Final thesis: steps and timeline

1) **In July,** third-year PhD students will be asked to give an oral presentation of their research project in front of a Commission nominated by the Board of the Teachers. The Board of the Teachers will then decide whether they may proceed 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.
4) The annual PhD Progress Report must be submitted one month before the end of the course.
5) The thesis must be submitted within the end of the course.
6) The final dissertation will be provided by the PhD students, possibly in the next month, in front of the Committee, upon full approval of their thesis by the two selected external evaluators.

Before the Defense

- An oral presentation (20 minutes + discussion) for admission to the thesis defense is scheduled for early July (no six-month report required).
- Check that your scientific publications and abstracts for poster or oral communications are included into the FLORE database, and that in each of them you are recognized as PhD student of the University of Florence.
- September 15th: Submit your thesis via email to the Doctoral Office (doctorate@cerm.unifi.it).
- September 15th: Send an email to the Doctoral Office with a document containing the "Report of the Activities" summarizing the outcomes and activities of your PhD work, including, for example:
    - research deliverables (e.g., programs, proteins, databases, etc.);
    - manuscripts published, submitted, or in preparation;
    - skills acquired during the PhD
    - secondments or research stays at other laboratories;
    - seminars, courses, and other training activities attended, including the corresponding credits;
    - conferences attended, indicating any poster or oral contributions;
    - other relevant academic or research activities.

The report should be structured as a list of items, each accompanied by a brief description,

and should not exceed 2 pages.

- September 15th: The thesis is sent to the external evaluators.
    - *Note*: To qualify for the *Doctor Europaeus* title, external evaluators must be from multiple European countries (excluding Italy), and the student must have spent at least three full months abroad (90 days).

Within one month, the external evaluators should return their evaluation

- By September 30th: submit the Annual PhD Progress Report
- By October 31st: Submit the final manuscript via email to the Doctoral Office (doctorate@cerm.unifi.it).
- By October 31st: Complete the *AlmaLaurea* questionnaire.
- The final presentation must have a duration of 20 minutes.

After the Defense

- Within 30 days of the final examination: The thesis must be uploaded to the institutional archive of the University (*FLORE*).

Note: Inclusion of the thesis in FLORE **must be done in public access mode or embargoed public access mode** (if the prerequisites are met and this option has been chosen in the deposit statement), then choosing either "Open Access" or "Creative Commons - CC" mode. The doctoral student is left to choose which CC license to apply to his or her paper.

- Within 30 days the PhD student must complete and submit the following documents to the Doctoral Office:
    - Declaration form for the electronic deposit of the PhD thesis.
    - Declaration form for the issuance of the PhD diploma.
    - Receipt confirming completion of the evaluation questionnaire.

  Note: All required forms are available at the following link: https://intranet.unifi.it/it/didattica/gestione-corsi-di-dottorato-di-ricerca/informazioni-e-modulistica-dottorandi-e-dottori-di

Final Notes

- All communications must include your supervisors in CC.
- These guidelines apply to PhD students in Structural Biology.
- **Deadlines may vary if your PhD did not start on November 1st.**