



# PRACTICAL GUIDE FOR SUBMITTING YOUR DOCTORAL THESIS AT THE UNIVERSITY OF ZARAGOZA

NOTE: This guide is for informational purposes only. All regulations are available at: <https://escueladoctorado.unizar.es/es/escuela/normativa-general>

## PREREQUISITES FOR SUBMISSION

1. Have two positive evaluations from two academic years.
2. Have a positive evaluation in the deposit course (To do so, the research plan for the corresponding course must have been uploaded to SIGMA, and it must have been validated by the director(s) and evaluated by the Academic Committee).
3. Have passed any additional training requirements, where applicable.
4. Have completed the compulsory activities of the programme and ensure that these appear in the DAD. Likewise, ensure that all activities completed have been uploaded and marked as "Completed".
5. Be enrolled in the current course and have up-to-date school insurance or accident insurance.
6. Have uploaded all completed activities to Sigma and marked them as "Completed".

## USEFUL TIPS

1. Avoid depositing after the deadline or in the last few days before the maximum deposit date (it is preferable to make the deposit with some deficiency and then correct it).  
preferable to submit the thesis with some deficiencies and then correct them).
2. Carefully review the documentation to be submitted (necessary signatures, fields filled in completely, summary and conclusions in the thesis, etc.). If you have any questions, consult the Doctoral School website and/or the programme headquarters.
3. If any member of the panel does not have six years of service or research experience already recognised by the Doctoral Committee (this often occurs with foreign nationals), initiate the application for recognition as soon as possible, even before the pre-submission.
4. If the defence date is agreed upon before the panel's approval and authorisation of the defence, be realistic about the deadlines so as not to have to postpone it (or propose an alternative later date ); it is worth remembering that online or mixed defences are permitted.

**PROCEDIMIENTO DE DEPÓSITO DE LA TESIS  
DOCTORAL EN LA UNIVERSIDAD DE ZARAGOZA**

**DOCUMENTACIÓN A PRESENTAR POR EL  
DOCTORANDO/A en el pre-depósito**

**DOCUMENTATION COMMON TO ALL MODALITIES**

1. Form for admission to proceedings 2. Form for open publication
3. Anti-plagiarism declaration form
4. Doctoral thesis with standardised cover page 5. Summary of the doctoral thesis

**ADDITIONAL DOCUMENTATION FOR THESES WITH SPECIFIC MODALITIES**

**CONFIDENTIALITY**

1. Thesis application form with protected content
2. Abridged thesis

**INTERNATIONAL MENTION**

1. Application for international mention
2. Certificate(s) of stay (minimum 3 months) previously approved by the CAD.

**COMPENDIUM OF PUBLICATIONS**

1. Compendium of publications application form
2. Waiver form for non-doctoral co-authors, if applicable. 3. Letter of acceptance for publication, if applicable.

**INDUSTRIAL MENTION**

1. Application for industrial mention 2. Employment history report (TGSS) 3. Report from the director of UNIZAR
4. Report from the company manager 5. Copy of the employment or commercial contract

**INTERNATIONAL JOINT SUPERVISION**

1. Attach DAD (Doctoral Activity Document) with proof of the required stay at each university

**DOCUMENTATION TO BE SUBMITTED BY DOCTORAL  
THESIS SUPERVISORS**

1. Report from the supervisor accepting the pre-deposit and list of 0 to 5 external reviewers

**SEND BY REQUEST**

Doctoral  
Programme  
Headquarter  
s

**SEND BY  
Electronic  
Registry**

Doctoral  
programme  
headquarter  
s

**PROCEDIMIENTO DE DEPÓSITO DE LA TESIS  
DOCTORAL EN LA UNIVERSIDAD DE ZARAGOZA**

**DOCTORAL PROGRAMME ACADEMIC COMMITTEE (CAD)  
Administrative Headquarters**

The documentation provided by the **doctoral candidate** and the **supervisors** is analysed.

Where applicable, 10 working days are allowed for possible corrections.

The Academic Committee has 10 working days (from the pre-submission or correction) to decide whether or not to accept the pre-submission.

If the pre-submission is not accepted, the decision will be justified and communicated to the doctoral student and the thesis supervisor.

**DOCUMENTATION TO BE ADDED BY THE DOCTORAL PROGRAMME'S ACADEMIC COMMITTEE**

1. Form listing external assessors for the evaluation of doctoral theses  
(Between 3 and 5 external informants from different institutions in the case of international recognition)

**DOCUMENTATION TO BE ADDED BY THE ADMINISTRATIVE HEADQUARTERS OF THE DOCTORAL PROGRAMME**

1. Confidentiality agreements signed by CAD members (for theses with protected content)



**THE CAD SENDS THIS TO THE DOCTORAL SCHOOL BY INTERNAL  
COMMUNICATION. HERALD:**

1. Documentation provided by the doctoral student
2. Documentation provided by the supervisors
3. Documentation provided by the CAD
4. Documentation provided by the CAD Headquarters



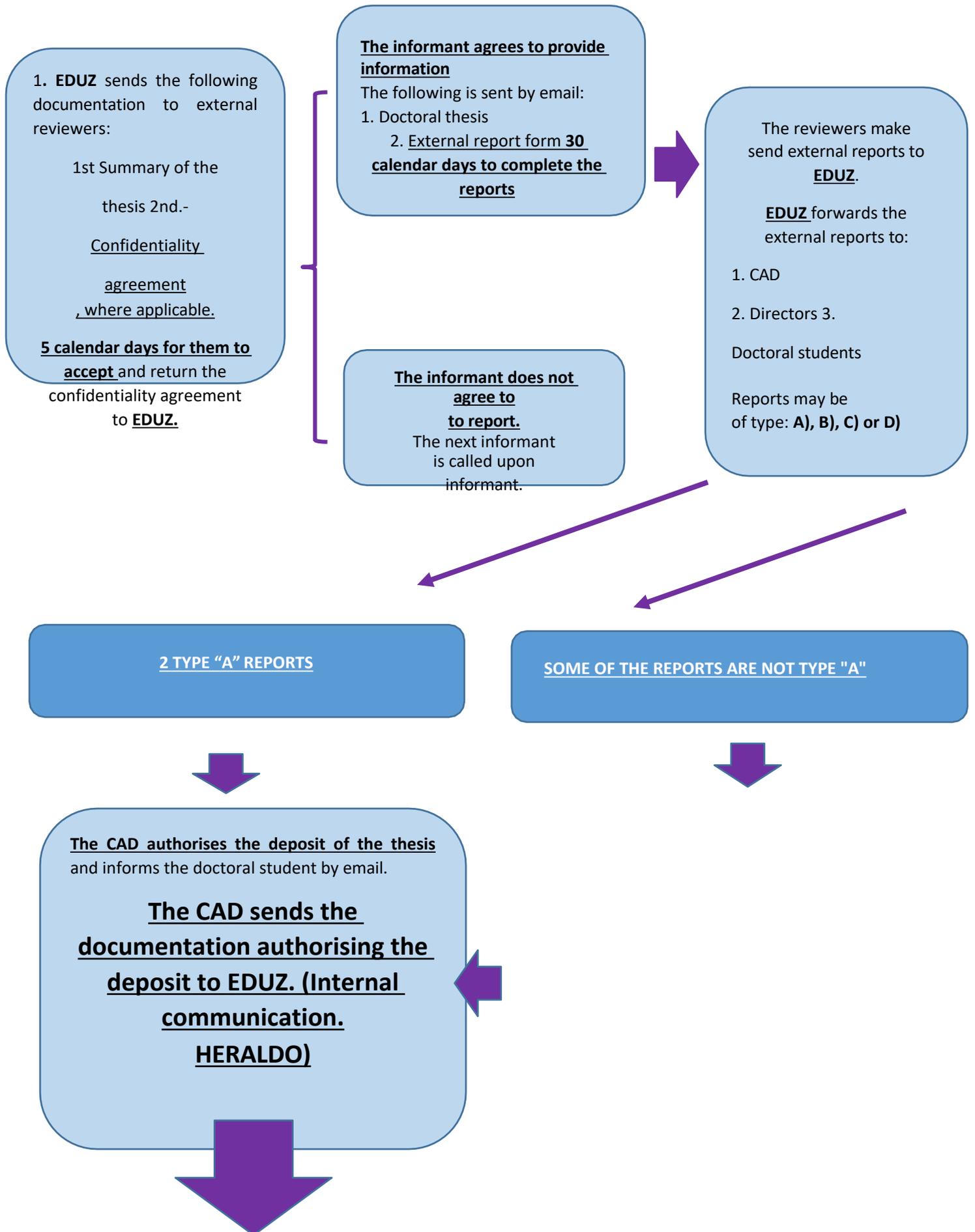
**DOCTORAL SCHOOL OF THE UNIVERSITY OF ZARAGOZA (EDUZ).**

Once the documentation has been received through HERALDO, it is analysed and, where appropriate, **10 working days are given to rectify any issues** by communicating with the Doctoral Programme Headquarters.

**The Doctoral School will contact the first two external reviewers** listed in the document entitled List of External Reviewers for the Evaluation of Doctoral Theses, issued by the CAD.

**The EDUZ forwards the applications for theses by compendium of publications to the Doctoral Committee for assessment and approval, where appropriate.**

**PROCEDIMIENTO DE DEPÓSITO DE LA TESIS  
DOCTORAL EN LA UNIVERSIDAD DE ZARAGOZA**



**PROCEDIMIE**  
**DOCTORAL E**

If the Academic Committee does not authorise the deposit of the thesis, it must issue a reasoned decision. The doctoral student may make a new pre-deposit if the original deposit deadline has not yet expired.

**PROCEDIMIENTO DE DEPÓSITO DE LA TESIS  
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**DOCUMENTATION OF THE DEPOSIT AUTHORISATION SENT BY THE CAD TO  
EDUZ.**

1. Authorisation form
2. Corrected version of the thesis, if applicable.
3. Proof of submission of the corrected version by electronic registration.
4. Document submitted by the doctoral student responding to the external reports and detailing the changes made to the thesis.
5. New report requested by the CAD from the informants, where applicable.
6. Proposal for the tribunal
7. Confidentiality agreement for panel members, where applicable. MOD CP-2
8. Request for authorisation to defend by videoconference, where applicable



*Within 5 working days of the authorisation being entered into the EDUZ.*

**A PERIOD OF 10 SCHOOL DAYS OF PUBLIC DISPLAY BEGINS.**

*The period of exposure in the compendium theses will begin once it has been approved.*



Once the public display has concluded: **Up to 30 working days** for approval by the panel and defence.

**APPROVAL BY THE  
EXAMINATION BOARD AND  
DEFENCE**

The EDUZ communicates by email with a record of dispatch via HERALDO to: Doctoral student; Examination board; Coordinator; Administrative headquarters and Directors and sends the following to the members of the tribunal by electronic means: the thesis, external reports and any responses from the doctoral candidate, and the activity document (DAD).

Doctoral students are required to send the following by email ([tesis@unizar.es](mailto:tesis@unizar.es)) to EDUZ:

**NOT BY REGISTRATION**

1. Proof of payment. **Defence fees**
2. **TESEO file data.** This is done at EDUZ



**The Secretary of the Examination Board sends the following to EDUZ and the programme headquarters via email ([tesis@unizar.es](mailto:tesis@unizar.es)):**

1. Defence notification form with the place, date and time of the defence

There must be 10 working days between the above notification and the defence.

*The doctoral student may waive this period by sending an email to [tesis@unizar.es](mailto:tesis@unizar.es)*

**DEFENCE OF THE  
DOCTORAL THESIS**