

The exceptional procedure for the deposit of doctoral theses as a result of the measures adopted to combat COVID-19

In view of the provisions of Royal Decree 463/2020 of 14 March, which decreed a state of alarm as a result of the exceptional circumstances resulting from the COVID-19 crisis, as well as the Resolution of the Vice-Chancellor of Universidad Autónoma de Madrid (UAM) of 17 April on the suspension of deadlines and on measures for regulating and directing the processing and defense of doctoral theses during the period when Royal Decree 463/2020 of 14 March is applicable, the Doctoral School of Universidad Autónoma de Madrid (EDUAM) has established the following exceptional procedure for the deposit of doctoral theses. This procedure will cease to be valid as soon as the exceptional measures that justify it are lifted.

Procedure for registering doctoral theses online:

1. The doctoral candidate must send all the documentation (copy of the doctoral thesis, document certifying the doctoral candidate's studies, proposed thesis committee, etc.) via e-mail to the Doctoral Program Coordinator for approval by the Academic Committee for the Doctoral Program.
2. Once approval has been obtained from the Academic Committee, the doctoral candidate must send the thesis and the other documents in digital format to the e-mail doctorado.gestion@uam.es indicating in the subject heading: "SURNAME(S)_NAME_DEPÓSITO_TESIS_DOCTORAL"
 - a. No hard copy of any document is required.
 - b. If the size of the documents prevents them from being sent by e-mail, one of the following tools must be used:
 - i. [UAM S.E.G.A.](#)
 - ii. [UAM OneDrive](#)
 - c. The date of the e-mail will be considered the date of registration.
 - d. The documents must be in PDF format.
 - e. The thesis must be signed and blocked by the thesis supervisor, thesis tutor or the coordinator of the doctoral program. This copy will be considered the original.
 - f. The doctoral candidate must expressly declare his or her agreement that there will be no suspension of administrative deadlines, in accordance with the exception established under point 3 of the Third Additional Provision of Royal Decree 463/2020 of 14 March, declaring the state of alarm to manage the health crisis triggered by COVID-19.
3. Once the doctoral thesis has been received, the validity of all the documents will be checked. If there are any errors, the doctoral candidate will be notified by e-mail, in accordance with the normal procedures, also notifying him or her of the deadline for

rectifying the errors. The doctoral candidate must send the corrected documents by e-mail.

4. EDUAM will publish a notice on its website of the start of the period of public availability of the thesis once checked that all the documentation is correct. During the period of online public availability, anyone interested in examining the content of the thesis must apply by e-mail to EDUAM. The applications received will be dealt with online.
5. EDUAM's Committee for the Defense and Equivalence of Doctoral Theses will initiate the procedures using online means, for which a permanent meeting of this Committee will be called.
6. The doctoral candidates who registered their theses in February/March and whose theses were **pending approval by the Committee for the Equivalence and Defense of Theses** on 25 March must follow this procedure starting from point 2 if they have already received approval from the academic committee of their doctoral program.
7. The doctoral candidates who **have not received an answer from the Academic Committee** must contact the program coordinator, who will indicate what the situation of their thesis is and what they can do to speed up the procedure. The doctoral candidate has the possibility of making use of this procedure.
8. The decision of the Committee for the Equivalence and Defense of Theses will be notified by e-mail following the usual procedure.