

List of the main deadlines - related to the conclusion of the PhD - for students, Advisors and the Program Coordinator

(See also the General Regulations of the PhD Program)

Article 12 – Defense of Doctoral thesis

To be awarded the title of Doctor of Philosophy (*Dottore di Ricerca*), the candidate will have to defend his/her PhD thesis within the 28th of February of the year after the formal conclusion of the PhD Program.

The thesis, accompanied by a report on the student's research/training activities and a list of his/her publications, will be evaluated by at least two highly qualified reviewers appointed by the PhD Board of Professors (*Collegio dei Docenti*). The reviewers can work either in Italian or foreign institutions but cannot belong to the University awarding the PhD degree. The reviewers will present a written evaluation of the thesis and will propose either the admission of the student to the thesis defense or the postponement of the defense for a period of no more than six months, if they think that significant integrations or corrections are required. After this postponement period, the reviewers will present a new, written evaluation of the revised thesis and the student will be allowed to defend his/her thesis. **By the end of September**, the PhD students will have defended their thesis (supplemental session only)

Article 13 – Commission awarding the Doctoral degree

The members of the Commission awarding the Doctoral degree are formally appointed by the Rector. The members of the Commission can be chosen between Professors and Research Staff belonging to the scientific-disciplinary field of PhD. At least two members must belong to either Italian or foreign Universities other than the "Sapienza" and must have no professional link to the student. Professors/Staff that have been members of a PhD Program Board in the past two years cannot be members of this Commission.

- **By the end of September** the Coordinator will remind each Advisor to suggest the names of two external Reviewers , after verifying their availability to review the thesis within the deadlines defined in this time schedule. Together with the names, the Advisor must provide the affiliations and emails.
- **By mid-October**, The Board of Professors will evaluate the Reviewers proposed by the Advisor, reserving the right to integrate or replace them, if necessary. The board of professors will formally appoint for each PhD student the external reviewers who are asked to evaluate the quality of Phd final dissertation.
- **By mid-November**, the student must submit the thesis to the external reviewers together with a report on training, research and other activities carried out over the three years of the program, and the list of publications (distinguishing between journals with and without Impact Factor).
- **By mid-December**, the reviewers should send their recommendation to the PhD coordinator. Their recommendation will then be forwarded to the PhD student. The reviewers should also submit a detailed review of the thesis to the the student's Advisor. This detailed review will

be made available to the student for the necessary integrations and/or corrections to the thesis. If the proposed integrations and/or corrections are minor, the PhD student can submit the thesis in December, otherwise it will be necessary to postpone the submission (see **Article 12 – Defense of Doctoral thesis**).

- **By the end of December/at the beginning of January**, the student in accordance with his/her supervisor must send to the PhD Coordinator a draft of the thesis and a report including
 1. A short description of the activities (training, mentoring, research) carried out in the third year;
 1. An extended report on the results achieved, recalling the initial research objective(s) and describing the development of the project, the results obtained, the achievement (or not) of the original research target, the international value of the his/her original research, and the potential implications of his/her results (the so called *medallion*);
 2. A reply to the Reviewers' comments and recommended changes to the thesis;
 3. A list / summary of attendance at congresses, manuscripts submitted and / or published (distinguishing between journal with or without Impact Factor);
 4. A list / summary of the foreign institutions visited during the 3 years of the PhD (international mobility).

By the end of December/at the beginning of January, the Coordinator submits to the Sapienza Doctoral Office the formal deliberation of the PhD Program Board concerning the admission of the PhD Candidates to the ordinary session of the Final Exam, the summary of the doctoral thesis ("medallion") and the evaluation by the external Reviewers. Furthermore, the Coordinator submits the list of members of the Final Exam Commissions to the Board of Professors and the Department for approval. The list will then be submitted to the Sapienza Doctoral Office (*Settore Dottorato*) for the final, formal approval.

Within the 28th of February, the PhD student will have to defend her/his thesis. Once the Viva is scheduled and the commission has been appointed, the candidates must submit the final version of the dissertation to the members of the Commission.

To be able to defend his/her thesis the student must

1. complete the AlmaLaurea questionnaire (www.almalaurea.it/lau/registrazione), and send a copy of the submission receipt to the Commission. The receipt will be attached to the Final Examination (Thesis Defense) Record.