

Congratulations, you're now a 3rd year 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) and the PhD Secretariat of our Department (silvia.beriti@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.

During your third and final year, there are various things you must do, other than writing your thesis:

- 1) We require at least one published peer reviewed paper and one talk at an International Conference.
- 2) Please avoid changing the thesis title with only days to spare before we send it for review, as this overburdens our extremely limited administrative resources. Any final change to the thesis title must be made before mid-September of the final year.
- 3) By mid October at the latest, you should give us the title page of your thesis (<https://www.unifi.it/index.php?module=CMpro&func=viewpage&pageid=9972>). This page must be signed by you and your tutor/s. 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 us before the end of October.
- 4) By the end of October at the latest, you must send us (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 US 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 3 year period signed by you and your tutor/s (original signatures) and a two-page signed (only by you) summary of your thesis. You should then send us by e-mail the pdf versions of the Consuntivo and of the summary. In the meanwhile, your tutor/s should send US by e-mail (pdf) an evaluation report signed by them, see further down below (point 9).
- 6) Finally, before the end of the year (mid-December at the latest), we will need to receive at 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 3 year period signed by you and your tutor/s (original signatures),
 - c. A two-page signed summary of your thesis,
 - d. Items a, b, c, must also be sent by e-mail to US in their final form.
- 7) The Collegio Docenti will meet and approve your admissions to the final exam, based on your tutor/s report, the referee reports, and your Consuntivo.

Your tutor/s should:

- 8) Before the end of October, help the Collegio Docenti in the choice of two suitable Referees who will evaluate your thesis: the two referees must NOT belong to UNIFI and should be tenured University faculty members or at least have teaching as a main activity (in Italy this translates in a RTDb minimum requirement).
- 9) Also, before the end of October your tutor/s should send US by e-mail (pdf) a single evaluation report signed by them, 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 tutor/s must send us an e-mail stating that the PhD candidate has implemented corrections/modifications to his/her thesis as suggested by the referees.
- 11) Before the end of 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 e-mail from our central offices in San Marco, giving you further instructions and requesting you to send them the admission request to the final examination (Domanda di ammissione all'esame finale). Do not forget this step! There is also a questionnaire to be filled from Alma Laurea.
- 13) We are the end, we hope you enjoyed the journey with US and we wish you a wonderful future in physics research.

Yours truly,

Raffaello (Coordinator) and Silvia (Secretariat)