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PhD web site: <https://www.fisica.unifi.it/vp-26-dottorato-in-fisica-e-astronomia.html>

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PhD Internal regulation [Regulations phd in physics new.pdf](#)

Third year fulfilments:

- 1) One publication in journals with ISSN and two other scientific contributions between publications or participation in international conferences and schools (with seminars or poster presentation) are requested. Exceptions to this rule have to be discussed and approved by the Collegio Docenti.
- 2) Any final change to the thesis title must be requested before the end of September of the final year and approved by the Collegio Docenti.
- 3) By mid-October at the latest, you should give us the title page of your thesis (<https://intranet.unifi.it/it/didattica/gestione-corsi-di-dottorato-di-ricerca/corsi-di-dottorato-di-ricerca-informazioni-e> - *Modulistica - Fac-simile frontespizio della tesi di dottorato*). This page must be signed by you and your supervisor and co-supervisors. The title page format must never be modified. The PhD Coordinator will then sign it and you can collect it again and make a scanned copy of it. You must then affix this scanned title page to your thesis (pdf format), to be sent to the PhD email before the end of October.
- 4) By the end of October at the latest, you must send to the PhD email a pdf a preliminary version of your thesis that will be sent to two external referees for review. The referees will have one month to review your work and send their report. You will have another 2-3 weeks to implement final corrections/modifications before giving us the final version of the thesis.
- 5) Together with the preliminary version of the thesis, you should also prepare the *Consuntivo attività formativa III anno* (<https://www.fisica.unifi.it/vp-168-documents-and-forms.html>) of the whole three-year period signed by you and your supervisor (original signatures) and a two-page signed (only by you) summary of your thesis. You should then send to the PhD email the pdf versions of the *Consuntivo* and of the summary. In the meanwhile, your supervisor should send to the PhD email a signed evaluation report, see further down below (point 9).
- 6) Finally, before the end of the year (around mid-December), you must submit to the PhD secretariat:
 - a. The final version of the thesis, with the corrections suggested by the referees, with the original title page with the original signatures,
 - b. Your *Consuntivo* of the whole three-year period signed by you and your supervisor (original signatures),
 - c. A two-page signed summary of your thesis,

- d. Items a, b, c, must also be sent to the PhD email in their final form.
- 7) The Collegio Docenti will meet and approve your admissions to the final exam, based on your supervisor report, the referee reports, and your *Consuntivo*.

Your supervisor should:

- 8) Before the end of October help the Collegio Docenti in the choice of two suitable Referees who will evaluate your thesis.
- 9) Before the end of October send to the PhD email a signed evaluation report, reviewing your activity during the three-year period; the report should also contain a concise and precise description of your contribution to the group's research.
- 10) In December send an email to dottorato@fisica.unifi.it stating that the PhD candidate has implemented corrections/modifications to his/her thesis as suggested by the referees.
- 11) In December help the Collegio Docenti choosing suitable University Professors who will be members of the final examination Committee.
- 12) If you have been admitted to the final exam session, you will receive an email from our central offices, giving you further instructions and requesting you to send them the admission request to the final examination ([https://intranet.unifi.it/it/didattica/gestione-corsi-di-dottorato-di-ricerca/corsi-di-dottorato-di-ricerca-informazioni-e - Modulistica - Domanda di ammissione all'esame finale](https://intranet.unifi.it/it/didattica/gestione-corsi-di-dottorato-di-ricerca/corsi-di-dottorato-di-ricerca-informazioni-e-Modulistica-Domanda-di-ammissione-all-esame-finale)). There is also a questionnaire to be filled from *Alma Laurea*.