

## **GUIDELINES FOR Ph.D. DEGREE ACHIEVEMENT**

### **Cycle 32**

#### **Premise**

All Ph.D. Candidates who have concluded their research with significant scientific results at the end of the third year of the Ph.D. Course are admitted to the procedure for the Final Exam. After a positive evaluation about their Thesis work given by at least two external Referees, Candidates will publicly defend their Ph.D. Thesis immediately or after a period of 6 months due to major reviews. All Candidates who pass the Final Exam will be bestowed the Ph.D. Degree receive the official Diploma.

Ph.D. Courses are regulated by Italian Law D.M. 45/2013 and by Ferrara University Regulations about Ph.D. Courses issued by Rector's Decree D.R. Rep. n. 798/2013 and further modifications.

In the last months of the third year, all Candidates must fill in the Annual Report ([Piano Consuntivo Annuale](#)) and send it to the Course Coordinator.

The Candidates admitted to the Final Exam are those who have concluded their 36-month period as required for the duration of the Ph.D. Course.

Candidates who had a previously authorised suspension period must make up for it before the admittance to the Final Exam.

#### **OPERATORS INVOLVED**

##### **The Board of Professors**

- Judges the activities of the Candidates during the third year and authorises the Thesis submission to the Referees;
- Appoints 2 Referees for each Candidate;
- Appoints the Board for the Final Exam for every Candidate of the Cycle in force.

## The Referees

The Board of Professors appoints two (2) Referees for each Candidate at least thirty (30) days before the end of the Course. The appointments of the Cycle 32 must be done within the deadline set on **October 18<sup>th</sup>, 2019**.

The Referees are proposed by the Course Coordinator as well as the Tutor to the Board of Professors and they might be:

- Professors belonging to Italian or foreign Universities, external to the Board of Professors and the University itself;
- Experts of high qualification belonging to Public or Private research agencies (be them Italian or foreign) not in convention with the Athenaeum.

Candidates will need to send their Thesis to the Referees and in CC to the Coordinator. Thesis must be in [PDF/A format](#).

The Referees will send their written evaluation about the Thesis work within thirty (30) days after receiving it.

Referees must write the evaluation on the relevant form (Attachment 1) which will be provided directly by IUSS Office.

The response must be sent via e-mail to the Coordinator and CC to IUSS Office (dottorato@unife.it).

## **TIMETABLE**

1. The Cycle 32 timetable is as follows:

Deadline	Action	Operators
Within October 11 <sup>th</sup> , 2019	Sending of the Annual Report concerning the activities accomplished during the third year of the Course to the Coordinator	Ph.D. Candidates
Within October 18 <sup>th</sup> , 2019	<ul style="list-style-type: none"> <li>• Authorisation to the submission of the Thesis to the Referees for Candidates that finished the 36-month period;</li> <li>• Appointment of 2 Referees for each Candidate upon Tutor's suggestion;</li> </ul>	Board of Professors
Within November 30 <sup>th</sup> , 2019	Sending of the Thesis, an Abstract (in Italian and in English), as well as a Report over the activities attended and accomplished during the whole duration of the Ph.D. Course and possible publications to the Referees (Coordinators in CC)	Ph.D. Candidates who have finished the 36-month period
Within November 30 <sup>th</sup> , 2019	Appointment of the Final Exam Board for the entire Cycle 32 and date for the final exam	Board of Professors

Within December 15 <sup>th</sup> , 2019	Rectoral Decrees and Final Exam Boards' summoning	IUSS Office
Within January 13 <sup>th</sup> , 2020	Thesis work analytic judgment on relevant Format (Attachment 1) to be sent both to the Course Coordinator and IUSS Office	Referees
Within January 20 <sup>th</sup> , 2020	Sending of the judgment to Candidates and Tutors	Coordinator

The Referees' judgment must state:

1. The admission proposal of the Candidate to the Final Exam (**First case**)

<b>FIRST CASE: Admission proposal to Thesis defense</b>		<b>Referees</b>
Within November 30 <sup>th</sup> 2019	Sending of the Thesis to the Referees	Ph.D. Candidates
Within December 15 <sup>th</sup> , 2019	Commissioning Boards' summoning	IUSS Office
According to the schedule set for each Ph.D. Course	Thesis and documents deposit for the Final Exam	Ph.D. Candidates
Within April 30 <sup>th</sup> 2020	Final Exams	Commissioning Board

*Or:*

2. The postponement proposal for a period of six (6) months in case of major reviews needed to the Thesis work (**Second case**)

<b>SECOND CASE: Major reviews needed</b>		<b>Referees</b>
Within July 20 <sup>th</sup> 2020	Sending of the implemented Thesis with modifications suggested by Referees (Coordinator in CC)	Ph.D. Candidates
Within August 21 <sup>st</sup> 2020	Sending of the new judgment about the Thesis work on the relevant Format (Attachment 1) both to the Course Coordinator and IUSS Office	Referees
Within September 7 <sup>th</sup> 2020	Possible modifications and/or supplements to the Commissioning Board and Final Exam date	Board of Professors
Within September 16 <sup>th</sup> 2020	Commissioning Boards' summoning	IUSS Office
According to the schedule set for each Ph.D. Course	Thesis and documents deposit for the Final Exam	Ph.D. Candidates
Within October 30 <sup>th</sup> 2020	Final Exams	Commissioning Board

## WHAT TO DO FOR...

### 1.1 PREPARING THE THESIS (<http://www.unife.it/studenti/dottorato/it/esame/tesi>)

The Ph.D. Thesis, together with an abstract (in Italian and in English) must be drawn up in Italian or on in English, or in another language if approved by the Board of Professors.

Together with the Thesis there must also be a report concerning all the activities attended and accomplished by the Candidate during the last year of the Course, as well as the publications issued (if any).

It must be written according to the following rules:

- A4 size;
- Front/rear typing;
- At least 25 lines per page;
- Light cardboard cover and glue binding;
- The frontispiece must be signed in original both from the Candidate and the Tutor;
- It must contain the Conformity Declaration;

### FRONTISPIECE



The frontispiece must be the same of the front page (see [online form](#)) and must state the following information:

- Università degli Studi di Ferrara;
- Ph.D. Course;
- Coordinator of the Course;
- Thesis title. (the same written in the Final Exam Request Form. It must report the Scientific Disciplinary Sector);
- Surname and Name of the Candidate with original signature;
- Surname and Name of the Tutor (and co-Tutor, if any) with original signature;
- Years of attendance to the Ph.D. Course;
- Ph.D. Cycle.

**N.B.: The frontispieces of the Thesis must be drawn up according to the samples available online. No other templates will be accepted.**

## **1.2 FINAL EXAM ADMISSION REQUEST**

After receiving a positive evaluation by the Referees, Ph.D. Candidates admitted to the Final Exam will receive an e-mail from IUSS Office with:

- Time, date and place of the Final Exam;
- All information about how to proceed with the online request (<https://studiare.unife.it/Home.do>), which can be accessed with the credentials owned by the Candidate;
- The Judging Board to whom the Candidate will have to send the [PDF/A](#) Thesis file via e-mail.

The online procedure for the Final Exam also includes:

- the upload of the Thesis in PDF/A format;
- the uploading of the abstract and the keywords;
- the Thesis Title Dissertation Form signed both from the Candidate and the Tutor;
- the Conformity Declaration;
- AlmaLaurea questionnaire duly fulfilled.

At the end of the whole procedure, Candidates will display the invoice of € 56,00 at Unife personal area in the section “payments” (pagamenti). Such payment can also be done online.

### The Conformity Declaration

The Conformity Declaration is a mandatory document that grants the Thesis’ integrity as well as its authenticity in order to keep the intellectual property of the owner. Such document is also needed in order to state that both the hard copy and the online version are the same. In doing so, it will be possible to keep the online format at the University of Ferrara and at the National Archives in Rome and Florence for record.

### Embargo

The embargo is a period during which the Thesis will be stored in an Institutional archive and will not be accessible with the exception of few metadata. Such period may vary from six (6) up to twelve (12) months. The Candidate may also ask for a secrecy period of three (3) years if duly justified and approved by the Board of Professors. The lack of the request will result in a standard twelve (12) months embargo.

The decision of asking for an embargo period upon the Thesis and its content must be discussed between the Candidate and the Tutor. The will to apply for such a period must be duly noticed in the Conformity Declaration during of the registration to the Final Exam ([form on line](#)). This document will need to be included in the flash-drive together with the other files to be delivered to IUSS Office together with: Thesis, Abstracts, and Conformity Declaration. All the files in the USB device must mandatorily be in PDF/A Format. **No other formats will be accepted.**

### **1.3 THESIS DEPOSIT AND DOCUMENTS TO BE DELIVERED TO IUSS OFFICE**

As it will be specified in the memo that IUSS Office will send to eligible Candidates for the Final Exam, the documents to be delivered directly at IUSS are:

- 1 original hard copy of the Thesis, signed by the Candidate and the Tutor
- the Conformity Declaration signed must be attached at the end of the Thesis.

This copy will be stored in the Archives of the Athenaeum and it will be necessary for all administrative purposes. It will be kept forever in the historical archive.

- Digital copy of the whole documentation:
  - 1 file of the Thesis in PDF/A format (\*);
  - Abstract in Italian in PDF/A format;
  - Abstract in English in PDF/A format;
  - Conformity Declaration – scan of the signed [form](#), attached to the Thesis.

(\*) The admission to the public defence of the Thesis is subject to the Thesis deposit in electronic format in the Athenaeum open archives. The digital copy will be held in IRIS database and the University will permit the open access to it after the Candidate's graduation or at the end of the embargo period. The same file will be sent by Ferrara University to the legal deposit at the National Central Libraries in Rome and Florence.

The digital copy and the hard copy of the documents must be delivered together. In case you deliver the documents personally to IUSS Office, we recommend uploading all the files on a USB device (which will not be kept by the Office). All files shall be saved in a proper backup folder. In case of the sending of the documents instead (via mail or courier), we suggest two possible solutions:

- Put a pen drive with all the documents in it in the package (this will not be returned);
- Share all the documents via Google Drive, by prior arrangement with IUSS Office.

Final Exam Request directly addressed to the Rector of the University of Ferrara signed by the Candidate. This document will be available at the end of the online procedure;



- Thesis' Title Dissertation Form, that must be printed at the end of the online registration to the Final Exam and must be signed by Candidate and Tutor;
- *Doctor Europaeus* certification request (only if the Candidate has expressed his/her will to obtain it and has all the requirements to ask for it). For further information, see [art. 8 comma 4 of the Ferrara University regulations in matter of Research Doctorates](#).

#### **ATTACHMENTS:**

- student ID (libretto universitario or badge) issued by IUSS at the moment of the enrolment at the Ferrara University (in case you lost it, please attach the notification issued by the Local Authorities - Police);
- payment receipt of the fee of € 56,00 for the Final Exam Request and the Diploma;
- AlmaLaurea questionnaire filled in and duly signed;
- Copy of a valid ID.

#### **1.4 COTUTELLE THESIS AND INTERNATIONAL Ph.Ds.**

##### Doctor Europaeus

The additional certificate of Doctor Europaeus is another title that Ferrara University can issue. **This is not an academic title.** Such certification must follow the conditions provided by the EU Countries Rectors' Conference Confederation upon indication of the European University Association (EUA). It can be issued by the Athenaeum upon decision of the Board of Professors whenever these 4 conditions are respected:

1. A positive judgment on the Thesis work granted by 2 Referees appointed by the Board of Professors and belonging to foreign Universities of 2 different countries of the EU;
2. There must be at least 1 member of the Final Exam Board must belong to a foreign University;
3. The Thesis defence must be held in a language other than Italian;
4. The Thesis must be the result of a research period of at least 3 months spent abroad in another EU country.

The Candidate who wishes to have such certification must inform the Board of Professors before the Final Exam and will need to deliver to IUSS Office the Doctor Europaeus Certificate Request duly signed by the Coordinator of the Course (the Form is available at <http://www.unife.it/studenti/dottorato/modulistica/Doctor%20Europaeus.doc>).

Candidates who are interested in this certification must follow other specific indications in addition to the ones foreseen for the other Candidates.

##### Thesis in co-tutelle



Candidates who are carrying out their research and their Thesis under a co-tutelle agreement between Unife and foreign Institutions must follow the rules provided by Italian Laws and Ferrara University Regulations in matter of Research Doctorate Programmes. Plus, they will also need to comply with the indications given by the agreement in order to get the double degree.

The public defence of the Thesis will be held in one of the Institutions involved in the Agreement. The Judging Board will be gathered according to what is stated in the co-tutelle agreement.

### International Ph.Ds.

Candidates enrolled in International Ph.D. Courses must comply with the rules provided by the international agreement.

### **1.5 THE FINAL EXAM**

The Final Exam is a public defence of the Thesis held by the Candidate in front of the Judging Board. The Candidate must ask the Coordinator how the defence will be held and the schedule (how long should it be and if a PowerPoint is needed or not, etc.).

The result of the Exam might be:

- Approved
- Rejected

The Board might also bestow the mark *Cum Laude*.

### The Judging Board

The Judging Board is appointed by Rector's Decree upon proposal of the Board of Professors at least thirty (30) days before the end of the Cycle. Each Judging Board has at least 3 members chosen among Full Professors and Researchers belonging to the Scientific Disciplinary Sector to whom the Ph.D. Course refers to, and at least one member must belong to the University of Ferrara. More Boards might be summoned if the Ph.D. Course is organised in several curricula.

The Board appointed will be the same for the whole Cycle even in the event that some Candidates might have to postpone the Final Exam according to the Referees evaluation.

The Board must decide the Exam calendar according to the number of Candidates and send it to IUSS Office within the date set.

The Board does not bestow points nor marks but writes down a motivated judgment for each Candidate. A negative judgment will result in the revocation of the status of Ph.D. Candidate and the student will no longer have the possibility to defend the Thesis anymore.



## **1.6 THE FINAL EXAM MINUTES**

The Judging Board will send the minutes regarding the Final Exam on the same day it took place to IUSS Office via e-mail ([dottorato@unife.it](mailto:dottorato@unife.it)) and the hard copy in the next few days. After receiving the minutes, IUSS Office will register them and officially close the Candidates' positions.

From this moment on, the Graduate Ph.D. will be able to access his/her online personal area at Unife (<https://studiare.unife.it/Home.do>) and download a Self-Certification of the achieved Degree.

He/She might also ask IUSS Office for Certificates in Italian or in English (see <http://www.unife.it/studenti/dottorato/it/studiare/certificati> ).

## **1.7 ANY DOUBTS?**

IUSS Office is at your disposal for any doubts or clarifications you might need.

We kindly ask you to contact us in advance, via e-mail at [dottorato@unife.it](mailto:dottorato@unife.it), specifying the object of your request. In doing so, we will set up an appointment in order to avoid any overlap with other students. You might also call the contact persons as follows:

Lena Fabbri: - (+39) 0532/45.5283; Elena Caniato: - (+39) 0532/45.5286; Luca Vecchiattini – (+39) 0532/45.5505.