Meeting start time: 30 September 2026, 09:38 GMT+2

Transcript

INSTITUTIONAL Doctoral School Management: Right, now, this time for sure,

INSTITUTIONAL Doctoral School Management: it's coming up now.

INSTITUTIONAL Doctoral School Management: Right, let's get started if that's all right with you.

INSTITUTIONAL Doctoral School Management: Good morning.

INSTITUTIONAL Doctoral School Management: Er, well, first of all, let me introduce myself: I'm Eva Cerezo, I'm the director of the doctoral school, and I'm joined by, er, well, Anabelén Pina, the school's administrator, and Manuela Arto,

INSTITUTIONAL Doctoral School Management: I'm also the head of section at the doctoral school, and Santiago - right? - is the management secretary, right?

INSTITUTIONAL Doctoral School Management: So, well, um, actually, the aim of this session is to inform you of the changes that have taken place regarding the submission of your thesis; that's what it's specifically focused on.

INSTITUTIONAL Doctoral School Management: I understand that most, if not all, of you are people who are already, or who are very

Santiago Jorge López de Soria Mate: Exactly.

INSTITUTIONAL Doctoral School Management: The final stage is coming up, isn't it, as part of your doctoral studies – the thesis defence.

INSTITUTIONAL Doctoral School Management: So, well, the main aim is to inform you, because there's a significant change from how things have been done up until now.

INSTITUTIONAL Doctoral School Management: Er, basically, it's specifically about Sigma, isn't it?

INSTITUTIONAL Doctoral School Management: And Manuela will explain how the module works.

INSTITUTIONAL Doctoral School Management: Er, I'm just going to give a brief introduction, shall I, about the changes that have taken place, particularly by saying,

Santiago Jorge López de Soria Mate: Right.

INSTITUTIONAL Doctoral School Management: I'm going to focus on those that affect this final part and which, therefore, are to do with the procedures you'll need to complete during this final stage of submission.

INSTITUTIONAL Doctoral School Management: Er, just to mention, oops, sorry, I'd drifted off.

INSTITUTIONAL Doctoral School Management: Sorry, I was at the end instead of the beginning.

INSTITUTIONAL Doctoral School Management: Right, here we go.

INSTITUTIONAL Doctoral School Management: So, I'd like to mention that over the past academic year, all the doctoral school's regulations have been thoroughly reviewed.

INSTITUTIONAL Doctoral School Management: This is important because, should you need to look something up, we have also made an effort to ensure the website is as up to date as possible.

INSTITUTIONAL Doctoral School Management: There is a section – a menu item – dedicated specifically to regulations.

INSTITUTIONAL Doctoral School Management: So, I'd recommend that whenever you need to check something, well, you know, make sure you're referring to the latest regulations currently in force.

INSTITUTIONAL Doctoral School Management: So, for that, go to the website; as I said, there's a 'Regulations' menu where all the regulations are posted.

INSTITUTIONAL Doctoral School Management: As you can see, the national regulations are at the top, aren't they?

INSTITUTIONAL Doctoral School Management: Can't you hear me properly?

INSTITUTIONAL Doctoral School Management: Someone was telling me that.

INSTITUTIONAL Doctoral School Management: The rest of you can hear me.

INSTITUTIONAL Doctoral School Management: Yes.

Ana Belén Pina: Yes, I can hear you. Yeah.

INSTITUTIONAL Doctoral School Management: OK,

Marina Salas Asso: Yes, I can hear you

clearly.

Manuela Harto Martínez: Yes.

INSTITUTIONAL Doctoral School Management: Right, all right, Jesús.

INSTITUTIONAL Doctoral School Management: It's just that I was told there was a problem.

INSTITUTIONAL Doctoral School Administration: So, as I was saying, make sure that, if you go to the regulations section, the national regulations are listed first, because the doctoral programme is actually governed by national royal decrees, but then what?

INSTITUTIONAL Doctoral School Management: If you scroll down to the doctoral school's regulations, and even further down to all the instructions, OK?

INSTITUTIONAL Doctoral School Guidelines: This sets out, er, all the details – many of which I'm going to mention here.

INSTITUTIONAL Doctoral School Office: So, please make sure you go there to check the latest regulations and, er, the same goes for the forms; for example, if you need to fill in a form for any of the procedures, we also have a specific section for forms.

INSTITUTIONAL Doctoral School Administration: So, please make sure you go there to collect the up-to-date forms.

INSTITUTIONAL Doctoral School Management: Why has this whole review been carried out?

INSTITUTIONAL Doctoral School Management: Well, for a number of reasons.

INSTITUTIONAL Doctoral School Management: Firstly, because in July 2023 there was a very significant change that also affects you directly,

Leire Lz de Armentia: Yeah.

INSTITUTIONAL Doctoral Programme Management: As you know, all doctoral theses are required to be assessed by two external reviewers, right? Before you can actually submit the thesis and make certain other changes that haven't yet been…

Laura Diago Ferrer: Yeah.

INSTITUTIONAL Doctoral School Management: were officially included, shall we say, in our regulations, although they were already being applied.

INSTITUTIONAL Doctoral School Management: Also because, as you may know, the new statutes of the University of Zaragoza were approved not long ago, and there were also changes relating to the doctoral school.

INSTITUTIONAL Doctoral Programme Management: So, well, we've taken the opportunity to review the regulations and also, above all, to look at the section on data storage, which is the area where we're not complying, which is our current concern; well, particularly with the change in data providers,

INSTITUTIONAL Doctoral School Administration: Well, it had led to waiting times, hadn't it, that were considerably longer than before, from the moment you submit your application – what we used to call the 'pre-application' and which we now prefer to refer to as the 'application for admission to the programme'

INSTITUTIONAL Doctoral School Management: right up until the day of your defence, right?

INSTITUTIONAL Doctoral School Management: So, well, the aim of the regulations has also been to try to, er, streamline that final stage and, in parallel with that, to introduce Sigma – the module that Manuela is going to tell you about, and which comes into operation from tomorrow – for

INSTITUTIONAL Doctoral School Management: carry out all that, er, final thesis procedure.

INSTITUTIONAL Doctoral School Management: Er, as I was saying, with that change in regulations, the entire structure of the doctoral programme has actually been reviewed as well.

INSTITUTIONAL Doctoral School Management: Er, I'm not going to go into detail because, besides, you're already finishing your theses.

INSTITUTIONAL School Management: To put it simply, the school is recognised as just another department – in other words, like the Faculty of Law, the School of Architecture and Engineering is another department of the University of Zaragoza, with its own management team,

00:05:00

INSTITUTIONAL Doctoral School Management: its structures and its committees.

INSTITUTIONAL Doctoral School Management: That, in a nutshell, is the current structure.

INSTITUTIONAL Doctoral School Management: Up to now, you will mainly have been interacting with, er, your doctoral programme – that is, with its coordinator and the academic committee.

INSTITUTIONAL Doctoral School Management: Now, in this final stage, you will also be interacting more with the doctoral school itself – the school's entire administrative office.

INSTITUTIONAL Doctoral School Management: And as far as the procedures are concerned, there is a whole section of the school – which we call 'Theses' – that is specifically dedicated to the entire process of defending doctoral theses.

INSTITUTIONAL Doctoral School Management: Well, your procedures will also be dealt with by the standing committee of the management board; for example, the approval of your thesis examination board and, let's say, the go-ahead for the approval of your thesis defence will be given by this standing committee of the

INSTITUTIONAL Doctoral School Management: doctoral programme.

INSTITUTIONAL Doctoral School Management: Furthermore, in some cases – for example, if you're submitting a thesis in the form of a compendium – it will have to be approved by the standing committee.

INSTITUTIONAL Doctoral School Management: a committee that normally meets once a month, but, well, if there are urgent matters, it will also meet or, shall we say, process the paperwork swiftly, without delay.

INSTITUTIONAL Doctoral School Management: For example, a question that often comes up is whether, whilst you're awaiting the examination board's approval, you need to wait for the standing committee to meet, don't you?

INSTITUTIONAL Doctoral School Management: Because procedural matters where there are no issues are signed off and processed without waiting for that monthly meeting.

INSTITUTIONAL Doctoral School Management: There are a few issues coming up at the monthly meeting that need, shall we say, further review or discussion within the committee.

INSTITUTIONAL Doctoral Programme Management: Er, then, well, for example, if, for the Thesis Examination Board, any of your supervisors or yourselves think you want to request, for example, recognition of prior learning, then that will go through the Quality Assurance Committee.

INSTITUTIONAL Doctoral School Management: Er, there used to be a committee called the Doctoral Committee.

INSTITUTIONAL Doctoral School Management: That committee no longer exists.

INSTITUTIONAL Doctoral School Management: If your supervisors or anyone else mentions the Doctoral Committee, that committee has actually been disbanded and replaced by the Quality Assurance Committee.

INSTITUTIONAL Doctoral School Management: That's where, as I said, for example, the recognition of researchers' experience in supervising theses or sitting on examination boards is now handled.

INSTITUTIONAL Doctoral School Management: I'll mention something a little later on.

INSTITUTIONAL Doctoral School Management: So, well, the part of the thesis submission process that affects you most is that, well, a procedure for submission, authorisation and defence was approved at the end of last academic year.

INSTITUTIONAL Doctoral School Management: I'd recommend that you take the time to read this carefully, as it sets out in detail the entire process you'll be following.

INSTITUTIONAL Doctoral School Management: There have been some significant changes there, haven't there?

INSTITUTIONAL Doctoral School Management: Which I'll go into now.

INSTITUTIONAL Doctoral School Management: For example, all external reports are now handled by the programme's central office, which we hope will speed things up.

INSTITUTIONAL Doctoral School Management: You're aware that these examiners have one month to produce a report – the report on your thesis.

INSTITUTIONAL Doctoral Programme Management: That is one of the reasons why the process takes longer than it perhaps did a few years ago, because they are given a month to read the thesis, draw up a report and, if they feel that changes need to be made to the thesis,

INSTITUTIONAL Doctoral School Management: Well, you'll then have another month to incorporate all those changes in line with your thesis.

INSTITUTIONAL Doctoral School Management: So, as you can see, there's inevitably a waiting period involved, isn't there? This whole process of providing information for the thesis.

INSTITUTIONAL Doctoral School Management: Deadlines have subsequently been shortened; for example, your thesis must now undergo a period of public review.

INSTITUTIONAL Doctoral School Management: Well, it has been halved.

INSTITUTIONAL Doctoral School Management: It will now be just 5 working days.

INSTITUTIONAL Doctoral School Management: I can see that Belén is typing something in the chat for us, OK?

INSTITUTIONAL Doctoral School Management: Some links.

INSTITUTIONAL Doctoral School Management: Well, as for authorisation for the defence – which, as I said, is granted by the Standing Committee – it used to take 30 days and has now been reduced to 15 days.

INSTITUTIONAL Doctoral School Management: So,

Manuela Harto Martínez: M.

INSTITUTIONAL Doctoral School Management: We've made an effort to shorten the deadlines, and we've also requested additional staff to be able to carry this out, and that will go hand in hand with the new procedure via Sigma, which Manuela will explain to you.

INSTITUTIONAL Doctoral School Management: a very significant change, which we hope will help to streamline or speed up the whole process you are now going to have to go through; ultimately, the proposal for the examination board will be made right at the start of the

INSTITUTIONAL Doctoral School Management: process.

INSTITUTIONAL Doctoral Programme Office: The first thing you'll need to do is submit your application for consideration to your academic committee; at that stage, the academic committee will, so to speak, review this application for admission, which is the

INSTITUTIONAL Doctoral School Management: the first step you need to take, but at the same time the committee will also draw up the proposal for the examination board.

INSTITUTIONAL Doctoral School Management: That's important because the idea is that, whilst the external examiners are spending that month assessing your thesis, the doctoral school will be reviewing the examination panel in parallel; traditionally, this is a good practice, although it can present its own challenges,

INSTITUTIONAL Doctoral School Management: OK?

INSTITUTIONAL Doctoral Programme Office: to ensure that the examination board is valid and that there will therefore be no issues with the thesis on the day of the defence; the idea is to do this in parallel, so that whilst you are applying for your application to be accepted for consideration, a decision will be made

00:10:00

INSTITUTIONAL Doctoral School Management: …as well as the thesis examination board.

INSTITUTIONAL Doctoral School Management: Is that clear?

INSTITUTIONAL Doctoral School Administration: Er, regarding external examiners, er, well, your thesis supervisor, as you know, must also authorise you to submit your thesis and begin the defence process; they are also given the option to provide a list of potential

INSTITUTIONAL Doctoral School Administration: examiners for your thesis.

INSTITUTIONAL Doctoral School Management: Well, actually, that list is then sent to the academic committee, which can then change the order of the examiners, add new examiners, and so on.

INSTITUTIONAL Doctoral School Management: But there is a proposal put forward by your supervisor – which you often draw up collectively, don't you, within your groups?

INSTITUTIONAL Doctoral School Management: It's very important, eh, right, eh, that, eh, the informants meet the requirements, because otherwise, during that month when they're reporting on the thesis, well, if we at the school then realise at the end that the informant didn't meet the requirements,

INSTITUTIONAL Doctoral Programme Management: we would have to find a new supervisor and wait another month.

INSTITUTIONAL Doctoral School Management: So, it's very important that these informants meet the requirements set out in the regulations, which basically mean that they must clearly have no connection whatsoever with the University of Zaragoza, that you have no co-authorship with them, and that you have not written any articles,

INSTITUTIONAL Doctoral School Management: OK?

INSTITUTIONAL Doctoral School Management: As for the work you are currently producing as part of your thesis, they must not appear as co-authors on any of those articles.

INSTITUTIONAL Doctoral Programme Management: And if you're talking about international references, well, obviously, whether they're from Spanish universities or from the same institution,
right?

INSTITUTIONAL Doctoral Programme Directorate: So it's important that when your supervisor provides a list of referees,

Manuela Harto Martínez: M.

INSTITUTIONAL Doctoral Programme Management: please rest assured that we have provided some training for them; we will also insist that these informants do indeed meet the requirements, so that their reports can subsequently be used for the repository.

INSTITUTIONAL Doctoral School Management: Regarding the proposal for the examination board – as academic committees usually consult the directors and thesis supervisors, don't they, about who might sit on these boards – it is also very important that they meet the necessary requirements,

INSTITUTIONAL Doctoral School Management: because otherwise, when the review is carried out here at the doctoral school's headquarters, many problems are detected which mean that people have to be replaced and that, well, it leads to…

INSTITUTIONAL Doctoral School Management: Work on it and extend the deadlines.

INSTITUTIONAL Doctoral School Management: So it has to be gender-balanced.

INSTITUTIONAL Doctoral School Management: What does that mean, exactly?

INSTITUTIONAL Doctoral School Management: That it cannot consist entirely of men or entirely of women.

INSTITUTIONAL Doctoral School Management: The examination boards at the University of Zaragoza currently consist of a majority of three people, so there should be at least one woman or one man.

INSTITUTIONAL Doctoral School Management: And that must be ensured.

INSTITUTIONAL Doctoral School Management: Furthermore, this is stipulated in the Royal Decree, so if it is not complied with, it will directly hold everything up because we will ask you to do it.

INSTITUTIONAL Doctoral School Management: Gender parity must be observed on the examination board on the day of your defence.

INSTITUTIONAL Doctoral School Management: This means you must also bear this in mind when putting together the examination board.

INSTITUTIONAL Doctoral School Management: We must also consider the alternate members, because if, for example, a woman is appointed to the panel as a full member, but no women are included amongst the alternates, then should that person be unable to attend, the panel will no longer be valid.

INSTITUTIONAL Doctoral Programme Management: The same applies to external members.

INSTITUTIONAL Doctoral Programme Management: If you are applying for an international distinction and it is necessary for there to be a foreign member on the examination board, there should also be a foreign member amongst the substitutes; because, again, if that person is unable to attend for any reason, you would not be awarded the international distinction.

INSTITUTIONAL Doctoral School Management: So, when putting together the examination board – both the, shall we say, initial members and those who join as substitutes – it's important, isn't it, that you bear in mind that, ultimately, you end up with a valid examination board for your thesis defence.

INSTITUTIONAL Doctoral School Management: Well, some of them, of course – all members of the examination boards must, in principle, have recognised research experience.

INSTITUTIONAL Doctoral School Management: When it comes to people who have already appeared in court, there is no problem.

INSTITUTIONAL Doctoral School Management: When it comes to Spanish nationals with six-year service periods, there's usually no problem either.

INSTITUTIONAL Doctoral Programme Management: Well, when it comes to foreign nationals, it tends to be a bit more problematic.

INSTITUTIONAL Doctoral Programme Management: So, up until now, you've had to apply for what I mentioned earlier – recognition of research experience – a process that is quite lengthy and has to go through the Quality Assurance Committee, a specific committee.

INSTITUTIONAL Doctoral Programme Management: Well, these days – let's say following a change that was made at the end of last academic year – the possibility has arisen, and this applies particularly if you're thinking of appointing a foreigner to your

INSTITUTIONAL Doctoral Programme Directorate: the examination board ensures that they do not have to go through that procedure, but can proceed directly provided they meet certain alternative requirements; in the case of international candidates, the requirement that applies to them is essentially that they must have previously supervised two doctoral theses, so they do not need to undergo this accreditation process.

INSTITUTIONAL Doctoral Programme Office: So, well, if you need to go through the accreditation process, it's important that you start that process as soon as possible – not, of course, when you're right at the last minute, just before your defence, but well in advance, almost at the same time as you submit your thesis,

00:15:00

INSTITUTIONAL Doctoral School Management: but it's not really necessary.

INSTITUTIONAL Doctoral School Management: There are some alternative criteria.

INSTITUTIONAL Doctoral Programme Management: Er, I'm referring here to a resolution dated 9 July, which is the resolution setting out those, er, equivalent merits; as I said, the most relevant of these is probably having supervised two theses previously.

INSTITUTIONAL Doctoral School Management: And if that is the case, then simply when submitting the proposal for the examination board, you attach some sort of, er, justification explaining why it has been done this way, and that would save you from having to go through the process of having your research experience recognised, which, as I say,

INSTITUTIONAL Doctoral School Management: is a lengthy process.

INSTITUTIONAL Doctoral School Management: Some of you might be thinking of, er, submitting your thesis in the form of a compendium.

INSTITUTIONAL Doctoral School Management: So, it is important for you to be aware that there was also an agreement on 9 July regarding the criteria.

INSTITUTIONAL Doctoral School Management: The general criteria remain unchanged; that is to say, the requirement for four publications, three of which must be JCR-indexed, has not changed. However, what has changed is that a narrative must now be included, and there are also certain additional requirements that must be

INSTITUTIONAL Doctoral School Management: To ensure that the publications you put out meet, well, certain basic quality criteria, shall we say?

INSTITUTIONAL Doctoral School Management: And, well, to ensure that there are no instances of malpractice or insufficiently justified authorship.

INSTITUTIONAL Doctoral School Management: So, if you are writing a thesis in the form of a compendium, please take a look at that agreement dated 9 July, because, well, in your case, your thesis will first have to be reviewed by the standing committee, and that agreement will be applied to determine whether

INSTITUTIONAL Doctoral School Management: you meet the requirements or not.

INSTITUTIONAL Doctoral School Management: And from there, you would simply continue with the process in the same way as with any other thesis.

INSTITUTIONAL Doctoral School Management: Finally, and I'll finish with this, if a thesis is to be defended via videoconference, there has also been a significant change.

INSTITUTIONAL Doctoral School Management: Previously, as soon as one member of the examination board joined the meeting online, it was considered a thesis defence via videoconference and therefore permission had to be sought.

INSTITUTIONAL Doctoral School Management: That is not currently the case.

INSTITUTIONAL Doctoral School Management: Under the new regulations, you only need to apply for permission to undertake your thesis, or rather, to defend your thesis via videoconference.

INSTITUTIONAL Doctoral School Management: It is you, the doctoral candidates, who will not be present, is that correct?

INSTITUTIONAL Doctoral School Administration: So, if for any reason – perhaps because you're abroad or for some other reason – you don't think you'll be able to attend the defence in person, then you do need to request permission from your academic committee.

INSTITUTIONAL Doctoral School Management: Firstly, so that they can authorise that defence.

INSTITUTIONAL Doctoral School Management: Well, finally, I'd just like to mention that, as you know, there are some special awards from the University of Zaragoza, and there have also been some changes.

INSTITUTIONAL Doctoral School Management: So right now, for example, they're just starting to process, so to speak, or select the winners of the prizes for theses defended last academic year.

INSTITUTIONAL Doctoral School Management: You'll be part of the next, shall we say, round of special awards, which is precisely when new regulations will also come into force.

INSTITUTIONAL Doctoral School Management: So, well, just to let you know that, if you meet the requirements for special awards, the new regulations will also apply to you, and you'll therefore need to familiarise yourselves with them when applying.

INSTITUTIONAL Doctoral Programme Management: And that pretty much wraps up what I wanted to discuss with you – above all, I'd like to emphasise that, as we're in the midst of a major regulatory change, please do visit the website, all right?

INSTITUTIONAL Doctoral School Management: Don't rely on information you have from before or on advice from someone who has already been through the process; instead, go directly to the website to check the latest regulations and agreements that apply to you.

INSTITUTIONAL Doctoral School Management: Right, I'll leave it there and hand over to Manuela, who's going to explain everything to you in detail, isn't she?

INSTITUTIONAL Doctoral School Management: I'll stop sharing, OK?

INSTITUTIONAL Doctoral School Management: Regarding the Sigma module,

Manuela Harto Martínez: OK,

INSTITUTIONAL Doctoral School Management: er, it comes into effect tomorrow and that's the one you'll need to use for your submissions.

Manuela Harto Martínez: OK.

INSTITUTIONAL Doctoral School Management: Right then.

Manuela Harto Martínez: I'll start sharing it to see where it is.

Manuela Harto Martínez: Well, I'm going to explain how the process of depositing doctoral theses is managed in SIGMA and what we call the online thesis submission.

Manuela Harto Martínez: SIGMA is the academic management system used at the University of Zaragoza and at several other universities in Spain.

Manuela Harto Martínez: My name is Manuel Arto Martínez; I am the head of section at the doctoral school, and we have set up this support account to answer any queries and deal with any issues you may encounter when using the application.

Manuela Harto Martínez: Of course, as the director has said, there are manuals on the website detailing every step and every window.

00:20:00

Manuela Harto Martínez: First of all, let's look at the general procedure for submitting theses.

Manuela Harto Martínez: We'll look at the processes within the SIGMA application itself.

Manuela Harto Martínez: Next, we'll look at how you, as PhD students, create the application for admission to the process.

Manuela Harto Martínez: Next, we'll look at the role of the thesis supervisor, who is responsible for validating the application.

Manuela Harto Martínez: Next comes validation by the administrative office, and in point six we will look at documentation that is processed outside this Sigma circuit.

Manuela Harto Martínez: Here we can see the general procedure for submitting a thesis.

Manuela Harto Martínez: The processes that take place within SIGMA, within the application, are shown in grey, whilst those that take place outside it are shown in orange.

Manuela Harto Martínez: So, it all starts with you submitting the online application and the supporting documents.

Manuela Harto Martínez: There are no other channels for submitting documentation.

Manuela Harto Martínez: This is the only one.

Manuela Harto Martínez: So, once it's been submitted, it goes to the director, who has to approve it.

Manuela Harto Martínez: Next, at the programme's administrative office – which is outside the circuit – the programme's academic committee holds its first meeting to approve the application for consideration, as well as to approve the external examiners and the proposed examination board.

Manuela Harto Martínez: They have a deadline of 15 academic days for this, and then those external examiners are entered into Sigma; it is the administrative office that is responsible for managing and monitoring whether or not the

Manuela Harto Martínez: reports.

Manuela Harto Martínez: Hmm.

Manuela Harto Martínez: Then, once the two external reports have been obtained, as you know, there would be the second meeting of the programme's academic committee, and this is where the thesis is approved for submission.

Manuela Harto Martínez: Depending on the content of those reports, they may approve it straight away, or they may ask for a response to questions raised by the reviewers, or they may request that the thesis be amended.

Manuela Harto Martínez: And once this submission has been approved, the application will be forwarded to the doctoral school, where we will verify the data and, if everything is in order, a public consultation period will begin, which currently lasts for five working days,

Manuela Harto Martínez: It has been cut exactly in half, and once this deadline has passed, we would then continue with the entire process of preparing the documentation for the defence, which would require authorisation from the Standing Committee.

Manuela Harto Martínez: There has been a change in this regard.

Manuela Harto Martínez: The deadline for authorising the defence is now 15 teaching days from the end of the public consultation period, and this deadline has also been cut exactly in half.

Manuela Harto Martínez: So, once at the doctoral school, we would process the documentation, the examination board would convene, and the secretary would communicate the details of the defence.

Manuela Harto Martínez: Here we can see what the processes are within SIGMA.

Manuela Harto Martínez: Well, the application goes through a series of stages, indicated by these abbreviations we can see here, which I'll explain briefly.

Manuela Harto Martínez: And the great thing about the app is that you can log in to the application at any time to check its status, OK?

Manuela Harto Martínez: And any comments or validations that have been made.

Manuela Harto Martínez: Right, let's start with the blue box in the top left-hand corner.

Manuela Harto Martínez: When you're filling in the application, its status will be 'incomplete application'.

Manuela Harto Martínez: So this application can go in three different directions.

Manuela Harto Martínez: You're filling in the application, but you don't complete it – you don't click the 'submit' button – so you have two months.

Manuela Harto Martínez: After two months, if you don't do anything, the app will mark it as completed.

Manuela Harto Martínez: Oh, you can also withdraw at any time, and the third option is to complete it and submit it.

Manuela Harto Martínez: It would then go to the director, who would validate it.

Manuela Harto Martínez: The first time it goes through the director, it will be in 'day' status, meaning the director has not yet completed it; once it has been validated, the director submits their report, and once the director has completed it, it is forwarded to the administrative office, where it will be in 'VA' status, and then,

Manuela Harto Martínez: Once it has been approved, it would go to the coordinator; the status would be 'CEO'; and then to the doctoral school, where we would carry out the review, and if everything is in order, it would be given the 'OK' status and would then be ready for the defence.

Manuela Harto Martínez: So, as you can see here on the right, from any of these blue-coloured statuses, if something is incorrect or a document is missing – in other words, if there is something that needs rectifying – it can be returned to any of the previous parties involved.

Manuela Harto Martínez: So, for example, from the coordinator in the 'CEO' status, it could be sent back to the PhD student.

00:25:00

INSTITUTIONAL Doctoral School Management: UT

Manuela Harto Martínez: So, the application would remain in SR status and, once whatever needed correcting had been sorted out, it would go through the same validation process again, in the same way.

Manuela Harto Martínez: In other words, it would have to go through the director – it would be in 'R' status – then to the VR office, and then to the coordinator.

Manuela Harto Martínez: In other words, whenever there's an 'R', there's a return.

Manuela Harto Martínez: If there has been a return for any previous actor, then it carries over to the next one with the letter 'R'. So, let's now move on to creating the application.

Manuela Harto Martínez: On the school's website, you'll find this icon to access Sigma and the support manuals, and you have exclusive access to this module as well as the manual

we’ve mentioned.

Manuela Harto Martínez: Log in with your PIN and password, and you'll be taken to this first home screen, where your personal details and the name of the programme are displayed.

Manuela Harto Martínez: Oh, and on every screen you'll find these blue text boxes – these information boxes that tell you what to do.

Manuela Harto Martínez: Right, so in this specific case, you need to click on this 'Create Request' button here, and then all these screens will appear.

Manuela Harto Martínez: This screen has this series of buttons.

Manuela Harto Martínez: Specifically, these are the six screens.

Manuela Harto Martínez: personal details, thesis details, thesis submission, attaching documents, the screen for attaching the thesis and the final screen to confirm the application.

Manuela Harto Martínez: Er, the personal details page is the first one that appears.

Manuela Harto Martínez: You need to check all the details.

Manuela Harto Martínez: And these are the details stored in Sigma – the ones we have for you.

Manuela Harto Martínez: There's a 'Expand All' button.

Manuela Harto Martínez: You can hover over each of the tabs to see the information displayed there, which will open the tab or the 'Expand All' button.

Manuela Harto Martínez: It's very useful.

Manuela Harto Martínez: That way, you won't miss any tabs.

Manuela Harto Martínez: So, the blue box tells you that you need to check the details.

Manuela Harto Martínez: Well, if there's anything you can't change, then you'll need to get in touch with the doctoral school so that we can record your details correctly.

Manuela Harto Martínez: I've noticed that, for example, in the address details for the academic year, a phone number might be missing, and that can be changed.

Manuela Harto Martínez: So, click on the 'Create application' button and the rest of the buttons or screens will appear.

Manuela Harto Martínez: The next tab is the thesis details tab, which contains all these expandable tabs: the thesis title, the research areas, the tutors, supervisors, honours, and activities – which we'll look at in more detail now.

Manuela Harto Martínez: The first one is the thesis title.

Manuela Harto Martínez: Here's a box where you can enter the title, OK?

Manuela Harto Martínez: In whatever language it is, in whatever language you have it in.

Manuela Harto Martínez: Next, on the second tab, the research lines will appear; by default, the one saved in Sigma will be displayed, but you can drag the lines from one side to the other.

Manuela Harto Martínez: And thirdly, the language in which the thesis is written.

Manuela Harto Martínez: So, the first box… er, by the way, didn't I tell you that you'd need to zoom in to see everything in more detail?

Manuela Harto Martínez: Er, the text might be a bit small, eh?

Manuela Harto Martínez: So, the first field is for selecting the main language of the thesis.

Manuela Harto Martínez: Depending on the language, there's a drop-down menu here.

Manuela Harto Martínez: If, for example, you select 'French' here, then the language of the title appears here on the right, and it must match the language in which the text is written.

Manuela Harto Martínez: And you can also select other languages.

Manuela Harto Martínez: For example, a thesis in French would have the abstract and conclusions in Spanish.

Manuela Harto Martínez: Next, screens four and five are displayed, showing the tutor and the thesis supervisors.

Manuela Harto Martínez: You'll need to check that these are correct; if not, you'll need to contact the school so we can correct them.

Manuela Harto Martínez: And now we'll move on to the specialisations.

Manuela Harto Martínez: The first one, tab six, is for the international PhD programme.

Manuela Harto Martínez: And so the programme then identifies the PhD students who are eligible to apply for this specialisation.

Manuela Harto Martínez: These are the students who have, in their activity record – I've used the abbreviation 'DAT' – the doctoral student's activity record, that is, those whose content is included in the DAT,

INSTITUTIONAL Doctoral School Management: Yeah.

Manuela Harto Martínez: activities that are tagged with the distinction – in this case, 'international'.

00:30:00

Manuela Harto Martínez: So the app asks you if you want to – well, first it checks that you meet the requirements and then asks you if you want to apply for the specialisation.

Manuela Harto Martínez: If you say yes, this table appears showing the tagged activities we've mentioned, displaying the details, the university, the dates and the days.

Manuela Harto Martínez: It keeps track of the days spent there.

Manuela Harto Martínez: Next, on this same tab, there's a box for attaching documents.

Manuela Harto Martínez: Oh, you'll need to attach some documents to help with the processing of the mention.

Manuela Harto Martínez: Er, for example, we already know that the certificate of attendance is included in the PhD student's activity report, but at the moment the application doesn't retrieve the documents, er, so, er, you'll need to go into your activity report,

Manuela Harto Martínez: take the documentation you're going to need, save it in a folder and have it ready to upload here.

Manuela Harto Martínez: So, specifically, for this award, we need the application for authorisation of the stay to be approved by the programme's academic committee.

Manuela Harto Martínez: Hmm.

Manuela Harto Martínez: I'll move on to the rest of the slides.

Manuela Harto Martínez: This authorisation is the one you need to complete before you go on your placement.

Manuela Harto Martínez: Then, you'll need to upload the certificate – a certificate containing all the details, of course, including the institution's logo and signature, the start and end dates, the activities and, above all and very importantly, the first name and surname of the person in charge of the

Manuela Harto Martínez: stay at the reception centre.

Manuela Harto Martínez: And a third document - this is new, it stems from the recently approved regulations – a certificate signed by the director confirming that the activities have been carried out and that the established plan has been complied with.

Manuela Harto Martínez: So, well, the headteacher has already told you that we've had a thorough look over the whole website and we've also updated all the forms; in other words, the forms you'll be using will be available from tomorrow.

Manuela Harto Martínez: And here, in this specific case, for the international recognition, you will find a form called the 'student report endorsed by the headteacher', which is the 'h' report we had before, completed after returning from each placement,

Manuela Harto Martínez: to which we have added a box for the headteacher to sign, to serve as their endorsement.

Manuela Harto Martínez: Well, these documents need to be uploaded here to this table.

Manuela Harto Martínez: Ah, the next tab is the 'industrial mention' tab, and it works in a similar way to the previous mention; in other words, the application already identifies those people who have tagged activities.

INSTITUTIONAL Doctoral Programme Office: M.

Manuela Harto Martínez: Yeah.

Manuela Harto Martínez: It also checks the number of days,

INSTITUTIONAL Doctoral School Management: OK.

Manuela Harto Martínez: whether the requirements are met, and then it will ask you if you want to apply for the specialisation, yes or no.

Manuela Harto Martínez: If you say yes, the activities we've mentioned – which are labelled as such – will be rolled out, and you'll then need to, er, attach the relevant documentation, which, in the case of the industrial designation, is the application for authorisation to use the designation

Manuela Harto Martínez: approved – the report from the thesis supervisor at the University of Zaragoza, the report from the company representative, a copy of the employment or commercial contract, and the employment history report from the Treasury.

Manuela Harto Martínez: General Social Security Office.

Manuela Harto Martínez: It should be noted that the director's report uploaded here to this section is strictly the report on the research carried out at the company with this industrial reference.

Manuela Harto Martínez: The director then uploads a general report covering the entire thesis on another screen of the application, which we will look at later.

Manuela Harto Martínez: The next screen – that is, the next tab – is the 'Compendium of Publications'.

Manuela Harto Martínez: Here, you simply need to tick a box to indicate whether you're applying for this option.

Manuela Harto Martínez: Right, next up is joint supervision.

Manuela Harto Martínez: For all students who have a joint supervision agreement, the system will display some details for them.

Manuela Harto Martínez: Tab number 10 will show the PhD student's activities.

Manuela Harto Martínez: The activities you can see right now in Sigma will be displayed here, but only those that have been validated – those with a 'completed' status – will be transferred to this table.

Manuela Harto Martínez: That is why it is very important that, before starting this process – the online thesis application – you check the activities document to see if they have already been assessed, in other words, if they are marked as 'completed', and if not, you must inform your thesis supervisor.

Manuela Harto Martínez: And the final tab is for thesis defences via videoconference, which, as we have already mentioned, is an exceptional circumstance; students simply need to apply for it, and it applies only when the student is not going to defend their thesis at the University of Zaragoza and will not be in the physical presence of any of the members of the examination board.

00:35:00

Manuela Harto Martínez: So, you can indicate this here.

Manuela Harto Martínez: The next screen is the Zaguan Teseo screen; it's the third button.

Manuela Harto Martínez: And so, well, as you know, it's compulsory for the thesis to be published in the University of Zaragoza's institutional repository, which is called Zawan, and then, additionally, you can also request – this is optional –

Manuela Harto Martínez: to publish it on TESO, which is the Ministry's database of doctoral theses.

Manuela Harto Martínez: So, this publication must take place immediately after the defence, but there is also the option of requesting a publication embargo.

Manuela Harto Martínez: For example, if you're planning to publish and need an embargo period or a delay in publication, which at the University of Zaragoza specifically is 12 or 24 months.

Manuela Harto Martínez: You can request 12 and then increase the number, or you can request 24 and then reduce it, so that it can be published as soon as possible.

Manuela Harto Martínez: And the third option is to request that the thesis be treated as confidential because it contains material that needs to be protected.

Manuela Harto Martínez: In that case, you'll need to attach a form – you'll indicate this here – but you'll also need to submit another form, which we'll look at later on.

Manuela Harto Martínez: It then also asks you for the publication licence, which licence you want, the keywords for indexing it in Zawan, and the codes for indexing it in TESO.

Manuela Harto Martínez: So, here in the h application, you must enter at least one indexing code and no more than four.

Manuela Harto Martínez: So, there are two fields in each

one. Manuela Harto Martínez: One is for entering thesaurus

codes. Manuela Harto Martínez: You can enter up to two there.

Manuela Harto Martínez: And at the bottom, it says 'UNESCO subject headings'.

Manuela Harto Martínez: Er, thesauri are the same as UNESCO subject headings.

Manuela Harto Martínez: Well, 'thesaurus' is the term used at ministerial level, and the UNESCO classification is the one used for all these areas of research.

Manuela Harto Martínez: And then, further down, there's a box where you can enter the thesis abstract.

Manuela Harto Martínez: It's very important that you don't leave out any details regarding the application.

Manuela Harto Martínez: As you go through all the screens, you'll see that some details are compulsory and others aren't, but the fact is that you'll need all of them at one time or another.

Manuela Harto Martínez: So it's best to fill in everything and, if in doubt, ask, because if, for example, the summary were missing when it reached the school, we'd have to send the application back, and that would waste a lot of time.

Manuela Harto Martínez: So, as I was saying, you need to include an explanatory summary here, limited to 600 words, but one that is comprehensive enough to properly explain the thesis's argument.

Manuela Harto Martínez: This is then sent to the Ministry, where it is also reviewed.

Manuela Harto Martínez: In other words, two lines wouldn't be enough for a summary; it would need to be a bit more detailed.

Manuela Harto Martínez: And then we move on to the fourth button or screen, which is for attaching documents.

Manuela Harto Martínez: This is the most important one.

Manuela Harto Martínez: Well, you need to attach documentation depending on the details of the pupil's file or depending on the programme type, which we'll look at in more detail now.

Manuela Harto Martínez: And there's also a drop-down menu. Manuela Harto

Martínez: This can give you an idea of the documents you'll need. Manuela Harto

Martínez: Specifically, the documents to be attached are as follows.

Manuela Harto Martínez: This applies to all theses and types of work.

Manuela Harto Martínez: The signed application form for admission to the process.

Manuela Harto Martínez: This is compulsory.

INSTITUTIONAL Doctoral School Management: Yeah.

Manuela Harto Martínez: As we mentioned earlier, this form has changed.

Manuela Harto Martínez: Previously, you had to submit several forms, but now we've consolidated the legal documents into this single 'acceptance for processing' form.

Manuela Harto Martínez: There are also some specific forms for certain PhD students; for example, if you've needed to complete supplementary training modules, you'll be asked to provide proof of completion here.

Manuela Harto Martínez: Or if, as we've said, you're applying for a thesis with protected content, you'll need to upload the application form here.

Manuela Harto Martínez: And then, if you have, for example, a thesis under joint supervision, you must upload the certificates confirming your periods of study at the partner universities.

Manuela Harto Martínez: And if your thesis is in the form of a compendium, you'll need to upload these three or four documents: the compendium application form, signed by you – and we'll ask that it be signed by, er, the supervisors of

Manuela Harto Martínez: thesis.

Manuela Harto Martínez: You no longer need to submit it via the registry; everything is uploaded to the app, so to speed things up, we're going to ask that it's already signed by both parties.

00:40:00

Manuela Harto Martínez: You must submit a narrative providing context for the publications – as the director has said, this is a new requirement – and then other documents that were already being submitted, such as the withdrawal forms from co-authors who do not hold a doctorate and the letters of acceptance for the publications if they have not yet been published in the

Manuela Harto Martínez: journals.

Manuela Harto Martínez: And then there are other documents as well.

Manuela Harto Martínez: These would be submitted when the application is in SR status, i.e. the application has been returned.

Manuela Harto Martínez: Once the external reports have been issued, you would need to attach, for example, the document responding to the external reviewers or the document detailing the changes made, and so on.

Manuela Harto Martínez: And then there's also the 'Other' tab.

Manuela Harto Martínez: You can upload any other documentation you may need; you'll just need to give it a short title – a name that identifies the document.

Manuela Harto Martínez: The next screen is where you attach your thesis; this is the fifth button.

Manuela Harto Martínez: And these are the requirements it must meet; let's go through them briefly.

Manuela Harto Martínez: It must be a copy of the thesis in PDF format with the standard cover page used by the University of Zaragoza, because this is published in the institutional repository as part of the thesis collection and therefore they must all have the same cover page,

Manuela Harto Martínez: but you may include a non-standardised back cover,

INSTITUTIONAL Doctoral School Management: Ah.

Manuela Harto Martínez: Well, I don't know, perhaps with a nicer image, or if you have to use the logos of the partner schools.

Manuela Harto Martínez: Oh, this is optional.

Manuela Harto Martínez: The thesis must include an abstract and conclusions within the thesis itself.

Manuela Harto Martínez: Then,

INSTITUTIONAL Doctoral School Management: Ah.

INSTITUTIONAL Doctoral School Management: Yeah.

Manuela Harto Martínez: If the thesis is written in another language, it must also include a summary and conclusions in Spanish.

Manuela Harto Martínez: And, well, if the thesis contains confidential information, then in that case the full version must be attached; that version will only be available to certain people, for example, informants and members of the examination board,

Manuela Harto Martínez: The academic committee and all of them will sign a confidentiality agreement.

Manuela Harto Martínez: And then you also have to submit the abridged version, which will be the version suitable for publication.

Manuela Harto Martínez: Right, let's move on to the fourth point, which is validation by the thesis supervisor.

Manuela Harto Martínez: So, what does that involve?

Manuela Harto Martínez: Well, you have to validate the data on all the screens – specifically the data on screens two, three and four – that is, the thesis data, the SEO optimisation details and the documentation.

Manuela Harto Martínez: Er, hm, so how do they go about it?

Manuela Harto Martínez: Well, you have to tick each of these tabs containing the data; you have to use these icons to indicate whether it's validated, correct or incorrect.

Manuela Harto Martínez: If you tick 'incorrect' in the red box, a drop-down menu will appear listing the reasons for rejection.

Manuela Harto Martínez: Er, next, the directors need to upload their report to one of the screens – the report and the proposal for external informants, although this is optional.

Manuela Harto Martínez: And, hm, finally, it will move on to the confirmation screen.

Manuela Harto Martínez: So, if you've flagged any data on a tab as incorrect, you must also confirm it as incorrect and can specify in this 'Comments' box what needs to be corrected.

Manuela Harto Martínez: So, once you've clicked 'Confirm', the supervisor can return to their previous assignees – in this case, just the PhD student.

Manuela Harto Martínez: In short, the red cross button in each section to be validated unlocks the field, allowing you to make changes and corrections.

Manuela Harto Martínez: And with the red cross on the confirmation screen, the application takes you back to one of the previous users.

Manuela Harto Martínez: This process is the same for all user profiles, and the supervisor can only send it back to the PhD student; but, for example, a coordinator could – when the screen appears and they click the cross – bring up a drop-down menu and choose whether to send it back to the PhD student,

Manuela Harto Martínez: to the supervisor or to the centre – to the relevant parties listed previously.

Manuela Harto Martínez: And we'll now move on to this fifth point so that you can get a brief overview of what the validation process by the administrative headquarters involves.

Manuela Harto Martínez: The work carried out at the offices can be divided into two phases.

Manuela Harto Martínez: An initial phase involving the review and validation of data, followed by a second phase comprising authorisation to proceed with the application, approval of external examiners and a proposal for the examination board – all of which is carried out by the programme's academic committee.

00:45:00

Manuela Harto Martínez: So, in the first phase, the administrative office must review all the data – that is, all the requirements for authorising the application to proceed.

Manuela Harto Martínez: As you know, the requirements are, well, on the website.

Manuela Harto Martínez: Each programme has its own specific requirements.

Manuela Harto Martínez: They may require a greater or lesser number of publications or activities to be carried out.

Manuela Harto Martínez: Oh, and another requirement is that you must have at least two positive assessments during the regular assessment period.

Manuela Harto Martínez: Anyway, they go through all these things at head office.

Manuela Harto Martínez: Then they check the documentation provided – that is, the list I showed you earlier.

Manuela Harto Martínez: And they also check the copy of the thesis to ensure, as we've said, that it has the standardised cover page and contains the abstract and conclusions, and so on.

Manuela Harto Martínez: And then you go through and check all the tabs using the 'correct' or 'incorrect' icons.

Manuela Harto Martínez: And if she spots something that's incorrect, she must return it as soon as possible to the relevant person so that it can be rectified as quickly as possible.

Manuela Harto Martínez: So, the central office can, of course, send it back to the PhD candidate or to the supervisor if, for example, the report isn't correct or something is missing.

Manuela Harto Martínez: And in the second phase, as we've said, the programme's academic committee authorises the application to proceed, approves the external examiners and also the proposed examination board, and they'll let you know by email whether your application has been accepted for processing; they'll also send the

Manuela Harto Martínez: the proposed examination board; this is handled separately from the internal communication system, via the registry.

Manuela Harto Martínez: Then, at the central office, they also enter the proposed examiners and the proposed examination board into the system.

Manuela Harto Martínez: The most important aspect of this structure, of this procedure, is that the two phases are carried out in parallel; the phase involving the review of the panel proposal, which takes place at the doctoral school, is the one that takes the longest to complete,

Manuela Harto Martínez: The tribunal's proposal is approved by the standing committee, whilst at the same time reports are received and followed up by the programme's headquarters.

Manuela Harto Martínez: Well, just to clarify, let's take another look at the requirements mentioned by the director.

Manuela Harto Martínez: These are the key points we check when managing external reports: that the informants are not affiliated with either Unizar or the PhD programme.

Manuela Harto Martínez: No. So, if there is an international co-author, the co-authors must be from non-Spanish universities or institutions, but they must also be from two different universities, right?

Manuela Harto Martínez: Of course, the supervisor of the research placement cannot act as a referee or sit on the examination board, and referees cannot be co-authors with the PhD candidate, nor can members of the examination board.

Manuela Harto Martínez: In the proposal for the examination board, the key points are, well, it is recommended that the secretary be from the University of Zaragoza as they can assist with some of the board's administrative tasks, but this is merely a recommendation.

Manuela Harto Martínez: So, the proposal must be based on equal representation; the director has already mentioned this. It stems from the Royal Decree, and that same Royal Decree also stipulates that the majority of people should be from outside the programme and the University of Zaragoza.

Manuela Harto Martínez: And in the case of theses with an international focus, well, at least one of the members must be from a non-Spanish higher education institution or research centre.

Manuela Harto Martínez: Please note that a member is not considered external if they are employed by the company or institution where the thesis was carried out, and, um, as for academic staff on leave of absence or who have retired,

Manuela Harto Martínez: Well, in that case, certain requirements have to be met, and as regards the recognition of research experience for members of the panel, this aspect has been restricted.

Manuela Harto Martínez: We'll look at that now.

Manuela Harto Martínez: Specifically, for teaching staff on leave of absence or who have retired, they must hold a position recognised by the university or research centre with assigned research duties, or they must have scientific publications recognised within their field over the

Manuela Harto Martínez: the last five years.

Manuela Harto Martínez: In other words, a retired lecturer who is no longer involved in research would not be eligible to sit on an examination board.

Manuela Harto Martínez: And as regards the restrictions on applying for recognition of research experience, well, only those interested who are not eligible for the six-yearly assessment can apply.

00:50:00

Manuela Harto Martínez: Er, and they also need to have, er, held a PhD for at least two years.

Manuela Harto Martínez: The assessment criteria remain unchanged, but equivalent qualifications have been defined for participation on examination boards, namely: being accredited by NECA as a tenured or senior lecturer, or being a senior research fellow at the CESICO,

Manuela Harto Martínez: to have supervised two doctoral theses at any university, or to be a principal investigator or co-principal investigator on a project funded by the Spanish Research Agency or the European Commission.

Manuela Harto Martínez: Right.

Manuela Harto Martínez: Er, finally, well, that would be the documentation that's being processed outside the Ministry.

Manuela Harto Martínez: This documentation is part of the compendium.

Manuela Harto Martínez: We can, er, highlight these six phases, and the first two are carried out within the SIGMA system.

Manuela Harto Martínez: Well, the PhD student indicates on the application whether they're opting for this option by ticking the box we mentioned earlier, and then you also have to upload the relevant application form signed by you as the PhD student and by your supervisors.

Manuela Harto Martínez: The programme office then downloads this application and all the supporting documentation and forwards it to the programme's academic committee for a decision.

Manuela Harto Martínez: Once the decision has been made – if it is favourable – please send the form containing the decision to the doctoral school.

Manuela Harto Martínez: OK?

Manuela Harto Martínez: This is done for the records, and once at the school, this documentation is reviewed at a meeting of the standing committee of the governing board.

Manuela Harto Martínez: Once a decision has been reached, if everything is in order, the doctoral candidate and the doctoral programme's headquarters are notified so that the process can continue; in other words, so that they can arrange for the examiners to be invited to review the thesis.

Manuela Harto Martínez: Well, you'll be notified of all these decisions by email when they're favourable.

Manuela Harto Martínez: If they're not in your favour, they'll be sent to you by registered post, OK?

Manuela Harto Martínez: Because you'll have the right to appeal.

Manuela Harto Martínez: Oh, and here we're going to focus a bit on what the requirements are for theses in the compendium format.

Manuela Harto Martínez: Let's see, up until now you had to have a certain number of publications of a certain standard.

Manuela Harto Martínez: Specifically, to have published or accepted for publication, er, four articles – at least four articles on a common theme.

Manuela Harto Martínez: The date of publication or acceptance must be after the start date of the PhD programme, and at least three of those four must be in JCR-indexed journals or of a comparable standard.

Manuela Harto Martínez: That is what we have been looking at so far.

Manuela Harto Martínez: But from now on, with the new regulatory changes, the transparency and correctness of the publication process will also be monitored.

Manuela Harto Martínez: Specifically, the key aspects we're going to review are that applications must include a narrative that provides context for the publications.

Manuela Harto Martínez: Well, here you can explain why you've chosen those particular journals, or say something to give an idea of what sort of journals they are and, and, and the criteria they use, or if, er, you've published with several co-authors,

Manuela Harto Martínez: Well, it's a bit like the contribution from T1, and, as we've said, the requirements haven't changed, but the committee will be monitoring to ensure that there have been no unverifiable review processes, editorial conflicts of interest or poor publishing practices, or

Manuela Harto Martínez: insufficiently justified authorship.

Manuela Harto Martínez: So, you should be aware that the compendium has to be approved before you can request the reports – the external reports – and once the compendium has been approved, the process, the administrative procedure, is exactly the same as for a standard thesis.

Manuela Harto Martínez: OK?

Manuela Harto Martínez: Well, thank you very much for your time.

INSTITUTIONAL Doctoral School Management: Well, thank you, Manuela.

INSTITUTIONAL Doctoral School Management: Er, we've been answering some of the questions you've been posting in the chat, but of course we'll now open the floor for questions, OK?

INSTITUTIONAL Doctoral School Management: In case you still have any queries, we'll make both my presentation and Manuela's available, as well as the video – that is, the recording – all right?

00:55:00

INSTITUTIONAL Doctoral School Management: We'll make them available on the website, all right?

Manuela Harto Martínez: the time limit for external informants.

Manuela Harto Martínez: Yes, as has already been mentioned – the director has commented on this ·informants have five days to withdraw; that is to say, they are sent an invitation by email and have five days to withdraw if they do not wish to produce the report, and they must inform the doctoral school of this, after which they have a period of

Manuela Harto Martínez: You have 30 days to upload the report, and it is uploaded directly to this Sigma platform.

INSTITUTIONAL Doctoral School Management: Er, hello.

INSTITUTIONAL Doctoral School Management: Someone is writing in English.

INSTITUTIONAL Doctoral School Management: Yes, I'm afraid we've been speaking in Spanish the whole time, but the content of our website is in English.

INSTITUTIONAL Doctoral School Management: You can switch to the English version.

INSTITUTIONAL Doctoral School Administration: So all the information is up to date and is also available in English.

INSTITUTIONAL Doctoral School Management: There are also two versions of the forms you need to use – one in Spanish and one in English.

INSTITUTIONAL Doctoral School Management: And yes, we will endeavour to have the information we are producing today translated and made available in English as well.

Paula Arbeloa Borbón: Hello, good morning.

Paula Arbeloa Borbón: Er, thank you very much for the presentation.

Paula Arbeloa Borbón: I have a question.

Paula Arbeloa Borbón: Er, when the application for admission is created, in the case of the 'international' designation, you've said that the activities marked with the 'international' designation are displayed,
isn't that right?

Manuela Harto Martínez: Yes.

Paula Arbeloa Borbón: Well, either out of ignorance or… actually, I'm not really sure why I did it, because they didn't explain it to us as I'd wanted to apply for the international award, so I came up with this brilliant idea – which now seems ridiculous to me, obviously, M.

Paula Arbeloa Borbón: When I found out about this, I marked all the activities as 'international'.

Paula Arbeloa Borbón: So, which activities need to be marked as 'international convention'?

Paula Arbeloa Borbón: The ones that have been done, for example, in the estancias or the

Manuela Harto Martínez: The rooms, the rooms.

Manuela Harto Martínez: Hmm.

Paula Arbeloa Borbón: Stays.

Manuela Harto Martínez: There, you have to upload the certificates for the stays, and that also tells you the number of days because, as you have to have spent at least a month, you know, the programme calculates that for you.

Manuela Harto Martínez: So, if you've already added them all as international citations, do check them over because you can still edit them to make sure the ones that aren't relevant don't end up being included.

Paula Arbeloa Borbón: Yes.

Manuela Harto Martínez: Oh, let your director know – he'll have to check whether you might not be able to withdraw it now.

Manuela Harto Martínez: You'll have to ask your manager to see if he can sort it out himself, OK?

Manuela Harto Martínez: And if not, if you're not sure, just get in touch with us and we'll look into it.

Manuela Harto Martínez: We'll let you know

Paula Arbeloa Borbón: OK, thank you very much.

INSTITUTIONAL Doctoral Programme Office: the video conferencing part.

Manuela Harto Martínez: How

INSTITUTIONAL Doctoral School Management: Er, what we've discussed is that it's no longer necessary to request authorisation, but they say that we do need to specify which members of the examination board will be joining online and which won't.

INSTITUTIONAL Doctoral School Management: I understand that's not the case,

Manuela Harto Martínez: Students only request this for members of the examination board when they won't be attending in person

INSTITUTIONAL Doctoral School Management: because

Manuela Harto Martínez: in Zaragoza, none of the members of the examination board will be present in person.

INSTITUTIONAL Doctoral School Management: That

Manuela Harto Martínez: Well, the members of the tribunal should take part via videoconference.

Manuela Harto Martínez: It's not something we need to authorise; the clerk will simply have to notify them - but just to let them know, so that the minutes and documents they need to sign can be sent to them – but it doesn't affect anything at all.

INSTITUTIONAL Doctoral School Management: It will, if anything, affect the defence itself slightly and how the documentation is sent, but for this whole process and at Sigma, isn't it?

INSTITUTIONAL Doctoral School Management: Right.

INSTITUTIONAL Doctoral School Management: Er, we're getting more, er, enquiries about the pre-deposit deadline shown on SIGMA.

INSTITUTIONAL Doctoral School Management: Does this affect the creation of the application?

INSTITUTIONAL Doctoral School Management: In other words, when does the deadline expire?

INSTITUTIONAL Doctoral School Management: Yes, you absolutely must submit your application before that date.

INSTITUTIONAL Doctoral School Management: After that, well,

Manuela Harto Martínez: Yes,

INSTITUTIONAL Doctoral Programme Office: and ensure that the application is correct.

Manuela Harto Martínez: There are indeed a number of checks in place.

Manuela Harto Martínez: You have to submit the application - that is, complete it and submit it before the deadline listed on Sigma expires,

INSTITUTIONAL Doctoral School Management: Of course.

Manuela Harto Martínez: so that you all have the time available.

Manuela Harto Martínez: Oh, and then there's another set of checks that we haven't activated yet.

Manuela Harto Martínez: For example, you do need two positive assessments.

Manuela Harto Martínez: This requirement is in place - at least two, that is - but if, for example, you submit your thesis and haven't yet received a positive assessment, the system will still allow you to upload your thesis.

Manuela Harto Martínez: That's possible – you can be assessed as you go along throughout the process.

Manuela Harto Martínez: So, the coordinator won't be able to approve it if you're not qualified to supervise that course, but they'll let you submit your thesis in case any of you are really pressed for time.

INSTITUTIONAL Doctoral School Management: Well, that's what we recommend, of course, isn't it?

INSTITUTIONAL Doctoral Programme Office: As with all digital and non-digital processes, don't leave it until the very last day or the very last moment in case any problems start to crop up, OK?

01:00:00

INSTITUTIONAL Doctoral School Administration: Furthermore, well, in principle everything will go smoothly, but bear in mind that if, for whatever reason, the examiners reject the thesis, then if you've left it until the very last minute, you'll no longer have time to resubmit it

INSTITUTIONAL Doctoral School Management: thesis.

INSTITUTIONAL Doctoral School Management: So, as far as possible, if you can, don't leave it until the very last day.

INSTITUTIONAL Doctoral Programme Office: There were some questions regarding courses taken abroad and conferences in English for the international specialisation – no.

INSTITUTIONAL Doctoral School Management: The international specialisation has very specific requirements, which basically involve having spent three months abroad.

INSTITUTIONAL Doctoral School Management: This also means, in terms of external examiners, that there must be a foreign member on the examination board.

INSTITUTIONAL Doctoral Programme Management: So it has nothing to do with having attended conferences or any other such matters.

INSTITUTIONAL Doctoral School Management: Right.

INSTITUTIONAL Doctoral School Management: Er, are there any other questions I can see here?

INSTITUTIONAL Doctoral School Management: When a thesis is submitted in a language other than Spanish, must the abstract and conclusions be in Spanish as well as the language of the thesis, or just in Spanish?

Manuela Harto Martínez: Well, when the thesis is in another language, the abstract and conclusions must be in that language – for example, in English – so the abstract and general conclusions should be in English, and additionally the abstract and conclusions in Spanish

Manuela Harto Martínez: and all this content must be included within the thesis itself, in the same file, the same PDF.

INSTITUTIONAL Doctoral School Management: Another question.

INSTITUTIONAL Doctoral Programme Administration: The procedures following the completion of the thesis – that is, following the public defence – must also be carried out via SIGMA and are referred to as 'receipt of

authorisation for the defence, final authorisation from the examination board, setting the date for the defence, or via other means such as email, in accordance with the instructions given to us by

Manuela Harto Martínez: Well, no,

INSTITUTIONAL Doctoral School Administration: as they say.

Manuela Harto Martínez: This is what we've said is in yellow and orange – these are the procedures that take place outside Sigma; in other words, within Sigma, the process will go as far as the validation of the data by the school of

Manuela Harto Martínez: PhD.

Manuela Harto Martínez: It ends with the status 'OK'.

Manuela Harto Martínez: And from there on, the generation of documentation and so on will be done outside Sigma, just as before

INSTITUTIONAL Doctoral Programme Management: In any case,

Manuela Harto Martínez: now.

INSTITUTIONAL Doctoral School Management: In principle, that already comes into play – that is, the secretary of the examination board and the chair of the examination board, everything to do with the arrangements for the day of the defence – and that continues to be handled outside

INSTITUTIONAL Doctoral School Management: Sigma, just as it has been done up to now.

INSTITUTIONAL Doctoral School Management: OK?

INSTITUTIONAL Doctoral School Management: Is there a standard certificate template for certifying joint supervision placements?

INSTITUTIONAL Doctoral School Management: Er, actually, if I'm not mistaken, er, for joint supervision placements, er, no, I mean, there's nothing specific.

INSTITUTIONAL Doctoral School Management: In fact, actually, um, it's not used in any case, um, as far as I can remember – though Manuela might remember better – but certainly with joint supervision, you don't need to issue a certificate after each placement.

INSTITUTIONAL Doctoral Programme Office: What we'll need to do afterwards is obtain a certificate stating the length of time spent at the university, won't we?

Manuela Harto Martínez: Yes.

INSTITUTIONAL Doctoral Programme Management: Er,

Manuela Harto Martínez: Or certificates from the universities involved in the

INSTITUTIONAL Doctoral School Management: that's why there isn't a specific format

for that, Manuela Harto Martínez: they each issue

INSTITUTIONAL Doctoral School Management: I mean,

Manuela Harto Martínez: university.

INSTITUTIONAL Doctoral School Administration: That's right, and in the event that Zaroza University is not the home institution but the co-supervising institution, what are the required periods of study?

INSTITUTIONAL Doctoral School Management: Let's see, for a joint supervision arrangement, the minimum requirement is that you have to spend 9 months at the other university, right?

INSTITUTIONAL Doctoral Programme Office: So, if your home university is Zaragoza, you'll need to, er, provide proof that you've been there for nine months, of which at least six months must be at the co-supervising university and the other three may be at another university, and

INSTITUTIONAL Doctoral School Administration: which will then open the door to an international specialisation.

INSTITUTIONAL Doctoral School Administration: And if you're coming from abroad, you'll still need to obtain a certificate here confirming that you've spent 9 months at the University of Zaragoza.

INSTITUTIONAL Doctoral School Management: Right.

INSTITUTIONAL Doctoral School Management: Er, let's see.

INSTITUTIONAL Doctoral School Administration: They're talking about it again, aren't they? About the application period, eh? Of course, if it falls within the period - that is to say, it's been organised in such a way that all you need to worry about is ensuring that, before the date you've been given for

INSTITUTIONAL Doctoral School Management: Topen Sigma to process the application.

INSTITUTIONAL Doctoral School Administration: As regards external reports and any subsequent changes that may be made to the thesis, the deadline has been suspended.

INSTITUTIONAL Doctoral School Administration: So, if your deadline is 1 December, what you need to do is submit your application for admission before 1 December.

INSTITUTIONAL Doctoral School Management: Anything submitted after that date will not be considered,
is that clear?

INSTITUTIONAL Doctoral School Management: Well, in particular the informants, the courts and all that sort of thing.

INSTITUTIONAL Doctoral School Management: It's as if time stands still.

INSTITUTIONAL Doctoral School Management: Right.

INSTITUTIONAL Doctoral School Management: Well, er, there are still some doubts about the abstract, but I think that, if this is a thesis in English, the abstract uploaded to the text box in Sigma must be in English or in

01:05:00

INSTITUTIONAL Doctoral Programme Directorate: Spanish.

Manuela Harto Martínez: Ah, well, both tables will be displayed.

Manuela Harto Martínez: Er, you can put it in both languages.

Manuela Harto Martínez: The correct thing to do would be to include the abstract in both languages.

INSTITUTIONAL Doctoral School Management: Er, there's another query about the submission date – whether it's 10 December.

INSTITUTIONAL Doctoral School Management: Er, of course, what happens if there are negative reports? INSTITUTIONAL Doctoral School Management: No, deadlines aren't extended in the event of negative reports. INSTITUTIONAL Doctoral School Management: Let's see, er, don't worry about that.

INSTITUTIONAL Doctoral Programme Management: I don't think there's been a single thesis rejected due to negative reports since we've had assessors, has there?

INSTITUTIONAL Doctoral School Management: All right?

INSTITUTIONAL Doctoral School Management: Er, what usually happens is that reports require corrections to be made to the thesis.

INSTITUTIONAL Doctoral School Management: In reality, the examiners have the option to approve the thesis without any changes, to approve it with minor changes, to approve it but with major changes, or not to authorise its submission.

INSTITUTIONAL Doctoral School Management: So, what's most common is that there are minor changes, right?

INSTITUTIONAL Doctoral Programme Management: and if there are major changes – which do happen from time to time – then you'll have a deadline, I seem to recall it's another month, to incorporate all those changes and draw up a document explaining what you've changed, and in some way you can

INSTITUTIONAL Doctoral School Management: explain and refute any objections the examiner might raise.

INSTITUTIONAL Doctoral School Management: OK?

INSTITUTIONAL Doctoral School Management: What I have mentioned is that, of course, it is true that if they were completely negative and refused, normally in such cases the academic committee would ask other reviewers for perhaps another opinion

INSTITUTIONAL Doctoral Programme Management: because academic committees can also request additional reports apart from those two, right?

INSTITUTIONAL Doctoral School Management: So, in principle, that situation shouldn't arise, but of course the deadline won't be extended.

INSTITUTIONAL Doctoral School Management: OK?

INSTITUTIONAL Doctoral School Management: Well, I'm still looking into whether the committee's approval of the compendium module is done automatically upon submission via SIGMA.

INSTITUTIONAL Doctoral School Management: I'm not entirely sure what the question means, but 'not automatic' doesn't apply at all in the case of the compendium.

INSTITUTIONAL Doctoral Programme Administration: In other words, you submit your application via Sigma; you'll need to upload all the documents requested there, and from then on, until you receive confirmation – which, I believe, won't be via email – from Manuela,

Manuela Harto Martínez: a

INSTITUTIONAL Doctoral School Management: We are informing you that, although the Doctoral School's Standing Committee has approved the thesis in summary form, the process cannot actually proceed at this stage; in other words, you will only be informed once it has been approved by the Standing Committee, and until then the process will remain

INSTITUTIONAL Doctoral School Management: everything is at a standstill because they do not wish to request external reports.

INSTITUTIONAL Doctoral Programme Management: Well, bearing in mind that sometimes a thesis in the form of a compendium is accepted and sometimes it isn't.

INSTITUTIONAL Doctoral School Management: OK?

INSTITUTIONAL Doctoral School Management: So, until it's clear that the thesis in summary form is accepted, we can't proceed with all the subsequent formalities.

INSTITUTIONAL Doctoral School Management: Er, how long might the submission process take?

INSTITUTIONAL Doctoral School Management: Er, well, that's something we hope will be quicker with the new process than the previous one, eh?

INSTITUTIONAL Doctoral School Management: It was taking far too long.

INSTITUTIONAL Doctoral School Management: Er, before, I think they were issued – I don't think they were, I think they were posted –

Manuela Harto Martínez: 15 days.

INSTITUTIONAL Doctoral School Management: Right?

INSTITUTIONAL Doctoral School Management: But the whole process,

Manuela Harto Martínez: Yes,

INSTITUTIONAL Doctoral Programme Office: eh,

Manuela Harto Martínez: 15 days for the reports to be accepted for processing.

INSTITUTIONAL Doctoral School Management: No, the whole process from the time they start it – I think it used to be estimated at around that, didn't it?

INSTITUTIONAL Doctoral School Management: About five months before this change.

INSTITUTIONAL Doctoral School Management: What we hope is to be able to reduce those timeframes, obviously, but bear in mind that when there weren't any – just to give you an idea – when I read the thesis and there were no external examiners, well, the norm was that, I mean, if everything went perfectly it took two months, and if not,

INSTITUTIONAL Doctoral School Management: well, between two and three months, right?

INSTITUTIONAL Doctoral School Management: So, apart from the informants, everything has been delayed because, as I say, between the month they're given and the month you have, well, another couple of months pop up in there.

INSTITUTIONAL Doctoral School Management: So, well, er, certainly, at least four months – that's the minimum.

INSTITUTIONAL Doctoral Programme Management: You'll have to allow for that in any case, OK?

INSTITUTIONAL Doctoral School Management: And as I said, the deadline used to be around five months, and some theses took longer than that.

INSTITUTIONAL Doctoral School Management: That is precisely why we have implemented these reforms and why we have also introduced SIGMA.

INSTITUTIONAL Doctoral School Administration: Sigma – another important feature for you is that you can log into Sigma and check the status of your thesis; previously, you would have had to be constantly phoning or asking at your

INSTITUTIONAL Doctoral School Management: campuses and at the school's headquarters.

INSTITUTIONAL Doctoral School Management: So there, too, the process is visible, shall we say, to everyone

María Villota Miranda: Er,

INSTITUTIONAL Doctoral Programme Management: stakeholders.

María Villota Miranda: I wanted to mention, er, one thing regarding, well, actually I wanted to ask whether the informants have a month and, er,

INSTITUTIONAL Doctoral School Management: Yes.

María Villota Miranda: do they submit their review on the second day of that month, that is to say,

INSTITUTIONAL Doctoral School Management: Exactly.

María Villota Miranda: It has to run for the whole month.

INSTITUTIONAL Doctoral School Management: No, no, of course not.

María Villota Miranda: Ah,

INSTITUTIONAL Doctoral School Management: The month is what's given because… Yes. Er,

María Villota Miranda: OK.

INSTITUTIONAL Doctoral School Management: It's quite common practice for the thesis to be sent to them earlier sometimes, er, because, of course, a proper thesis report shouldn't be done in just two days,

01:10:00

María Villota Miranda: Of course.

INSTITUTIONAL Doctoral Programme Office: But how do you submit it in advance,

María Villota Miranda: Yes,

INSTITUTIONAL Doctoral School Management: well, if both reports are ready within a week, we'll go ahead.

INSTITUTIONAL Doctoral School Management: It goes to the academic committee then; that's the maximum timeframe they're given, but if it's sooner, it's sooner.

María Villota Miranda: Right.

INSTITUTIONAL Doctoral Programme Management: And the same applies to all deadlines, except, of course, the public consultation period – we can't skip that – but if the academic committee has 15 days and reaches a decision that very same week, then the process continues.

María Villota Miranda: Right, perfect.

María Villota Miranda: Thank you very much.

INSTITUTIONAL Doctoral School Management: OK?

María Villota Miranda: M.

INSTITUTIONAL Doctoral School Management: For theses under the international agreement, does any of the examiners have to be international?

INSTITUTIONAL Doctoral School Management: Yes, of course.

INSTITUTIONAL Doctoral School Management: In fact, the two reports,

Manuela Harto Martínez: The

INSTITUTIONAL Doctoral Programme Management: If I'm not mistaken, the… that is to say, in this case there must be one member on the examination board, but the two examiners must be foreign nationals and from

Manuela Harto Martínez: and from different universities; it's a common mistake for them to be from the same university, and that's not allowed.

INSTITUTIONAL Doctoral School Management: various.

INSTITUTIONAL Doctoral School Management: Er, we'll make the recording available on the website; we won't be sending it by post, but it will also be available to those who were unable to attend.

Manuela Harto Martínez: Right.

INSTITUTIONAL Doctoral School Management: So, the idea is to put everything online, where you'll find the information and the Sigma guides.

INSTITUTIONAL Doctoral Programme Management: I'm not sure if there's anything left – whether any of the questions you've posted in the chat have slipped our attention and we haven't answered them – so please do take this opportunity to ask them or raise any further queries you may have.

Alba Sotomayor Alge: Hello,

Manuela Harto Martínez: I wanted to say something.

Alba Sotomayor Alge: Hello.

Manuela Harto Martínez: Ah,

INSTITUTIONAL Doctoral School Management: Yes,

Manuela Harto Martínez: Well,

INSTITUTIONAL Doctoral School Management: Yes,

Alba Sotomayor Alge: Excuse me,

INSTITUTIONAL Doctoral School Management: Alba, go on,

Manuela Harto Martínez: No, nothing.

INSTITUTIONAL Doctoral School Management: Go

on. Alba Sotomayor Alge: I had one more

question.

Alba Sotomayor Alge: I'm sorry.

Alba Sotomayor Alge: Er, er, I'm not sure if I misunderstood earlier,

INSTITUTIONAL Doctoral School Management: Yes.

Alba Sotomayor Alge: but you were talking about a positive report from the directors for the current academic year.

INSTITUTIONAL Doctoral School Management: No, from the directors,

Alba Sotomayor Alge: Have I understood that correctly?

INSTITUTIONAL Doctoral Programme Management: no.

INSTITUTIONAL Doctoral School Management: I think she was referring to Manuela, the assessment by the academic committee.

Manuela Harto Martínez: Er,

INSTITUTIONAL Doctoral School Management: You know you have to pass an assessment

Manuela Harto Martínez: Yes,

Alba Sotomayor Alge: Of course, yes, but as it's in June and I,

INSTITUTIONAL Doctoral School Management: it's an annual assessment.

Alba Sotomayor Alge: For example, in this case, if I enrol in December at the latest, do I need to have a new assessment by then, or is the one from the 25–26 academic year valid for this

Manuela Harto Martínez: You don't have to have the assessment from that academic year.

Manuela Harto Martínez: We're at 2627. Well, if you're going to enrol halfway through the academic year, then, er, your department will have to ask you for the transcript – in other words, you'll have to submit your research plan, which will need to be assessed by your thesis supervisor, and then the central office will request the transcript in order to

Manuela Harto Martínez: award you a pass mark.

Manuela Harto Martínez: Yes,

INSTITUTIONAL Doctoral Programme Management: That hasn't changed.

Manuela Harto Martínez: The

INSTITUTIONAL Doctoral School Management: It has always been that way.

INSTITUTIONAL Doctoral School Management: The academic committees are already aware of this.

Manuela Harto Martínez: You can

Alba Sotomayor Alge: OK, so before I pre-submit,

INSTITUTIONAL Doctoral School Management: Good.

Alba Sotomayor Alge: I should already have that report; in other words, the sooner I submit the new research plan, the better,

Manuela Harto Martínez: Let's see,

Alba Sotomayor Alge: Right?

Manuela Harto Martínez: What we do allow you to do is, er, submit your thesis, er, even if you haven't yet received a positive assessment, if you're in the process of getting it assessed,

Alba Sotomayor Alge: Of course,

Manuela Harto Martínez: provided you've uploaded the research proposal,

Alba Sotomayor Alge: But it has to be finished already.

Manuela Harto Martínez: But you have to submit the research proposal before you deposit the thesis.

Manuela Harto Martínez: Yes.

Alba Sotomayor Alge: Right, I see.

Manuela Harto Martínez: What I wanted to mention is that, as I've already told you, it's very important to attach the

INSTITUTIONAL Doctoral Programme Office: H

Manuela Harto Martínez: documents – make sure all the documents are included.

Manuela Harto Martínez: If, for example, you've submitted your application and it's already with the headteacher, and you realise you've left something out, then you'll need to ask them to return it to you as soon as possible,
right?

Manuela Harto Martínez: In other words, you'd ring him and say, 'Hey, I'm missing a document.'

Manuela Harto Martínez: Don't let it get passed on to the next person in the process, because you'll lose a lot

Tomas PelBen: Yeah.

Manuela Harto Martínez: days.

INSTITUTIONAL Doctoral School Administration: There is a question which I believe is new regarding the confirmation of attendance signed by the director; if this is a new document – or if it has changed ·then the question is whether it is required for applications that have already been submitted. If so, should they have uploaded it to SIGMA prior to submission, directly as part of the application to

INSTITUTIONAL Doctoral School Management: the application process.

INSTITUTIONAL Doctoral School Management: Oh, of course – it's just that, as the new regulations require an endorsement, the new form for study periods now actually includes the director's signature as well; but for those of you who don't have it like that, I understand you'll need to generate a new one,

INSTITUTIONAL Doctoral School Management: but you can simply add it when you submit the application for processing, all right?

INSTITUTIONAL Doctoral Programme Address: You do not need to change the one you already had for your stay.

Manuela Harto Martínez: Hmm.

INSTITUTIONAL Doctoral School Administration: I understand that in that case, you simply upload the one that's already been signed by the director, and that will suffice.

INSTITUTIONAL Doctoral School Management: Yes, Tomás, I think

Tomas PelBen: Yes, hello.

Tomas PelBen: Just a quick one – I had a question, following on a bit from the one asked earlier by Alba regarding the institutional review…

INSTITUTIONAL Doctoral Programme Management: we have

Tomas PelBen: annual review, which we have to submit for the year in which we're going to make the deposit.

Tomas PelBen: Of course, I reckon I'll be submitting my thesis by the beginning of November or thereabouts, following the previous review, that is.

Tomas PelBen: The research has basically consisted of writing the thesis.

Tomas PelBen: So, should I say that's practically it now, or is there anything else I can add?

01:15:00

INSTITUTIONAL Doctoral Programme Management: Nothing,

Tomas PelBen: I mean,

INSTITUTIONAL Doctoral Programme Office: this is the final review before submission.

Tomas PelBen: That's all there is to it.

INSTITUTIONAL Doctoral School Management: You explain what you've done since the last time you submitted the report,

Tomas PelBen: OK, OK,

INSTITUTIONAL Doctoral School Management: which would be the same as if you'd submitted the report in May.

Tomas PelBen: Right, right.

INSTITUTIONAL PhD Programme Management: Well, whatever you've done since then, and that's it.

Tomas PelBen: Like, OK,

INSTITUTIONAL Doctoral Programme Office: This is a mandatory requirement.

INSTITUTIONAL Doctoral School Guidance: It's like the final assessment carried out by your academic committee from now until just before you submit your thesis.

Tomas PelBen: OK,

INSTITUTIONAL Doctoral School Administration: In your case it'll be very short; actually, it's the whole academic year, that is, at any time during the following academic year.

Tomas PelBen: OK, OK, perfect.

Tomas PelBen: Thank you.

Tomas PelBen: M.

INSTITUTIONAL Doctoral School Administration: If we have any queries regarding the documentation to be submitted to Sigma, who should we contact?

INSTITUTIONAL Doctoral School Management: Is there a telephone number or email address?

INSTITUTIONAL Doctoral School Management: Yes, it has been provided.

INSTITUTIONAL Doctoral School Management: You have an email address in the presentation, correct?

INSTITUTIONAL Doctoral School Management: It's specifically for queries about Sigma, as well as how to use Sigma.

INSTITUTIONAL Doctoral School Management: You're really unsure, well, if these are general enquiries, you know that you also have the administrative offices for the programmes, right?

INSTITUTIONAL Doctoral School Management: They can help you with any issues that might arise with Sigma.

INSTITUTIONAL Doctoral School Management: We've set up a specific email address – OK? – which you'll find in the presentation that'll be made available to you.

INSTITUTIONAL Doctoral School Management: Well, I don't think there's anything else in the chat.

INSTITUTIONAL Doctoral Programme Director: I think it's the same when we're talking about the agreement signed by the director – the director is the thesis supervisor.

INSTITUTIONAL Doctoral School Management: Thesis.

INSTITUTIONAL Doctoral School Management: Right, well, I think we'll probably leave it there, shall we?

INSTITUTIONAL Doctoral School Management: Er, people are already starting to log off.

INSTITUTIONAL Doctoral Programme Directorate: Er, Santiago, I think we can wrap up the recording now as well, and well, I hope you've found this session we've had useful.

Alba Sotomayor Alge: Yes, thank you very much.

INSTITUTIONAL Doctoral School Management: We'd also ask for your understanding, as this is a new system that's just getting started.

The meeting ended after 01:16:53 □□

This editable transcript was generated automatically and may contain errors. Users can also edit the text after it has been created.