

# Doctoral Programme in Translation and Language Sciences

The Doctoral Programme in Translation and Language Sciences offered by the Department of Translation and Language Sciences (DTLS), and its Academic Committee (AC), as for all programmes, are subject to the procedures established for doctoral theses in Royal Decree (RD) 99/2011, implemented by the UPF as approved by the Governing Council on 20 June 2012 and modified as approved by the Governing Council on 19 February 2020. In compliance with said RD, the UPF has created a Doctoral School which regulates and oversees the writing and defence of doctoral theses for the university's nine programmes. The internal administrative structure of the programme comprises a coordinator, an AC and an administrative secretary's office.

## Doctoral thesis: Pre-submission, submission and defence process

The doctoral thesis will be prepared over 3 years (5 years for part-time doctoral students), with an optional ordinary extension of 1 year and a further 1 year extraordinary extension (2 years and 1 year, respectively, for part-time doctoral students).

At the end of the third year (or fifth year for part-time doctoral students), once the thesis is completed, the student must defend it in public before an assessment board. The thesis must be submitted before the end of the third year (or fifth year for part-time doctoral students).

The steps required of all parties (the student, the thesis director, the secretary's office, the supervisor, the programme coordinator, the AC, the assessment board and the Doctoral School with the support of the Postgraduate and Doctoral Studies Office) are set out below, in chronological order:

In the case of co-supervised theses, the requirements of each agreement must be clearly understood when organising the defence proceedings. If the agreement states that the procedures of both universities must be applied, all the requirements set out in this document will be mandatory, with the exception that it will not be necessary to require the external reports specified in Point 1 for the pre-submission of theses that are not to be defended before the UPF.

### 1. PRE-SUBMISSION <sup>1</sup> (Approximate duration: 6 weeks)

#### 1.1. Student:

- Submits the following documentation to the secretary's office:
  - **Doctoral** thesis in PDF format (by e-mail to [doctorat.tcl@upf.edu](mailto:doctorat.tcl@upf.edu)). This must include an abstract in three languages: Catalan, Spanish and English.
  - **1 spiral-bound copy.**

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<sup>1</sup> Per internal regulations of the Department of Translation and Language Sciences.

## 1.2. Director:

- Informs the supervisor that the thesis can be defended. If there are joint supervisors, they should proceed in accordance with the agreement governing shared supervision.
- Completes a favourable report on submission (see <https://www.upf.edu/web/phd-tradlangsci/finalitzacio-de-la-tesi>)

### NOTE: Co-directors (and co-supervisors):

- **Report:** Both directors (or all, if there are more than two) must submit a thesis report (jointly or separately) and their signatures must appear on the document.  
**THESE SIGNATURES MUST BE THE ORIGINALS. SCANNED SIGNATURES WILL NOT BE ACCEPTED.**
- A five-person assessment board will be proposed, consisting of three members and two substitutes. The definitive committee must comprise a **majority of members from outside the University and partner institutions, with no recent direct links with the supervision of the thesis or the department, and no two may be from the same university. Gender parity must be respected as far as possible in the composition of the board.**
  - For the constitution of the board, the following document should be used: [‘Proposal of Board’](#).
  - The proposal should nominate three individuals to act as Chair, Secretary and Member, respectively.
- If the candidate opts for **International Doctor Recognition**, the following apply:
  - 1 member of the assessment board must be from a higher education institution or research centre outside Spain and may not be the person supervising the student’s work when studying abroad.
  - 2 reports must be from experts holding doctorates from higher education or research institutions outside Spain (these reports may be from members of the assessment board provided that they have not supervised the student’s work when studying abroad).
  - For further information on International Doctor Recognition see the following [link](#)
- The three individuals proposed must be informed of the roles assigned to them (Chair, Secretary or Member) and they should be asked if they wish to receive a printed copy of the thesis, once it has been finally submitted.
- They must be informed that they will receive formal notice of their appointment from the Doctoral School, requesting a written report, which must be signed and presented when the thesis is defended.
- All this information must be sent to the secretary’s office.

### NOTE: Co-directors (and co-supervisors):

- **Assessment board:** The directors are all responsible for the assessment board proposal and their respective signatures must appear.  
**THESE SIGNATURES MUST BE THE ORIGINALS. SCANNED SIGNATURES WILL NOT BE ACCEPTED.**
  - In the case of joint supervision, directors may form part of the board if the agreement envisages this possibility.

### 1.3. Secretary's Office:

- Compiles all documentation and sends it to the programme coordinators by means of a link for pre-submission (PDF thesis, proposed board and favourable report by the director(s)).

### 1.4. Co-ordinator:

- Puts forward the names of two experts in the field, from whom a report will be requested.
- Sends this proposal and the link with the documentation for pre-submission to the AC for approval.

**NOTE:** Co-directors (and co-supervisors): In the case of jointly supervised theses not defended at the UPF, the AC may approve submission without requiring external reports. The AC will then authorise the submission directly.

### 1.5. AC:

- In 2-3 days:
  - Approves the proposed assessment board, although final authorisation is by the Doctoral School Management Committee (see 2.5)
  - Approves the two external experts proposed who will submit reports on the pre-submission.

### 1.6. Secretary's Office:

- When the AC has given its approval, the Secretary's Office processes the request for the two external reports.
- When the reports have been received, the Office attaches them to the relevant file and sends the link back to the Coordinator.

### 1.7. Co-ordinator:

- Sends the link to the AC for approval and authorisation of the final submission.

### 1.8. AC:

- When the external reports have been assessed, the AC authorises the definitive submission of the thesis and, if applicable, access to the external reports by the Director and the candidate.

### 1.9. Secretary's Office:

- When submission is definitively authorised, the Secretary's Office informs the student.

## 2. SUBMISSION <sup>2</sup> (Approximate duration 2 weeks)

### 2.1. Student:

- The student must submit the following documentation to the secretary's office:
- [Doctoral Thesis Submission](#) form (only the candidate's personal details and signature).
- **CD with a PDF version of the thesis**, a Word document with key words, and a Word document with a summary of the thesis.
- An [Authorship Declaration](#).

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<sup>2</sup> Per article 16 of the academic rules of the UPF, as governed by Royal Decree 99/2011.

- **1 bound copy of the doctoral thesis in [UPF format](#) to be deposited in the library for 7 days<sup>3</sup>**
  - It should be remembered that final printing and binding of the thesis may take one or two weeks.
- If notified by the Director, **3 copies for the members of the assessment board who have requested a printed copy**. Their postal addresses will be supplied by the secretary's office (see 2.6).

## 2.2. Secretary's Office:

- Receives documentation from the student and processes it as follows:
  - Sends the CD of the thesis to the library with the authorship declaration and the printed copy. This documentation will **available for consultation for 7 business days**.
- Makes arrangements for the Coordinator to sign the submission sheet.
- Sends details of the proposed board of assessment and other documentation to the Doctoral School for processing.

## 2.3. Director:

- Pending approval of the board of assessment by the Doctoral School's Management Committee, if required, the Director establishes a date and time for reading the thesis with the board's members and informs the secretary's office accordingly.

## 2.4. Secretary's Office:

- Books the Albert Calsamiglia i Blancafort Hall (Sala de Graus) for the defence of the thesis.
- Arranges travel and accommodation for the members of the board (national and international).
- Receives documentation for the defence of the thesis from the Postgraduate and Doctoral Studies Office (official record of the defence, TESEO form, *Cum Laude* award form and the three *Cum Laude* votes) and prepares it for delivery to the Secretary of the board on the day the thesis is defended.
- One week prior to the defence of the thesis, the Secretary's Office announces the event on the UCA website and in its diary, informing all teaching staff in the department and all doctorate students.

## 2.5. Doctoral School

- **The School's Management Committee approves the composition of the thesis assessment board and designates the Chair, Secretary and Member<sup>4</sup>**, and the Postgraduate and Doctoral Studies Office deals with all other documentation and notifies the secretary's office of the programme of the final authorisation of the defence of the thesis.
- The School informs the three members of the board of their official appointment, as approved by the Doctoral School Management Committee.
- It asks them for the report they have to provide on the day the thesis is defended (normally two of these are the same as those drawn up for the pre-submission and requested by the AC and the same report can be used, with the addition of observations regarding the defence).
- It publishes an announcement on its website of the submission of the thesis to the library for possible consideration by other PhDs.

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<sup>3</sup> Per article 16.4 and 16.5 of the academic rules of the UPF, as governed by Royal Decree 99/2011.

<sup>4</sup> Per article 17.2 of the academic rules of the UPF, as governed by Royal Decree 99/2011.

### 2.6. Secretary's Office:

- If necessary, at the student's request, the Secretary's Office sends printed copies of the thesis to the members of the board who have asked for them. The student will supply their addresses.

### 2.7. Student:

- When the Doctoral School has approved the documentation, the student receives a notification from the secretary's office, with:
  - Instructions for completing the Ministry of Education's TESEO form, which is mandatory if the thesis is to be defended.
  - Payment form and instructions for paying the fee for reading the thesis (this will arrive a few days before the thesis is defended).
- When the defence fee has been paid, the student informs the secretary's office, which will in turn inform the Postgraduate and Doctoral Studies Office.

## 3. DEFENCE OF THE THESIS

The thesis must be defended within 6 months from the approval and appointment of the assessment board by the Doctoral School. The AC may authorise an extension to this period if there is justification for this<sup>5</sup>.

### 3.1. Secretary's Office:

- Before the defence of the thesis begins the Secretary's Office delivers the documentation to the Secretary of the board (official record of the defence, TESEO form, *Cum Laude* award form, the three *Cum Laude* voting papers and the printed reports from the three members for them to sign).
- It also supervises the initial stages of the defence to ensure that there are no technical problems.

### 3.2. Director:

- Assists the Secretary and/or members of the board in returning the documentation to the secretary's office.

### 3.3. Student:

- Defends the thesis.

### 3.4. Assessment board:

- The board awards one of four possible grades, as follows: *Fail*, *Pass*, *Good* or *Excellent*, and signs the official record of the defence.
- If the grade awarded is "Excellent", the board conducts a secret vote over the award of a *Cum Laude* qualification, depositing the voting slips in the three envelopes provided with the documentation. These are then sealed and collected by the Secretary to be sent, together with all other documentation to the Secretary's Office.

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<sup>5</sup> Per article 18.1 of the academic rules of the UPF, as governed by Royal Decree 99/2011.



#### 4. POST- DEFENCE

##### 4.1. Secretary's Office:

- Collects the documentation or makes arrangements with the Secretary for it to be delivered.
- If applicable, sends the *Cum Laude* envelopes to the Coordinator.

##### 4.2. Co-ordinator:

- If applicable, opens the envelopes and completes the *Cum Laude* record form with the outcome of the vote.

##### 4.3. Secretary's Office:

- Sends an e-mail to the candidate and the Director, informing them of the final result regarding the *Cum Laude* qualification.
- Sends signed documentation for the thesis defence to the Postgraduate and Doctoral Studies Office.

##### 4.4. Student:

- When the doctoral thesis has been successfully defended, the student can [apply for the PhD](#).
- If students are applying for **International Recognition**, the degree cannot be requested immediately. They must wait for their application to be approved at the next session of the Doctoral School Management Committee. For further information on International Doctor Recognition see the following [link](#)

## SUMMARY OF PROCEDURE FOR THESIS PRE-SUBMISSION, SUBMISSION AND DEFENCE

Stage	Timetable	Action	Party responsible
Pre-submission (6 weeks approx.)	Week 1:	1. Submission of documentation to the secretary's office	Student
		<ul style="list-style-type: none"> <li>• PDF and printed thesis (including abstract in 3 languages)</li> </ul>	Student
		<ul style="list-style-type: none"> <li>• Favourable report from management</li> </ul>	Management
		<ul style="list-style-type: none"> <li>• Proposal for board</li> </ul>	Management
	Week 2:	2. Approval of board and request for reports	AC
	Week 6:	3. Receipt of reports and approval of thesis submission	AC
Submission (2 weeks approx.)		4. Submission of documentation to the secretary's office	
		<ul style="list-style-type: none"> <li>• Bound thesis for library</li> </ul>	Student
		<ul style="list-style-type: none"> <li>• Copies of thesis for board (if requested)</li> </ul>	Student
		<ul style="list-style-type: none"> <li>• Thesis on CD (PDF format)</li> </ul>	Student
		<ul style="list-style-type: none"> <li>• Doctoral thesis submission form</li> </ul>	Student
	Week 7 & 8:	5. Thesis lodged with library (7 business days) <i>Please note: before the conclusion of the current academic year, according to individual registration date; appears in TCSO</i>	Department of Translation and Language Sciences (DTLS) Secretary's Office
		6. Notification board Doctoral School and remaining documentation sent	DTLS Secretary's Office - by Management
		7. Official approval of the composition of board and authorisation of the thesis defence	Doctoral School Management Committee
		8. Official notification to board	Postgraduate and Doctoral Studies Office – by Doctoral School
		9. Thesis sent to board (if requested)	Department of Translation and Language Sciences (DTLS) Secretary's Office
		10. TESEO form and payment	Student
		11. Practical arrangements for board and date and time fixed for reading	Management
	12. Travel arrangements for board members	Department of Translation and Language Sciences (DTLS) Secretary's Office	

<b>Defence</b>	<b>Within six months</b>	13. Submission of documents to Secretary of board	Department of Translation and Language Sciences (DTLS) Secretary's Office
		14. Defence	Student
		15. Grading	Board
		16. <i>Cum Laude</i> record form (if the grade is 'Excellent')	Coordinator
<b>Post-defence</b>	<b>After defence of the thesis</b>	17. Student and Director notified of grade	Department of Translation and Language Sciences (DTLS) Secretary's Office
		18. Documentation sent to Postgraduate and Doctoral Studies Office	Department of Translation and Language Sciences (DTLS) Secretary's Office
		19. Application for International Recognition, if required	Successful candidate
	<b>End of academic year</b>	20. Application for Extraordinary Award, if applicable	Successful candidate with <i>Cum Laude</i>