for attending schools and conferences, and for stages outside CERM (see point 1). It is recommended that the student tries to obtain a grant from the organizers to decrease the impact on the total budget.
- 3) Obtain 60 credits each year (180 in total). A total of 40 credits in the three years must be obtained from teaching activities. PhD students are recommended to acquire 12 credits in the first year, 18 credits in the second year, and 10 credits in the third year from the teaching activities. Every year the PhD students should earn a minimum of 8 credits from the teaching activities. Credits can be obtained from attendance to general lectures like research seminars, group meetings, training courses, summer schools, courses for PhD students, as well as from attendance to individual lectures aimed at giving the student the necessary knowledge needed for performing his/her research project. Students must consult with the Coordinator to know how many credits correspond to the different activities. One hundred additional credits in the three years must be obtained from research activities.
- 4) Be co-authors of at least three publications on international scientific journals, or, if less, have produced results that will warrant such publications.
- 5) Produce and discuss a research thesis (40 credits)

At the beginning of the PhD course, the students must provide a research project on the proposed activities. At the beginning of each year, the students must also provide a plan of their teaching activities to be agreed by their tutor, which must be approved by the Board of the Teachers.

Every month, the PhD students must upload on the web site of the doctorate a copy of their laboratory notebook. The tutors must approve the uploaded pages. Protocols, procedures, manuals, etc. developed within the research projects, must also be uploaded by the students upon finalization, and approved by the tutors.

After 6 and 18 months from the beginning of the PhD course, students are asked to provide a scientific report (in English) on the research activity performed in the last 6 months in an organized manner. The reports will be evaluated by the Board of the Teachers. A positive evaluation is needed for admission to the next semester of PhD Course.

At the end of the first and second year, students are asked to

- 1) Provide a scientific report (in English) on the research activity performed in the year in an organized manner,
- 2) Provide a teaching report referring to the year (where title of the lessons, name of the lecturer, date, number of hours, signature of the lecturer and corresponding credits must be provided),
- 3) Give an oral presentation of the research activities performed in the year.

A Committee will judge the written and oral presentations. A positive judgment of the scientific and teaching activities is necessary for admission to the following year.

The PhD students are invited to prepare and constantly update a PPT presentation to be used as a basis for:

- 1) Discussion of the work in progress with their tutor
- 2) Presentations in the PhD group meetings
- 3) Discussion of their research with visiting professors
- 4) The annual reports of their research activity to the PhD Committee
- 5) The final thesis.

Credits from teaching activities:

- 2 credits for a 8-hour course organized in the frame of the Doctorate, upon attendance of at least 75% of the hours of lessons and achievement of a positive evaluation at the final examination,
- 0.25 credits for each seminar organized in the frame of the Doctorate,
- 0.125 credits for group meeting or journal clubs,
- 0.125 credits/hour for courses and seminars organized by other doctorates within the Doctorate School of Science (after approval of the participation)
- 0.125 credits/hour for courses of the Laurea Specialistica or Magistrale (after approval of the participation)
- 0.125 credits/hour for courses outside the Doctorate School of Science (after approval of the participation), up to a maximum of 6 credits (48 hours) for the whole three-year course, unless otherwise agreed with the Board of the Teachers
- 0.75 credits/day for Schools organized outside our Doctorate (after approval of the participation), for each day with at least 8 hours of lesson. One additional credit is granted if the school provides a certificate indicating the successful completion of a final examination
- 0.125 credits/hour for courses of the Laurea Triennale, if attended on request by the Board of the Teachers

A minimum of 6 credits for the whole three-year course (unless otherwise agreed with the Board of the Teachers) should be earned by attending courses in "Complementary skills", as approved by the Board of the Teachers.

Remote attendance of courses or schools without final examinations does not provide credits.

Final thesis

- 1) Within four months before the end of the third year, the PhD students must provide a report of the scientific and teaching activities performed in the three years of Doctorate, and in the following month they will be asked to give an oral presentation of their PhD research project in front of a Commission nominated by the Board of the Teachers. The Board of the Teachers will judge, from the written and the oral presentations, if the students are admitted to the final task, i.e. the preparation and dissertation of the PhD thesis.
- 2) The PhD thesis (in English) must consist of 20-50 pages (*) summarizing the research project of the PhD student in an organized manner (e.g. introduction, motivation for the work, state of the art, planning of the project, results, discussion, comparison of obtained vs. expected results, etc.). The original publications (including manuscripts accepted for publications) should follow and constitute an integral part of the thesis.
(*) The description of the research may exceed 50 pages if, depending on his/her tutor's advice, the information contained in the original publications is not qualitatively and/or quantitatively sufficient.
- 3) The PhD thesis must be submitted one and a half month before the end of the courses to two external evaluators selected by the Board of the Teachers and then to a Committee constituted by members of the University of Florence, Frankfurt and Utrecht. The Coordinator will communicate to the students the names of the external evaluators and of the members of the Committee.
- 4) The thesis, with full approval from the Committee, must be submitted to the University of Florence within the end of the courses. In the front page of the thesis it should be indicated that the thesis has been approved by the three Universities of Florence, Frankfurt and Utrecht.
- 5) The final dissertation will be provided by the PhD students in the next month in front of the Committee, upon full approval of their thesis by the two selected evaluators.