MEMORANDUM FOR THE EVALUATING COMMISSION CONFERRING PhD TITLE

* The report for the conferral of the PhD title should be prepared in a single copy and it should be signed in every page by every Member of the commission;
* The evaluation, carried out for each candidate, should be reported on every single sheet and prepared according to the following instructions:

1. It should include the complete signature of all the members of the commission,
2. It must contain a declaration concerning the uniqueness/non-uniqueness of the research activity;
3. It must contain the Rector report concerning the proposal for the conferral/non-conferral of the PhD title;
4. It should accurately report the title of the thesis (with capital letters if handwritten).

In addition, it should be noted that:

* The members of the commission should return the thesis to the candidates;
* The honorariums for the mission will be paid by the Department the PhD course is included in, and they are included in the FFO funds allocated to them.

MINUTES OF THE EVALUATION COMMISSION MEETING FOR THE AWARDING OF THE DOCTOR OF PHILOSOPHY DEGREE (PhD)

**PhD PROGRAM** …………………………………………………………………………….

**CURRICULUM** (if any) …………………………………………………………………………………………………………..

**DISCIPLINARY-SCIENTIFIC AREA** ……………………………………………………………

On (date) ………………………………….. at (time) ……………………………….. in the premises of …………………………………….. the Evaluation Commission met for the awarding of the Doctor of Philosophy degree (PhD) in (name of the PhD program) ……………………………………………………………………… with administrative headquarters at Sapienza University of Rome.

The Commission, appointed by Rector’s Decree (Nr and date) ………………………….. is composed as follows:

* …………………………………………………………………………………………………
* …………………………………………………………………………………………………
* …………………………………………………………………………………………………

The Commission deliberates unanimously that the functions of President will be assumed by Prof. …………………………………………. with greater seniority in the role, and that the functions of secretary member will be assumed by Prof. …………………………………..

The Commission members, acknowledged the rules governing the Doctor of Philosophy (PhD) degree and the list of PhD candidates, declare not to be relatives or similar up to the 4th degree with any of the candidates or with each other.

The Commission proceeds with the identification of candidates – who formerly delivered their thesis to it – by identity document, filling in the PhD candidate’s identification forms (annex A), and asking every candidate to fill in the “Candidate information form” (annex B).

The Commission notes that the following PhD candidates are present:

1. ………………………………………………………
2. ……………………………………………………..
3. ………………………………………………………
4. ………………………………………………………
5. ………………………………………………………

The Commission notes that the following PhD candidates are absent:

1. ……………………………………..
2. ……………………………………..
3. ……………………………………..

And they have/have not justified their absence.

The meeting is declared closed at (time)……………………………

Written, read and undersigned.

THE COMMISSION

The President …………………………

The Member ………………………….

The Secretary Member………………………………..

MINUTES OF THE EVALUATION COMMISSION MEETING FOR THE AWARD OF THE DOCTOR OF PHILOSOPHY DEGREE (PhD)

FINAL REPORT

The Evaluation Committee for the award of the title of Doctor of Philosophy (PhD) in (PhD program name) …………………………….. with administrative headquarters at Sapienza University of Rome met up on (date) …………………….. at (time) ……………………….in the premises of (building)

examinated the following candidates:

1. ……………………………………..
2. ………………………………………
3. ……………………………………..
4. ……………………………………..

Every candidate discusses the thesis with the Commission members.

After the discussion, the Commission, having acknowledged the Professors Board opinion, the external referees’ opinion, the uniqueness of the thesis, and its relevance in the scientific field of the PhD program, expresses its opinion set out in annex A, B, so on.

Therefore, the Commission proposes to the Rector the awarding of the title of Doctor of Philosophy (PhD) to the following Doctors:

1. ……………………………………….
2. ……………………………………….
3. ……………………………………….
4. ………………………………………..

THE COMMISSION

The President …………………………

The Member ………………………….

The Secretary Member………………………………..

Annex ….

**COMMISSION’S ASSESMENT FOR THE AWARDING OF THE TITLE OF DOCTOR OF PHILOSOPHY (PhD)**

**PhD PROGRAM** …………………………………………………………………………….

**CURRICULUM** (if any) …………………………………………………………………………………………………………..

**DISCIPLINARY-SCIENTIFIC AREA** ……………………………………………………………

Doctor (candidate’s name) …………………….. discussed his/her PhD dissertation titled:

“…………………………………………………………………………………………….” (please add the exact thesis title present of the title page of the thesis itself).

The research activity object of the thesis is unique/original:

The results are ………………………………………… (*interesting, analyzed with critical sense, etc…)*

During the dissertation, the candidate showed …………………….. (*knowledge of the issues related to the research topic, etc…)*

The Commission, unanimously, evaluates the carried-out research with the following classification

* Sufficient
* Good
* Very good
* Excellent
* Cum laude

And proposes to the Rector the awarding of the title of Doctor of Philosophy (PhD).

THE COMMISSION

The President …………………………

The Member ………………………….

The Secretary Member………………………………..

Annex A

**CANDIDATES IDENTIFICATION**

**COMMISSION FOR THE AWARDING OF THE DOCTOR OF PHILOSOPHY DEGREE (PhD)**

PhD program …………………………………………………………………………..

Curriculum (if any) ……………………………………………………………………

Disciplinary-scientific area……………………………………………………………

Doctor ………………………………………………………………. Identified by (type of document) ………………………………..N. ………………………………… issued by………………………….. on (date) ………………………………

Signature ………………………………………..

Doctor ………………………………………………………………. Identified by (type of document) ………………………………..N. ………………………………… issued by………………………….. on (date) ………………………………

Signature ………………………………………..

Doctor ………………………………………………………………. Identified by (type of document) ………………………………..N. ………………………………… issued by………………………….. on (date) ………………………………

Signature ………………………………………..

Doctor ………………………………………………………………. Identified by (type of document) ………………………………..N. ………………………………… issued by………………………….. on (date) ………………………………

Signature ………………………………………..

**Annex B**

**CANDIDATE INFORMATION FORM**

**(ALL DATA SHOULD BE CLEARLY LEGIBLE.**

**PLEASE FILL IN THE FORM IN CAPITAL LETTERS)**

SURNAME…………………………………………………..

NAME………………………………………………………..

DATE OF BIRTH …………………………………………..

PLACE OF BIRTH………………………………………….

PhD PROGRAM…………………………………………….

CYCLE ……………………………………………………….

FINAL EXAM DATE………………………………………………..

COMMISSION COMPOSED BY PROFESSORS ………………………………….

…………………………………

………………………………….

THESIS TITLE (please write the exact thesis title present of the title page of the thesis itself. If the filling in is manual, write in capital letters)

“…………………………………………………………………………………………………………………………………………………………”

Periods spent abroad:

Durance:

Destination:

Date………………………… Signature …………………………………

CERTIFICATE

COMMISSION FOR THE AWARDING OF THE DOCTOR OF PHILOSOPHY DEGREE (PhD)

PhD program………………………………………………….

Areas (*in case of more than one area*) ………………………………….

It is certified that Doctor …………………………………………………………..

Born in …………………………………………………

Successfully passed the PhD final exam on (date)………………………………………….

With the following classification (write the classification assessed by the Commission) ………………………………………….

The President of the Commission

(Place), (date)………………..

**PRIVACY POLICY**

Conforming to UE Regulation n. 679/2016 24.04.2016 “GENERAL DATA PROTECTION REGULATION”

The undersigned ………………………………………………………

Born on ……………………………………………. In …………………………………….

Once the title of Doctor of Philosophy in ……………………………… has been obtained,

/\_\_/ GIVES CONSENT /\_\_/ DENIES CONSENT

for the University to communicate and diffuse, upon request of public subjects, private companies, trade associations, other private subjects or on private initiative, as well as by adding information on internet websites or on other informatic channels, the following personal data:

Name and surname, date of birth, matriculation number, date of obtainment of Doctor of Philosophy (PhD) degree in ……………………………………………, classification, address.

DATE SIGNATURE