

SUMMARY OF THE PROCEDURES IN THE DOCTORATE COURSES REGULATED BY ROYAL DECREE 99/2011

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Duration of doctoral studies

a) **Deadline for depositing the doctoral thesis**

You must deposit the doctoral thesis (the step prior to the thesis defence) before the end of the **third academic year** after you registered (if you have been authorized to study part-time, then you must deposit it before the end of the **fifth academic year**).

b) **Extensions**

If you are unable to deposit the doctoral thesis within the stipulated deadline, you will need to apply to the Academic Committee for a deposit extension of one year (if you have been authorized to study part-time, this extension will be for two years).

Under exceptional circumstances this period may be extended for **1 additional year**, under the conditions established in the doctoral programme.

If you are nevertheless still unable to deposit the doctoral thesis, you will be withdrawn from the doctoral programme and will be unable to continue these studies at UPF under any circumstances.

c) **Break in doctoral studies**

You can apply to the Academic Committee for a voluntary temporary break in the programme for a **maximum period of one year, which may be extended for a further year**. This request must be justified. Under no circumstances can the temporary break be requested during the extension period.

d) **Leave for health reasons or for reasons related to maternity or paternity**

If you are affected by a special situation, the deadline for depositing the doctoral thesis will be extended for the time that this situation has lasted. You must present all the documentation accrediting these circumstances to the doctoral programme secretary.

What leave for health reasons or for reasons related to maternity or paternity could be?

- Temporary disability
- Risk during pregnancy
- Maternity
- Adoption or fostering
- Risk during breastfeeding
- Paternity

Registration of academic supervision

You must register the academic supervision every academic year, regardless of the grade you achieved in the annual progress assessment of the doctoral thesis. Failure to register within the deadline and in the manner stipulated by the University will lead to you being withdrawn from the programme. You must also register in the academic year you deposit the doctoral thesis.



Campus Global - Doctorate Secretary - Information and academic procedures

Assignment of thesis tutor and supervisor

You will be assigned a tutor after you have completed registration. This will be your tutor throughout the entire doctoral studies. You will be assigned a thesis supervisor, who may or may not be the tutor, within three months of first registration.

Change of thesis supervisor

You can apply to the Academic Committee of the doctoral programme to change your supervisor.



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Change of study hours (full-time/part-time)

The ordinary regime for doctoral studies will be full-time but at your request, the doctoral programme's Academic Committee may authorize part-time study. Under no circumstances can the change be requested during the extension period.



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Document of commitment

The doctoral student, the University, the tutor and the thesis supervisor will sign a **document of commitment** establishing the supervision tasks for doctoral students.

This commitment must be signed as soon as possible once you have been assigned a thesis supervisor.



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Joint doctoral thesis supervision

You can apply to the Academic Committee of the doctoral programme for your doctoral thesis to be jointly supervised by more than one supervisor, providing that there are academic reasons that warrant this, such as interdisciplinary subject matter.



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Activities document

This is the personalized document listing all the **training activities** you will carry out while completing the doctoral thesis.

This document **is your responsibility** and is part of the documentation that you must present for the annual assessment.

The student's Activities Document will consist of the compulsory training activities required in the doctoral programme, and any other complementary activities that are of interest for the completion of the thesis.

You must complete this activities document using the IT application which you can access from the Campus Global (Monitoring Doctoral Theses).

The tutor/supervisor must authorize the academic activities (in the IT module).



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Research Plan

A personalized document which must include the methodology to be used, objectives, resources and planning for the completion of the thesis. As progress is made on the thesis, it can also be the document where the results of the research are compiled. The Research Plan must be regularly reviewed and endorsed by the supervisor/tutor throughout the academic year.

This document **is your responsibility** and is part of the documentation that you must present for the annual assessment. You must hand in the first research plan before the

deadline of one year after the registration date. The doctoral programme secretary will inform you of the exact dates.

This Activities Document must be attached as a file to the "Research Plan" tab of the IT application.



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Annual assessment of the progress of the doctoral thesis

The Academic Committee of the doctoral programme will assess your progress in completing your doctoral thesis every year

What are the possible grades?

- Positive assessment
- Negative assessment

Consequences of a negative assessment

- A negative assessment on justifiable grounds will lead to the doctoral student being re-assessed within six months of the previous assessment.
- To that end, the doctoral student will prepare a new Research Plan.

Very important: a second negative assessment will lead to you being withdrawn from the programme.

What is assessed?

- Activities Document
- Research Plan
- The thesis supervisor's and tutor's reports.

Remember that you must register the academic supervision within the stipulated deadlines every year, regardless of the grades obtained in the assessment in question.



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Language of the doctoral thesis

The thesis may be written and defended in any of the languages commonly used in scientific communication in its field of knowledge.



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Format of the doctoral thesis

[See the library website](#)

Deposit of the doctoral thesis

After you have completed the doctoral thesis you must **deposit the doctoral thesis**.

The doctoral programme's Academic Committee is responsible for **authorizing the deposit**. If not authorized, the Committee must notify you and the thesis supervisor of the reasons for the non-authorization.

The doctoral programme secretary will send the copy of your thesis to the library where it will be deposited for 7 days from the day following the date of deposit so that the doctors at the University may examine it and where appropriate, address the Academic Committee of the doctoral programme with the comments they deem appropriate.

After the 7 working days of the thesis deposit have been completed and within 2 months, the Academic Committee of the doctoral programme **will authorize the defence of your doctoral thesis** and appoint the board that will assess your thesis.



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Defence and grading of the doctoral thesis

a) Defence of the doctoral thesis

These are the public proceedings at which you present your doctoral thesis before a board.

The deadline for the thesis defence is **6 months from the appointment** of the thesis board (this can be extended by the Academic Committee for justified unforeseeable reasons).

Thesis defences cannot be scheduled for **August**.

The proceedings consist of your presentation of the research work you have done, the methodology used, the content and conclusions, with a special emphasis on your original contributions.

The members of the board and any other doctor present at the proceedings may ask the questions they deem appropriate.

b) Grading of the doctoral thesis

The doctoral thesis will be graded as **"Fail", "Pass", "Good" or "Excellent"**.

The board may propose a "cum laude" mention for the thesis if the secret ballot to that end is unanimously positive.



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International Mention in the Doctoral Diploma

The doctoral diploma may include on the obverse the words "International Doctor," provided that the following requirements are met:

a) That during the training period required to obtain the qualification of doctor, you have undertaken made a minimum stage of three months outside Spain at a renowned higher education institution or research centre, studying or doing research work. The stage and activities must be approved by the supervisor and authorized by the academic committee, and they must be included in the student's Activities Document.

b) That part of the thesis (at least the summary and conclusions) has been written and is presented in one of the usual languages for scientific communication in your field of knowledge, other than any of the official languages in Spain. This regulation is not applicable when the stages, reports and experts come from a Spanish-speaking country.

c) That at least two expert doctors belonging to a non-Spanish higher education institution or research institute have issued reports on the thesis.

d) That at least one expert with a doctorate belonging to a non-Spanish higher education institution or research centre, other than the person responsible for the stage referred to in paragraph a), has been a member of the thesis assessment board.

2. The thesis defence must be undertaken at UPF



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Thesis Reading certificate

Fifteen days after having defended the thesis you may be able to request a certificate indicating the date and obtained qualification. You have to request it by writing at the PIE student desk. This certificate has no charge.



Campus Global – Doctorate Secretary- Thesis Reading certificate: application

The Doctoral Diploma



Campus Global – Doctorate Secretary- The Doctoral Diploma : application

Special awards for doctoral theses

The Academic Committee of the doctoral programme may submit a proposal for a Special Award for a Doctoral Thesis to the Doctoral School's Management Committee. Each Academic Committee of the doctoral programme may request the granting of one special award for every ten doctoral theses read.

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