

**DOCTORAL COURSES
PROPOSAL & DESIGNATION
OF A THESIS TRIBUNAL**

Resolution dated 20/12/2013 Governance Council (BOUZ 10/01/2014) p. 1

(Stamp Authorised Register)

PLEASE READ THE INSTRUCTIONS
MUST BE COMPLETED IN TYPED OR COMPUTER FORMAT
DETAILS OF THE DOCTORAL THESIS

CANDIDATE SURNAME(S) & NAME _____

DNI / PASSPORT _____ ADDRESS: _____

Post Code: _____ TOWN: _____ Tel. No.: _____ E-mail: _____

TITLE OF THE DOCTORAL THESIS _____

THESIS DIRECTOR(S): _____

PROPOSED TRIBUNAL

Position	Surname(s) and Name	From University or Research Centre	Accepted by D.C.
<i>President</i>			
	<i>TIN:</i>		
<i>Secretary</i>			
	<i>TIN:</i>		
<i>Spokesperson</i>			
	<i>TIN:</i>		
<i>Alternate 1</i>			
	<i>TIN:</i>		
<i>Alternate 2</i>			
	<i>TIN:</i>		

In its session on _____, the doctoral programme's Academic Commission approved the proposal of this doctoral thesis Tribunal to the Doctoral Commission.

In _____, 20.....

THE PROGRAMME COORDINATOR

stamp

Signed.:

DECISION OF THE PERMANENT COMMISSION OF THE STEERING COMMITTEE AT THE SCHOOL OF DOCTORAL

Given all the documents received, the Permanent Commission of the Steering Committee at the School of Doctoral Studies has agreed to authorise the defence of the doctoral thesis and designate the members of the Tribunal proposed in the preceding section, moving to appoint them.

Zaragoza, 20.....

THE DIRECTOR / SECRETARY OF THE SCHOOL OF DOCTORAL STUDIES

stamp

Signed.:

TERTIARY COURSES
REPORT ON THE SUITABILITY
OF THE MEMBERS OF THE THESIS TRIBUNAL

RD 99/2011

p. 2

Surname(s) and name of the proposed Tribunal member	Academic category in the centre where they work	Proposed role in the Tribunal (P, S, Sp, A 1, A 2) <p style="text-align: center;">P</p>	
Thesis reading or doctor qualification issuing date	University awarding doctor qualification	Branch & Field of Knowledge	
University / Research Centre & Faculty / Centre / Department where working			
Full address for notifications: C/, Avda., Pza., No.	Town	Post Code	E-mail:
	Region	Contact No.	

The aforementioned Doctor:

- Has at least one research activity period recognised by the CNEAI
- Has had their research experience recognised previously by the Doctoral Commission.
- Requests the Doctoral Commission recognises their research experience ([see recognition criteria](#)), for which they cite the following contributions (2):

Reference (authors, title, journal, year, pages)	DB	FI	Q
1.			
2.			
3.			
4.			
5.			

Similar publications: authors, title, journal, year, pages, DB, FI, Q

(complete for each case)

1.

2.

(add as many pages as deemed necessary)

(1) For those members of the thesis tribunal whose qualification as a doctor has been obtained at a foreign university: please indicate the date of the reading of the thesis or the issuing of said qualification.

(2) The following need to be given for publications: DB: database (*); FI: impact factor; Q: quadrille.

*Indispensable: JCR in Health Sciences & Sciences; preferred in Engineering & Architecture.

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APPLICABLE LEGISLATION

1.-Articles 13, 14 and 15 of RD 99/2011, dated 28 January (BOE, 10 February), which regulates official doctoral tuition.

Article 14.7 (modified by the second article in R.D. 534/2013, dated 12 July) (BOE 13/07/2013)

The tribunal will issue a report and the overall mark given to the thesis, as per the following scale: 'Fail' / 'Pass' / 'Good' / 'Excellent'.

The tribunal may award a "cum laude" if the overall mark is 'excellent' and the secret vote held is unanimously in favour.

The University will activate the necessary mechanisms to materialise the granting of said award, guaranteeing that the votes for the award are closely scrutinised in a session not corresponding to the defence of the doctoral thesis.

2.-Title III of the Resolution dated 20/12/2013, from the University of Zaragoza Governance Council, on the 'Regulation on Doctoral Theses' (BOUZ 10/01/2014), transcribed below.

Full text in: <https://escueladoctorado.unizar.es/es/normativa-general>

THESIS EVALUATION TRIBUNAL

Article 8: Composition of the tribunal

1. The thesis evaluation tribunal comprises three full members and two alternates. When the subject matter of the thesis requires it, the director of the thesis may reasonably request the Academic Commission responsible for the doctoral programme appoint an evaluation tribunal comprising five members and two alternates that must be authorized by the Doctorate Commission.
2. All members of the tribunal must be qualified doctors and have certified research experience (under the conditions established in article 1.2) and be experts in the subject of interest.
3. No more than two members of a single university may sit on the same tribunal. In any case, the majority of the participants in the full tribunal will not be from the University of Zaragoza or the centres and institutes that work with the School or the doctoral programme.
4. The thesis director(s) may not be on the tribunal, other than where the theses presented lie within the framework of bilateral joint supervision agreements with foreign universities, for which this is planned. In that case, the tribunal shall increase by as many members as directors, while these parties shall participate as tribunal members only for the reading of the thesis at the foreign university.

Article 9: Appointing the members of the tribunal

1. The Permanent Commission from the Board at the School of Doctoral Studies appoints the members of the tribunal based on the proposal sent by the Academic Commission responsible for the doctorate, in the same decision in which authorisation is given for a defence.
2. The appointment will specify the full members, who will be president, secretary and spokesperson, and those who will be the first and second alternates. If the performance of alternate members was necessary, the regulations of the composition of the tribunal may be followed.

Article 10: Convening of the defence of the thesis

1. The thesis defence proceedings will be convened by the president of the tribunal and passed on by the secretary to the School of Doctoral Studies. This communication will be made at least ten academic days before its celebration.
2. The nominated day must be a term day within the four months following the appointment of the tribunal.
3. The School of Doctoral Studies and the Academic Commission for the doctoral programme will announce the thesis defence proceedings to the student body.

Article 11: Defending the thesis

1. The thesis will be defended in a public session in any of the University of Zaragoza facilities or those of centres or institutes partnered with the School or the doctoral programme. Upon reasoned request from the doctoral student, and with the approval of the Academic Committee of the program, the Doctoral School may also authorize defenses of doctoral theses in which the candidate and/or one or more of the members of the tribunal act by videoconference, being able to develop defenses totally not face-to-face.
2. The tribunal shall necessarily be constituted with the assistance of all its members. The secretary is responsible for the collection, custody and delivery of the thesis defense documentation. However, in the act of tribunal constitution, for practical reasons, may appoint another its members to carry out these functions.
3. The thesis defence proceedings consist of the candidate giving a presentation of the work undertaken, methodology, results and conclusions, with emphasis on original contributions.
4. The presentation shall last no longer than one hour, except when the president deems it appropriate.
5. At the end of the presentation, the members of the tribunal will ask the candidate as many questions as they wish. Likewise, the doctors present for these public proceedings may also ask questions at the time and in the manner indicated by the tribunal president. The candidate can take the floor to respond for the amount of time the president deems reasonable.

Article 12: Evaluation of the thesis

1. At the end of the presentation and public debate of the thesis, the tribunal will deliberate behind closed doors.
2. Each member of the tribunal will issue a report on the summary of the thesis and how the defence proceeded. The overall mark for the thesis will be given based on the following scale: fail; pass; good; excellent. The doctoral candidate will be informed of the qualification immediately after, this being pronounced in public.
3. If the overall mark is excellent, each member of the tribunal may propose the awarding of 'cum laude' in a secret ballot. Votes for the award will be scrutinised once the thesis defence proceedings have concluded, in an administrative section of the School of Doctoral Studies and in the presence of the secretary of the tribunal, designated in accordance with article 11.2 of these regulations. This certification will be granted when the vote in favour is unanimous.

Article 13: Delivering the documents

1. The member of the tribunal appointed pursuant to article 11.2 will be responsible for delivering all the documents that the thesis defence proceedings have created.
2. Once the doctoral thesis has been passed, the University will take care of the electronic file, placing it in an institutional archive and sending all necessary information to the Ministry of Education in witness thereof.

3.- Resolution dated 20/12/2013, from the Doctoral Commission, on the requirements to be a member of a thesis tribunal or a thesis director.

"For the purposes of the provisions of the "Regulation on Doctoral Theses", approved by the Governance Council on 20 December 2013, the Doctoral Commission agrees to acknowledge certified research experience among:

those who have at least obtained acknowledgement of research activity or a six-year period from the CNEAI or - in the belief of the Doctoral Commission - those who have an equivalent research experience to that mentioned before, per the specific criteria for each branch of knowledge'. (See in:

https://escueladoctorado.unizar.es/sites/escueladoctorado.unizar.es/files/users/docto/expinv_mod.pdf).

Where there is not even acknowledgement of a six-year period, recognition of the research experience can be requested from the Doctoral Commission using this form at, over a month prior, using the specific research experience recognition form (<https://escueladoctorado.unizar.es/es/impresos>).

4.- Instruction on open publication of doctoral theses in the institutional archives pertaining to the University of Zaragoza, approved by the Steering Committee (30/05/2017).

For theses with protected content, add the CP-2 form completed by the members of the tribunal and of the Programme's Academic Commission.