

GUIDELINES FOR GRADUATE STUDENTS

• Deadlines:

First Year

- **Upon enrollment:**
 - ✓ deliver filled PhD enrollement form according to the indications (page 16)
 - ✓ activate the institutional e-mail address by filling out the online form at the link <http://xmail1.uniroma1.it/Schedaregistrazione.nsf/didattica?openform>. You will receive a confirmation Email after about 24 h.
 - ✓ for those who perform their thesis in an external institution: appoint a tutor among the members of the PhD committee.
 - ✓ Provide an Email address (the institutional one, but not necessarily) to open an individual Dropbox folder that will be shared with the PhD Coordinator and Secretary a Silvia Lopizzo (optional: with the supervisor, tutors and reviewers, the student will take care of extending the sharing). In this folder the student will place all the authorization requests, documents, reports, forms, Powerpoint presentations.
- **around end of March:** Project, in a written form (see instructions at pag. 3)
- **around middle of April:** oral presentation of the project (10 min + 5; according the scheme presented for the written project
 - **by October 5th:** Annual report (according the instructions at pagg. 4-13). If not already done at the time of submission of the written doctoral project, indicate the name of an internal auditor/reviewer chosen among the members of the Ph. D. Board or, if deemed appropriate, external. The reviewer is a qualified professor/researcher and cannot be a collaborator in the research project of the doctoral student and must not have past publications or publications related to the results of the doctorate work (no conflict of interest). The reviewer's task will be to evaluate your first year and second year annual reports. Your supervisor will help you in the identification of the reviewer.
- **by October 24th:** fill out the information sheet at the page <http://opiniononi.uniroma1.it/schedadott/login.aspx>, using the credentials used to access INFOSTUD. Instructions on page 15 of this document.
- **by the end of November:** Oral presentation of the results (12 min + 3)

Second year:

- **by October 5th:** Written annual report (according to the instructions at pagg. 4-13)
- **by October 25th** fill out the information sheet at the page <http://opiniononi.uniroma1.it/schedadott/login.aspx>, using the credentials used to access INFOSTUD. Instructions on page 15 of this document.
- **by the end of November:** Oral presentation of the results of the year with a short summary of the results of the previous year.

Third year:

- **by June 25th:** identify and communicate the names of the external reviewers/evaluators. The evaluators must be at least two, chosen from professors not belonging to Sapienza, including contract professors from other Universities, professors emeritus and researchers. The same evaluator can have multiple theses. They must not be collaborators in the research project object of the thesis of the student. For doctoral candidates requesting the additional title of Doctor Europaeus, see pages 17-18 (external reviewer must be of foreign Institutions). Evaluators must be approved by the Board.
- **by October 24th:** fill out the information sheet at the page <http://opiniononi.uniroma1.it/schedadott/login.aspx>, using the credentials used to access INFOSTUD. Instructions on page 15 of this document.
- **by October 31:** Each graduate student will send:
 - the abstract of the thesis in Italian and English (maximum 200 words) with the list of publications and possible internships abroad to the Departmental Secretary of the Doctorate (Mr. Silvia Lopizzo) and the Coordinator (see format on page 14),
 - pdf of the thesis to two external reviewers. The thesis will be drawn up according to the indications presented on page 19 and include Tables, figures and captions in the "main text". It can have "Supplemental" sections.
- **by the end of November:** Oral presentation of the results of the 3 years (20 min+5)
- **thesis to the Committee for the final exam** (*the date will be communicated, but at least one month before the final exam*). The format will be similar to the thesis sent to external reviewers.
- **Final exam: by February 28th**

• Career certificate

Once registered, you can download the PhD Career Certificate as follows:

- Access INFOSTUD
- Click on DOCTORATES
- Click on CERTIFICATES
- Click on PhD-CAREER

- **Seminari, lezioni ed altre attività didattiche.**

- At least 10 seminars a year are required, among those that will be indicated or others of your interest. The presence must be validated by the signature of a member of the college (including your supervisor) in the appropriate booklet of teaching activities prepared by the Board.
- Inoltre, generalmente sono organizzati corsi (per es. Inglese scientifico, Biostatistica, corsi dedicati a metodologie avanzate) nell'ambito della Scuola di Dottorato in Biologia e Medicina Molecolare (BEMM), che include anche il nostro Corso di Dottorato. Le iniziative didattiche del 2016 e 2017 sono visibili al link <https://elearning2.uniroma1.it/course/view.php?id=3221>. Anche la frequenza a questi corsi, di cui vi verrà data notizia, dovrà essere documentata nel libretto delle attività didattiche.
- It is recommended, as a formative moment of great importance, participation, as listeners, but also as organizers, at the symposia organized by the BEMM graduate students, advertised at the link above.

- **Budget for the graduate students.**

Doctoral students, including those without scholarship, but not those who perform their thesis in the industries, have the availability for the three years of a budget of about 3000 Euros, to be spent on training, including internships abroad or participation to International Congresses International to which a Communication (poster) is presented. Participation in the Congress is allowed only after the presentation of the research project and must be approved by the Coordinator of the PhD Course.

- **Stages abroad**

PhD students are strongly encouraged to spend at least 3 months in a foreign laboratory. This is a requirement for the request for the additional title of Doctor Europaeus. Further periods, even in the third year, if they are essential for the development of the thesis project, are evaluated positively. The internship must be authorized by the Coordinator abroad and the request must be accompanied by a research project (to be delivered at least 15 days before of departure) that illustrates why it is important for the thesis work (the EMBO Short- Term Fellowship format is advisable) and the acceptance letter of the host laboratory that can be submitted at least one week before departure). The Coordinator authorizes, within the permitted limits. It is also encouraged to seek external financial support (Sapienza, EMBO short fellowship, MIUR).

Periods abroad of at least 7 days may be supported by a 50% increase of the PhD scholarship (only for doctoral candidates with scholarships), upon authorization by the Coordinator, to be obtained before departure and upon presentation of a letter of acceptance by the host institution countersigned by the PhD Coordinator. The Authorization of the Coordinator and a further declaration by the host institution that prove the permanence and the activity and is countersigned in original by the Coordinator of the Doctorate, both in original, must be delivered to the Wages Office at the end of the stay abroad. The increase will be paid upon return.

- **PH.D. Thesis (format at pag. 19)**

- *Rules up to the last cycle:*

From Article 12 of the Doctoral Regulations - Doctoral Thesis:

Candidates, after the expiration of the legal duration of the PhD program, must submit to the evaluation and discussion of the thesis for the award of the Ph.D. degree by 28 February of each year. The admission to the final exam, accompanied by the presentation of the Board, must be communicated to the Research Doctorate Officer at least one month before the date set for the discussion, pursuant to art. 13 paragraph 7.

- *The title of research doctor, abbreviated with the words: "Dott. Ric." or "Ph.D.", is issued following the positive evaluation of a research thesis that contributes to the advancement of knowledge or methodologies in the chosen field of investigation. The doctoral thesis, accompanied by a summary in Italian or in English [other than the summary / summary included in the thesis, and about 2-3 pages, note of the coordinator]), is written in Italian or English or in other language authorization of the Teaching Committee. The thesis, to which a doctoral candidate's report is attached on the activities carried out during the Ph.D. program and on possible publications, is evaluated by at least two highly qualified teachers, appointed by the Academic Board, hereinafter referred to as evaluators/reviewers, also belonging to foreign institutions. , external to the subjects who have contributed to the award of the PhD. The evaluators express an analytical judgment written on the thesis and propose admission to the public discussion or postponement for a period of no more than six months if they consider significant additions or corrections necessary. After this period, the thesis is in any case admitted to the public discussion, accompanied by a new written opinion of the same evaluators, made in light of any corrections or additions made. The public discussion takes place before a commission whose composition is defined by art. 13 of the Doctorate Regulations. At the end of the discussion, the thesis, with motivated written collegial judgment, is approved or rejected. The commission, with unanimous vote, has the faculty to attribute the praise in the presence of results of particular scientific importance. The final PhD examination can be taken only once.*

- **Additional Certificate of Doctor Europaeus**

See pagg. 17-18

- **Ph.D. Status and insurance coverage**

- the status of Ph.D. student ends when the title is obtained and the student has insurance coverage up to that point

Form for the presentation of the research project (around March of the first year):

Sapienza, Università di Roma

Ph.D. Course in Cell and Developmental Biology

Cycle

Name of the Ph.D. student

- Supervisor

(Affiliation of the supervisor, for an external thesis)

- Tutor (for external thesis only, chosen among the members of the Ph.D. Board)

- **Reviewer** (for the evaluation of the Project and the 1st and 2nd year Annual Reports. The reviewer will be preferably chosen among the members of the Ph.D. Board. The internal reviewer must not appear in the publications of the graduate student (no conflict of interest). The reviewer will send the evaluation necessary for the eventual approval of the student to the following year, to the Coordinator and Silvia Lopizzo in due time).

TITLE

Abstract (max 250 words)

State of the art

Biological Significance (max 200 words)

Objectives (general and/or specific)

Methodology (for each objective)

(Max 2.5 pages)

References

in English

Margins (2 cm all sides), Times New Roman 11, space 1.15

IMPORTANT:

The text of any report, including the project proposal, must be checked for plagiarism. Here are indicated some useful links:

<https://smallseotools.com/plagiarism-checker/>

<https://www.quetext.com/>

<https://edubirdie.com/plagiarism-checker>

Instruction for the annual report (pagg. 4-13):

The report can be divided into different parts:

Part I: Work as a main author

Part II, III,: Work as a co-author

The different parts must be written exclusively according to the style of a manuscript to be submitted to publication (obviously under preparation).

The report, in the years following the first, in each part, will be "incremental", unless part of the work has been completed. In the Results section, in the years following the first one, the results of the previous year will be highlighted in gray.

Text: Times New Roman 11

Figures Helvetica o Arial, well readable

Spacing 1,15

Margins: 2,5 cm

(For the content, see detailed instructions on the following pages)

N.B. Negative results must be included in the report and are not a problem!

In the report, they must also be listed:

- Oral Communications at conferences
- Posters
- Awards
- Patents
- Periods abroad
- Publications
- Other noteworthy activities:

IMPORTANT:

The text of any report, including the project proposal, must be checked for plagiarism. Here are indicated some useful links:

<https://smallseotools.com/plagiarism-checker/>

<https://www.quetext.com/>

<https://edubirdie.com/plagiarism-checker>

Annual report (*by October 5th*)

Sapienza, Università di Roma
Ph.D. Course in Cell and Developmental Biology
Cycle
Year (1° or 2°)

Name of the Ph.D. student
Supervisor(s)
Affiliation of the supervisor(s)

Reviewer:

Part I : Work as a main author

TITLE

Sommario Italiano (max 300 words)

Sommario Inglese (max 300 words)

Introduction (max 1200 words)

Results

Discussion (Max 1500 words)

References

Tables

Figures

Supplemental Information

Supplemental Tables and Figures

Methods

Glossary (optional)

Part II, III, : Work as a co-author

TITLE

Sommario Italiano (max 300 words)

Sommario Inglese (max 300 words)

Introduction (max 1200 words)

Results of the other authors (summarized, max 1000 words in total) in which you include your results (described fully as in paper-like style)

Discussion of your results in the context of the entire work (Max 1000 words)

References

Tables

Figures with legends

Supplemental Information

Supplemental Tables and Figures

Methods

Glossary (optional)

DETAILED INSTRUCTIONS FOR WRITING THE REPORT (*relazione annuale*)

Gene symbols should be italicized; protein products of the loci are not italicized. Nonstandard abbreviations should be defined when first used in the text. Use of abbreviations should be kept at a minimum.

Summary

It should not exceed 300 words, should contain no references, and should be written as a single paragraph that summarizes the background to the study, the key results, and the conclusions. It should clearly convey the conceptual advance and significance of the work to a broad readership. We discourage novelty claims (e.g., use of the word “novel”) because they are overused, tend not to add meaning, and are difficult to verify.

Introduction

Max 1200 word. The Introduction must be written from the standpoint of biologists without special knowledge. Good introductions are succinct, presenting only the background information needed for readers to understand the motivation for the study and the results. This section should end with a brief statement of what has been achieved. [NON SCOPIAZZATE PEZZI INTERI DAI LAVORI PUBBLICATI! SI CHIAMA PLAGIO!]

Results

PAPER-STYLE!! Learn from published (high level) papers the best way to describe your experiments and your data!

This section should be divided into subsections with short, informative headings. Good subheadings convey information about the findings, so we encourage you to be specific. For example, say "Factor X requires Factor Y to function in Process Z" rather than "Analysis of Factors X and Y using Approach Q." We recommend that you use similar language in your figure titles for clarity and structural harmony. Footnotes should not be used.

Discussion

The Discussion should explain the significance of the results and place them into a broader context. It is often helpful to the reader to indicate the directions in which the work might be built on going forward. It should not be redundant with the Results. The Discussion may contain subheadings and can be combined with the Results section.

Results and Discussion

The Results and Discussion may be combined or kept separate and may be broken into subsections with short informative subheadings. The final paragraph should summarize the main findings of the research and their implications. Footnotes should not be used.

References

References should include only articles that are published or in press. For references to in press articles, please confirm with the cited journal that the article is in fact accepted and in press, and include a DOI number and scheduled online publication date. Unpublished data, submitted manuscripts, abstracts, and personal communications should be cited within the text only and not included in the References list. Personal communication should be documented by a letter of permission. Submitted articles should be cited as unpublished data, data not shown, or personal communication.

In-text citations should be written in Harvard style and not numbered, e.g., "Smith et al., 2015; Smith and Jones, 2015."

Please use the style shown below for references. Note that "et al." should only be used after ten authors.

Article in a periodical: Sondheimer N and Lindquist S (2000). Rnq1: an epigenetic modifier of protein function in yeast. Mol. Cell 5, 163–172.

Article in a book: King SM (2003). Dynein motors: Structure, mechanochemistry and regulation. In Molecular Motors, M. Schliwa, ed. (Weinheim, Germany: Wiley-VCH Verlag GmbH), pp. 45–78.

An entire book: Cowan WM, Jessell TM and Zipursky S.L. (1997). Molecular and Cellular Approaches to Neural Development (New York: Oxford University Press).

Tables

- Tables should include a title, and footnotes and/or legend should be concise. If bold or italic font is used within a table to indicate some feature of the data, please give an explanation of its usage in the legend.
- All abbreviations within a table must be defined in the table legend or footnotes.
- Footnotes should be listed with superscript lowercase letters, beginning with "a." Footnotes may not be listed with numbers or symbols.

Figures with legends

Legends should accompany figures. Strictly refer to literature style (high level papers) for describing the results .

Each figure legend should have a brief title that describes the entire figure without citing specific panels, followed by a description of each panel. For any figures presenting pooled data, the measures should be defined in the figure legends (for example, "Data are represented as mean \pm SEM."). Each legend should refer to any supporting items in the Supplemental Information (e.g., "See also Figure S1.").

Learn from published papers (high level) the best way to show your data!

. The figure should be paper-style. Standard widths for figures: 1 column, 85 mm; 1.5 column, 114 mm; and 2 column, 174 mm (the full width of the page). You can combine panels in the same figure (again, paper-style). Figures can occupy the whole length of the page and legend may be placed in a separate page.

Different panels should be labeled with capital letters, and **Helvetica or Arial** font should be used for any text and number. These should be well visible (refer to literature! Look at papers!). Line or stroke width should not be narrower than half a point, and gray fills should be kept at least 20% different from other fills and no lighter than 10% or darker than 80%. You can use colors. Remember, for your files, that, if you want to publish, files should be provided in accordance with the following:

- For color figures, the resolution should be 300 dpi.
- For black and white figures, the resolution should be 500 dpi.
- For line-art figures, the resolution should be 1,000 dpi.
- Always include/embed fonts and only use Helvetica or Arial fonts.
- Limit vertical space between parts of an illustration to only what is necessary for visual clarity.
- Line weights should range from 0.35 to 1.5 pt.
- When using layers, reduce to one layer before saving your image (Flatten Artwork).
- A scale bar, rather than magnification, must be provided for any micrographs.

Supplemental Figures (format as Main Figures)

Figures that are not key for the reader (negative results, data similar to other, controls....). Refer to papers ...

Supplemental Information ((format as Main Text)

Journals have size limit for the text. Here additional information regarding Results that is useful, but not key for the manuscript, should be placed.

DETAILED ISTRUCTIONS FOR WRITING METHODS

For examples of the format of the methods, see any research articles published in *Cell* as of [the August 25 issue](#).

STAR Methods Guide

Cell Press has introduced a new format for reporting methods called **STAR Methods (Structured, Transparent, Accessible Reporting)**, which replaces the Experimental Procedures and Supplemental Experimental Procedures sections.

The STAR Methods section is structured with six headings (in all caps below), including a Key Resources Table that summarizes the critical materials and resources used in the manuscript. There is no character limit.

I. General Instructions: STAR Methods Text

Please report your methods with sufficient detail so readers do not need to refer to other papers to understand how procedures were performed. Citations of previous publications are allowed but should not be used as a substitute for providing the details of a procedure.

References cited in the STAR Methods section and in supplemental files must be included in the main References list.

The STAR Methods text is organized into six standard headings:

EXPERIMENTAL MODEL AND SUBJECT DETAILS

METHOD DETAILS

QUANTIFICATION AND STATISTICAL ANALYSIS

DATA AND SOFTWARE AVAILABILITY

ADDITIONAL RESOURCES

KEY RESOURCES TABLE

To specify the types of experiments and analyses used, authors are encouraged to further organize the text by adding **up to two levels** of subheadings under each heading. Please note:

- (1) Author-added subheadings should be clear and concise and are limited to 45 characters.
- (2) Subheadings should not be numbered.
- (3) Please format each level of subheading with a typeface that is different from the body text and the other subheadings.

See next pages for further details

EXPERIMENTAL MODEL AND SUBJECT DETAILS

**Please omit this section if your study does not use experimental models (e.g., computational studies).*

Please list here under separate headings all of the experimental models (animals, human subjects, plants, microbe strains, cell lines, primary cell cultures) used in the study. For each model, provide information related to their species, maintenance, and care. In cases where this is appropriate, the influence (or association) of sex, gender, or both on the results of the study must be reported.

For in vivo animal studies, reporting of the sex and age/developmental stage of the subjects is required. If there are technical or scientific reasons why sex/gender and age/developmental stage cannot be reported, a statement must be provided to disclose this and the reasons why. We also ask to provide details recommended by [ARRIVE guidelines](#). This includes providing the available and detailed information related to the species, strain and backcrossing status, developmental stage, weight, genotype, health/immune status, drug or test naive, previous procedures, housing, and husbandry. Please note here if the animals were kept under specific conditions (e.g., single/group housed, specific food, temperature, or cage conditions). Also, please describe here how animals were allocated to experimental groups (e.g., littermates of the same sex were randomly assigned to experimental groups). Studies that use live vertebrates must perform their work in accordance with relevant institutional and national guidelines and regulations, and it is required that authors identify here the committee approving the experiments and confirming that all experiments conform to the relevant regulatory standards.

For human studies, the age/developmental stage, sex, and gender identity (if known) of the subjects must be provided. If there are technical or scientific reasons why the sex and/or gender of the subjects cannot be reported, a statement must be provided to disclose this and the reasons why. Please also provide information related to the subjects (e.g., sample size, etc.) or indicate where in the manuscript such information can be found. Studies that work with human subjects are required to provide a statement here identifying the committee approving the studies and confirming that informed consent was obtained from all subjects.

For cell lines, primary cultures, microbe strains, and plants, please describe culture/growth conditions, including temperature. Sex of cells must also be reported. If this is not possible, a statement must be provided to disclose this and the reasons why. Please note here available information about cell authentication. As you may be aware, the practice of cell authentication is becoming more common, and while we understand that this is not yet a standard practice, please indicate whether your cell lines have been authenticated. If so, please describe how.

For all experimental models, we highly recommend including models' RRIDs in their description, as well as using the RRID as the identifier in the Key Resources Table. For more details on how to obtain or generate an RRID for existing or newly generated resources, please visit [visit the RII](#) or [search for RRIDs](#).

For studies that use organisms as source for materials used in experiments (e.g., crystallography, biochemistry, in vitro studies), please provide details on the source organism (e.g., strain, growth/husbandry conditions, sex, age, etc.).

METHOD DETAILS

Please provide precise details of all the procedures in the paper (behavioral task, generation of reagents, biological assays, modeling, etc.) such that it is clear how, when, where, and why procedures were performed. We encourage authors to provide information related to the experimental design as suggested by [NIH](#) and [ARRIVE](#) guidelines (e.g., information about replicates, randomization, blinding, sample size estimation, and the criteria for inclusion and exclusion of any data or subjects).

Computational models and chemical synthesis details may also be presented in this section. However, if it is difficult to present the details of the computational models and/or chemical synthesis without the use of extensive tables or figures, please contact your handling editor for guidance on how to proceed.

QUANTIFICATION AND STATISTICAL ANALYSIS

Please describe here all of the statistical analysis and software used. We ask authors to indicate in this section where all of the statistical details of experiments can be found (e.g., in the figure legends, figures, Results, etc.), including the statistical tests used, exact value of n, what n represents (e.g., number of animals, number of cells, etc.), definition of center, and dispersion and precision measures (e.g., mean, median, SD, SEM, confidence intervals). Also please summarize in this section how significance was defined, the statistical methods used to determine strategies for randomization and/or stratification, sample size estimation, and inclusion and exclusion of any data or subjects, as well as any methods used to determine whether the data met assumptions of the statistical approach.

DATA AND SOFTWARE AVAILABILITY

**Please omit this section if your study has not generated datasets or software.*

Datasets must be made freely available to readers from the date of publication. For particular types of data (i.e., DNA and protein sequenced, structures of biological macromolecules, microarray data, etc.), submission of the full dataset to a community-endorsed public repository is mandatory (see [Cell Press Information for Authors](#) for further details). This section provides links to datasets in public repositories, accession numbers, and custom software resources generated in the manuscript.

Software and data resources should be reported by providing a short description of the software or custom script/data resource and the URL to obtain them unless it is provided as a supplemental file. In that case, please report the supplemental file name (i.e., Table S1 if the information is reported in a supplemental table or Data S1 if the data is provided as part of the Supplemental Information PDF or compiled in a standalone ZIP file [which must be <150 MB]). For raw data at repositories that are Force11 compliant (i.e., [Mendeley Data](#)), please provide the DOI.

Please report this information as: “*Description: URL/supplemental file name*” Please provide accession numbers as follows:

“The XXX have been deposited in the XXX under ID codes XXX and YYY.”

ADDITIONAL RESOURCES

**Please omit this section if your study has not generated or contributed to a new website/forum or if it is not part of a clinical trial.*

Please provide links to websites that provide further information relevant to the study (e.g., protocol download, trouble-shooting forum, etc.). Clinical trial registry numbers and links should also be placed here. Please briefly describe the resource and its relevance for the paper. Please report this information as:

“Description: URL”

KEY RESOURCES TABLE

The Key Resources Table serves to highlight materials and resources (including genetically modified organisms and strains, cell lines, reagents, software, experimental models, and original source data for computational studies) essential to reproduce results presented in the manuscript. The items in the table must also be reported alongside the description of their use in the Method Details section. Literature cited within the Key Resources Table must be included in the References list. We highly recommend using RRIDs (see <https://scicrunch.org/resources>) as the identifier for antibodies and model organisms in the Key Resources Table.

Do not add custom headings or subheadings to the Key Resources Table.

To create the Table, please use the provided [Table Template](#).

APPENDIX FOR METHODS

To check whether you included the necessary information, here is a list that highlights key points that should be followed.

EXPERIMENTAL MODEL AND SUBJECT DETAILS

1. Are all experimental models (human, animal, plant, cell line, microbes) listed in this section under separate headings?
2. For **human studies**:
 - a. Is there a statement identifying the committee approving the studies and confirming that informed consent was obtained from subjects?
 - b. Is the sex, gender, and information about age provided here for all study participants, or is it indicated where they can be found? If not, is there a statement of why this data is unavailable?
 - c. Are the sample size and how subjects/samples were allocated to experimental groups specified?
3. For study that works with **live vertebrates**:
 - a. Is the committee approving the experiments identified?
 - b. Is there confirmation that all experiments conform to the relevant regulatory standards?
4. For **animal studies**, is the sex, genotype, age/developmental stage, health status, involvement in previous procedures, and other parameters following [ARRIVE guidelines](#) specified? If not, is there a statement of why this data is unavailable?
5. For studies that include both male and female subjects or tissue from both sexes, please provide an analysis of the influence (or association) of sex, gender, or both on the results of the study, or indicate in the Experimental Model and Subject Details section why such analyses were not performed. If these analyses were not performed but may be pertinent for the generalization of the results to both sexes, consider covering this topic in the Discussion section. Include negative results as well as results that show differences.
6. For **animal and plant studies**, are housing and husbandry conditions specified?
7. For **in vitro studies**, are culture conditions/maintenance specified?
8. For **cell lines and primary cultures**, is the sex reported? If not, is there a statement of why this data is unavailable?
9. Is any available information on **cell line authentication** provided?

METHOD DETAILS

1. Are there method-specific descriptive subheadings provided (must be less than 45 characters, no parenthetical text, and not numbered)?
2. Is there detailed information on the methods such that it is clear how and why procedures or analysis were conducted?
3. Are the methods provided in full, instead of referring to other papers for details?
4. For experiments in which temperature may impact results (e.g., electrophysiology, behavior of subjects or materials, binding assays), is the temperature provided?
5. Are the references cited provided in the References list?
6. Is there information related to **experimental design**?
 - a. Replication
 - b. Strategy for randomization and/or stratification
 - c. Whether the study was done blinded
 - d. Inclusion and exclusion criteria of any data or subjects
 - e. Sample size estimation and statistical method of computation

QUANTIFICATION AND STATISTICAL ANALYSIS

1. Is there an explanation of the statistical analysis used to quantify data?
2. Is there a statement of where the statistical parameters (i.e., exact value of n, what n represents, SEM, SD, etc.) are reported in the paper?
3. Is there a statement of whether any methods were used to determine whether the data met assumptions of the statistical approach?

DATA AND SOFTWARE AVAILABILITY

1. Are datasets **newly** generated in this study described, and are the links (e.g., Mendeley data, repository of raw data) provided here and in the KRT?
2. For data required to be deposited in community-endorsed repositories (i.e., sequences, structures of biological macromolecules, microarray data), is an **accession number** provided here and in the KRT?
3. Are custom scripts, software, or algorithms generated in the study listed here and in the KRT, with a link to the source? *Software not generated in the study needs to be listed only in the Key Resources Table.*

ADDITIONAL RESOURCES

1. If there are websites or resources (i.e., protocol site, forum) that have been created or further expanded by this study to provide further information or support relevant to the paper, is this information and links reported?
2. If relevant, are the **clinical registry numbers** and links associated with study provided?

KEY RESOURCES TABLE (KRT)

1. Are all of the items in the KRT also mentioned in the Method Details or main text of the manuscript?
2. Are all of the papers that are cited in the KRT included in the References list?
3. Are the source and identifier provided for all resources, if available? (If identifier is not available, "N/A" should appear in the column.)
4. Are the unique identifiers provided for all items listed and clearly labeled? Please see the [Table Template](#) for examples.
6. Are all of the software and algorithms used in the study included in the KRT and provided with links for downloading?
7. Is there only one item per row?
8. Are the descriptions for the items intuitive and informative?

Da consegnarsi entro il 31 ottobre del 3° anno

**Sapienza, Università di Roma
Ph.D. Course in Cell and Developmental Biology
Cycle**

Name of the Ph.D. student
Supervisor
(Affiliation of the supervisor, for external thesis)
Tutor (for external thesis)

External reviewers (Names, Institution, email addresses):

Abstract (English) (200 words max):

Abstract (Italian) [200 words max; oggetto(i) delle ricerche e principali risultati]:

AWARDS AND GRANTS

STAGES

CONFERENCE ORAL PRESENTATIONS

CONFERENCE COMMUNICATIONS

LIST OF PUBLICATIONS

Style according to the guidelines described above

ADDITIONAL INFORMATION (optional)

.....

COMPILATION OF THE ONLINE FORM

- access the web page <http://opinion.uniroma1.it/schedadott/login.aspx>
- enter your credentials (the same as for INFOSTUD);
- fill in the form with the data at your disposal, describing your activities in a non-telegraphic and repetitive but discursive manner (two or three lines of text), indicating the hours of attendance, the integrative teaching activity if present (for example: participation certified to seminars, cycles of lessons or schools on topics related to the topics of the course) and any other doctoral training activities (from courses in foreign languages or methodology to the preparation of articles or reviews, etc.);
- inside the form you will find a link to the IRIS research catalog in which you will have to insert your publications following the instructions attached to this communication.
- press Send form.

In 2018, the form was completed no later than October 24th.

Please note that regardless of this deadline, the IRIS catalog is always open and it is therefore possible to integrate the database with your publications at any time.



Corso di Biologia Cellulare e dello Sviluppo

CICLO: ??

SCHEDA DOTTORANDO

Nome e Cognome

Luogo e data di nascita

Codice fiscale Matricola

Residenza

Telefono Cell.

E-mail

Docente guida Tel.:

N.B. It is mandatory to request activation e-mail address @ uniroma1 (fill in the online form at the link <http://xmail1.uniroma1.it/Schedaregistrazione.nsf/didattica?openform>. After 24-hour a confirmation e-mail will be sent)

E-mail address to open a shared Dropbox box (if different from institutional mail):
.....

I mandati di pagamento emessi dal Dipartimento a mio favore per rimborsi di spese di viaggio o altro dovranno avere la seguente quietanza:

- Titolare a sportello presso la Tesoreria Universitaria della Banca di Roma
- Accredito sul c/c bancario

CIN ABI CABCONTO

IBAN.....

Banca.....

FIRMA

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Art. 18 Doctor Europaeus

Additional certification of "Doctor Europaeus"

Confederation of European Union Rector's Conferences (now EUA - European University Association)

Assembly Resolution of 27.11.1992

1. The title of Doctor Europaeus is an additional title of European Doctorate attached to the title of research doctor, issued by the University in compliance with the recommendations and criteria established in 1991 by the Confederation of European Union Rectors' Conferences and accepted by the European Universities Association (EUA).
2. The title of Doctor Europaeus is issued by the University when all the following four conditions are met:
 - a) the doctoral thesis must be partly the result of a period of work and research lasting at least 3 months in a country of the EU, different from the country where the candidate is registered. The stay at the European university institution will have to be proven by a declaration of the supervisor professor / researcher, on headed paper of the European university or the European research center.
 - b) positive opinion on the thesis work expressed by at least two referees of two university institutions of two countries of the EU, different from the country where the candidate is registered. The referee must complete the appropriate form for the referral.
 - c) presence in the Ph.D. examination committee of at least one member from a university institution of an EU country other than the country where the candidate is registered.
 - d) the discussion must be supported, at least in part, in a language other than the official language of the country where the candidate is registered. The chairman of the commission must draw up a report of the exam in Italian and in the language in which the candidate's discussion will be supported, countersigned by all the members.
3. The application, using the appropriate form on the following page, must be presented to the Director of the School / Coordinator of the research doctorate course who will send it to Sapienza Ph.D. Office.
4. The Director of the School / Coordinator of the research doctorate course must deliver the following documents to the competent offices:
 - "Verbale" of the meeting of the Board of the Ph.D. course in which the approval of the application for the award of the doctoral degree is reported.
 - two positive opinions by two referees from two European institutions on the doctoral thesis work.
 - report of admission to the final exam for the title of Doctor Europaeus relative to the existence of the required requisites.
 - report of the final exam showing that the title of Doctor Europaeus is obtained in compliance with the four conditions specified above and related to the evaluation of an international jury, to plurilingualism, to the student's mobility and to the evaluation of the thesis.
 - declaration of the stay abroad on headed paper of the European university or of the European research center that hosted the doctoral student.
5. The PhD course must enclose the above documentation at the time of transmission of the admission test to the final examination of the PhD student who has requested the issue of the additional title. The "extract" of the final exam report will be sent after the final exam has been completed.
6. The competent offices will issue a certificate certifying the achievement of the qualification in compliance with the recommendations of the EUA. The logo of the European Union will be inserted on the certificate as a distinctive mark.

What do I have to do?

1) With your supervisor and assisted by a member of the Board (Tutor) if your supervisor is not a member of the Board, identify two external evaluators according to the rules described above. Contact them and, for information, enclose the Evaluation Form that you can download from the Doctorate website and explain their task:

"You are kindly asked to produce a report (see enclosed outline) containing a summary of the main scientific achievements and your judgment of the results and conclusions of my thesis. The report should be sent by December 15, 2018, to the PhD Secretariat."

2) Once you have received the acceptance, fill in the application form of the additional title of Doctor Europaeus (next pages) in the parts of your competence, sign and send immediately to the coordinator of the PhD Course and to the Secretary Mr. Silvia Lopizzo. Place the form also in your Dropbox shared folder

3) At due time, the candidate needs to obtain the accompanying letter signed by the Coordinator and send it along with the thesis to the referees (everything in pdf form)

CERTIFICAZIONE AGGIUNTIVA DOCTOR EUROPAEUS

<p>Cognome e Nome del(la) dottorando(a): _____</p> <p>Dottorato di Ricerca in _____ ciclo _____</p> <p>Titolo della tesi: _____ _____</p> <p>Supervisore Prof. _____</p> <p>Lingua della tesi: _____</p> <p>Periodo/i all'estero: _____</p> <p>1) c/o l'Università di _____ dal _____ al _____.</p> <p>2) c/o l'Istituto di _____ dal _____ al _____.</p> <p>3) c/o l'Università di _____ dal _____ al _____.</p> <p>Si allega la dichiarazione di permanenza all'estero dell'Istituzione europea ospitante.</p>
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<p>Referee designati dal Collegio dei Docenti:</p> <p>Prof. _____ Università _____ Email: _____</p> <p>Prof. _____ Università _____ Email: _____</p> <p>Membro della Commissione proposto dal Collegio dei Docenti :</p> <p>Prof. _____ Università _____ Email: _____</p>

___/___/___

(data)

(Il relatore della tesi))

(Il dottorando)

<p align="center">Autorizzazione del Collegio dei Docenti</p> <p>Il Collegio dei docenti nella seduta del ___/___/___ ha proposto il rilascio della certificazione aggiuntiva di “<i>Doctor Europaeus</i>” ricorrendo le quattro condizioni stabilite dalla E.U.A..</p> <p align="right">_____</p> <p align="right">(Il Coordinatore)</p>
--

Instructions for the preparation of the thesis

Text : Times New Roman 11
Figures: Helvetica o Arial, well readable
Spacing 1.15
Margins: 2.5 cm

The thesis will be drawn up according to the same scheme as the annual reports, but must include an "Aim (s) of the work" section (max 2 pages). before the Results or the first chapter, if the thesis is divided into chapters.

If divided into chapters, it may include a "General Introduction" section before the first chapter and a "General conclusions and Perspectives" section after the last chapter.

Figures and tables will be included in the text, rather than placed after "references"

"Supplemental" sections may be included.

The materials and methods can be presented separately by chapter or in a single section after the "General conclusions and Perspectives" section.

The bibliography can also be presented separately by chapter or in a single section before the bibliography. It is advisable to learn to use a Bibliography management software (EndNote or Zotero to analogs)

It is strongly recommended to write the thesis in style "submission for a paper" !!! The recommended text lengths are shown below.

Suggested format

- Cover page
- Index
- General Introduction (if thesis is divided into different parts; optional)
- Aims of the work

For each part:

- **Summary Inglese (max 300 words)**
 - **Sommario Italiano (max 300 words)**
 - Introduction (max 1200 words)
 - Results
 - Discussion
 - Material and methods
 - References
 - Supplemental Information, including supplemental references
 - Supplemental Tables and Figures
 - Glossary (optional)
-
- General conclusions and perspectives ((if thesis is divided into different parts; optional)