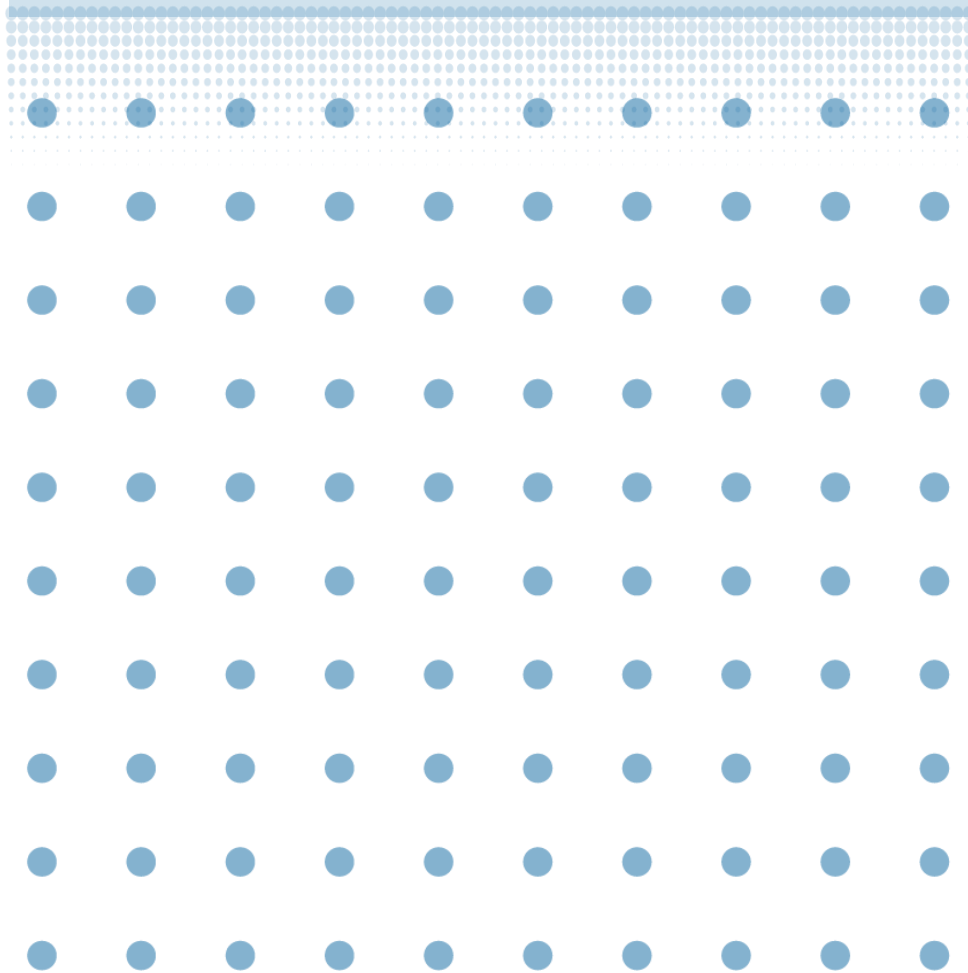


PROCEDURE  
Deposit, defense, and evaluation of  
Doctoral Theses at the ULPGC





## Description

This document summarizes the procedure for the deposit, defense, and evaluation of doctoral theses at Universidad de Las Palmas de Gran Canaria, taking as reference the Regulation of Doctoral Studies (published at BOULPGC, January 26th, 2023), which must be taken as the reference document.

## Recipients

The document is intended primarily for doctoral students who are in the final phase of their doctoral thesis, although it is also of interest to thesis directors and tutors, as well as to those people who will act as members of the tribunal, mainly the Secretary.

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## Stages

1. The doctoral student delivers the doctoral thesis document, with the authorization of the directors, to the Academic Committee of the Doctoral Program, through the web app.

The coincidence report must be included (extracted from the Turnitín application), together with the allegations made by the tutor and/or director of the thesis analyzing such coincidences (if over 20 %). The coincidence report is prepared by the tutor, according to the model [here](#).

2. The PhD supervisor proposes two external reporters, who have to be registered at ULPGC and who need to have accredited research experience.

- [Registering website](#)
- Habilitation of research experience, clicking [here](#).
- NOTA: debe ser personal externo a la ULPGC

3. The reporters will have 15 working days to prepare their report, which should be uploaded into the doctoral web system.

- They need to be within the economic system (“Alta a Terceros”).
  - If they have electronic ID: through [sede electrónica](#)
  - If they don't have electronic ID: they should send the following documents by email to [posgrado\\_doctorado@ulpgc.es](mailto:posgrado_doctorado@ulpgc.es):
    - [Registration for economic purposes](#) (“*alta a terceros*”) (only fill in sections I and III; the stamp from the bank is not needed)
      - [Translated document](#) (please, fill in the previous document; this is just some help)
    - Copy of the valid passport
    - Bank document accrediting ownership which includes the BIC/SWIFT codes
  - [Signed authorization to present the documents](#)
- No conflict of interest can exist
- Template for the report can be found at:
  - [Spanish version](#)
  - [English version](#)



4. Once the reports are issued, the PhD candidate should undertake the requested changes and also prepare a report summarizing the modifications performed or the allegations to the reviewers. These will be uploaded into the doctoral web application and will need to have the approval from the PhD supervisors.

The total time allocated for the preparation of reports and undertaking the requested changes is of a maximum of **6 months** (regardless the time of permanence still remaining in the PhD program).

5. The Academic Committee of the Doctoral Program gives approval (or not). The program coordinator, through the web app, indicates the decision of the Academic Commission.
6. The Thesis Deposit is made when the doctoral student delivers a hard copy of the thesis to Unidad de Posgrado y Doctorado.
7. After 15 business days of deposit, the Vice-Rector for Research and Transfer will authorize, within a maximum period of 15 days, the defense of the thesis, if there has been no incident during deposit.
8. After authorization, the doctoral student has a period of 7 days to formalize registration.
9. The Thesis Director prepares the tribunal proposal in the web app. The tribunal will be constituted by five doctors: three members will be regular members and two will be substitutes. The majority of the members of the committee should be external to ULPGC or the collaborating institutions in the Doctoral Program. The secretary must belong to the ULPGC. Neither the director nor the thesis tutor may be part of the tribunal. All members of the tribunal must have accredited research experience.

- The persons to be involved as a member of an evaluation committee must have accredited research experience. If they are members of the ULPGC with a six-year term research habilitation (*sexenio de investigación*) or have already taken part previously as a jury at ULPGC, even being external to ULPGC, they are already included in the application database.



- If they are external personnel who will only act as a member of an evaluation committee, they must prove their research experience through [this form](#).
- If they are external staff acting as thesis supervisor, they must register in advance at the [Registration](#) link. Once registered, the research expertise must be introduced by clicking [here](#).

The external experts acting as reporters can take part in the evaluation jury.

Note: In the thesis panels by *compendium*, no co-author of the scientific contributions presented as the core of the Doctoral Thesis may be part of the evaluation committee.

The request is sent, through the web app, to the Program Coordinator, who validates it or not. If accepted, a warning is sent to the Director of the Doctoral School, who revises it and, if accepted, the applicant is added to the database.

10. The Academic Committee will send to the Vice-Rector for Research and Transfer, through the application, the proposal of the evaluation committee, and the Doctoral Student Activities Document. The coordinator of the Doctoral Program must verify that the established requirements to be part of a tribunal are met.
11. The Director of the Doctoral School approves the request if the requirements are met.
12. The Vice-Rector appoints the evaluation committee and the Director of the Doctoral School signs the communication to be sent to the members of the tribunal, within a maximum period of 7 days from receipt of the proposal. The documents are sent by email through the application.

The minimum time between the thesis deposit and the defense is [about 45 days](#).

13. The president of the jury convokes for the Thesis defense event, within a maximum period of 15 days. The secretary communicates the call to the members of the committee, the Academic Commission of the Doctoral Program, and Unidad de Posgrado y Doctorado. In the case of these

defended by Microsoft Teams, the Secretary will also send an access link to the session.

The Doctoral thesis will be defended in a public event and will take place between 15 days and 2 months from the date of the secretary's communication.

14. The defense of the thesis should preferably be carried out at the ULPGC facilities or, exceptionally, through the [Microsoft Teams](#) application (see attached manual).

In the event that the defense does not take place at the ULPGC, the call made by the secretary should include the place in which the defense is taking place, together with the motivation to perform it in an external location.

15. The doctoral student will have a maximum of one hour to present their work to the evaluation committee. If the director, the president of the jury, and the doctoral student authorize it, the defense may be recorded (except for the deliberation stage), for open dissemination (linked to the Library's AccedaCRIS repository). The document authorizing the filming, photographing, and disseminating of public events held at the ULPGC must be signed (and available [here](#)).
16. Once the defense is completed, the evaluation committee will issue a report and the overall grade awarded, according to the scale: not suitable, approved, notable, and outstanding.
17. The tribunal may propose that the thesis is awarded with the "cum laude" mention if the unanimous secret positive vote is issued.

If the presentation and defense of the doctoral thesis are carried out in person, each member of the jury will prepare a sealed envelope with their vote, and the Secretary of the committee will deliver it along with the rest of the Unidad de Posgrado y Doctorado.

In the case of theses presented remotely, each member of the tribunal will send by email the meaning of their vote to the Unidad de Posgrado y Doctorado ([posgrado\\_doctorado@ulpgc.es](mailto:posgrado_doctorado@ulpgc.es)).



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18. The Secretary will deliver the signed documentation to the Unidad de Posgrado y Doctorado (in paper, if prepared like that, otherwise, in digital format).

