



Universidad de Granada



**INFORMATION REGARDING SUBMISSION AND AUTHORIZATION OF A  
DOCTORAL THESIS AT THE UNIVERSITY OF GRANADA**  
**Doctoral programmes under the auspices of Royal Decrees RD1393/2007  
and RD99/2011**  
**(document revised 16/06/2014)**

**1.- Please check that:**

1. You are enrolled in the current academic year and have paid the corresponding fees.
2. Your academic record includes:
  - a. The doctoral programme on which you are enrolled.
  - b. The title of your doctoral thesis.
  - c. The name of your thesis director(s).

These details can be consulted via the University of Granada's e-administration tool for students. Should you detect any errors you must get in touch immediately with the International School for Postgraduate Studies at [epdoctorado@ugr.es](mailto:epdoctorado@ugr.es).

You should remember that the final deadline for defending the thesis the thesis under Royal Decree RD99/2011 for students enrolled on doctoral programmes under Royal Decree RD1393/2007 is 11-02-2016 (first transitional provision of Royal Decree RD99/2011) in the case of enrolling prior to 11-02-2011, or 30-09-2017 (second transitional provision of RD99/2011) in the case of enrolling between 12-02-2011 and 31-05-2013.

**2.- Seek the authorization of the Academic Commission of your Doctoral Programme to present your dissertation**

You must present the following documentation at the **International School for Postgraduate Studies** (during term-time):

**A) In hard copy:**

1. A copy of the dissertation.
2. Request for approval to submit the doctoral thesis.
3. Written commitment to respect copyright, presented within the copy of the dissertation, using the template available on the website of the International School for Postgraduate Studies.
4. Authorization of the thesis director(s) to present the thesis.
5. Proposal of the examining board and the report on compliance with the requirements for members of the examining board. See section 4.2.

6. At least one original publication of which the doctoral candidate is the author that includes some of the results of the dissertation. In the case of the manuscript being accepted but not yet published, you must attach a letter from the editor confirming the title and author(s) of the work. In all cases you must include quality indicators for the publication<sup>1</sup>.
7. Summary of the thesis to be included in the doctoral thesis database (TESEO). See section 4.1 for more details on how to prepare this.
8. The doctoral candidate's CV.

Documents 2–5 can be downloaded from the website of the International School for Postgraduate Studies:

[http://escuelaposgrado.ugr.es/doctorado/tramites\\_administrativos\\_alumnos\\_doctorado/defensa\\_tesis](http://escuelaposgrado.ugr.es/doctorado/tramites_administrativos_alumnos_doctorado/defensa_tesis)

**B) Electronically:**

- A copy of the doctoral thesis itself (to be placed with the University of Granada library), in PDF format and as one single document.
- A second copy of the thesis along with the other documentation requested by the International School for Postgraduate Studies, again in PDF format.

In the following cases, additional documentation will be necessary:

If the thesis is being presented as a **collection of papers**:

1. A report completed by the thesis director outlining the suitability of this form of presentation.
2. Written approval of the co-authors of the works in question (should this be the case) to present them as part of the dissertation.
3. Agreement on the part of those co-authors who are not Doctors to not present these same works as part of any other doctoral thesis.
4. Quality indicators for each of the publications included in the thesis document.

Please note: in this kind of format candidates are not required to provide document 6 as listed above (publication). However, it is important to demonstrate the quality indicators for each of the publications contained within the thesis document.

If the candidate wishes to apply for a **International Doctorate Award**:

1. Application for Doctorate with International Award.
2. Formal accreditation for the international stay.
3. Reports from two expert Doctors from a non-Spanish Higher Education Institution or research institute, following the template available via the website of the International School for Postgraduate Studies. Experts shall comply with the same requirements as the members of the examining Board are required (the documentation to be attached).

All of the information regarding **the International Award** and required documentation can be found by clicking on the following link:

<http://escuelaposgrado.ugr.es/pages/internacional/mencioninternacional/mencion>

In case of **PhD co-tutelle** remember that when the defense is to be delivered in the foreign university, the doctoral candidates must also be enrolled at the University of Granada and fulfil all the associated

---

<sup>1</sup> The publication must be included as a separate document and NOT presented within the dissertation itself.

deadlines and procedures prior to the defense itself, as laid out in the University of Granada's regulations. For more information:

<http://escuelaposgrado.ugr.es/pages/internacional/cotutela-internacional-de-la-tesis-doctoral/cotutela>

### **3.- Check, and make sure you are fully aware of, all of the deadlines and procedures for your documentation.**

The documentation you must submit will be processed via the following steps prior to final approval:

1. **International School for Postgraduate Studies:** Will go through all the information relating to the dissertation and check that it matches the details contained within the candidate's academic record. Should any content be missing or require attention, the candidate will be given 10 days to resolve the matter.
2. **The doctoral thesis is made publicly available.** Once the requirements for submitting the thesis have been fulfilled, it will be made publicly available for 15 days. The International School for Postgraduate Studies will make the dissertation available:
  - a. Electronically, via the website of the University of Granada.
  - b. In printed format at the International School for Postgraduate Studies.

Doctors may make any observations they deem necessary regarding the content of the thesis, to the International School for Postgraduate Studies. If no such observations are received, the candidate may proceed to the thesis' defense.

3. **Academic Commission of the Doctoral Programme:**
  - a. Should it detect any faults, the documentation will be returned to the International School for Postgraduate Studies and the candidate will be asked to take the necessary corrective action.
  - b. If the documentation meets with the approval of the Commission, it will be passed to the Management Committee of the relevant Doctoral School.

Meetings of the Academic Commission of the Doctoral Programme can be consulted via the Programme website.

4. **Management Committee of the Doctoral School:**
  - a. Should it detect any faults, the documentation will be returned to the International School for Postgraduate Studies and the candidate will be asked to take the necessary corrective action.
  - b. If the documentation meets with the approval of the Committee, the candidate will be notified of their favourable decision.

Meetings of the Management Committees of each of the Doctoral Schools can be consulted via the website of the International School for Postgraduate Studies:

<http://escuelaposgrado.ugr.es/doctorado/escuelasdoctorado/>

5. **Notification of the decision:** The decision of the Management Committee of the Doctoral School, includes the deposit approval and the final board of examination, will be communicated to the candidate, the thesis director(s), the coordinator of the doctoral programme and the thesis commission secretary within 48 hours of the Committee having met.
6. **Communication by the thesis commission secretary to the International School for Postgraduate Studies:** Once the secretary has been informed about his/her designation as such by the Management Committee of the Doctoral School, he/she has to communicate via email the date for the thesis defense, at least 15 days in advance and always in term-time. This

fortnight may overlap with the period during which the dissertation is made publicly available for comment. However, should any issues be raised regarding the thesis during this time, the defense will not be held on the planned date.

7. **Communication by the thesis commission secretary to the university community:** It is mandatory that the defense takes place within three months of the point at which approval was given. Should this not be the case, the entire submission procedure must be repeated from the beginning. The thesis commission secretary must communicate via email to the university community the defense, using the following address: [noticias@listas.ugr.es](mailto:noticias@listas.ugr.es).

#### **4.- Other relevant information**

##### **4.1.- The doctoral thesis database (TESEO)**

Once the dissertation is approved, it will need to be entered into the Ministry of Education and Science doctoral thesis database, and a document must be completed for this purpose.

<http://www.educacion.es/teseo>

A key element of the data required for the database is a summary of the dissertation, and this is to be submitted in advance in order for it to be checked. This summary must be presented in PDF file format, together with the other necessary thesis-related documents. It is essential that the summary be correctly written as the TESEO database administrators have the authority to reject inappropriate submissions, which will delay the processing of the title of Doctor itself. The following guidelines from TESEO administrators may help when preparing the summary:

“The summary is a short presentation of the dissertation, which is expected to be suitably developed so as to be effective and of sufficient length to explain the argument of the doctoral thesis. One criterion that may be useful as a guideline is that the summary should include an introduction (motive for the thesis), theoretical development, conclusion and bibliography. By following this recommendation the summary will fulfil the requirements for an effective database, offering the public a well-ordered and comprehensive presentation of the doctoral candidate.

By observing this approach, TESEO users will help to build an information system for consulting the theses developed within State universities capable of producing a highly efficient and effective database.”

In short, this summary enables users wishing to consult TESEO to form a clear idea of the research behind the thesis and the results achieved. It is recommended, although not mandatory, that the summary be presented in both Spanish and English. It must have the approval of the thesis director(s), clearly stated within the document itself.

Once the thesis is approved, the student will complete their own information in TESEO and provide the appropriate summary.

##### **4.2.- Proposal of the Examining Board**

Among the previous required documentation, the candidate must submit a proposal of examining board which will be evaluated by the Academic Commission of the Doctoral Programme in question. The proposal must be made by at least seven experts in the subject. A brief report on the compliance with the requirements for members of the examining board of each expert must be completed indicating the number of six-year research merits (CNEAI-accredited) in the case of teaching staff with civil servant status. In the case of any member of the Board not being able to request CNEAI-accredited six-year research merits, equivalent merits must be included in the documentation (for further information please refer to:

[http://escuelaposgrado.ugr.es/doctorado/consejo\\_asesor\\_doctorado/acuerdo2012509](http://escuelaposgrado.ugr.es/doctorado/consejo_asesor_doctorado/acuerdo2012509)).

The thesis commission will comprise three members external to the University of Granada who are not associated with the doctoral programme on which the candidate is enrolled. With regard to the other two members, the Commission Secretary must hold a permanent teaching position at the University of Granada, and the other member must be either a lecturer at the University of Granada or an external lecturer from another university who is a member of the doctoral programme on which the candidate is enrolled. For budgetary purposes the university management will finance a maximum of three members of the Commission, within the established limits.

In the case of theses presented within the framework of international joint doctorate agreements with foreign universities, the composition of the Commission will reflect the approach specified in the agreement in question. For more information on such theses, please consult the following link:

<http://escuelaposgrado.ugr.es/pages/internacional/cotutela-internacional-de-la-tesis-doctoral/cotutela>

Should the candidate wish to apply for the international mention, it is essential that at least one expert from a non-Spanish Higher Education institution or research centre be a member of the Commission. This member must hold the title of Doctor and must be other than the person responsible for the candidate's stay and the signatories of the reports.