

# FINAL YEAR

## MID-TERM REVIEW

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**When: Around middle / end of May**

### **Guidelines for PhD candidates**

Each year candidates submit their ongoing work on the PhD thesis to a committee consisting of Department members and PhD Board representatives, in order to assess the research progress.

The Mid-term reviews support the development of the doctoral path, thanks to the possibility to discuss the ongoing research with professors of the Design Department. As final year PhD candidates, you are expected to have substantially completed the research process, and to have all the data for writing the thesis.

### **GUIDELINE**

You are required to prepare and submit two documents to the members of your committee (cf. Committee file) and to the PhD candidate(s) in the same committee before the day of the assessment, to then be discussed with you:

#### **1. Annotated table of contents**

An annotated table of contents (“*indice ragionato*”) of the thesis in which the titles of the chapters are illustrated through short abstracts of the contents and the related bibliography.

#### **2. Text**

A text describing the main results of your research work. It is assumed that at this stage you have substantially completed all research phases according to your methodology, and that in the remaining months you can dedicate yourself mainly and intensively to write the final thesis. In the text, you have to focus on the results achieved, to describe your knowledge contribution to your field of reference and to critically state its originality. Do not forget to describe the ethical and social implications of your research, if any, and to illustrate the new research paths eventually opened by your thesis. If your research will lead to the production of other types of artefacts in addition to the written thesis, please illustrate it in the text.

There is no predefined structure and length required for your text, but it should have the form of a scientific contribution of your sector (typically: a journal article). Consider that journal articles are **between 6.000 and 8.000 words**.

### **DELIVERY PROCESS**

#### **Usually, by the first half of May**

Deadline to send by e-mail the required documents to the members of your committee (cf. Committee file) and to the PhD candidate(s) in the same committee.

#### **Usually, around the middle of May:**

All the committee members will send you a written review of your work. This will give you the chance to reflect on their comments in advance and to make the discussion during the assessment more fruitful;

### Assessment day (Usually, around the end of May)

The Mid-term review is structured as a discussion with the committee members, based on the written documents sent by the candidate and on the written reviews. The Mid-term review is an occasion for the committee to ask for further explanations, to ask questions and to provide suggestions and critique on the research progress. Furthermore, it is an occasion for the candidates to ask for clarifications, to discuss the committee comments and to defend his/her work. You are **not** required to prepare further documents or visual presentations for the assessment. After few days, you will receive a final and official review by the committee.

### Peer-to-peer activities

In each of the committee, all 2/3 PhD candidates join the discussion: you are in fact invited to provide suggestions or comments to your colleague(s) in order also to make the Mid-term review an occasion to develop a critical approach. For this reason, we suggest you to freely organize peer-to-peer moments of discussion and exchange with your colleague(s) between the beginning of May and the day of the assessment.

### COMMITTEE

The evaluation committee is composed by 3/4 professors with skills as much as possible related to the topic you are presenting, included your Supervisor.

Each committee will assess 2 to 3 candidates.

### EVALUATION

The committee will report a written evaluation that will be part of the documentation of the Final Assessment (September). If the committee of this assessment will consider the PhD candidate's work to be at a late stage of elaboration, it will report to evaluate the possibility of an extension of the doctoral path to the Final Assessment committee in September, that will confirm it or not, according to the progress of the thesis.

The PhD candidate, in agreement with his/her Supervisor, could also ask and discuss during this assessment about the possibility of an **extension of the doctoral path, that, anyway, has to be considered as an exception.**