

**This short guide carries a first piece of information which might be useful to external PhD examiners in order to get acquainted with our administrative proceedings**

## **PhD Thesis Defence**

### **WHAT IS THE NATURE OF THE EXAMINATION? IS IT A PUBLIC DEFENCE, AND IF SO, WHAT IS THE USUAL AUDIENCE?**

It is a public defence and it takes place in a class or meeting room. The usual audience includes at least 3 examiners, the supervisor of the thesis, probably other PhD students, student friends and relatives.

### **WHO PRESENTS THE THESIS?**

After few words of introduction made by the supervisor, the PhD student presents the content of her/his thesis, just like a normal presentation in a conference, using Powerpoint software or anything else useful to render the presentation clearer or more attractive. The presentation is then followed by a discussion, with questions asked by the examiners and answers given by the student.

### **WHICH IS THE TIME-FRAME**

From 45 minutes to 1 hour for the presentation, about the same time for questions and discussion.

### **WHAT IS THE EXAMINERS' ROLE? IS ALL THE FOCUS ON THE THESIS? HOW DEEP SHOULD THE FINAL COMMISSION EXAMINE THE STUDENT GENERAL BACKGROUND KNOWLEDGE?**

Two in particular are the examiners' duties:

1. Carefully review the written thesis received in advance from the student.
2. On the fixed exam date and after the student oral presentation, ask the student some questions concerning key parts of her/his presentation or unclear or wrong statements of the written thesis or any question needed to understand to which degree what is written or presented is supported by a solid knowledge of the subject discussed.

At the end of the student presentation and questions, in absence of the student and of the public, the commission will discuss and write a final report following a form supplied by the PhD course secretary. This report will contain a concluding judgement about the thesis based on the opinions of the examiners.

### **WHAT IS THE DRESS CODE?**

No code, from informal to suit and tie.

### **DOCTOR EUROPAEUS LABEL**

The Doctor Europaeus Label is attached to the PhD Degree issued nationwide. It is neither a supranational academic qualification nor a title awarded by international institutions. It relies on the clauses stipulated by

the Confederation of European Union Rectors Conferences and is acknowledged by the European University Association.

The label is issued by Ca' Foscari University, after deliberation by the Teaching Board, provided that the following conditions are met:

- at least two professors from two higher education institutions of two European countries, other than Ca' Foscari, must give their judgement concerning the manuscript. These referees are appointed by the Teaching Board. In addition, the referee records must be attached to the final examination;
- at least one member of the jury must come from a higher education institution in European countries, other than Italy;
- defence must take place in one of the EU official languages, other than Italian;
- the PhD thesis must have been prepared as a result of a period of research of at least 3 months spent in a European country other than Italy.

### **REIMBURSEMENT PROCEDURE (FOR EXPENSES MET AS MEMBER OF THE PHD EXAMINATION BOARD)**

A series of forms useful to claim reimbursement will be made available a few days before the final defence.

PhD examiners will cover all the expenditures in advance and will then obtain reimbursement on the basis of the original receipts, to be delivered to the PhD secretary office together with the above mentioned forms completely filled in.

Here are some info about reimbursement limits:

- transport: economy class for the flight, no limits for bus/train tickets to reach the University (public transport only)
- meals: 40€ per day (80€ if the stay lasts more than one day)
- accommodation: up to 200€ per day

**IMPORTANT:** submission of flight boarding pass is mandatory to obtain refund.

For more in-depth information about eligible expense items and price limits, please have a look at our internal regulations:

<http://www.unive.it/pag/8269/>

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