

Management of the doctoral thesis submission process at SIGMA – Online thesis submission –

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1. General procedure for depositing doctoral theses

Online application by the PhD student



Supervisor's approval



Validation by the PhD Programme's Administrative Office



Approval of the application for consideration, external referees 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 in SIGMA



Process outside SIGMA

1. General procedure for the submission of doctoral theses

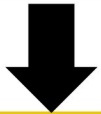
Approval of submission, request for a response to questions raised by external examiners, and request for amendments to the thesis by the PhD Programme's Academic Committee



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 working days from the end of the public presentation)

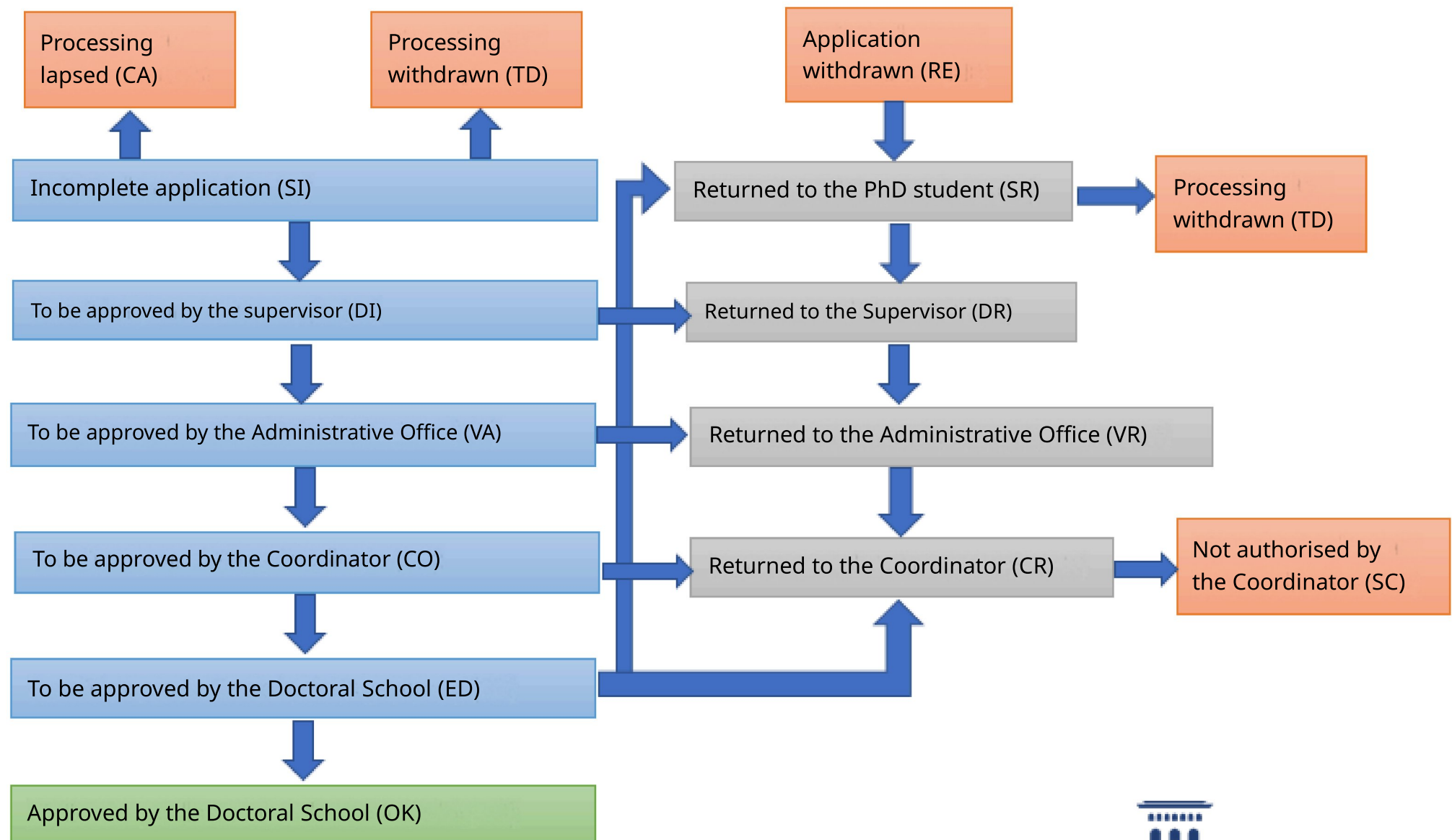


Convening of the defence by the chair of the examination board

Notification of the defence by the secretary of the examination board

Management of defence documentation by the Doctoral School

2. Processes in SIGMA



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

On the website escueladoctorado.unizar.es



Access to SIGMA and
support manuals



Access to SIGMA for thesis submission
PhD students



Thesis Submission Guide
PhD Students

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

- Home screen

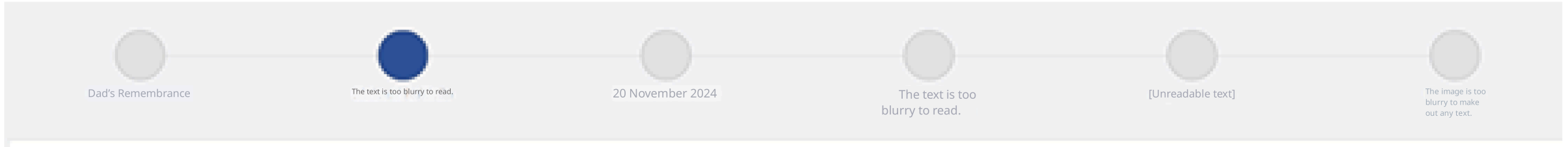
This home screen displays the date on which the process begins (registration date). You have two months from that date to complete and submit the application. If you do not do so within this period, the application will expire and you will have to start the process again.

The screenshot shows a web application interface. On the left, there is a sidebar menu with the following items: Personal Details, National ID / Passport, Tax Identification Number, Surnames and first name, Tax Identification Number, Deposit applications, From this point onwards, you can navigate through the various screens and test the information on a provisional basis as many times as necessary. Once all the details are finalised, you will need to review the application on the final screen and confirm that you wish to submit it to the relevant authority, who will then review the information you have entered and either approve it or reject it, stating the reason. Upon completion of the process, you will receive confirmation that your thesis application has been accepted for processing, and subsequently the status of your application, which you can also check by accessing the Doctoral Programme. During the process, you will have full access to edit details where requested, which may delay processing. Centre, Doctoral programme, Thesis title, Date submitted, Date of application decision, Application status, Comments, Create application, 182 - School of, 800 - Programme of, 12/06/2026. The main content area features a table with columns for 'Doctoral programme', 'Thesis title', 'Date submitted', 'Date of application decision', 'Application status', and 'Comments'. The table contains several rows of data, some of which are highlighted in blue. At the bottom right of the table, there is a button labeled '+ Cancer Volkud'.

Go to the PhD programme you are enrolled in and click on 'Create application'



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



1. Entering data on screens:

- **Personal data**
- **Thesis details**
- **Zaguán/TESEO**
- **Attach Documentation**
- **Attach Thesis**
- **Confirm application**

3. Creating the application for processing (PhD student)

Personal Details Screen



Dobro Pomeranin

Check your personal details, update any information you consider relevant, and contact the Doctoral School if you find any incorrect details that you cannot amend yourself. Once you have done so, click on CREATE APPLICATION, the option at the bottom of the screen.

Eupendo modo

Dalea Personalka

Date of birth

Current address details

Address details for the academic year

7 mandatory fields

 Selected crew

3. Creating the 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 supervision
- International Doctorate
- Industrial Doctorate
- Joint supervision
- List of publications
- PhD student's activities
- Thesis defence via videoconference

The screenshot shows the 'Thesis details' screen, which is the second step in the application process. At the top, there is a progress bar with six steps: 'Personal details', 'Thesis details' (the current step, highlighted with a blue circle), 'ZAGUAN / TESEO', 'Attach Documentation', 'Attach Thesis', and 'Confirm Application'. Below the progress bar, there is a light blue instruction box that reads: 'Check the details relating to your thesis by expanding the various options. Make any necessary changes and contact the Doctoral School if you find any incorrect details that you cannot amend. Fill in all the required fields and click SAVE to save your changes.' To the right of this box is an 'Expand all' button. Below the instruction box, there is a list of expandable sections, each with a right-pointing arrow: 'Thesis Title', 'Research Areas', 'Language in which the thesis is written', 'Academic supervision', 'Thesis Supervisor', 'International Doctorate Specialisation', 'Industrial PhD', 'Joint supervision', 'List of publications', 'PhD student's activities', and 'Thesis defence via videoconference'.

3. Creating the application for consideration (PhD student)

Thesis details screen (2nd button)

1.Thesis title

Thesis Title

Enter the title and the main language of the thesis

French

(*)

3. Creating the application for consideration (PhD candidate)

Thesis details screen (Button 2)

2. Research areas

Research areas

Available research areas

Computer Architecture: High-performance computing and memory hierarchy; Information Systems and Web Engineering: Design and development of information access systems; Advanced Computer Graphics. Synthetic imagery. Computational photography. Virtual Reality. Discrete Event Systems Engineering. Formalisms and formal methods for modelling

Selected research areas (*)

Robotics, Perception and Real-Time Systems. Service and intervention robotics; Systems of p

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

Thesis details screen (2nd button)

3. Language in which the thesis is written

- Main language as per the specified degree title.

Language in which the thesis is written

Main language

French

▼

Other languages

Available languages

→→

German

Spanish

Catalan

Czech

Chinese

Slovak

French

English

Selected languages (*)

←←

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

4. **Academic supervision**

The details will be displayed

5. Thesis supervision

The details will be displayed

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

Thesis details screen (2nd button)

6. International Doctorate Certificate

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 distinction)

International Doctorate Distinction

According to the information on your file and held by the Doctoral School, you are eligible to apply for the International Doctorate Distinction for consideration.

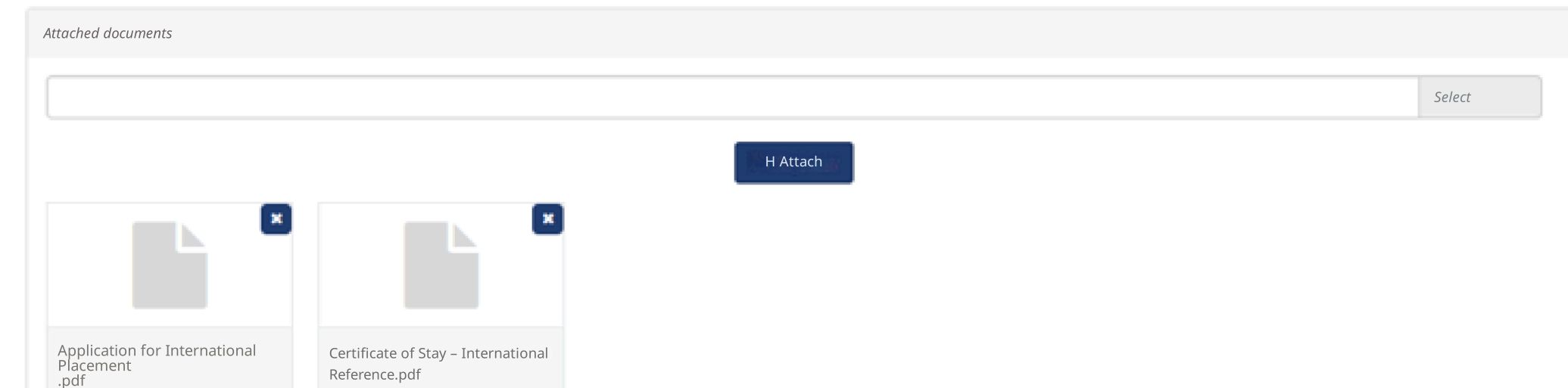
Would you like to apply for the International Doctorate Distinction? ☒ Sí ☐ No

Año	Activity	Type entity	Entity description	Date Initial	Date end	Number of dias
2022/23	International research visit at the University of California, San Diego, from the United States	Otra	University of California, San Diego	7 October 2022	10 December 2022	65
2023/24	International research placement	Otra	Sta. Maria Soledad Health Centre and Nurse Care Home/ Bicol Medical Centre	13 July 2023	15 August 2023	34

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

Documents attached by the PhD student for the international mention:

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



The screenshot shows a web interface for managing documents. At the top, there is a header bar labeled "Attached documents". Below this, there is a search bar with a "Select" button on the right. In the center, there is a blue button labeled "H Attach". Below the search bar, there are two document thumbnails. The first thumbnail is labeled "Application for International Placement .pdf" and the second is labeled "Certificate of Stay - International Reference.pdf". Each thumbnail has a small blue icon with a white 'x' in the top right corner.

3. Creating the application for admission (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 from the UZ thesis supervisor**
- **Report from the company representative**
- **Copy of the employment or commercial contract**
- **Employment history report (TGSS)**

Attached documents

Search bar with 'Select' button

H Attach button

Document 1: International Stay Certificate Only

Document 2: Certificate of Stay - International.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 details will be displayed

10. PhD student's activities.

Validated activities with the status 'Completed' will be displayed

11. Thesis defence via videoconference

This may be requested (for students only)

3. Creating the application for processing (PhD student)

ZAGUAN/TESEO screen (3rd button)



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

Do you want the thesis to be made public in the Zaguán institutional repository immediately after the thesis defence? (*)

☒ I do not agree, as I wish to request a delay in the publication of the thesis content.

You may request, in writing, at any time, the lifting of the embargo or delay and the public release of your doctoral thesis in the institutional repository.

Select the requested delay or embargo period (*)

☐ 12 months

☐ 24 months

3. Creating the application for processing (doctoral candidate) ZAGUAN/TESEO screen (3rd button)

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

The screenshot shows a web form titled "TESEO(*)". It contains a question: "Would you like the thesis to be made public on the". Below this question are two radio buttons: "Yes, I agree" (selected) and "No, I do not agree". To the right of the question is a text input field. Below the radio buttons is a section titled "Codes for indexing the thesis in TESEO". This section contains two input fields: "TESAURO code (Max. 2) (*)" and "UNESCO subject area (Max. 2) (*)". To the right of these fields is a list of codes: "110201 - Analogia", "110202 - Boolean Algebra", "110203 - Formal logic", "110204 - Formalised languages", "110205 - Formal systems.", and "110208 - Foundations of mathematics". There are plus and minus buttons next to the input fields and the list of codes.

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

The screenshot shows a web form titled "An expressive solution[1]". It contains a text input field for the abstract. Above the input field are two buttons: "Castellano" (highlighted in red) and "Inglés". At the bottom right of the form, there is a text label "000 Words reserved" and a small icon of a document with a checkmark.

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

'Attach Documentation' screen (4th button)

The screenshot shows the 'Attach Documentation' step in a six-step process. The steps are: Personal Details, Thesis details, ZAGUAN / TESEO, Attach Documentation (current step), Attach Thesis, and Confirm Application. Below the progress bar, a light blue box contains instructions: 'Attach the documents accompanying your submission request and click ATTACH. Check the Doctoral School's website to find out which documents you need to attach.' Below this are two sections: 'Upload documents' with a right arrow and 'Attach academic documentation' with a dropdown arrow. At the bottom, there is a dark blue button labeled '+ Add academic documents'.

This screenshot shows the 'Upload documents' dropdown menu. The title 'Upload documents' is at the top. Below it, the text 'Select document type' is followed by a 'Select document' button. A list of document types is displayed: 'Compendium – Application for the category' (highlighted), 'Compendium – Application for the category', 'Compendium – Co-authors' waiver', 'Application for a declaration regarding a thesis containing protected content', 'Joint Supervision – Certificate of Stay', and 'Certificate of successful completion of supplementary training'. At the bottom, there is a file upload area with a document icon and a close button (X).

3. Creating the application for admission to the process (PhD student) 'Attach Documentation' screen (4th button)

Documents to be attached:

For all theses and types:

- Application form for admission to the programme (compulsory)

Specific to certain PhD candidates:

- Proof of successful 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 covered by 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** (*novelty*)
- **Waiver from co-authors who are not PhD holders**
- **Letter of acceptance for publication, where applicable**

3. Creating the application for admission to the assessment process (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 student)

Thesis attachment screen (Button 5)

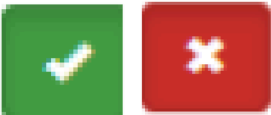
- **Electronic copy of the thesis (PDF) with the standard UZ front cover and a non-standard back cover (optional)**
- **Must contain an abstract and conclusions (within the copy)**
- **If written in another language, it must also include an abstract and conclusions in Spanish.**
- **If the thesis contains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

4. Validation by the thesis supervisor

What does this involve? Validating the details on all screens:

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

How is this done? By marking each item as correct or incorrect and stating the reason



Is the data correct?



Reason for rejection

REASON_1 – The issues identified must be rectified.

4. Validation by the thesis supervisor

Reports screen

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

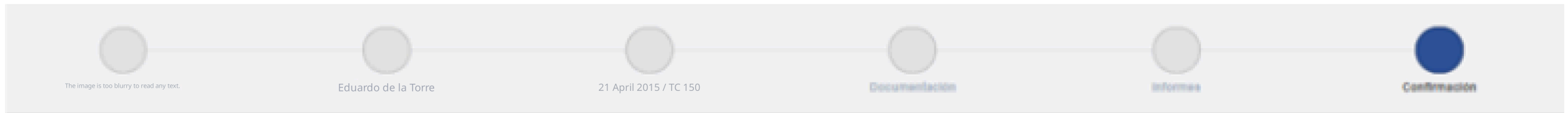
✓ Thesis report (supervisors)

Thesis report (coordinator)

4. Approval by the thesis supervisor

Confirmation screen

If any data has been flagged as incorrect on any screen, it will be marked as incorrect (red cross) to allow the PhD student to make the necessary amendments. Requests for corrections can be detailed in the 'Comments' section



Validation of the student's application will result in the file being forwarded to the Academic Committee of the PhD Programme for approval of the submission. Ticking the box to indicate disagreement will result in the application being returned to the student for revision. In this case, a drop-down menu will appear where you must select the reason for rejection. Via the 'COMMENTS' section, you can send a message to the student providing any further information you deem necessary.

Remember to click on 'CONFIRM VALIDATION' to finish.

Confirmation

✓ ✗

Pending

1,000 characters remaining

Confirm validation

4. Validation by the thesis supervisor

The button



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

The



on the **CONFIRMATION** screen allows the application to be returned to one of the previous parties

5. Validation by the administrative office

1. Data review and validation phase:



- **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 application for consideration phase + approval of external examiners + proposal for the examination board (by the CAP):

- **The PhD student and the EDUZ are notified by email (with the proposed examination board, via internal communication)**
- **Submits *the examination board proposal***
- ***External examiners* are entered and the process is initiated**

IN PARALLEL:

Review phase for the
examination board proposal (EDUZ)



External report
processing phase (PD Admin 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 referees not affiliated with UNIZAR or the PhD programme.**
- For international candidates: assessors from non-Spanish institutions or universities. Furthermore, the two reports must be from two different institutions. (The supervisor of the placement may not be one of the assessors)
- Reviewers who have not co-authored any work with the PhD candidate.

5. Validation by the administrative office

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

Proposed 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).
- A majority of members must be from outside the programme and UNIZAR. In the case of a thesis with an international focus, a member must be from 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 by the administrative office

5.1. Submission of external reports and proposal for the examination board Proposed Examination Board Members

KEY POINTS:

Academic staff on leave of absence or 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 within the last 5 years.

5. Validation 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

REGULATIONS

Agreement of 9 July 2026

Steering Committee

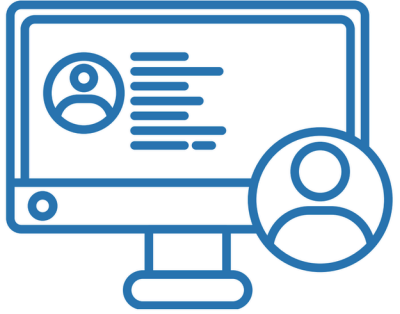
concerning the requirement for
accredited research activity
of

directors, supervisors and
members of examination boards

- 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 a Tenured Professor or higher
 - **They are tenured scientists at the CSIC or hold a higher rank**
 - Have supervised two doctoral theses
 - Are principal investigators (PI) or co-principal investigators (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 option.
2. The PhD student attaches the relevant documentation.

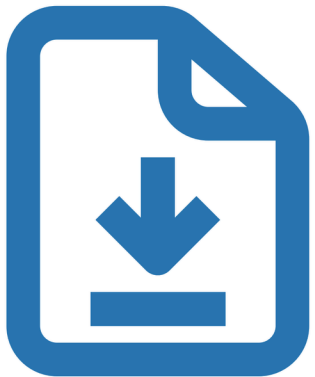
PROCESSING OUTSIDE THE NORMAL CHANNELS:

3. The PhD programme's host institution downloads the application and supporting documents for consideration by the CAP

4. It forwards a printed copy with a favourable decision to EDUZ (via Internal Communication)

5. At EDUZ, the Standing Committee of the Management Committee makes the decision.

6. It notifies the PhD candidate and the PhD programme office 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 three articles in JCR-indexed journals, or of equivalent quality according to other classifications or in the judgement of the CAP

Transparency and fairness in the publication process will now be monitored



6. Documentation processed outside Sigma Processing of the Compendium format

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 compendium must be approved before requesting reports
- Once the abstract has been approved, the process is the same as for other theses

REGULATIONS

Thesis Regulations.
Agreement of 9 July 2026 by the
Steering Committee regarding
the criteria for the authorisation
of theses in the form of a
compendium of publications.

Thank you for your attention.

