



UNIVERSIDAD DE ZARAGOZA

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

Stamp Autorised

CANDIDATE: PERSONAL INFORMATION

SURNAME(S) AND NAME _____
DNI / PASAPORT : _____ EIN: _____ NACIONALITY: _____
PHONE NUMBER : _____ E-MAIL: _____

CANDIDATE: ACADEMIC INFORMATION

Doctoral Programme: _____
Academic office for the programme: _____
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 reading: _____ Country _____
Thesis with International Major in title (attach form): SI NO
Thesis for compendium of publications (attach form): SI NO
Publication of thesis (attach form mod-TUZ-1 for all cases):
Request deferment SI NO
Request thesis with protected content (attach mod-CP-1) SI NO

(1) It will be indicated provisionally and with the condition that the Permanent Commission approves all the procedures, a date that will be more than two months from the date of the admission request for processing. The terms will be interrupted in non-school periods.
(2) See the conditions of Joint supervision, International and industrial mention in the title of doctor, thesis by compendium of publications and instructions related to the open thesis publication at: <https://escueladoctorado.unizar.es/es/tesis-doctorales>

Zaragoza on,

Signed:

ADMISION 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.
The Programme's Academic Commission also confirms that:
The student has formalized the enrollment of the current course
The student has at least two positive evaluations (in ordinary period) and has passed the current year.
The student has carried out the compulsory activities of the program and they are listed in the DAD
The student has passed the training supplements, if applicable ...
The student has not exceeded the end of the term for the deposit of the thesis.

Zaragoza, on

THE PROGRAMME COORDINATOR ,

Stamp

Signed :

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 25/06/2020, 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

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

Article 2: Procedure for processing the thesis

1. The thesis will be deposited in accordance with the procedure established by the Doctoral School. Throughout case, the doctoral student must have passed at least two evaluations, in period ordinary, from his research plan.

Article 3: Filing the thesis

1. With the thesis complete and the corresponding report written, the candidate will present it according to the established procedure. The favourable report from the thesis director(s) will accompany the filed copies.
2. The thesis can be written and defended in Spanish or in the usual languages in scientific communication in your field of knowledge. In any case a complete summary and conclusions must be included in Spanish.

Article 4: Admission to thesis processing

1. Once the candidate has passed the training activities, has a positive evaluation of the academic year and has submitted the relevant documentation, the Academic Commission will decide on the thesis admission within the next ten school days. Consideration will be given to the contribution to the knowledge of in the field in which the work is undertaken, as well as to the quality of writing and presentation. Recourse may be made to external experts. Should admission be denied, the decision will be reasoned and the candidate and the thesis director (s) informed. They may submit arguments to the Doctoral Commission within a period of seven academic days. The Commission will make a reasoned decision within the following seven academic days.
2. Admitted to processing, the Academic Commission responsible for the doctoral programme will send the School for Doctoral Studies the documents and a proposed tribunal.
3. 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 5: Public viewing

1. Once informed of the admission to the processing, the administrative section of the School of Doctoral Studies will announce the start of the public viewing of the thesis online. 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 6: 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.
2. If observations are received, the thesis will be sent to the Doctoral Commission for a decision on whether to authorise a defence. This 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 7: Tribunal documents

1. The tribunal evaluating the thesis will have their appointment letter, the thesis document and the doctoral candidate's activities document as a complementary assessment tool.

INFORMATION FOR THE DOCTORAL CANDIDATE

IMPORTANT: To deposit the thesis it is recommended to follow the DEPOSIT OF THE THESIS procedure in:

<https://escueladoctorado.unizar.es/es/normativa-general#NormEDUZ>

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.

INSTRUCTIONS FOR COMPLETING THE ADMISSION TO THE DOCTORAL THESIS PROCEDURE FORM

In accordance with the provisions of Regulation (EU) 2016/679 on Personal Data Protection, please be aware that your data will be added to the University of Zaragoza students' file, whose purpose is academic, research and administrative management, including the thesis.

Your right to access, rectify and cancel data may be exercised in writing to the UZ Administrator adding a copy of your identity document. In case of disagreement with his answer you can contact dpd@unizar.es or claming@unizar.es

All the information about it can be consulted in: protecciondatos.unizar.es