

GUIDELINES FOR THE REVIEW, APPROVAL, SUBMISSION, AND DEFENSE OF THE THESIS

A. BEGINNING OF THE SUBMISSION PROCESS FOR REVIEW

The Doctoral Thesis supervisors (Director(s) or Advisor) will submit [a basic application through the electronic platform](#) addressed to the EDUC, attaching the following:

1. [Authorization for the submission of the Doctoral Thesis for review + Proposal of Reviewers](#).
2. CV of the proposed reviewers.
3. A PDF file of the Thesis for review.

Authorization of Experts and Review

Once the documentation is received, the EDUC sends it to the Academic Committee of the corresponding doctoral program (CAPD). If requested by the CAPD, the thesis file will be sent to the Library Service of the University of Cantabria (BUC) for an automated analysis to check for similarities with other sources. This process requires a minimum of 2 working days.

The CAPD must authorise or not the deposit for review of the thesis and the experts, within a maximum period of **7 working days** from its receipt, communicating its decision to the EDUC, which, after ratifying it, will communicate it to the applicants to start the review process.

If approved, the PhD Thesis supervisors contact the experts to complete the [External Expert Report](#). Once you have received the favourable reports from the experts, you can start the process of depositing the thesis for defence.

If not approved, you have to go back to section A.

B. INITIATION OF THE DEFENCE DEPOSITION PROCESS

The digitally signed documentation shall be sent to escueladoctorado@unican.es

The doctoral student submits to the EDUC:

1. [A basic application form](#), enclosing the '[Application for the deposit of a doctoral thesis](#)'.
2. A file of the final version of the Thesis in PDF (unprotected).
3. The final DAD complete with documentation of the activities.
4. The final report form his/her supervisors authorising the deposit (one for each supervisor).
5. Attach the favourable reports of experts.
6. If applicable, requirements of each doctoral programme.

It is also a good idea to provide a proof of the [cover page of the thesis](#), to avoid typos.

If you are applying for 'international mention', in addition, he/she must:

- *To have carried out an international stay of at least three months and to present a certificate of this stay.*
- *Submit two reports from experts (as defined in the Doctoral Regulations), belonging to a non-Spanish institution. These experts must be different from those who have tutored the PhD student during the stay.*
- *Writing part of the thesis in a language other than any of the official languages of Spain.*
- *An international expert must be a member of the examining board. He/she must be different from the person in charge of the stay.*

Please refer to the procedures for 'industrial mention' and 'co-supervised doctorate'.

Defence Deposit Authorisation

Once the documentation has been received, the EDUC checks that the thesis meets the requirements, that the documentation is complete and the status of the PhD student's file.

If everything is correct, the EDUC sends the documentation to the corresponding CAPD. The CAPD will authorise or not the deposit of the thesis, within a maximum period of **10 days** from its receipt.

About the Court:

The CAPD proposes and approves the panel at the same session in which it authorises the deposit for the defence, using the [form](#) provided, which must be completed with ALL the details of the proposed members and sent signed to the EDUC.

The six members (three full members and three substitutes) must meet the requirements sent out in the Regulations. The CVs of all members of the selection board shall be attached.

Defence Deposit

Once the CAPD has authorised the deposit for the defence, the CAPD notifies the EDUC and sends the corresponding documentation. The EDUC contacts the PhD student to notify them of the decision and give them instructions on how to make the deposit.

The PhD student must go to the EDUC with a **copy** of his/her thesis on paper, to be stamped. The PhD student will then take the thesis and the control document to the Registry of the General Secretariat of the University to formalise the deposit. From the following day, the **15 calendar days** of the deposit period are counted.

Act of defence

A maximum period of 3 months is established from the end of the deposit period until the defence of the doctoral thesis. If this deadline is not met, the process will be cancelled and the student will have to return to section A. In this case, it should be noticed that the PhD student will have to renew his/her PhD registration within the established deadlines, provided that he/she changes academic year.

Once the deposit period is over, the secretary of the Court may send the EDUC and e-mail summoning the defence event at least **15 calendar days** before it is due to take place.

The EDUC contacts the members of the panel from outside the University of Cantabria to inform them of the arrangements of their travel and accommodation through the agency. The expenses related to the court's travel are covered by the University of Cantabria up to the established limit. **Theses with a defence date between 15 June and 15 September (both inclusive) must be defended by videoconference due to the high tourist season.**

The EDUC is responsible for publicising the defence, and for sending the appointments and instructions to the members of the Court. It also contacts the PhD student to complete the final formalities before the reading: graduate file, payment of fees, UCrea repository and TESEO database.

If the thesis defence is in person, the original documentation to be completed on the day of the defence is sent to the member of the court belonging to the University of Cantabria.

Once the defence documentation has been received at the EDUC, the minutes of the voting on the cum laude mention and the option for the extraordinary prize will be sent to the PhD student within 'a maximum period of 3 working days'. The PhD degree may then be requested.

IMPORTANT

- Once the process has started, if the deposit for Reading does not take place before 31st. May (or, if applicable, 30th. November), you must update your Research Plan and your DAD activities and send everything for review in order to be assessed in the Virtual Campus.
- If your thesis Reading date is after 30th. November, you must register for the next course in order to be able to read the thesis.

SAMPLE FORMS

Sample forms [for use by doctoral students](#).

Sample forms [for use by tutors/directors/CAPD](#) (Academic Committees of Doctoral Programmes).

REGULATIONS

[Regulations for the Academic Management of Doctoral Studies RD 99/2011' TITLE VI.](#)

Specific information on the requirements for depositing the doctoral thesis in each doctoral programme: go to '[Doctoral Programmes](#)', section 'Doctoral Thesis'.