

Management of the doctoral thesis submission process in SIGMA

Presented by: Manuela Harto Martínez (Head of Section, Doctoral School)

Support email address for enquiries: sigma.doctorado@unizar.es



Escuela de Doctorado
Universidad Zaragoza

CONTENTS

- 1. General procedure for depositing doctoral theses**
- 2. Processes in SIGMA**
- 3. Creating the application for processing (doctoral candidate)**
- 4. Approval by the thesis supervisor**
- 5. Approval by the administrative office**
 - 5.1. Submission of external reports and proposal for the examination board**
- 6. Documentation processed outside SIGMA**

1. General procedure for submitting doctoral theses

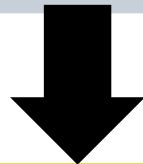
Online application by the PhD student



Supervisor's Approval



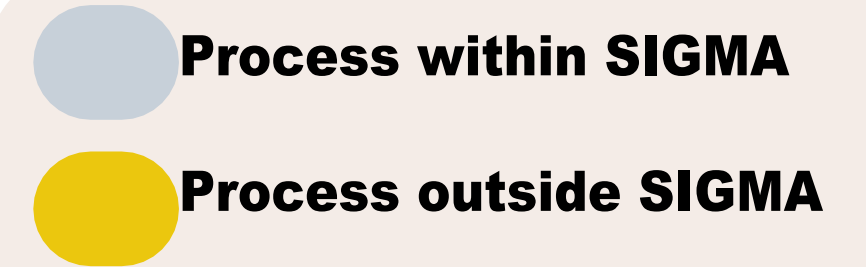
Approval by the PhD Programme's Administrative Office



Approval of acceptance for consideration, external examiners and the proposed examination board by the PhD Programme's Academic Committee (deadline: 15 academic days from the date of application)



Request for external reports by the PhD Programme's Administrative Office (deadline for submission of reports: 30 days)



1. General procedure for the submission of doctoral theses

Approval of submission, request for a response to questions raised by the external examiners, and request for amendments to the thesis by the PhD Programme's Academic Committee



Validation by the Doctoral School Public presentation



(deadline: 5 teaching days)



Authorisation for the defence, by the Standing Committee of the EDUZ Management Committee (deadline: 15 academic days from the end of the public presentation)

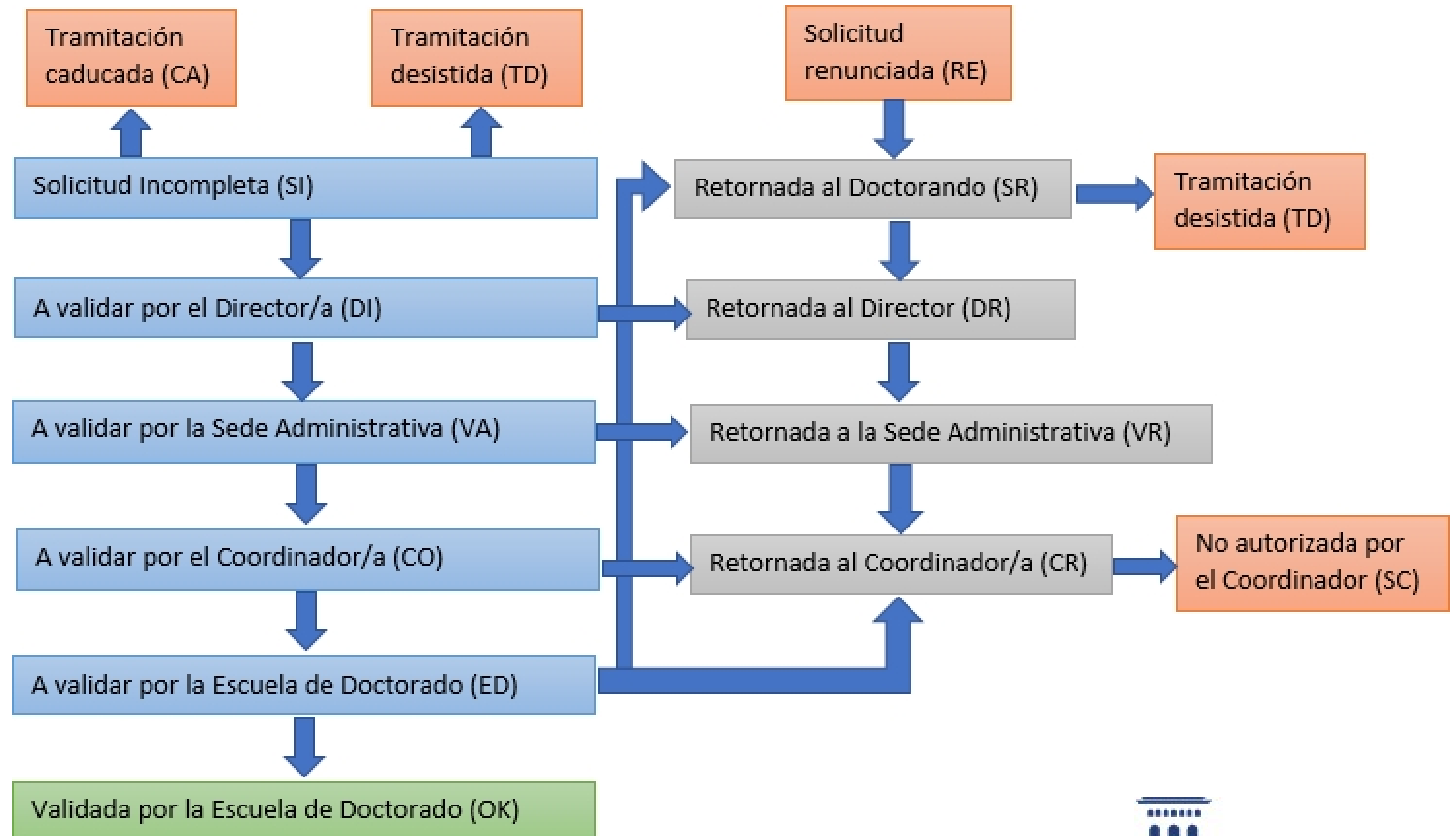


Announcement of the defence by the chair of the examination board

Notification of the defence by the secretary of the examination board

Management of defence documentation, by the Doctoral School

2. Processes in SIGMA



3. Submitting an application for admission to the programme (PhD student)

▲ - Pantalla de inicio

En esta pantalla de inicio se muestra la fecha en la que se inicia el proceso (fecha de alta). Dispones de dos meses, desde esa fecha, para completar y presentar la solicitud. Si no lo haces en ese plazo, la solicitud caducará y tendrás que iniciar el proceso nuevamente.

Datos Personales

DNI /
Pasaporte
NIA

Apellidos y nombre

Solicitudes de depósito

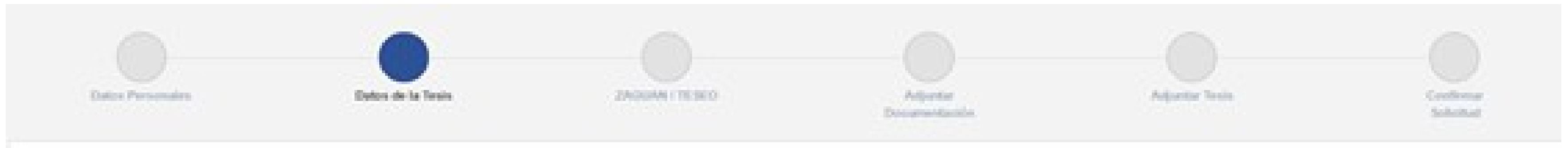
A partir de este momento, podrás navegar por las diferentes pantallas y grabar la información de manera provisional tantas veces como sea necesario. Cuando todos los datos sean definitivos, tendrás que grabar la solicitud desde la última pantalla y confirmar que quieres enviar la solicitud a la directoría que podrá ver la información que hayas introducido y deberá validarla o bien denegarla indicando el motivo. Al finalizar el proceso, recibirás la aprobación de tu solicitud de admisión a trámite de la tesis, y posteriormente del estado de la solicitud, que también podrás consultar entrando en la pantalla de seguimiento de la solicitud.

	Centro	Programa de doctorado	Título de la tesis	Fecha alta	Fecha devolución solicitud	Estado solicitud	Observaciones
<div>+ Crear solicitud</div>	100 - Escuela de Doctorado	500 - Programa de Doctorado en Derecho		12/08/2026			

Accede al programa de doctorado cursado y clicas en “Crear solicitud”

+ Crear solicitud

3 Creating the application for admission to the programme (PhD student)



1. Entering data on the screens:

- **Personal details**
- **Thesis details**
- **Zaguán/TESEO**
- **Attach documentation**
- **Attach Thesis**
- **Confirm request**

3. Creating the application for processing (PhD student) **Personal Details screen**

The screenshot shows the 'Datos Personales' screen. At the top, there is a blue circular profile icon and the title 'Datos Personales'. Below this is a light blue informational box with an information icon and text: 'Revisa tus datos personales, actualiza lo que consideres pertinente y contacta con la Escuela de Doctorado si encuentras algún dato incorrecto que no puedas modificar. Una vez hecho, haz clic en CREAR SOLICITUD, la opción situada en la parte inferior de la pantalla.' To the right of this box is a dark blue button labeled 'Expandir todo'. Below the box is a list of four expandable sections, each with a right-pointing arrow: 'Datos Personales', 'Datos de nacimiento', 'Datos del domicilio habitual', and 'Datos del domicilio durante el curso'. At the bottom right of the main content area is a link '(*) Campos obligatorios'. At the very bottom of the screen is a dark blue button with a white house icon and the text 'Crear solicitud'.

3. Creating an application for admission to the programme (PhD student)

Thesis details screen (2nd button)

With expandable **tabs** for:

- Thesis title
- Research areas
- Language of the thesis
- Academic supervision
- Thesis supervisor
- International Doctorate
- Industrial Doctorate
- Joint supervision
- List of publications
- PhD student's activities
- Thesis defence via videoconferenc

The screenshot shows the 'Thesis details screen' with a progress bar at the top. The progress bar has six tabs: 'Datos Personales', 'Datos de la Tesis' (selected), 'ZAGUAN / TESEO', 'Adjuntar Documentación', 'Adjuntar Tesis', and 'Confirmar Solicitud'. Below the progress bar, there is a light blue informational box with text in Spanish. Below this, there is a list of expandable tabs, each with a right-pointing arrow. The tabs are: 'Título de la Tesis', 'Líneas de investigación', 'Idioma de redacción de la tesis', 'Tutoría académica', 'Dirección de Tesis', 'Mención Doctorado Internacional', 'Mención Doctorado Industrial', 'Cotutela', 'Compendio de publicaciones', 'Actividades de el/la doctorando/a', and 'Tesis por videoconferencia'. A dark blue button labeled 'Expandir todo' is located to the right of the tabs.

Datos Personales Datos de la Tesis ZAGUAN / TESEO Adjuntar Documentación Adjuntar Tesis Confirmar Solicitud

Revisa los datos relativos a tu tesis, desplegando las diferentes opciones. Modifica lo que corresponda y contacta con la Escuela de Doctorado si encuentras algún dato incorrecto que no puedes modificar. Rellena todos los datos obligatorios y haz clic en GUARDAR para salvar los cambios.

Expandir todo

Título de la Tesis

Líneas de investigación

Idioma de redacción de la tesis

Tutoría académica

Dirección de Tesis

Mención Doctorado Internacional

Mención Doctorado Industrial

Cotutela

Compendio de publicaciones

Actividades de el/la doctorando/a

Tesis por videoconferencia

3. Creating the application for admission to the programme (PhD student) Thesis details screen (2nd button)

1. Thesis title

Título de la Tesis

Informa el título y el idioma principal de la tesis

Francés

(*)

3. Creating the application for admission to the programme (PhD student) Thesis details screen (Button 2)

2. Research areas

Líneas de investigación

Líneas de investigación disponibles

→ →

Arquitectura de Computadores: Computación de altas prestaciones y jerarquía de memoria e
Sistemas de Información e Ingeniería Web: Diseño y desarrollo de sistemas de acceso a info
Informática Gráfica Avanzada. Imagen sintética. Fotografía computacional. Realidad Virtual.
Ingeniería de Sistemas de Eventos Discretos. Formalismos y métodos formales para el mode

Líneas de investigación seleccionadas (*)

← ←

Robótica, Percepción y Tiempo Real. Robótica de servicios y de intervención; Sistemas de p

3. Creating the application for admission to the programme (PhD student) Thesis details screen (2nd button)

3. Language in which the thesis is written

- Main language as per the specified degree title.

Idioma de redacción de la tesis

Idioma principal

Francés

Otros idiomas

Idiomas disponibles

→→

Alemán
Castellano
Catalán
Checo
Chino
Eslovaco
Francés
Inglés

Idiomas seleccionados (*)

←←

Online thesis submission | SIGMA
General procedure

3. Creating the application for admission to the programme (PhD student)
Thesis details screen (2nd button)

4. **Academic supervision**

The details will be displayed

5. **Thesis supervisor**

The details will be displayed

3. Creating the application for admission to the programme (PhD student)

Thesis details screen (2nd button)

6. International PhD Programme

You may only apply for this if you have completed the necessary activities.
The relevant DAD activities are displayed (if they are tagged with the mention)

Mención Doctorado Internacional

Según los datos que constan en tu expediente y en la Escuela de Doctorado, estás en disposición de solicitar la Mención para el Doctorado Internacional para su resolución.

¿Quieres solicitar la Mención de Doctorado Internacional? ☒ Sí ☐ No

Año	Actividad	Tipo entidad	Descripción entidad	Fecha inicio	Fecha final	Número de días
2022/23	Estancia de investigación internacional en la Universidad de California San Diego, de Estados Unidos	Otra	University of California San Diego	07/10/2022	10/12/2022	65
2023/24	Estancia de investigación internacional	Otra	Sta. María Soledad Health Center and Nurse Care Home/ Bicol Medical Center	13/07/2023	16/08/2023	34

3. Creating the application for processing (PhD student) Thesis details screen (2nd button)

Documents attached by the PhD student for the processing of the international distinction:

- Application for authorisation of stay approved by the CAP (prior to the stay)
- Certificate of stay, stating: start and end dates, duration, activities undertaken, full name of the person responsible for the stay at the host centre, the institution's letterhead or logo, and a signature.
- A signed endorsement by the director confirming the activities undertaken and compliance with the established plan **(new form: student's report endorsed by the director)**



Documentos adjuntados

Seleccionar

Adjuntar

Solo Estancia Mencion Internacional.pdf

Certificado Estancia Mencion Internacional.pdf

3. Creation of the application for admission to the programme (PhD student) Thesis details screen (2nd button)

7. Industrial PhD specialisation. Similar to the international specialisation.

Documents to be attached:

- **Application for authorisation to undertake the specialisation (approved)**
- **Report by the thesis supervisor at UZ**
- **Report from the company representative**
- **Copy of the employment or commercial contract**
- **Employment history report (TGSS)**

Documentos adjuntados

Seleccionar

Adjuntar

Solic Estancia Mención Internacional.pdf

Certificado Estancia Mención Internacional.pdf

3. Creating the application for admission to the programme (PhD student) Thesis details screen (2nd button)

8. List of publications.

The PhD student indicates in the application whether they are applying for the

9. Joint supervision

The following details will be displayed

10. Activities carried out by the PhD student.

Validated activities with the status “Completed” will be displayed

11. Thesis via videoconference

This may be requested (for students only)

3. Creating the application for processing (PhD student)

ZAGUAN/TESEO screen (3rd button)



**The PhD student specifies the type of publication following the defence:
immediate, embargo (12 or 24 months) or confidential thesis**

¿Quieres que la tesis se haga pública en el repositorio institucional Zaguán inmediatamente tras la defensa de la tesis? (*)

☒ No acepto, porque quiero solicitar un embargo de la visualización del contenido de la tesis.

i Porá solicitar, por escrito, en cualquier momento la suspensión del embargo o demora y la puesta en abierto de su tesis doctoral en el repositorio institucional.

Seleccione el periodo de demora o embargo solicitado (*)

☐ 12 meses

☐ 24 meses

3. Creating the application for admission to the process (PhD candidate)

ZAGUAN/TESEO screen (Button 3)

Selection of the publication licence, keywords for Zaguán and codes for indexing the thesis in Teseo

The screenshot shows the 'TESEO(*)' form. It includes a section for publication rights with radio buttons for 'Sí, acepto' (selected) and 'No acepto'. Below this is a section titled 'Códigos para indexar la tesis en TESEO' with two input fields: 'Código TESAURO (Num. max 2) (*)' and 'Materia UNESCO (Num. max 2) (*)'. To the right of these fields is a list of codes: 110201 - Analogía, 110202 - Álgebra de Boole, 110203 - Lógica formal, 110204 - Lenguajes formalizados, 110205 - Sistemas formales, and 110206 - Fundamentos de matemáticas. A dropdown menu is open, showing the first three options. There are also minus signs to the right of the list.

Enter an explanatory abstract (maximum 600 words, sufficiently comprehensive to adequately explain the thesis's argument)

The screenshot shows the 'Resumen explicativo(*)' form. It has two tabs: 'Castellano' (selected) and 'Inglés'. Below the tabs is a large text area for entering the abstract. At the bottom right, there is a character count: '600 Palabras restantes' and a button with an upward arrow.

3. Creating the application for admission to the programme (PhD candidate) **‘Attach Documentation’ screen (Button 4)**

The screenshot shows a progress bar at the top with six steps: Datos Personales, Datos de la Tesis, ZAGUAN / TESEO, Adjuntar Documentación (highlighted with a blue circle), Adjuntar Tesis, and Confirmar Solicitud. Below the progress bar, a light blue box contains an information icon and the text: "Adjunta los documentos que acompañen a tu solicitud de depósito y haz clic en ADJUNTAR. Revisa la página web de la Escuela de Doctorado para saber qué documentos debes adjuntar." Below this, there are two expandable sections: "Adjuntar documentos" with a right arrow and "Adjuntar documentación científica" with a down arrow. Under the "Adjuntar documentación científica" section, there is a dark blue button with a plus icon and the text "Añadir documentación científica".

This screenshot shows the "Adjuntar documentos" dropdown menu. It has a title bar "Adjuntar documentos". Inside, there are two labels: "Seleccionar tipo de documento" and "Seleccione documento". Below these labels is a file upload area with a grey document icon and a blue 'x' button. To the right of the upload area is a list of document types: "Compendio-Solicitud de la modalidad" (highlighted), "Compendio-Solicitud de la modalidad", "Compendio-Renuncia de los coautores", "Solicitud de declaración de tesis con contenido protegido", "Cotutela-Certificado de estancia", and "Certificado de superación complementos de formación".

3. Creating the application for admission (PhD student) – ‘Attach Documents’ screen (4th button)

Documents to be attached:

For all theses and programmes:

- Admission application form (compulsory)

Specific to certain PhD candidates:

- Proof of completion of supplementary training modules **(new)**
- Application form for a thesis with restricted access

In addition, for jointly supervised theses:

- Certificates of attendance at the universities party to the agreement

Furthermore, if the thesis is in the form of a compendium (3–4 documents):

- Compendium application form (signed by the PhD candidate and supervisors)
- Contextualisation statement **(originality)**
- Declaration of withdrawal by co-authors who are not PhD holders
- Letter of acceptance for publication, where applicable

3. Creation of the application for consideration (PhD candidate) 'Attach Documentation' screen (4th button) Documents to be attached:

Other documents (to be specified):

- **Document responding to the external reviewers**
- **Document detailing the changes made to the thesis (based on the external reports)**
- **Other**

3. Creating the application for admission to the programme (PhD candidate) **Screen to attach thesis (5th button)**

- **Electronic copy of the thesis (PDF) with a and a non-standardised back cover (optional)**
- **It must contain an abstract and conclusions (within the copy)**
- **If written in another language, it must also include an abstract and conclusions in Spanish.**
- **If the thesis contains restricted content, both the full version and the abridged version must be attached.**

4. Approval by the thesis supervisor

(status DI or DR)

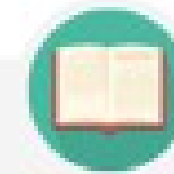
From the homepage www.escueladoctorado.unizar.es, click on the icon



Acceso a SIGMA y
manuales de apoyo



Acceso a SIGMA para
Directores/as y tutores/as de tesis



Manual Depósito de Tesis
Directores/as y tutores/as de tesis

4. Approval by the thesis supervisor

(status DI or DR)

Access the Online Thesis Submission module

Accesos	>
Certificados	
Datos Generales SIGMA	>
Depósito on-line de tesis	
Exámenes	>
Expedientes sigm@	>
Gestión Doctorado	>
Introd. datos Estadísticos	>
Matrícula @	>
Módulo de avisos SIGMA	
Movilidad	
Planes Docentes SIGMA	
Tasas sigm@	>
Títulos	>
Validación Académica - SIGM@	>

4. Approval by the thesis supervisor

(status DI or DR)

Search for applications:

La pantalla tiene dos partes:
Búsqueda solicitud. Permite buscar por diferentes criterios.

Búsqueda solicitud

RIP

DNI/Passaporte

Primer apellido

Apellido

Programa de doctorado

Cualquiera

Fecha presentación desde

Estado de la inscripción

No hay selección

NIA

Nombre

Segundo apellido

Año académico

2025/26-I

Mención

Hasta

Limpiar

Buscar

Resultado búsqueda. Se puede filtrar si es necesario.

Resultado búsqueda

Filtro de búsqueda

	Nombre	DNI/Passaporte	NIA	Programa de doctorado	Fecha de presentación	Estado	Observaciones
<div><div></div><div></div><div></div><div></div></div>				100 - Programa de Doctorado en Derecho	16/06/2026	DIA validar por el Director	<div></div>

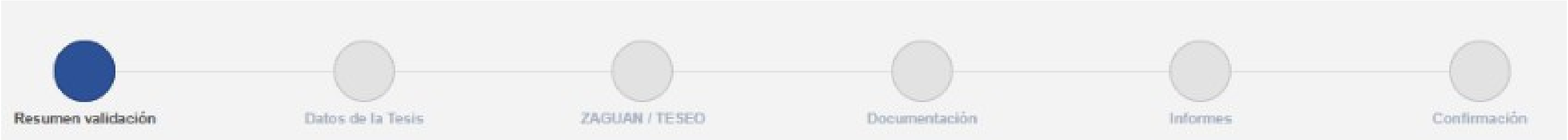


button to edit

4. Approval by the thesis supervisor (status DI or DR)

6 screens or buttons:

Validation summary – Thesis details – Zaguán/TESEO – Documentation – Reports – Confirmation



Validation Summary screen (Button 1)

Displays all validations carried out by the various roles.

Título de la Tesis		✓		Lineas de investigación		✓		Idioma de redacción de la tesis		✓		Tutoría académica		✓	
Dirección de Tesis		✓		Mención Doctorado Internacional		✓		Mención Doctorado Industrial		✓		Compendio de publicaciones		✓	
Documentación aportada por ella alumna/a		✓		Fichero de la tesis		✓		Confirmación		✓					

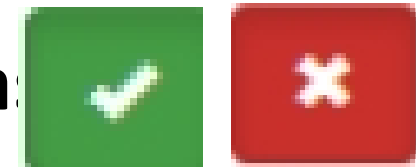
4. Validation by the thesis supervisor

What does this involve?

Validates the data on all screens:

- Thesis details (Button 2)
- Zaguán/TESEO (, Button 3)
- Documentation (Button 4)

Marking as correct or incorrect and stating the reason



How is it carried out?

¿Datos Correctos?



Motivo denegación

MOTIVO_1 - Se deberán subsanar las incidencias detectadas.

4. Validation by the thesis supervisor

Reports screen (Button 5)

Each supervisor will attach their signed report (PDF) and proposal for external examiners

✓ Informe de la tesis (directores/as)

Informe de la tesis (coordinador/a)

The tab opens at:

✓ Informe de la tesis (directores/as)

Mi informe de la tesis

Seleccionar documento

- Button to attach the report
- Checking whether the report is favourable or unfavourable
- Save button

Adjuntar informe

¿El informe adjuntado apoya favorablemente el deposito de esta tesis doctoral?

✓ ✗

Guardar

4. Validation by the thesis supervisor

Confirmation screen (Button 6)

If any data has been flagged as incorrect on any screen, it will be marked as incorrect (red cross) on that screen, to allow the PhD student to make the necessary amendments. Details of the requests for correction can be found in the 'Comments' section

The screenshot displays the 'Confirmación' screen of a thesis validation system. At the top, a horizontal progress bar shows six steps: 'Resumen validación', 'Datos de la Tesis', 'ZAGUAN / TESIS', 'Documentación', 'Informes', and 'Confirmación'. The 'Confirmación' step is highlighted with a blue circle, while the others are grey. Below the progress bar is a light blue informational box containing text about the validation process and a reminder to click 'CONFIRMAR LA VALIDACIÓN'. The main content area has a header 'Confirmación' with a dropdown arrow. Below the header are two icons, a checkmark and a red cross. A large text area labeled 'Observaciones:' is provided for comments, with a '1000 caracteres restantes' (1000 characters remaining) indicator at the bottom right. A dark blue button labeled 'Confirmar validación' is at the bottom center.

Resumen validación Datos de la Tesis ZAGUAN / TESIS Documentación Informes Confirmación

ⓘ La validación de la solicitud del estudiante supondrá la elevación del expediente a la Comisión Académica del Programa de Doctorado para la aprobación del depósito. El hecho de manifestar disconformidad a través de la cruz supone la devolución al estudiante de la solicitud para su revisión. En este caso, se desplegará un menú donde será necesario seleccionar el motivo de denegación. A través del apartado OBSERVACIONES podremos enviar un mensaje al estudiante ampliando la información que se crea conveniente.

Recordad hacer clic en CONFIRMAR LA VALIDACIÓN para finalizar.

Confirmación

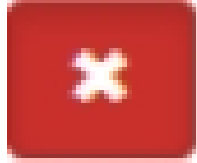
✓ ✗

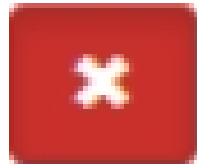
Observaciones:

1000 caracteres restantes

Confirmar validación

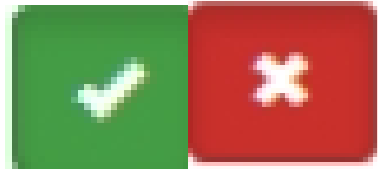
4. Approval by the thesis supervisor

The button  in each section to be validated unlocks the field to allow changes (corrections)

The button  on the CONFIRMATION screen allows the request to be returned to one of the previous parties

5. Validation by the administrative headquarters

1. Data review and validation stage:



- Review of the requirements for authorising the application to proceed.
- Review of the documentation provided and the thesis copy.
- Validation of the data.
- Return to the relevant previous party if any errors are detected.

2. Authorisation of acceptance for processing + approval by external examiners + proposal for the examination board (by the CAP):

- The PhD student and EDUZ are notified by email (with the proposed examination board, via internal communication)
- Submit **the examination board proposal**
- Enter **external examiners** and initiate the process

IN PARALLEL:

Examination board proposal
review phase (EDUZ)



External report processing
phase (PD Administration
Office)

5. Validation by the administrative headquarters

5.1. Submission of external reports () and examination board proposal

Handling of external reports:

KEY ASPECTS TO BE REVIEWED:

- **External assessors not affiliated with UNIZAR or the PhD programme.**
- **For international recognition: referees from non-Spanish institutions or universities. Furthermore, the two reports must be from two different institutions. (They cannot be the supervisor of the placement)**
- **Referees who have not co-authored any work with the PhD student.**

5. Validation by the administrative headquarters

5.1. Submission of external reports and proposal for the examination board

Management of external reports:

1. Data entry (on the ‘Thesis Details’ screen)

+ VÍDEO

Reservar

Quitar

Nombre completo

Apellido

CECIB

Código

Nombre completo

Apellido

Código

2. Attach a suitability report for each reviewer

	Código CECIB	Nombre y apellidos	Email	Documento de idoneidad	Informe de evaluación de la tesis	Mail enviado	Fecha caducidad link	Registro completado	Descargar certificado experto externo	Enviar correo
☐		a.a	a@prueba.org	InformeIdoneidad_ExpertoExterno.pdf	<input data-bbox="1802 1187 1859 1219" type="button" value="+"/>	☐		☐		☐
☐		b.b	b@prueba.org	InformeIdoneidad_ExpertoExterno2.pdf	<input data-bbox="1802 1258 1859 1290" type="button" value="+"/>	☐		☐		☐

+ Añadir experto externo

Enviar petición de documentos

3. Tick the ‘send email’ box for the reviewer to initiate the process

4. Monitoring of deadlines (5 days to withdraw and 30 days to upload the report)

5. Validation by the administrative office

5.1. Submission of external reports () and proposal for the examination panel

Management of external reports:

Procedure for issuing external reports:

- The informant receives an INVITATION email with the subject line 'Self-registration for external experts', containing a link. They are taken to a screen where they enter their email address **(the same email address used for Sigma)**.
- The reviewer receives a (time-limited) access code
- They are taken to a screen displaying the thesis, where they can attach their report
- If they do not accept the invitation, they must notify informestesis@unizar.es (within 5 days)

The screenshot shows a web interface titled 'AUTOREGISTRO DE LOS EXPERTOS EXTERNOS'. It contains several sections for data entry:

- Datos del reporte** : A section with a light blue background and a warning message: 'Por favor, pulsar el botón guardar para conservar los datos introducidos hasta ahora. Indíquelo los de la nota anterior.'
- Resumen tesis** : A text area containing a masked email address: 'XXXXXX XXXXXXXXXXXXXXXXXX'.
- Fichero de la tesis** : A file upload area showing a document icon and the filename 'Tesis_Publicada.pdf' with a 'Descargar' link.
- Documento de identidad** : A text field containing the filename 'Informe_ExpertoExternos2.pdf' and a file icon.
- Informe de evaluación de la tesis** : A text field containing the filename 'Informe_ExpertoExternos2_wad' and a file icon.

A 'Guardar' button is located at the bottom right of the form.

5. Approval by the administrative office

5.1. Submission of external reports to and proposal for the examination panel

Proposal for Examination Board Members

KEY POINTS:

- It is recommended that the proposed secretary (who must be currently employed) be a member of UNIZAR.
- The proposal must be gender-balanced (Royal Decree).
- Most people from outside the programme and UNIZAR. In the case of a thesis with an international focus, a member of a non-Spanish higher education institution or research centre.
- A person is not considered an external member if they are employed by the company or institution where the thesis was carried out.
- Academic staff on leave of absence or retired (**requirements**)
- Recognition of research experience (**restricted**)

5. Validation of the administrative office

5.1. Submission of external reports and proposal for the examination board

Proposal for Examination Board Members

KEY POINTS:

Academic staff on leave of absence and 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 last 5 years.**

5. Approval of the administrative headquarters

5.1. Submission of external reports and proposal for the examination board

Proposal for Examination Board Members

KEY ASPECTS:

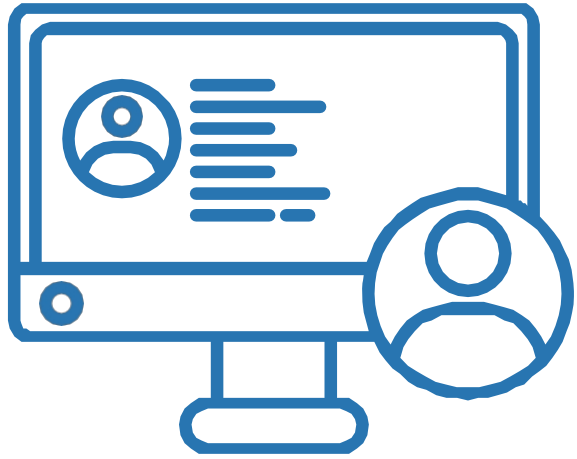
Restrictions on applications for recognition of research experience

- There are restrictions on who may apply (only in cases where the applicant is unable to undergo the six-yearly evaluation and has held a PhD for at least **two years**).
- The assessment criteria remain unchanged.
- **Equivalent qualifications** are defined for the purposes of participation on examination boards:
 - o They are accredited by ANECA as Senior Lecturers or above
 - o Be tenured scientists at the CSIC or of a higher rank
 - o Have supervised two doctoral theses
 - o Be the Principal Investigator (PI) or co-Principal Investigator (co-PI) of an AEI or European Commission project.

NORMATIVA
Acuerdo 9 julio 2026
Comité de Dirección
relativo al requisito de
actividad investigadora
acreditada de
directores/as, tutores/as y
participantes en tribunales

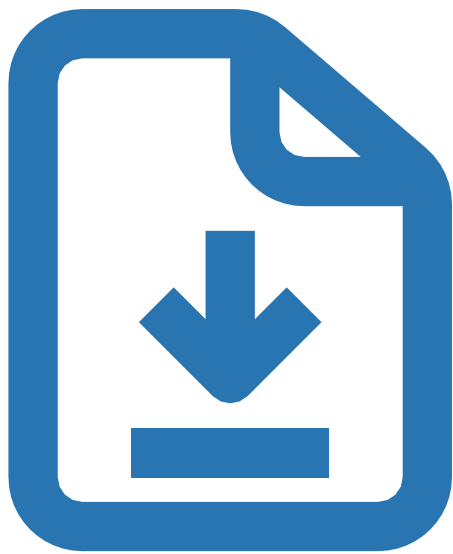
6. Documentation processed outside Sigma

Processing of the ‘Compendium’ option



- 1. The PhD student indicates, in the Sigma application, whether they are opting for this procedure.**
- 2. The PhD student attaches the relevant documentation.**

PROCESSING OUTSIDE THE SYSTEM:



- 3. The PhD programme’s headquarters downloads the application and supporting documents for decision by the CAP**
- 4. Forward the form with a favourable decision to the EDUZ (via Internal Communication)**
- 5. At EDUZ, the Standing Committee of the Management Committee makes the decision.**
- 6. Notify the PhD candidate and the PhD programme’s host institution of the favourable decision so that the processing of external reports may continue.**

6. Documentation processed outside Sigma

Processing of the Compendium option

Requirements:

High-quality publications to date



- Have published or had accepted for publication 4 articles on a single thematic area.
- The date of publication or acceptance must be after the start date of the doctoral studies.
- At least 3 articles in JCR-indexed journals, or of equivalent quality according to other classifications or in the judgement of the CAP

The transparency and integrity of the publication process will now be monitored



6. Documentation processed outside Sigma.

Processing of the 'Compendium' category

Regulatory changes for approving the compendium KEY ASPECTS

NORMATIVA
Reglamento de Tesis.
Acuerdo 9 julio 2026 Comité de
Dirección relativo a los
Criterios para la autorización
de tesis en modalidad de
compendio de publicaciones.

- Applications must include a **narrative**.
- The requirements remain unchanged, but the committee will ensure that the following have not been carried out:
 - Non-verifiable review processes
 - Editorial conflicts of interest
 - Poor publishing practices
 - Insufficiently justified authorship
- **The summary must be approved before the request for reports is made**
- Once the abstract has been approved, the process is the same as for other theses

Thank you for your attention.

