Management of the doctoral thesis submission process in SIGMA

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Escuela de Doctorado
Universidad Zaragoza

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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)

Process within SIGMA

Process outside SIGMA

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)

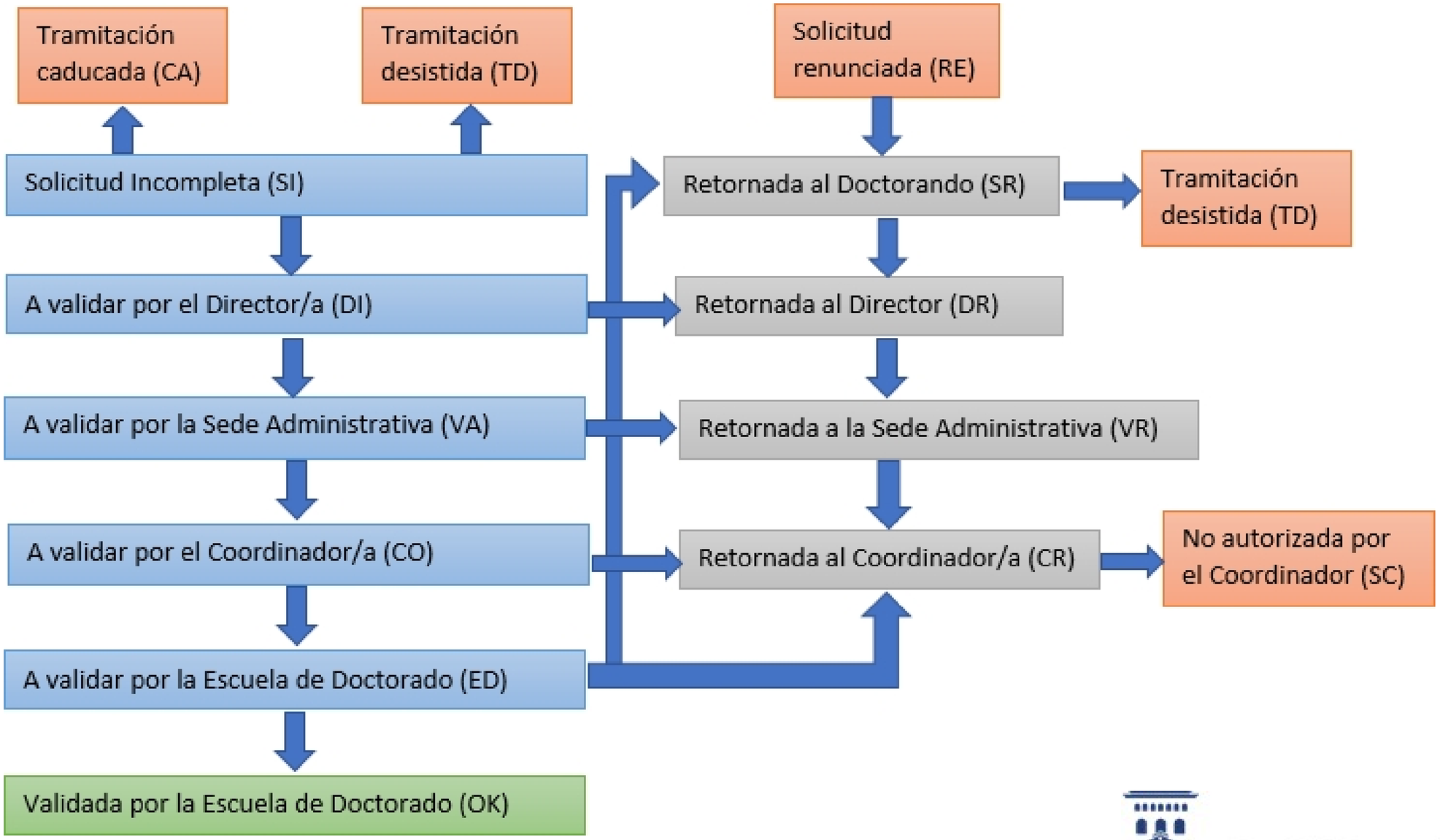
Authorisation for the defence, by the Standing Committee of the EDUZ Management Committee (deadline: 15 academic days from the end of the public presentation)

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



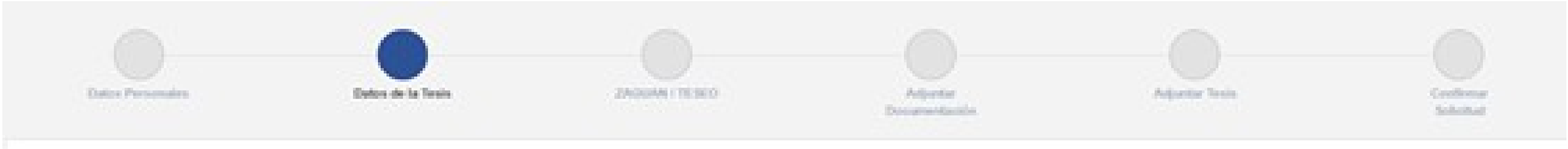
3. Submitting an application for admission to the programme (PhD student)

- 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.

Accede al programa de doctorado cursado y clica 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**

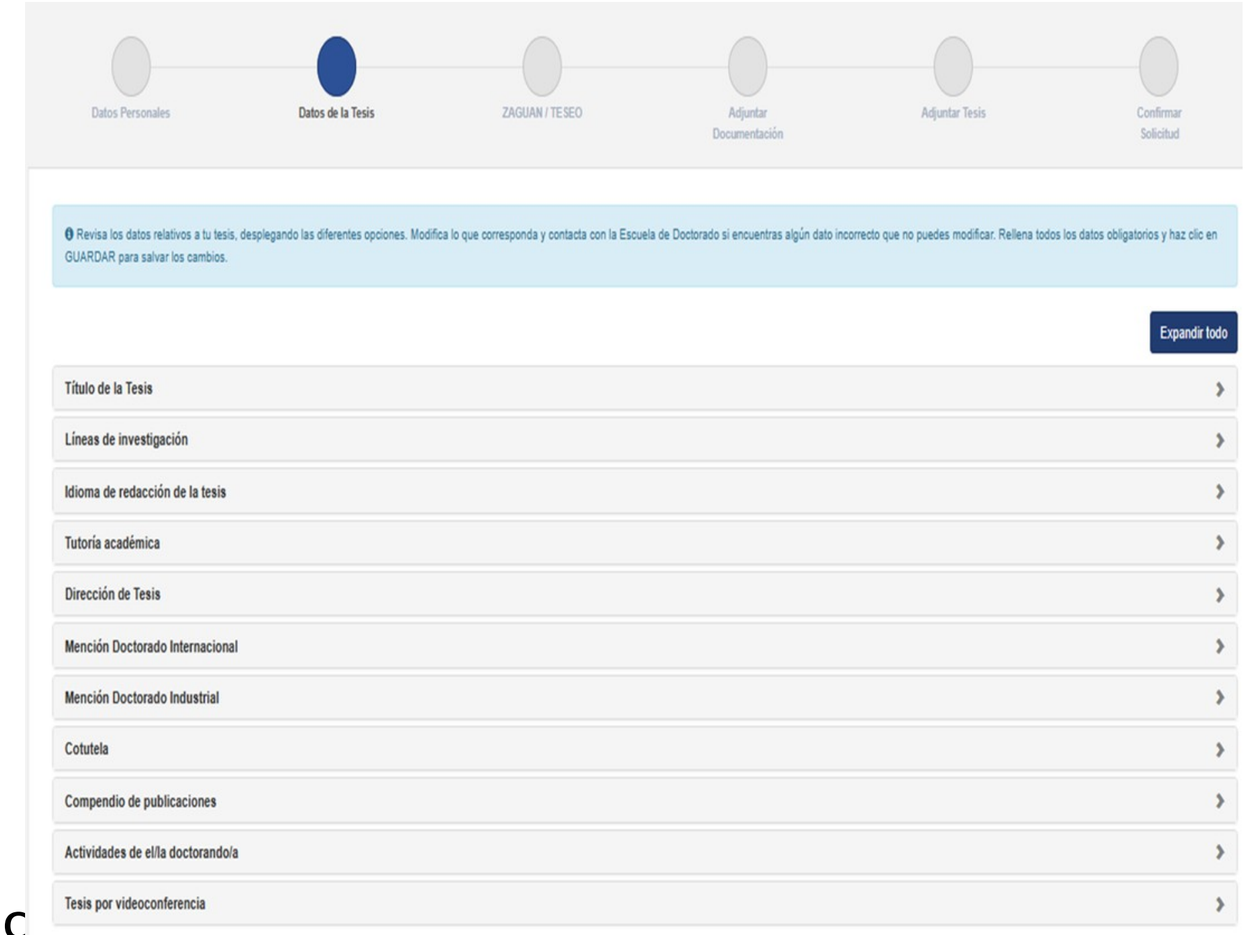
3. Creating the application for processing (PhD student) **Personal Details screen**

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

Thesis details screen (2nd button)

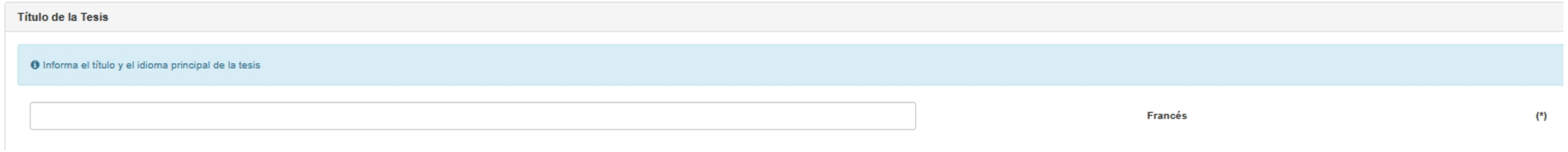
With expandable **tabs** for:

- 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



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

1. **Thesis title**



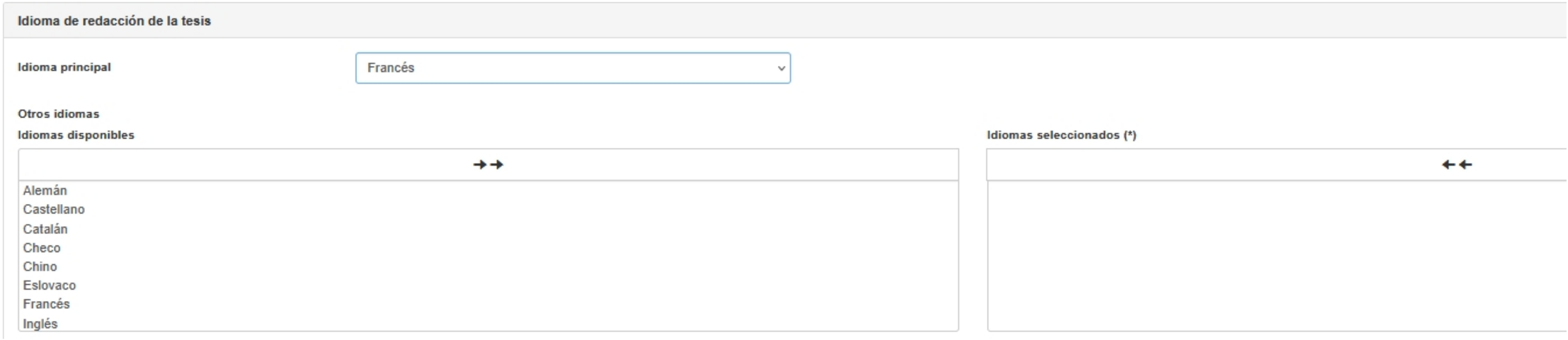
3. Creating the application for admission to the programme (PhD student) Thesis details screen (Button 2)

2. **Research areas**

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.**



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.

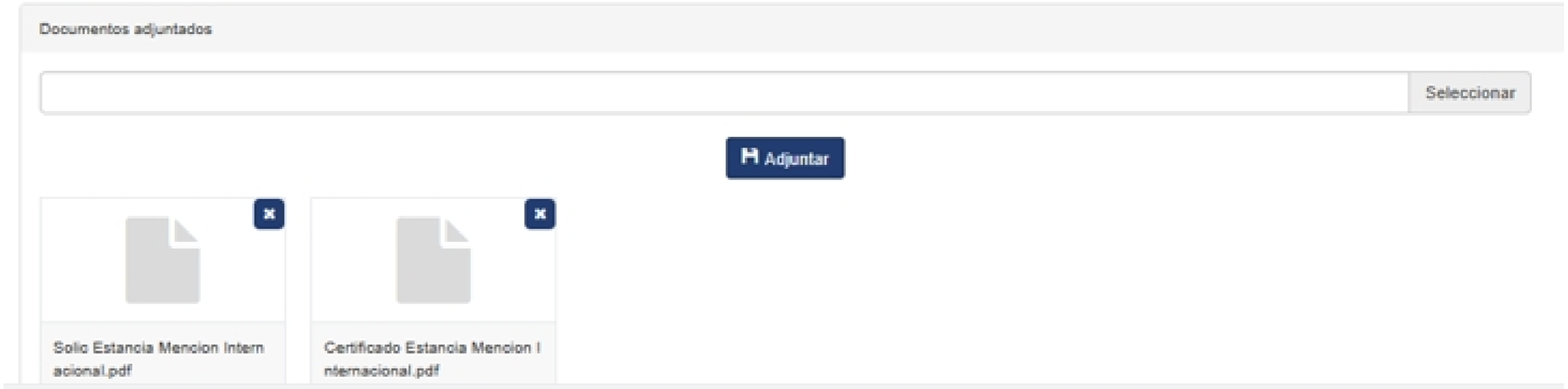
¿Quieres solicitar la Mención de Doctorado Internacional? (•) Sí ( ) No

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	15/08/2023	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)**

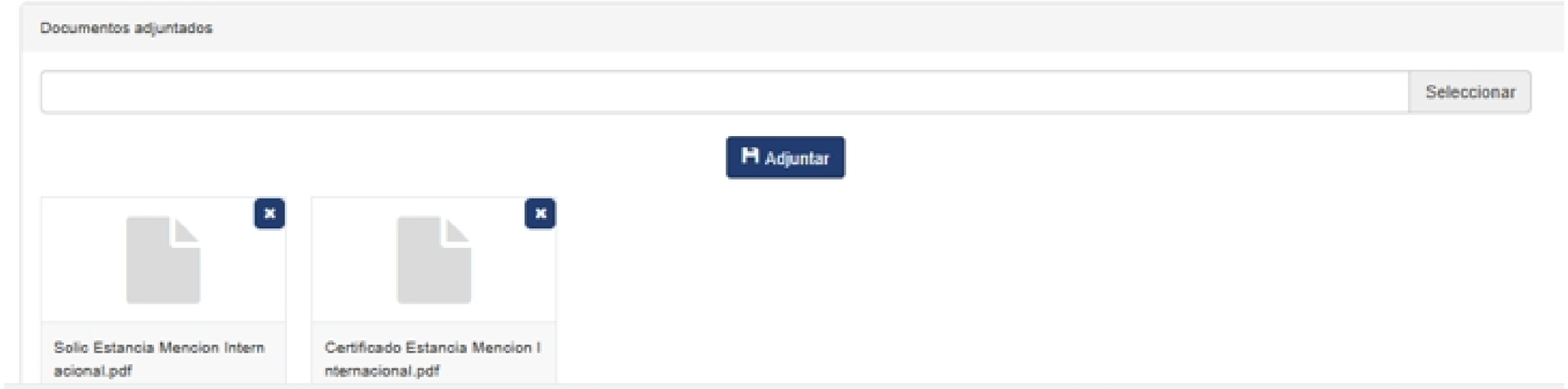


3. Creation of the application for admission to the programme (PhD student) Thesis details screen (2nd button)

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

<u>Documents to be attached:</u>

- **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)**



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

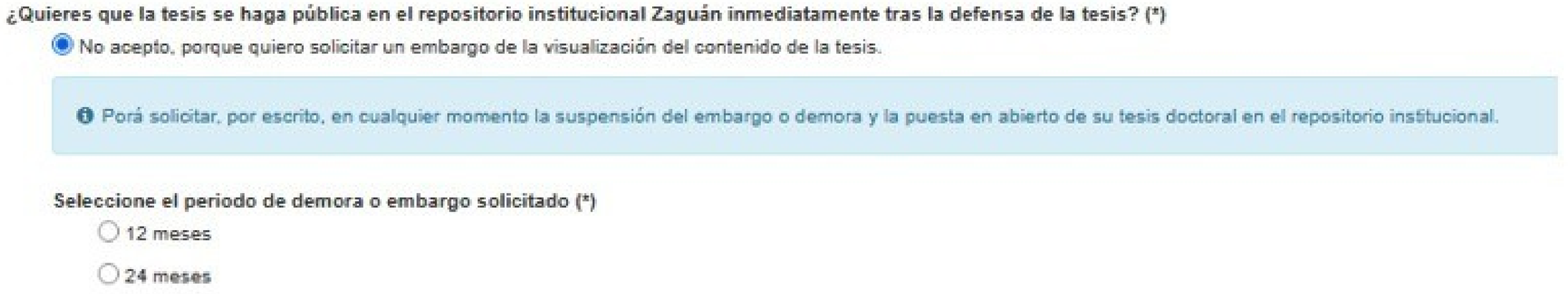
11. **Thesis via videoconference**

This may be requested (for students only)

3. Creating the application for processing (PhD student)

ZAGUAN/TESEO screen (3rd button)

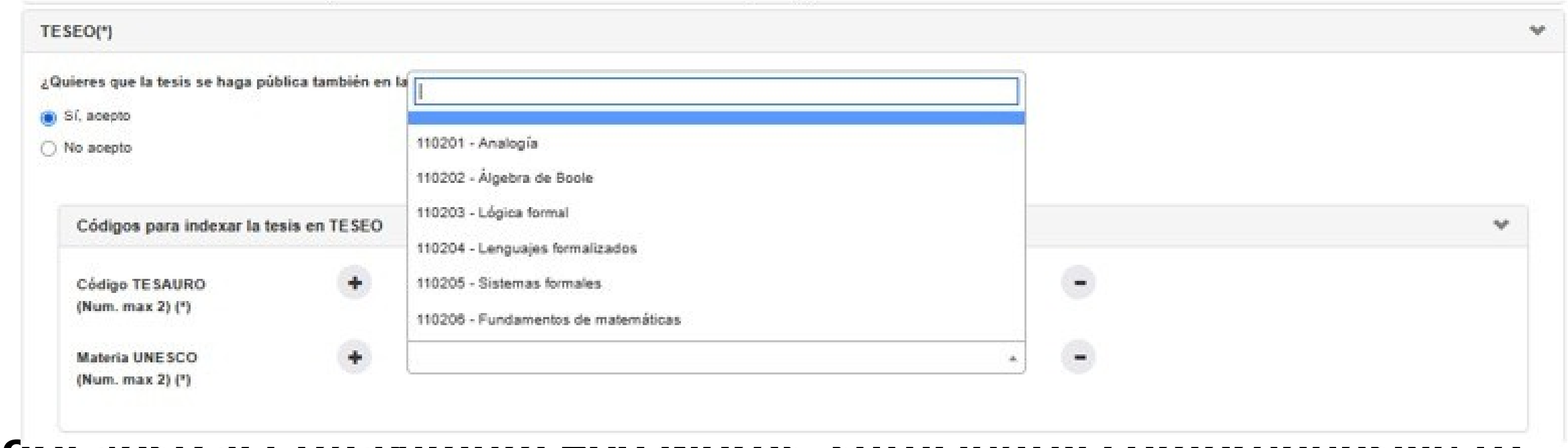
The PhD student specifies the type of publication following the defence: immediate, embargo (12 or 24 months) or confidential thesis



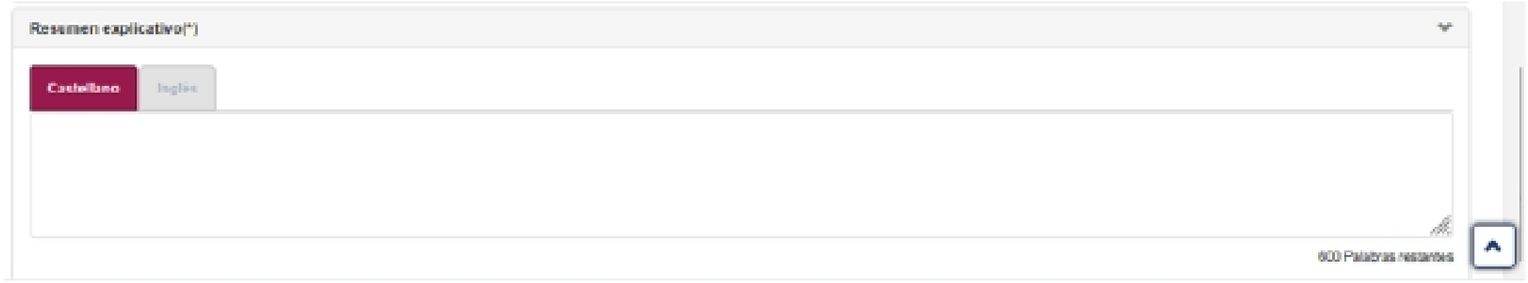
3. Creating the application for admission to the process (PhD candidate)

ZAGUAN/TESEO screen (Button 3)

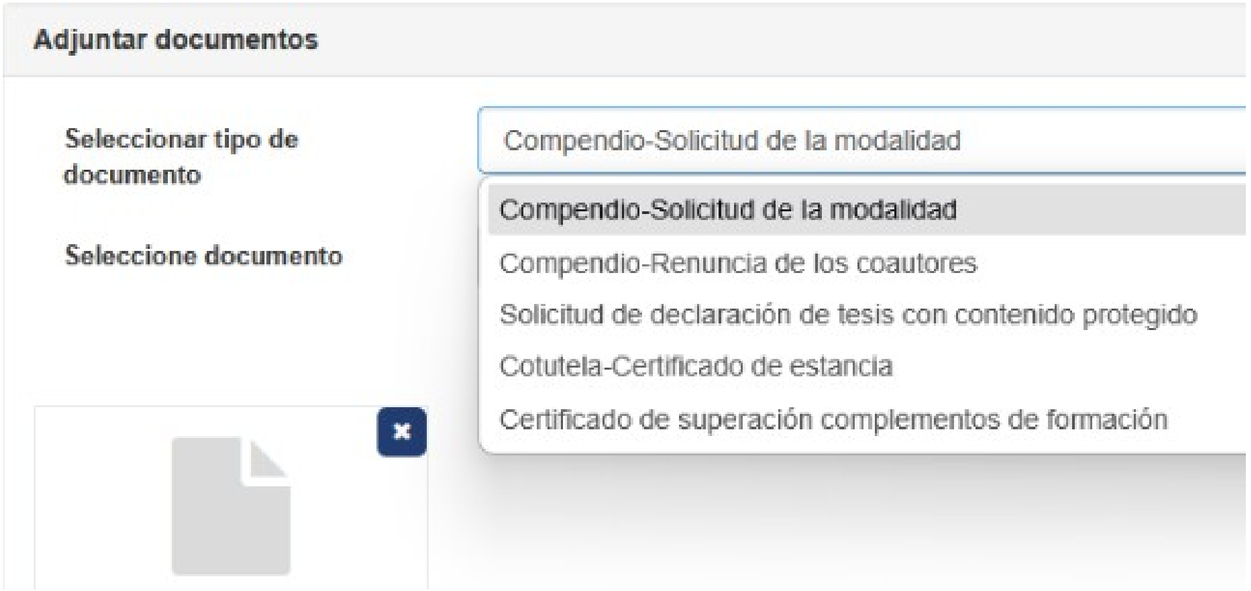
Selection of the publication licence, keywords for Zaguán and codes for indexing the thesis in Teseo



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



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



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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)

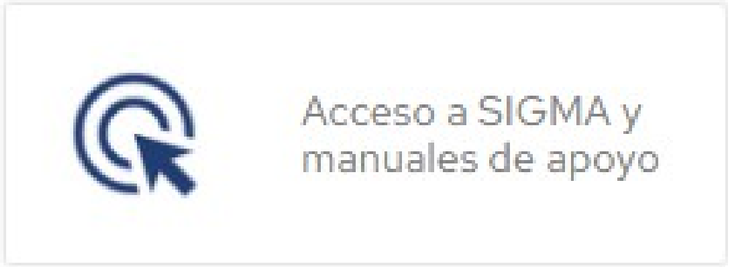
- **It must contain an abstract and conclusions (within the copy)**

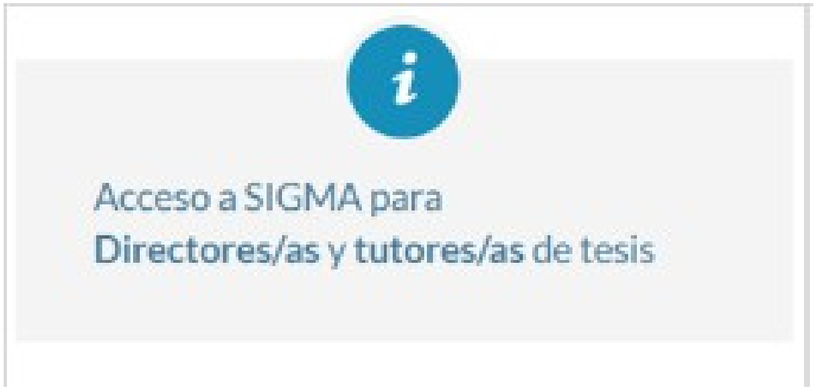
- **If written in another language, it must also include an abstract and conclusions in Spanish.**

- **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





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

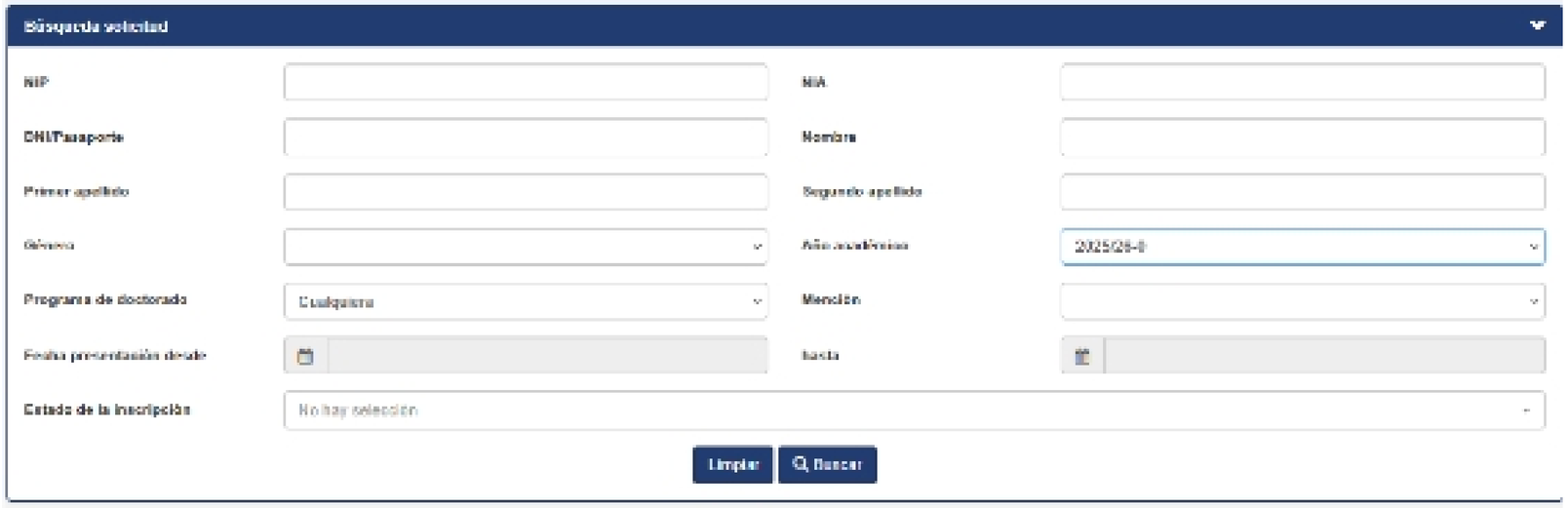
Access the Online Thesis Submission module

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

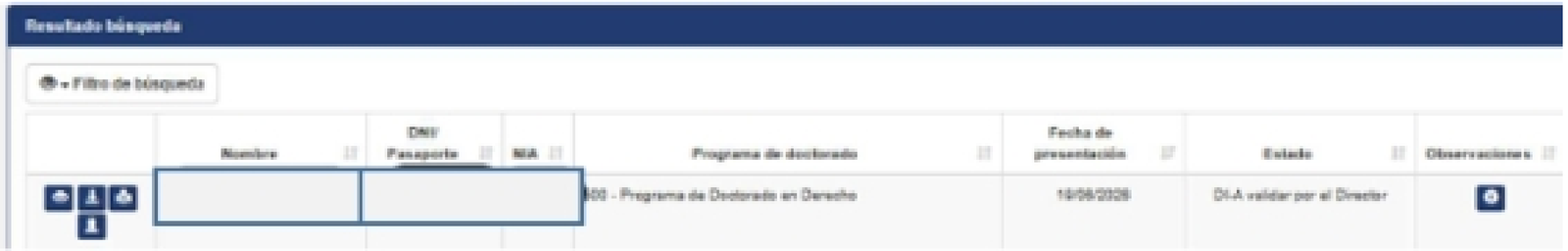
Search for applications:

La pantalla tiene dos partes:

Búsqueda solicitud. Permite buscar por diferentes criterios.



Resultado búsqueda. Se puede filtrar si es necesario.

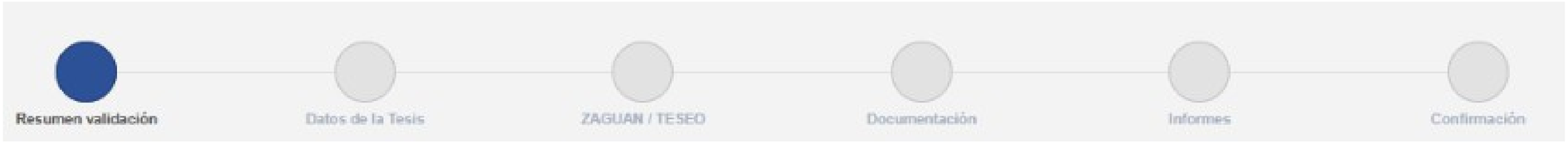


button to edit

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.

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)**

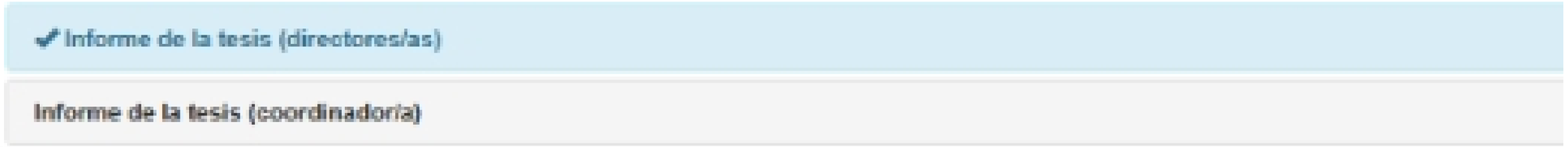
How is it carried out?

Marking as correct or incorrect and stating the rea

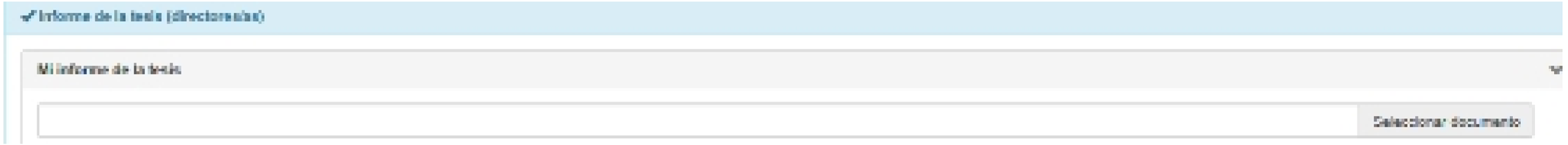
4. Validation by the thesis supervisor

Reports screen (Button 5)

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

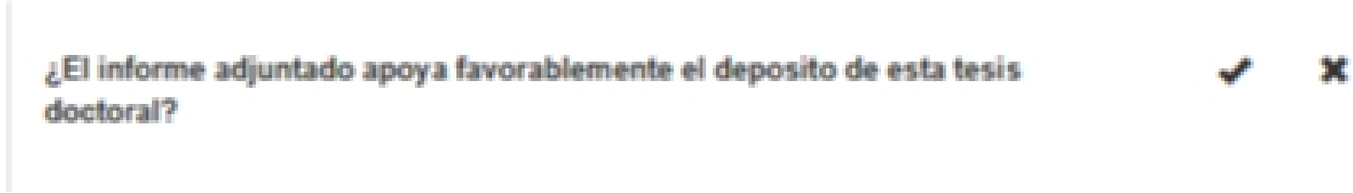


The tab opens at:



- **Button to attach the report**

- **Checking whether the report is favourable or unfavourable**

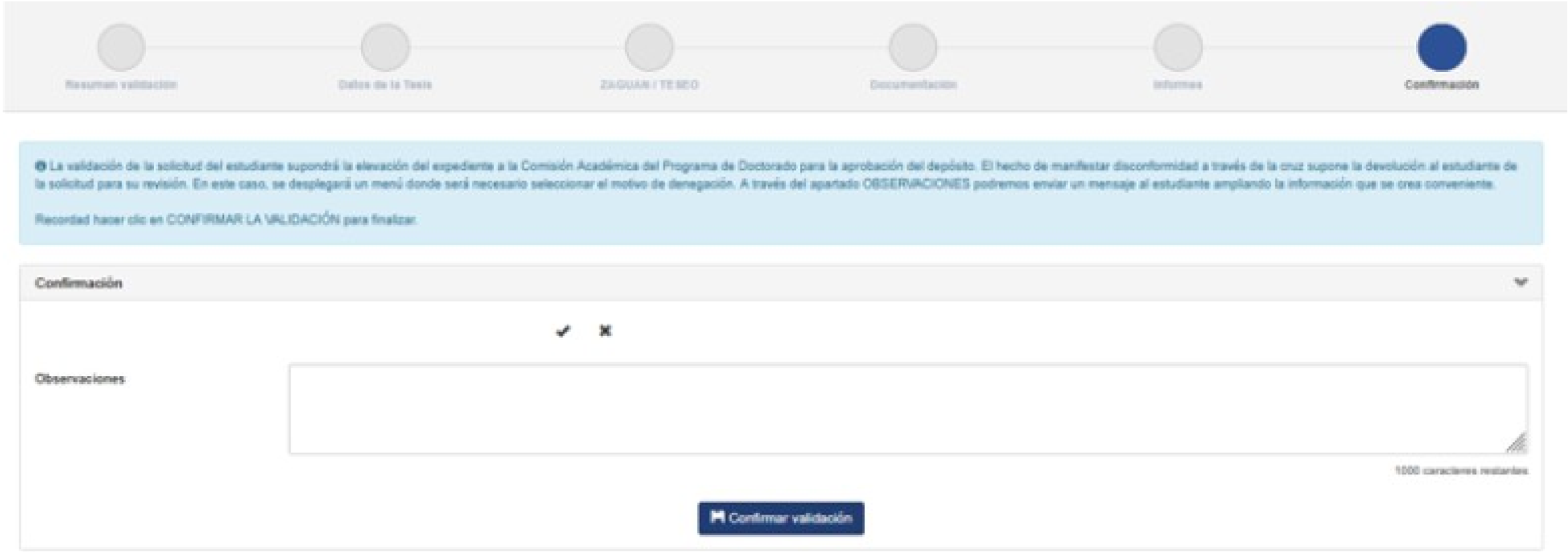


- **Save button**

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

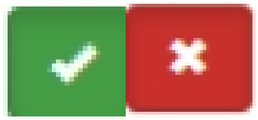


4. Approval by the thesis supervisor

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)**

2. **Attach a suitability report for each reviewer**

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)**

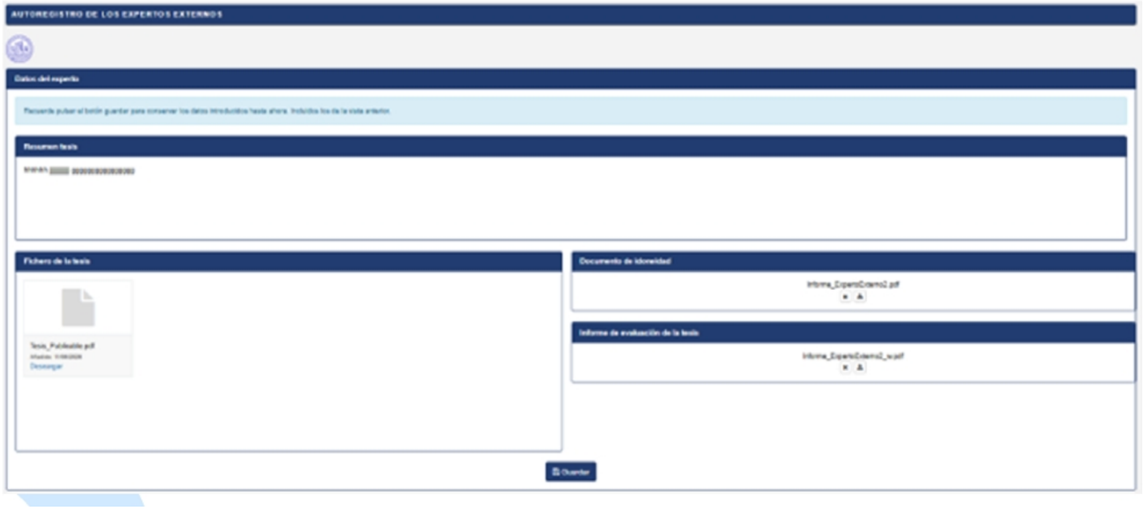
5. Validation by the administrative office

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 notifyinformestesis@unizar.es (within 5 days)**



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 MembersKEY ASPECTS:

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

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.**

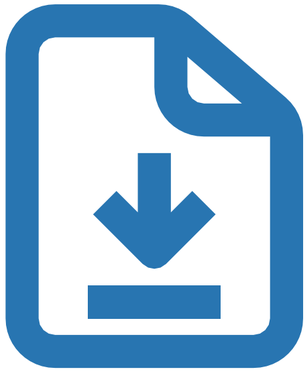
- **Equivalent qualifications are defined for the purposes of participation on examination boards:**
  - **They are accredited by ANECA as Senior Lecturers or above**
  - **Be tenured scientists at the CSIC or of a higher rank**
  - **HHave supervised two doctoral theses**
  - **Be the Principal Investigator (PI) or co-Principal Investigator (co-PI) of an AEI or European Commission project.**

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:

HHigh-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

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.

Regulatory changes for approving the compendium KEY ASPECTS

- **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.

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