

Completion of the Doctoral Thesis Authorization Academic Commission Deposit of the Doctoral Thesis

After the publication in BOUAM of the Doctoral Management Procedures Regulation

The date of completion of the thesis that appears in Sigma takes as a reference the deadline for applying for authorization to the academic committee for its deposit and subsequent defense.

Application for deposit authorization

Once the writing of the doctoral thesis has been completed and, before the deadline for completion of the thesis (which appears in Third Cycle Sigma):

The Doctoral student must:

1. Upload to Sigma (Third Cycle/Research Plan tab):

- The **thesis file in open electronic format** (which must be subsequently validated/accepted by the tutor), in accordance with EDUAM guidelines, both general (e.g. no signatures, common cover page information...) and programme-specific. File name: *ApellidosNombre_Tesis.pdf*
- Extract the fingerprint of the thesis document (will be needed later)-
- **Personalized activities document**. File name: *(ApellidosNombre_DAD.pdf)*.
- **Final thesis report** (if it has not been previously uploaded for the evaluation of the tutoring in which you are enrolled), which must be validated/accepted by the director/tutor *(ApellidosNombre_InformeFinal.pdf)*.
- A **proposal of the thesis evaluation panel** for ratification (or not) by the Academic Committee *(Apellidos_Nombre_PropuestaTribunal)*.
- If there is more than one member of the panel from outside the Region of Madrid, the proposal will be accompanied by a co-funding commitment *(Apellidos_Nombre_Cofinanciación.pdf)*.
- The **additional complementary documents** established by the current UAM procedures for theses presented as a compendium of publications, theses written in languages other than the official languages of the UAM, with an international doctorate mention, industrial doctorate mention, doctoral thesis co-supervision, or theses affected by confidentiality/data protection processes.

2. **Submit by registration** at the Registry located at the Doctoral School (Cantoblanco campus), at the General Registry of the UAM (Rectorate Building) or through the Common Electronic Registry of the General State Administration, the **form for authorization of deposit and defense** *(ApellidosNombre_Solicitud_AutorizaciónDeposito_CA)* after being signed by the director(s) and tutor(s), expressly endorsing its presentation for public defense. This form includes the digital fingerprint of the thesis uploaded to Sigma.

If you have not evaluated the last registered tutoring, you must request the early evaluation of this on the same form.

The application (by registration) must be accompanied by the following documents:

- Abstract (and keywords) of the PhD Thesis (in Spanish and English) *(Apellidos_Nombre_Resumen.pdf)*
- Declaration of Ethical Commitment and Originality *(Apellidos_Nombre_CompromisoEtico.pdf)*
- Form concerning the assignment of rights for the dissemination of the thesis in open access *(Apellidos_Nombre_CesionDerechos.pdf)*

The Supervisor(s) and/or Tutor(s) must:

1. Upload to Sigma (Director's report tab) the final report *(ApellidosNombre_InformeFinalDirector(1a3).pdf)* of each of the directors of the doctoral thesis, explaining the results of the assessment of the thesis (if it has not been previously uploaded for the ordinary assessment of the supervision). In the case of doctoral students not linked to the doctoral programme, the persons supervising the thesis must send it to the student's tutor, who must ratify and upload this/these final report(s) of the thesis to sigma.
2. Validate (select date of acceptance) the thesis and the student's final report (if it has not been validated before).
3. Sign the application for deposit authorization (point 2, doctoral student), endorsing the defense.

Resolution of the application for deposit authorization

Once the application for deposit authorization and subsequent defense of the doctoral thesis has been received at the EDUAM registry, **the EDUAM Thesis Management Unit (UGED)**:

- Once the documentation has been validated, the application will be sent to the coordination of the doctoral programme.
- If early assessment is requested, it will generate the corresponding report.

The Academic Committee of the PhD Programme will assess the documentation uploaded to Sigma and:

- Evaluate the supervision in advance, if this has been requested.
- Evaluate the doctoral thesis according to the specific criteria foreseen in each programme, and may request modifications to be made, necessary for authorisation.
- It will assess the proposal for the examining board submitted to Sigma.

As a result of the evaluation by the Academic Committee, and on its behalf, **the coordinator**:

- Uploads to Sigma the report with the result of the tutelage assessment.
- Signs the application authorising (or not) the deposit.
- Signs the selection board proposal.
- Sends these two signed documents to the UGED of the EDUAM.

Once this documentation has been received, the **UGED**:

- Validates the selection board proposal.
- **Informs the PhD student** of the result of his/her application, so that (if it is favourable) he/she can apply for the deposit.
- Introduces the grade of the assessed supervision (if applicable) and closes the report.

The **PhD student** completes the procedure, requesting the deposit of the thesis.

Deposit

The PhD student must send to the UGED the application form for the deposit and authorization for the defense of the thesis (by the CEDT).

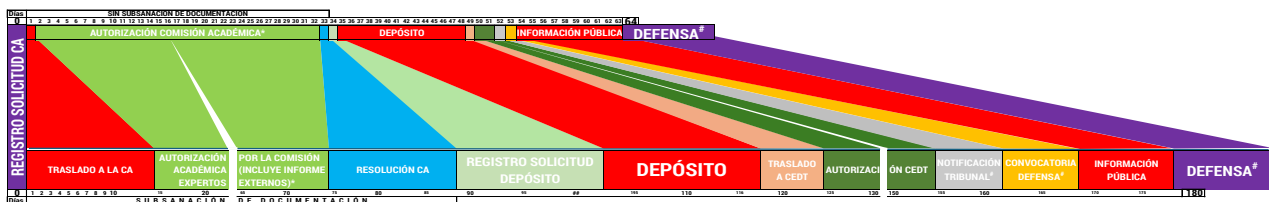
The application for the deposit of the doctoral thesis (*ApellidosNombre_Solicitud_Deposito_AutorizaciónDefensa_CEDT*) must be submitted as an attachment by email to doctorado.gestion@uam.es (in response to the email received from this address informing of the deposit).

From the Deposit to the Defense of the thesis

Once the application for deposit has been received, the **UGED** will

- Will process the registration for the Thesis Defense, sending the payment note to the doctoral student.
- Download from Sigma Tercer Ciclo the Thesis authorized by the Academic Committee, and, after checking the digital fingerprint, announce its deposit on the EDUAM website, for restricted consultation by the university community.
- After 10 working days with the thesis deposited, it will give access to the thesis, the Activities Document and the Proposal of the Examining Board to the members of the Thesis Equivalence and Defense Committee (CEDT). Likewise, the CEDT will receive the allegations registered by the university community.
- Once the CEDT approves the defense and appoints the tribunal, it will record the members of the tribunal in Sigma, and the president of the CEDT (Director of the EDUAM) will sign the appointment.
- Inform the doctoral student, director, members of the panel and the programme coordinator of the result of the application.
- The committee members will be given access to the online consultation of the documentation (doctoral thesis, DAD, external experts' reports).

Within six months of the appointment of the examining board, all the participants set the date and place of the thesis defence; the secretary of the examining board fills in the form with the announcement and sends it, at least 8 working days in advance, to doctorado.gestion@uam.es, with a copy to the interested parties, for publication on the website.



* El plazo máximo para la resolver la solicitud de autorización del depósito es de 2 meses. Si como resultado de la evaluación hay que modificar la tesis, este periodo puede prolongarse un mes adicional.
 # El plazo máximo desde que se produce la notificación de la autorización de la defensa hasta que se produzca esta es de 6 meses

The duration of the different stages depends on many factors: number of theses deposited at the same time, the number of theses deposited at the same time, the number of documents to be corrected, presentation of allegations, availability of external experts, CEDT for the evaluation, sending of the form by the secretary of the panel, etc.; the minimum (top) and reasonable/maximum (bottom) times for each of the stages are shown.