

Doctoral deadline schedule

Annuality	Month	Activity	Expiration
1st year	November	Kick-off meeting: Assignment of thesis title, tutors, and type of scholarship. Request for authorization for extra-doctoral activities, if applicable.	By November 10th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period spent abroad (stays completed in November)	By November 21st
	December	If on mission: mission authorization and any foreign increase authorization	One week before departure
	January	Confirmation of period abroad (stays from November 22nd to December 31st)	By January 7th
		If you plan to stay abroad at a foreign institution or university for more than one month, complete and submit a foreign stay agreement to the doctoral secretary. It must be submitted to the departmental council and the doctoral committee for approval.	At least 2 months before departure
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period abroad (stays completed in January)	By February 7th
	February	If on mission: mission authorization and any foreign increase authorization	One week before departure

	March	Confirmation of period abroad (stays completed in February)	By March 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	April	Confirmation of period abroad (stays completed in March)	By April 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	May	Confirmation of period abroad (stays completed in April)	By May 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	June	Confirmation of period abroad (stays completed in May)	By June 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	July	Confirmation of period abroad (stays completed in June)	By July 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period abroad (stays from July 1st to July 21st)	By July 21st
	August	If on mission: mission authorization and any foreign increase authorization	One week before departure
	September	Confirmation of period abroad (stays from July 22nd to August 31st)	By September 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	October	Confirmation of period abroad (stays	By October 7th

		completed in September)	
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Annual report delivery + course/other activity certificates (15 CFU + 2 CFU soft kills) + PhD evaluation questionnaire via Google Form Request for authorization for extra-doctoral activities.	By October 15th
		Annual meeting: 5-minute PowerPoint presentation of the thesis work	By October 31st
2nd year	November	Confirmation of period spent abroad (stays completed in October)	By November 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period spent abroad (stays completed from November 1st to November 21st)	By November 21st
	December	If on mission: mission authorization and any foreign increase authorization	One week before departure
	January	Confirmation of period spent abroad (stays completed from November 22nd to December 31st)	January 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	February	Confirmation of period spent abroad (stays completed in January)	By February 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure

	March	Confirmation of period spent abroad (stays completed in February)	By March 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	April	Confirmation of period spent abroad (stays completed in March)	By April 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	May	Confirmation of period spent abroad (stays completed in April)	By May 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	June	Confirmation of period spent abroad (stays completed in May)	By June 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	July	Confirmation of period spent abroad (stays completed in June)	By July 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period abroad (stays from July 1st to July 21st)	By July 21st
	August	If on mission: mission authorization and any foreign increase authorization	One week before departure
	September	Confirmation of period spent abroad (stays completed from July 22nd to August 31st)	By September 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure

	October	Confirmation of period spent abroad (stays completed in September)	By October 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Submission of annual report + certificates of courses/other activities (10 CFU + 2 CFU soft skills) + participation in 1 national conference (presenting an oral presentation or poster with first name) + PhD evaluation questionnaire via Google Form	By October 15th
		Annual meeting: 10-minute PowerPoint presentation of the thesis work	By October 31st
3rd year	November	Confirmation of period spent abroad (stays completed in October)	By November 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period spent abroad (stays completed from November 1st to November 21st)	By November 21st
	December	If on mission: mission authorization and any foreign increase authorization	One week before departure
	January	Confirmation of period spent abroad (stays completed from November 22nd to December 31st)	January 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure

	February	Confirmation of period spent abroad (stays completed in January)	By February 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	March	Confirmation of period spent abroad (stays completed in February)	By March 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	April	Confirmation of period spent abroad (stays completed in March)	By April 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	May	Confirmation of period spent abroad (stays completed in April)	By May 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	June	Confirmation of period spent abroad (stays completed in May)	By June 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	July	Confirmation of period spent abroad (stays completed in June)	By July 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Confirmation of period abroad (stays from July 1st to July 21st)	By July 21st
	August	If on mission: mission authorization and any foreign increase authorization	One week before departure

	September	Confirmation of period spent abroad (stays completed from July 22nd to August 31st)	By September 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
	October	Confirmation of period spent abroad (stays completed in September)	By October 7th
		If on mission: mission authorization and any foreign increase authorization	One week before departure
		Submission of annual report + course certificates (5 CFU, total 30 CFU + 2 soft skills, total 6) + participation in 1 international conference by presenting an oral presentation or poster with first name + co-authorship of at least one article in print in an ISI journal on topics related to the doctorate. If you need to extend your thesis submission period, please send a form indicating the number of months requested (min. 1 - max. 12 months). Send any changes to the thesis title.	By October 15th
		Annual meeting: 20-minute PowerPoint presentation of the thesis work	By October 31st
		Thesis submission	By October 31st
4th year (year of extension or thesis discussion)	November	Sending the thesis to reviewers	By November 4th
		Confirmation of any period spent abroad	By November 7th

		(stays completed in October)	
	December	Receiving reviewers' comments	Within 30 days of submission to reviewers
	January	Send the final version of the thesis to the reviewers and the committee if any suggestions for minor additions are received	By January 31st
	February	Final exam	Date to be established with the commission
		After the final exam: Send the "Declaration for the electronic submission of doctoral theses" + "Declaration for the issuance of the doctoral degree" + AlmaLaurea questionnaire receipt to the Doctoral Office. Upload your thesis to the Flore institutional archive (https://flore.unifi.it/) for public access or with embargo. Request a certificate of qualification achievement (€16 virtual stamp issued by the doctoral office). Diploma Delivery: The Doctoral Office will notify you by email of the availability of your diploma and arrange for its collection.	Within 30 days of the final exam
	March	Final exam	Date to be established with the commission
	April	Final exam	Date to be established with the commission
	May	Final exam	Date to be established with the commission
	June	Final exam	Date to be established with the commission
		Send the final version of the thesis to the reviewers and the committee if important	By June 30th

		additions are suggested	
	July	Final exam	Date to be established with the commission
	August		
	September	Final exam	Date to be established with the commission
	October	Final exam	Date to be established with the commission