THESIS DEFENCE PROTOCOL.

INSTRUCTIONS FOR THE SECRETARY OF THE PANEL.

BLENDED (IN PERSON + VIRTUAL) THESIS DEFENCE

1) Reservation of space for thesis reading.

At UAM

Space can be reserved by writing to the following e-mail addresses:

- Philosophy: informacion.filosofia@uam.es
- Teacher Training: julian.negredo@uam.es
- Economics: reservaespacios.economicas@uam.es
- Science: reservaespacios.ciencias@uam.es
- Law: reservaespacios.derecho@uam.es
- Psychology: reservaespacios.psicologia@uam.es
- Higher Polytechnic School: reservaespacios.eps@uam.es
- Medicine: jorge.romerov@uam.es with a copy to Celia.roldan@uam.es and maria.amezcua@uam.es

Once a week, the schools will be informed (administrator mail + room reservation mail) of the scheduled theses and the rooms reserved.

For locations outside of UAM

Theses to be defended at locations external to UAM must be accompanied by a statement or certificate from the Director of the school or the Head of its Occupational Risk Prevention service guaranteeing that the room or assembly hall where the thesis is to be defended meets the required health and safety conditions and that the attendance limitations imposed by the Community of Madrid and its risk prevention service for the date when the thesis is to be defended will be respected.

The location where the thesis is to be defended must have the physical space and telecommunications system needed for the defence ready, in properly equipped rooms, with a limited number of attendees who must wear masks and respect physical distancing rules. It must also be equipped to allow other members of the panel to join by videoconference.

JITSI is the recommended application to be used for blended thesis defence situations, but the panel may choose a different platform (see Annex 1).

2) Thesis defence notification form.

The form must be submitted no later than fifteen days in advance of the date.

It is the responsibility of the Secretary of the panel to send the defence notification form indicating the date, time and place to doctorado.gestion@uam.es. This form will be published on the EDUAM website. The form and the published list of upcoming theses to be defended is
available at [this link](#). Each thesis announcement must be posted for at least one week.

3) Participation of the panel

The Secretary of the panel will confirm to EDUAM which members of the panel will be present (the Chairperson or Secretary of the panel, at least) and which ones will participate by videoconference in order to have the documents ready for the day of the defence.

4) Documentation for the Secretary of the thesis panel

EDUAM will send the documentation in docx/pdf format to the Secretary of the panel by e-mail 24-48 hours before the defence:

- reading folder
- defence procedure
- defence minutes
- appointment of the panel
- PhD with international designation (if applicable)
- consent for defence in another language (if applicable)
- documentation of the doctoral candidate’s activities
- doctoral thesis evaluation report
- payment of fees (if applicable)

5) Open session in Jitsi

- The members of the panel will log onto: [https://meet.jit.si/](https://meet.jit.si/), preferably using Google Chrome.
- The meeting will be started by the Secretary of the panel or the doctoral candidate (or the thesis supervisor) We suggest the following name format:
  “DoctoralThesisSurname1Surname2FirstName”
- The Secretary will share the link with the rest of the panel. Click GO to begin.
- The doctoral candidate may share the link with friends or colleagues but they must keep their cameras and microphones off so as not to interfere.
- The address will not be made public by EDUAM.
- More information on how to use Jitsi in Annex 3.

6) Voting on cum laude designation and extraordinary award

The EDUAM will send these two documents by e-mail to all members of the panel 24-48 hours before the defence.

Comments:

- The members of the panel will complete their votes for the *cum laude* designation and extraordinary award and send them by e-mail, from their institutional addresses, to doctorado.servicio@uam.es, no later than 3 calendar days after the defence date. Votes received after this deadline will not be accepted and the doctoral student will not be able to earn the designation. Votes cannot be changed once submitted.
- The *cum laude* designation is by unanimous votes in favour. Any blank, invalid or unsubmitted vote will prevent such unanimity from being obtained.
- On Wednesday of the week after the defence, the new doctor will be informed whether he/she has earned the *cum laude* designation.
- The votes for the extraordinary award are filed until the announcement of the Extraordinary Award is published for the academic year in which the thesis is defended.
- The student’s file will not be graded until all documentation is received and it is confirmed that there are no missing signatures nor delegated signatures.

7) **Return of the documentation after the defence.**

The Secretary of the panel is responsible for sending all documentation, duly completed and signed, to doctorado.gestion@uam.es, indicating in the subject line of the e-mail: DEFENSE DOCUMENTS SURNAME_FIRST NAME (of the candidate). No votes will be included with this e-mail, which must be sent in a separate e-mail.

8) **Digital certificate or electronic signature and handwritten signature**

- **Option 1. Electronic signature:** If all members of the panel have an electronic signature, they will sign electronically. This is the preferred option. To do so, they will forward the document to each other by e-mail and one after the other they will add their signatures. The Secretary will be the last person to sign.
  - If any member of the panel does not have an electronic signature, they can have the Secretary of the panel sign for them (as long as the Secretary has a digital signature).

Any member who needs to delegate his or her signature will send an e-mail to the Secretary of the panel with this text:

```markdown
I, NAME, SURNAME, with DNI/PASSPORT xxxxxx, chair/member of the panel of the thesis "XXXXX", presented by NAME SURNAME, declare that I do not have an electronic signature and that I DELEGATE MY SIGNATURE to the secretary of the panel for the pertinent administrative purposes.
In XXX, on the XX of XX 2020
```

The Secretary will forward the e-mail of the delegating member in pdf format, along with the rest of the documentation to doctorado.gestion@uam.es.

- If the Secretary does not have an electronic signature, he or she and any other member without an electronic signature must ask the Academic Secretary of EDUAM to sign for them by sending an e-mail to olga.fernandez@uam.es with a copy to beatriz.caro@uam.es with the following text as the body of the e-mail:

```markdown
I, NAME, SURNAME, with DNI/PASSPORT xxxxxx, chair/secretary/member of the panel of the thesis "XXXXX", presented by NAME SURNAME, declare that I do not have an electronic signature and that I DELEGATE MY SIGNATURE to the EDUAM Academic Secretary for the pertinent administrative purposes.
In XXX, on the XX of XX 2020
```

The Secretary will forward the e-mails of the delegating members, transformed into a PDF file, along with the rest of the documentation to doctorado.gestion@uam.es, indicating in the subject line of the e-mail: DEFENSE DOCUMENTS SURNAME_FIRST
NAME (of the candidate).

- **Option 2. Handwritten signature:** If a member participating by videoconference does not have an electronic signature or does not wish to use it, that member may have the Secretary sign for them and the rest of the panel may sign the minutes and the rest of the documents in handwriting. The delegation of the signature of an absent member must be attached to the documentation.

**Comments regarding signatures**

- Electronic and handwritten signatures cannot be mixed in the same document.
- Using an image of the signature is **never** allowed.
- A delegated signature cannot be re-delegated. Therefore, it cannot be delegated to the Secretary if he/she does not have an electronic signature or is not going to sign in handwriting.
- All documents must be signed with a digital certificate if they are not handwritten.