



Universidad
Zaragoza

UNIVERSITY OF ZARAGOZA

**DOCTORAL STUDIES: ADMISSION
TO THE DOCTORAL THESIS
PROCEDURE**

Stamp Authorised

PLEASE READ THE INSTRUCTIONS

MUST BE COMPLETED IN TYPED OR COMPUTER FORMAT

CANDIDATE: PERSONAL INFORMATION

SURNAME(S) AND NAME: _____
 DNI/PASSPORT: _____ EIN: _____ NATIONALITY: _____
 ADDRESS: T. _____ P.C.: _____ TOWN: _____
 TEL. No.: _____ E-MAIL: _____

CANDIDATE: ACADEMIC INFORMATION

Doctoral Programme: _____
 Academic office for the programme: _____
 Thesis linked to Department/Institute: _____

 Thesis director(s): _____

 Thesis title: _____

 Language of the thesis: _____ Language to defend the thesis: _____
 (1) Expected thesis reading date: _____

(2) Complete as appropriate and attach the corresponding documents: Thesis
 under joint supervision with: _____
 University for the reading: _____ Country: _____

Thesis with International Major in title (attach form): YES NO
 Thesis for compendium of publications (attach form): YES NO
 Publication of thesis (attach form mod-TUZ-1 for all cases):
 Request deferment YES NO
 Request thesis with protected content (attach mod-CP-1) YES NO

Zaragoza, on _____ 20____

Signed:.....

ADMISSION TO BE PROCESSED

The Doctoral Programme's Academic Commission: _____
 in its meeting on _____ agreed to admit proceedings for the present doctoral thesis,
 having reviewed all documents, including the PDF of the thesis.
 _____ In _____, on _____ 20____

THE PROGRAMME COORDINATOR

Stamp

Signe

APPLICABLE LEGISLATION

1. Articles 13, 14 and 15 of RD 99/2011, dated 28 January (BOE, 10 February), which regulates official doctoral tuition.
2. Resolution of the University of Zaragoza Governance Council dated 20/12/2013, which approved the "Regulation on Doctoral Theses".
3. Instruction on open publication of doctoral theses in the University of Zaragoza institutional archive. Approved by the Governing Board on 30/05/2017 (BOUZ 10/01/2014)

PROCESSING THE THESIS (TITLE II BOUZ 10/01/2014)

Article 2: Filing the thesis

1. With the thesis complete and the corresponding report written, the candidate will file two copies of the thesis with the University Register addressed to the Academic Commission responsible for the doctoral programme (who will also receive an e-copy of the thesis).
2. The favourable report from the thesis director(s) will accompany the filed copies.

Article 3: Admission to thesis processing

1. The Academic Commission responsible for the doctoral programme will decide whether to admit the doctoral thesis for processing within ten academic days. Consideration will be given to the contribution to knowledge in the field in which the work is undertaken, as well as the quality of writing and presentation. Recourse may be made to outside experts.

Should admission be denied, the decision will be reasoned, and the candidate and the thesis director(s) informed. These may then present arguments before the Doctoral Commission within a period of seven academic days. The Commission will make a reasoned decision within the following seven academic days.

2. Once admitted to processing, the Academic Commission responsible for the doctoral programme will send the School for Doctoral Studies one of the two copies filed and the e-copy together with the documents detailed in article 2.2 and a proposed tribunal.

The proposal will include the required number of experts in the subject who, having met the requirements specified in article 8 of the present regulation, are permitted to comprise the tribunal. It will indicate who should be president, secretary, spokesperson and first and second alternates, in addition to reference to the minimum two publications by each of them directly or very closely related to the thesis subject matter. The alternates may, in any case, take the roles of president, secretary or spokespersons.

Article 4: Public viewing

1. Once the administrative section of the School for Doctoral Studies has been informed of the admission to processing, they shall announce the filing and admission of the thesis online.
2. From this date, there will be a period of ten academic days of public viewing, so that any doctor may send the School of Doctoral Studies any pertinent observations about the content thereof.

Article 5: Authorisation of defence

1. The Permanent Commission for the School of Doctoral Studies Management Committee will authorise the defence of the thesis if no observations have been received during the period of public viewing and the proposed tribunal meets the quality requirements established in this regulation. If observations are received, the thesis will be sent to the Doctoral Commission for a decision on whether to authorise a defence.
2. The Doctoral Commission will examine the documents received and the observations sent during the public viewing period. It may also avail itself of whatever ex officio extra information necessary.
3. The decision on whether to accept or deny authorisation must be reached within thirty academic days starting from the date upon which the period of public viewing concluded.
4. Should authorisation be denied, the decision must be reasoned and the candidate, thesis director(s) and Academic Commission responsible for the doctoral programme informed.
5. Faced with a decision that denies authorisation, the candidate and the thesis director(s) may present arguments before the Doctoral Commission within a period of seven academic days. The Commission will make a reasoned decision within the following seven academic days.

Article 6: Submission of copies

1. With authorisation given, the candidate will present five to seven copies (as appropriate) of their doctoral thesis and an equal number of copies of their researcher's résumés in the office of the Academic Commission responsible for the doctoral programme.

Article 7: Tribunal documents

1. The copies of the thesis and résumé will be sent to the members of the tribunal by the Academic Commission responsible for the doctoral programme sufficiently in advance of the defence of the thesis.
2. The tribunal evaluating the thesis will have the doctoral candidate's activities document as a complementary assessment tool, as detailed in article 14.3 of RD 99/2011.

INSTRUCTIONS FOR COMPLETING THE ADMISSION TO THE DOCTORAL THESIS PROCEDURE FORM

A provisional date, conditional on the Doctoral Commission approving all the formalities, will be set that will be over two months from the date upon which admission to the proceedings is requested. These periods may be suspended out of term time.

- (1) See conditions for: [Joint Supervision](#), [International Major in the doctoral qualification](#), [thesis for publication compendium](#) and instructions on open publication of the thesis in:

<https://escueladoctorado.unizar.es/es/tesis-doctorales>

<https://escueladoctorado.unizar.es/sites/escueladoctorado.unizar.es/files/users/docto/tesis-abierto-1.pdf>

INFORMATION FOR THE DOCTORAL CANDIDATE

To pursue this request, you must be registered at UZ as a doctoral student and have formalised your enrolment, be up-to-date with payment and have a positive qualification in the year's academic tutelage for the doctorate.

Once the defence of the thesis has been authorised, the Section at the School of Doctoral Studies will send the candidate all necessary documents, so this latter may pay the tax corresponding to the doctoral thesis exam, based on the amount annually included in the Public Prices Decree.