

## AUTHORISATION, SUBMISSION AND DEFENCE OF THE THESIS

The authorisation of the submission of the Doctoral Thesis is the first step in the final process of defending the thesis and means that the training programme and the research plan have been concluded satisfactorily.

The PhD student must have:

1. received favourable reports in the annual assessments made by the Academic Committee of the Doctoral Programme (CAPD) during the PhD course, and the final report of the Supervisor(s) and Tutor (if different from the supervisor) must be in favour of the submission.
2. completed satisfactorily the cross-curricular training courses of the Doctorate School. In addition, the training activities carried out and described in the DAD must have fulfilled the objectives set in the training programme.

### REGULATIONS

The regulations concerning the presentation and reading of the Doctoral Thesis are explained in the “Regulations of the Academic Management of Doctorate Studies RD 99/2011” SECTION V.

<https://web.unican.es/centros/escuela-de-doctorado/Documents/Normativas/Normativa%20de%20Gesti%3%b3n%20Acad%3%a9mica%20de%20Estudios%20de%20Doctorado%2031%20de%20julio%202018.pdf>

This document describes:

- Format of the Doctoral Thesis
- Authorisation and submission of the Thesis
- Proposal and approval of the viva voce examining panel
- Defence and assessment of the Thesis
- Archiving the Thesis

In the webpage: <https://web.unican.es/estudios/estudios-de-doctorado>, the particular regulations of each doctorate programme as regards the submission of the thesis can be seen by accessing that programme.

### **Beginning the process of the submission**

The PhD student will hand in to the Doctorate School (EDUC):

1. A form requesting the submission of the thesis (model form on the EDUC website: <https://web.unican.es/centros/escuela-de-doctorado/impresos>).
2. A copy of the thesis on paper and as a pdf (unsecured).
3. The final DAD, on paper or by email.
4. The report from the supervisor and tutor (if different from the supervisor) authorising the submission.
  - *If an “International Commendation” is going to be requested, the PhD student must:*

- *have carried out an international research visit for a minimum of three months and provide a certificate to accredit this stay,*
- *present reports from two experts that belong to non-Spanish institutions,*
- *write part of the thesis in a different language from any of the official languages in Spain,*
- *include an international expert in the Viva voce examining panel,*
- *provide an “Application of authorisation to request an international commendation in the qualification of doctor”. <https://web.unican.es/centros/escuela-de-doctorado/impresos>*

*See the particularities in the case of “industrial doctorate” and/or “doctorate in system of co-tutelle”.*

5. The requirements of each doctorate programme, as applicable.

With this information, the CAPD authorise or refuse the submission of the thesis in a maximum period of **7 working days** after its reception. If it is authorised, the original form with the Authorisation of Submission-Proposal of Examining Panel, will be sent to the EDUC (Doctorate School).

#### Note on the Panel

The CAPD will propose the examining panel with the proposal form, which will give ALL the information about the proposed members. The six members (three main members and three in reserve) must satisfy the requirements expressed in the “Regulations of the Academic Management of Doctorate Studies”.

Form for the CAPD to propose the panel members: <https://web.unican.es/centros/escuela-de-doctorado/impresos>

It will be accompanied by the CV of all the panel members.

#### Submission

Once the submission has been authorised by the CAPD,

1. The EDUC will supply the PhD student with the original authorisation of the submission, signed by the coordinator of the programme and the “Control Document”.
2. The PhD student will hand in five copies of the Thesis (on paper) at the EDUC and will take one of them to the UC Registry office, together with the two documents mentioned above.

The submission period is **15 calendar days**, starting on the day following the deposit of the thesis and other documents in the Registry Office.

#### Oral examination (Viva voce)

1. The panel secretary will send the EDUC a written text announcing the viva voce at least **15 calendar days** in advance of it.

2. The EDUC will be in charge of informing about the viva voce, will send out the designations and arrange the travel of the external panel members to the UC.
3. The EDUC will send to the UC panel members the documentation to be filled in on the day of the viva voce. The panel secretary is responsible for filling in the following documents:
  - Minutes of the oral examination
  - Thesis with the template
  - Report of the panel members
  - Proposal of cum laude
  - Proposal of Extraordinary Award
  - Panel information
  - TESEO form
  - Library Permission