

INSTRUCTIONS FOR THE DOCTORAL THESIS EXAMINING PANEL

A) LEGISLATION APPLICABLE: Article 14 of the Royal Decree 99/2011 of 28 January and the Regulations of the Academic Management of Doctorate Studies at the University of Cantabria

The defence of the doctoral thesis or “viva voce” will take place in a public session during the period of the academic year.

The valid formation of the panel responsible for assessing the thesis and for holding the act of the defence, deliberations and assessment will fulfil the requirements for collegial organs in the Law of Legal Regime of Public Administrations and Common Administrative Procedure.

The Defence of the thesis will consist of the student describing the work done, the methodology, the contents and the conclusions, highlighting the original contributions. The members of the panel will ask the student any questions they think are appropriate. The doctors present in the public session will be able to ask questions at the time and in the way indicated by the Chairperson of the panel.

When the defence and discussion of the thesis has finished, each member of the panel will express their assessment of it, and of the training activities carried out by the student, in writing. The Panel will issue a report and a general assessment in terms of “**FAIL**”, “**PASS**”, “**VERY GOOD**” or “**OUTSTANDING**”.

Each member of the panel will be able to propose the commendation “**CUM LAUDE**” if the overall assessment is “**OUTSTANDING**”. The votes will be counted in a different session from the defence of the doctoral thesis. The Cum Laude commendation will be awarded unanimously. The administration of the Doctorate School will count the votes in a period of fewer than three working days, will make it known publicly and will inform the PhD student, supervisor, tutor and Academic Commission of the Doctorate Programme.

B) COMPLETION OF FORMS

Defence of the thesis (Viva voce)

1) Certificate of the degree of Doctor

All the information must be completed. Complete correctly the Doctorate title for which the student is a candidate (Doctor of the University of Cantabria. Doctor in “...”). It is essential that the name and address of each member of the panel is written in block capitals under their signature.

2) Assessment Form for each member of the panel

3) Proposal of CUM LAUDE Commendation

If the thesis has been awarded the overall qualification of “OUTSTANDING”, each member of the panel will be able to propose the commendation “CUM LAUDE”. To do this, they will be given three forms which must be filled in secretly and individually. Each form will be placed in a separate envelope and the back of each envelope will be signed by all the members of the panel. In this way, identification of the proposals will be avoided.

4) Proposal of Extraordinary Award

If the thesis has received the “CUM LAUDE” commendation, it will be possible to propose the Doctorate Extraordinary Award. To do this, three forms will be provided which must be filled in secretly and individually by each member of the examining panel. Each form will be placed in a separate envelope and the back of each envelope will be signed by all the members of the panel. In this way, identification of the proposals will be avoided.

5) Copy of the Thesis

The Secretary will complete, sign and qualify the stamp on the last page of the thesis.

6) Automated File of Doctoral Theses

The date and qualification will be completed on the two copies of the form for this purpose. They will be signed by the Secretary of the examining panel.

The *Secretary of the Examining Panel* will personally deliver this documentation to the Doctorate School, Edificio Interfacultativo, Zona Norte, planta baja.

C) PAYMENT OF EXPENSES

For the payment of expenses, the members of the panel should contact the Vice-rectorate of doctorate and RRII in the University of Cantabria.