

Congratulations, you've just become a PhD student of the Department of Physics and Astronomy of the University of Florence!

These notes have been prepared by your PhD Coordinator ([raffaello.dalessandro@unifi.it](mailto:raffaello.dalessandro@unifi.it)) and the PhD Secretariat of our Department ([silvia.berti@unifi.it](mailto:silvia.berti@unifi.it)). Please have a look at our web site:

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

US == PhD Coordinator + PhD Secretariat

Before you read what follows, bear in mind that nothing is set in stone. Within reasonable limits you're allowed to change thesis title, tutors, research program, courses. You can find the procedures in our general Help file.

Here's what you must do during your first year:

- 1) Find out who your representatives are! They are the first people you can reach out for help and questions you might have. Currently they are: Stefano Finelli ([stefano.finelli@unifi.it](mailto:stefano.finelli@unifi.it)) and Ernesto Pini ([ernesto.pini@unifi.it](mailto:ernesto.pini@unifi.it)).
- 2) ASAP (by the first week of November), you must send US an e-mail (your tutor/s in CC) with:
  - a. your putative thesis title (ITALIAN AND ENGLISH),
  - b. an extremely short description of your intended research activity,
  - c. the name of your suggested Tutor/s with his/her/their qualifications.
- 3) Once you've dealt with point 2, please send US a short (i.e. 2 page) description of your research interests (pdf file). We will post this on the Department's PhD web site.
- 4) At this point you must start looking at the PhD courses offered on our web page and choose a certain number of courses. You can find the module (*Preventivo attività formativa*) on our web page, the form should be signed by you and your tutor/s and the pdf sent to US (<https://www.fisica.unifi.it/vp-168-documents-and-forms.html>). Bear in mind that you can always update/modify your plan during the year. Should you decide to substitute a chosen course, please inform US immediately so that we can decide whether your new list still satisfies our PhD criteria:
  - a. PhD students are required to attend courses and participate in seminars and scientific meetings organized by the Department or by other Research Institutes in the Florentine area that are involved in our PhD program. The detailed contents of the courses activated as part of the Doctoral program will be announced every year on the PhD web site. The learning load must correspond to at least 42 CFU, of which 36 CFU during the first year and 6 CFU during the second year. Among the 42 credits there are a compulsory 6 credits for Soft and Complementary skill courses which are in common with the whole University and which are described on the University PhD home page.

The first year 36 CFU are further divided into 30 CFU from academic courses (of which at least one third must be chosen from scientific areas different from the one chosen for the thesis) and 6 CFU worth of seminars, with two seminars corresponding to 1 CFU.

During the second year there are 6 credits worth of seminars and colloquiums to be followed.

At the request of the PhD student, any participation in national and international schools can be considered as an integral part of the individual training activity. The number of credits to be recognized for these activities will be defined, case by case, by the Collegio Docenti.

Within two months of admission to the PhD program, students enrolled in the first year must submit to the Collegio Docenti a form indicating the courses they intend to follow; the courses

may also be chosen from among those activated in the context of other PhDs or Master's Degrees in similar scientific disciplines within the University of Florence, which the PhD student has not already attended in previous study paths.

Courses start in December at the earliest with most taking place from February onwards.

- 5) Before the year ends (by mid-October at the latest) students must take an exam on at least two of the courses followed. The exam usually consists of a twenty-minute seminar plus questions, where the student elaborates on one of the topics fronted during the course. The seminar takes place before the course teacher and at least one member of the Collegio Docenti. The two-member exam board then fills and signs the evaluation form (available from the PhD Secretariat) and sends it to US by e-mail. The exam can be taken as soon as the course ends at your (and the exam board) earliest convenience.
- 6) Before the end of the first year (mid-October at the latest), you will need to send US by e-mail a four page summary of your first year research activities signed by you and your tutor/s, together with the "*Consuntivo attività formativa I anno* " (<https://www.fisica.unifi.it/vp-168-documents-and-forms.html>), in pdf format, once again signed by you and your tutor/s.
- 7) The Collegio Docenti will meet before the end of October and decide on your second year admission, based on your summary report, your "*Consuntivo*" and your exam results.