

ONLINE THESIS DEFENCE PROTOCOL

Students

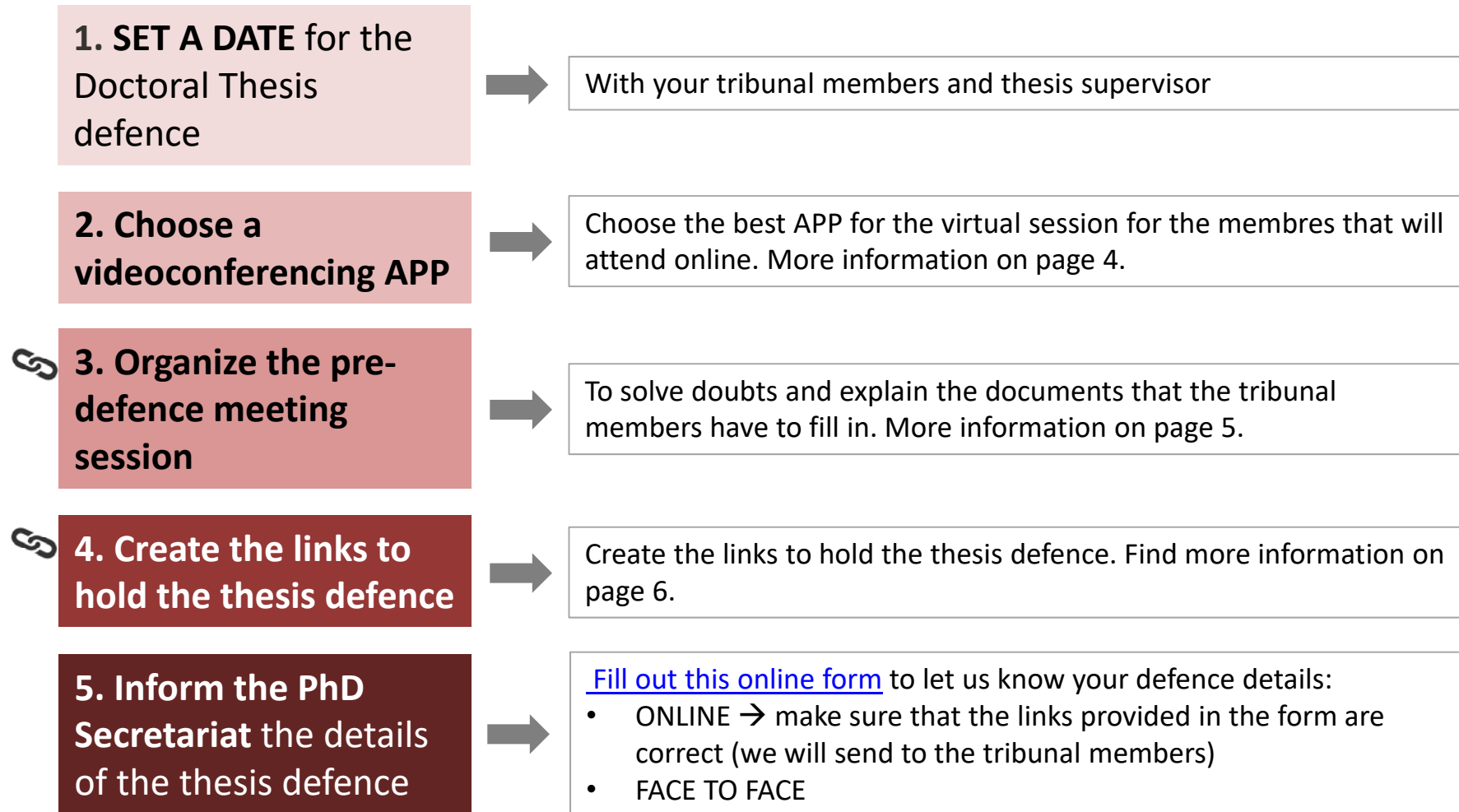
PhD Programme in Biomedicine



Universitat
Pompeu Fabra
Barcelona

ONLINE THESIS DEFENCE PROTOCOL

Before the thesis defence. Proceedings.



ONLINE THESIS defence PROTOCOL

Before the thesis defence. Proceedings.

6. Contact Help Desk Center (CAU) for informatics support



Contact via [CAU help desk center](#) and ask for a informatics support 10' before the thesis defence will start

7. Official communication to the tribunal members



4 days before the thesis defence we will send an email to the tribunal members to inform the documents to fill in after the thesis and the links to hold the session. More information on page 7.

8. Payment of the [Doctoral Thesis Defence fee](#)



You will receive by mail approx. 2 days before your thesis defence a document to pay the Dissertation fee.

9. Complete the TESEO file for the Spanish Ministry of Education, Culture and Sport



Together with your defence authorization, the UPF PhD School will send you a detailed mail with indications to fill the TESEO before your thesis defence.

ONLINE THESIS DEFENCE PROTOCOL

Choose a videoconferencing platform to hold your thesis defence

Choose the best videoconferencing platform to hold the thesis defence:



Our recommendation is GOOGLE MEET OR COLLABORATE as is available through UPF.
please find here a [guide with some help about google meets](#).

For further information: [Google Meet: new features and limitations](#)

In case you need help to create the links please contact us: phdprogram.cexs@upf.edu.

ONLINE THESIS DEFENCE PROTOCOL

Organise predefence meeting session

PRE DEFENCE MEETING (10' meeting):

- When: a few days before the thesis defence
- Objective: check that everything is working properly and solve any doubts the board tribunal may have. This is also a great opportunity to explain the documents that the tribunal members will need to present at the end of the meeting.
- Participants: PhD student, committee members, supervisor/s and a member of the UPF PhD Program.




It is a student responsibility to schedule a date for the predefence meeting and send the link to all participants. We are available all working days from 8,30 to 14,30


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Create the links to hold the thesis defence

You have to create **2 links** to hold the online thesis defence:

 **THESIS DEFENCE READING MEETING:** the link to hold the thesis defence reading. Participants: PhD student, committee members, supervisor and public if you like (please tell them to not disturb the session and turn off their camera and microphone).



 **MEMBERS OF THE BOARD DELIBERATION MEETING:** tribunal members private link for the deliberation. You can create this meeting 10' before the thesis starts so the tribunal members can meet beforehand. Participants: only the 3 committee members.

If you will use Google Meet or Collaborate and need help to create the links please contact phdprogram.cexs@upf.edu

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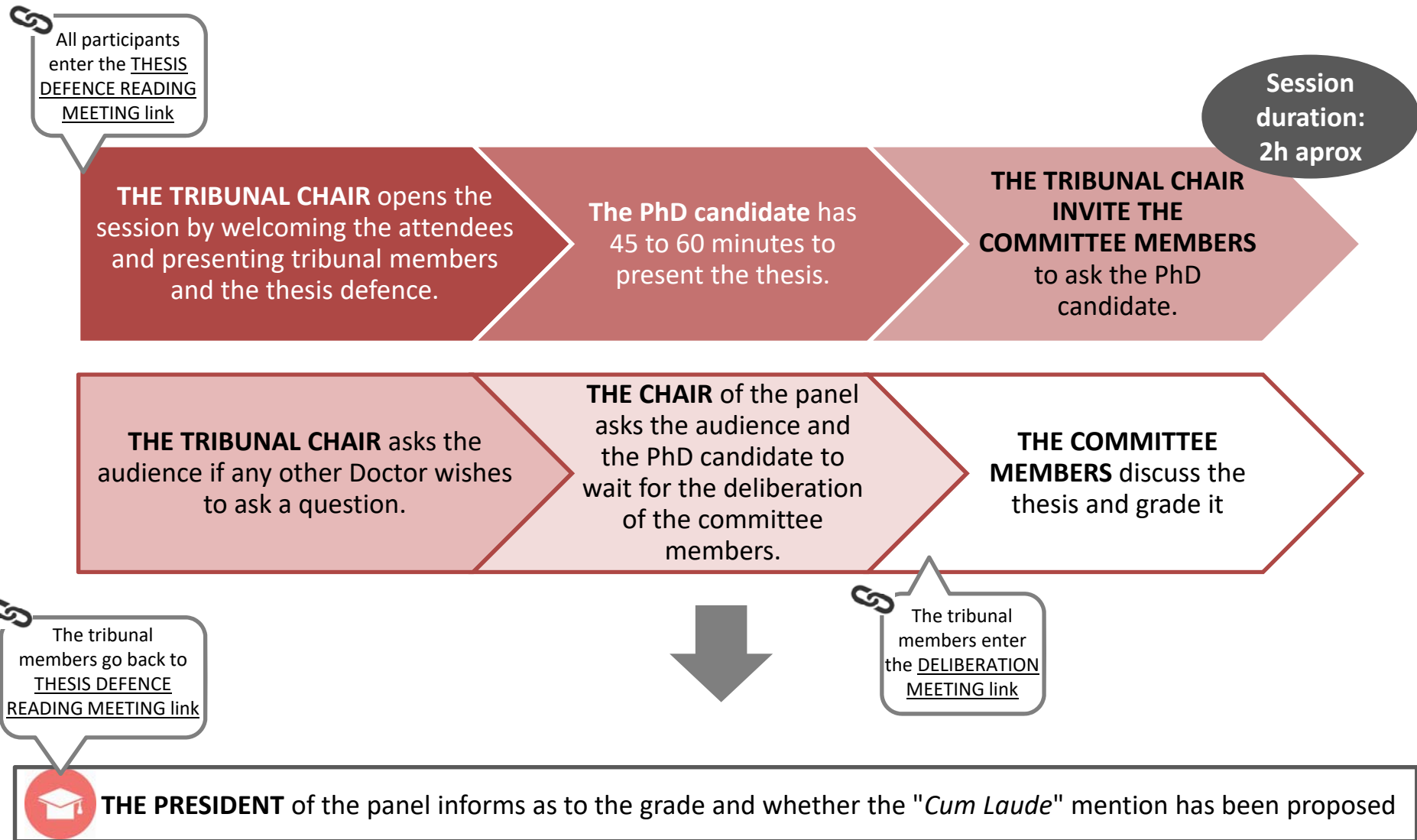
Official communication to the tribunal members

4-5 days before the thesis defence the Secretaria will send an email to the Tribunal Members with this information:

- **THE LINKS** for the thesis defense reading meeting and thesis defense deliberation meeting
- The **OFFICIAL DOCUMENTS** that the tribunal members have to fill in after the thesis defense:
 - 1 TESEO DOCUMENT
 - 2 “DOCTORAL THESIS READING”
 - 3 “REPORTS”
 - 4 SECRET VOTES FOR THE CUM LAUDE MENTION AND FOR THE EXTRAORDINARY AWARD

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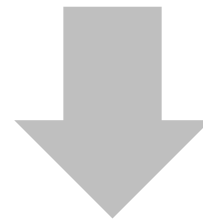
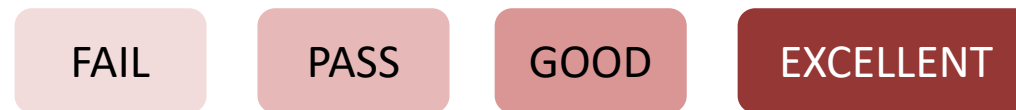
The virtual session of the thesis defence



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Possible doctoral thesis grades

Regarding the grade, the Spanish regulations establish that a doctoral thesis can be graded:



Only when a doctoral thesis is graded Excellent, the members of the committee may propose a **"CUM LAUDE MENTION"** by secret ballot.

After the defence, the Academic Committee of the Doctoral Programme is responsible for counting the votes and grading the doctoral thesis Excellent Cum Laude, if the secret ballot is unanimously in favor. The Academic Committee of the Doctoral Programme is also responsible for informing the doctoral student, the thesis supervisor and the members of the committee of the final grade within the week after the defence.

ONLINE THESIS DEFENCE PROTOCOL

After the thesis defence



One week after the thesis defence the committee members, PhD student and supervisor will receive an email with the result of the secret votes

After the email you will be able to ask for your **“Doctoral Diploma”** and the **“Thesis defence Certificate”**. Please check [PhD webpage](#)

If you have applied for the “International Doctor mention”, you will have to wait for the resolution before processing the Doctoral Diploma.

If you will need to send your PhD certificate to a foreign institution, you might also apply for a **“Degree supplementary certificate”**. This document replaces the final degree certificate and has the same legal effects ([more info](#))

More information in our website: <https://www.upf.edu/web/phd-biomedicine>