

Dear committee member,

First of all, we want to thank you for your participation in this process of the evaluation of the doctoral thesis.

Here are some indications (in the form of a checklist) to take into account for this process:

#### **1.- Opening of the defence session**

- The presence of the doctoral student and all members of the tribunal (in person or virtually) is confirmed.
- The President will open the session and will introduce the members of the committee and the doctoral student. He/She will then give the floor to the Secretary
- The Secretary will read the Spanish legislation corresponding to the defence procedure (see annex).
- The President will give the floor to the doctoral student, and, in the case of sessions with on-line participants, will ask the participants to turn off their microphones so as not to interfere with the presentation.

#### **2.- Defence**

- The doctoral student presents his/her dissertation
- After the presentation, the president will coordinate the round of questions and discussion between the doctoral student and the members of the committee.
- After the round of questions, the president open the session to the doctors present (in person or on-line).

#### **3.- Committee Deliberation and Evaluation of the Candidate**

- After the round of questions and discussion, the president will ask the attendees to leave the room for the committee's deliberation (in the case of an on-line defence, the deliberation will be done in a private virtual space or another similar solution that guarantees the privacy of the committee).
- The members of the committee will complete the evaluation of the transferable skills of the doctoral student using the link received in the email with the scheduling details (*please keep this email for the day of the defence and in case of problems with this link, contact the Doctoral School by email [escueladoctorado@upv.es](mailto:escueladoctorado@upv.es)*).
- The members of the committee will agree on a qualification for the thesis

#### **4.- Generation of the defence minutes (by the Secretary)**

- The Secretary, through the same link mentioned above, will complete the necessary fields for the generation of the certificate, including the agreed qualification.  
*The minutes can only be validated if all members have completed the transferable skills assessment.*

- Once this information is completed, the Secretary must:

a) Save (the data is recorded)

*NOTE: in this step you only have to 'Save' the file, please DO NOT CLICK on the 'Save and Finish' option*

b) Generate the PDF document of the minutes (by clicking on the option “contents of the minutes”)



c) Sign the document of the minutes with an electronic signature. If you do not have an electronic signature, you must print the document, sign it, and scan it again.

d) Send a signed copy of the PDF document to the Doctoral School: [escueladoctorado@upv.es](mailto:escueladoctorado@upv.es).

e) Save and Finish (the minutes are validated and closed)

#### 5.- Voting for Cum Laude and the proposal for the Extraordinary Prize

- In the case that the grade given to the thesis is “Excellent”, and once the defence minutes is finalized, the three members of the committee will receive an email with a new link, so that they can vote whether or not to award the thesis the Cum Laude distinction and whether or not they propose the thesis for an Extraordinary Prize.

*Remember a vote, positive or negative, is required for both proposals. Abstentions are not allowed. The thesis evaluation process cannot be concluded until the three members of the committee have confirmed their votes.*

#### NOTE:

*The entire evaluation and defence process is designed to be completed by the committee members electronically. In the event that, due to technical problems, this is not possible, the equivalent forms can be downloaded through the following link:*

<http://www.upv.es/entidades/EDOCTORADO/info/1172838normali.html>

*Once these forms have been filled in, they should be sent to the Doctoral School at [escueladoctorado@upv.es](mailto:escueladoctorado@upv.es).*

Should you have any questions about the process, please do not hesitate to contact us.

Kind regards,

Doctoral School

**ANEXO:**

Una vez el Presidente del Tribunal declara abierta la sesión de defensa de la tesis, el Secretario dará lectura a los *apartado 4º y 7º del Artículo 14. "Evaluación y defensa de la tesis doctoral"* del *Real Decreto 99/2011 que regula las enseñanzas oficiales de doctorado:*

***Apartado 4º:***

*La tesis doctoral se evaluará en el acto de defensa que tendrá lugar en sesión pública y consistirá en la exposición y defensa por el doctorando del trabajo de investigación elaborado ante los miembros del tribunal. Los doctores presentes en el acto público podrán formular cuestiones en el momento y forma que señale el presidente del tribunal.*

***Apartado 7º:***

*El tribunal emitirá un informe y la calificación global concedida a la tesis de acuerdo con la siguiente escala: No apto, aprobado, notable y sobresaliente.*

*El tribunal podrá otorgar la mención de cum laude si la calificación global es de sobresaliente y se emite en tal sentido el voto secreto positivo por unanimidad.*

*La Universidad habilitará los mecanismos precisos para la materialización de la concesión final de dicha mención garantizando que el escrutinio de los votos para dicha concesión se realice en sesión diferente de la correspondiente a la de defensa de la tesis doctoral.*