

INCLUSION OF DOCTORAL THESES IN TESEO DATABASE

INSTRUCTIONS FOR DOCTORAL STUDENTS

1. PhD students must introduce information about their thesis in TESEO Database on the website <http://www.educacion.gob.es/teseo>. They should register as user in the system and introduce the data corresponding to their thesis file.
2. PhD students may publish their doctoral thesis through TESEO Database, on the above website and in the menu:

Alta	Pendientes	Imprimir	Histórico
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- ✚ In "Alta", Doctorate students create the thesis file.
- ✚ In "Pendientes" are the incomplete thesis files, which the user has inscribed but not completed the registration process.
- ✚ In "Imprimir", the user can print the information in the file.
- ✚ In "Histórico", a thesis file can be followed from its inscription to the time when it is published in TESEO.

The following tabs are opened by clicking "Alta":

Datos tesis	Dirección tesis	Tribunal	Información acceso	Información tesis
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- ✚ The "Datos tesis" tab allows the entry of the basic information about the thesis, which will identify the file in subsequent searches.
- ✚ In the section "Año académico de comienzo del curso de doctorado que está cursando", students must enter the year when they began the doctorate or the official master's degree, depending on their form of access.
- ✚ The "Dirección tesis" tab allows information about the thesis supervisors to be entered. All the fields must be completed.
- ✚ The "Tribunal" tab should be filled with information about the members of the examining panel.
- ✚ The "Información acceso" tab links to several forms, owing to the different ways of access, as each of them requires different information.

- ✚ The “**Información tesis**” tab allows the **field** and **language** of the thesis to be entered, as well as a **summary** of the thesis, bearing in mind the following notes:

The summary is an introduction to the doctoral thesis. For it to be effective, it should be long enough to explain the reasoning in the thesis.

One criterion that can act as a guideline is to consider the summary as a text commentary. In this way, the differentiated presentation of the parts (Introduction or motive of the thesis, Theoretical development, Conclusion, and Literature consulted) will fulfil the goal of producing an effective database that provides for public consultation an orderly and full description of the PhD student’s details, and explains the thesis in a “file” format.

In this tab, the PhD student has the option of accepting or refusing to publish the thesis on Internet.

- If the student gives consent for on-line publication of the thesis through TESEO Database, the box on the form, under the text box for the thesis summary, should be ticked.
- If the student does not consent to publication, it is enough to leave the box unticked.

In both cases, the thesis contents should always be entered in the system, even when the full thesis is not to be published-

The student should check the validity of the summary text. To do this, click “Validar texto” under the summary text box.

3. PhD students should also supply the **Doctorate School (EDUC) with a digital copy of the complete Thesis** when it is submitted. It can be sent by email or provided on a CD, DVD or any other storage method, in either Word or pdf format and unprotected.

If you have any doubts or queries, please contact the EDUC: by email, escueladoctorado@unican.es; or telephone, 942 20 1296/2097/2005.