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- **Before submission of the thesis**, the doctoral candidate must check that the monitoring of his or her file in RAPI2 has been carried out correctly; this requires that all sections of the Research Plan and activities included in the activities document have been accepted by the director and tutor and that their last assessment is positive.
- The PhD candidate will present the following documents for the submission of the thesis to the Academic Committee of the programme:
 - A submission form ([form 053](#))
 - An electronic copy of the thesis
 - A favourable report from the thesis director ([form](#))
 - Activities document, which will include activities accepted by the director and tutor, and signed by them.
 - Receipt of payment of the thesis exam fee issued by the centre's Student Administration Office.
 - Proof of fulfilment of any other quality requirements stipulated by the doctoral programme.
 - Additional documents required by the thesis procedures:
 - in 'papers-style' ([regulations link](#))
 - to obtain an International Mention ([regulations link](#))
 - to obtain an Industrial PhD Mention ([regulations link](#))
 - through a Co-tutorship agreement ([regulations link](#))
- If the thesis is affected by data protection or confidentiality, this must be indicated so that the academic committee can establish a procedure to guarantee it.

2

- Once the thesis and documents have been submitted, the Academic Committee will appoint two experts in the field from outside the programme with the title of doctor and proven research experience, who will read it and issue a thesis assessment report within a maximum period of one month. This report will include, where appropriate, any comments and recommendations that should be considered by the PhD candidate for the final version of the thesis.

3

- The Academic Committee will notify the PhD candidate of the comments and recommendations provided by the experts, if any, for the final draft of the thesis and expressly indicate the deadline for it to be returned to the Committee, which will not, under any circumstances, be longer than 15 days. The final version of the thesis will be sent electronically to the academic committee.

4

- The Academic Committee will decide and notify the PhD candidate of whether the processing of the thesis has been accepted or rejected, and provide a reasoned explanation in either case within a maximum period of 15 business days from the receipt of the final version. For its decision, the Academic Committee will take into account the report of the director, the reasoned reports of the external assessors, the PhD candidate's activities document and any quality criteria required by the PhD programme.

5

- In the event that the thesis has been authorised for the processing of its defence, the PhD candidate must submit the following documents to the Academic Committee of the programme:
 - Admission to process the PhD Thesis for defence form ([form 051](#)) duly completed and signed by the PhD candidate, tutor and thesis director.
 - One copy of the final bound thesis, which will be accompanied by the electronic copy submitted in the previous step. Both formats must be identified ([presentation rules link](#)).
 - Declaration of authorship and originality of the thesis ([form](#)) inserted into the copy of the thesis in front of the contents page.

6

- The Academic Committee will prepare a substantiated proposal for the panel accompanied by suitability reports ([form](#)) for each of the proposed members, and will complete and sign the corresponding sections of form 051. If the thesis is presented in another language, in 'papers-style', International Mention, Industrial PhD Mention or through a Co-tutorship agreement, this must also be indicated and signed in the section on form 051.

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- The Academic Committee of the programme will send the following to the UCM's Doctorate Committee through the student administration offices of the centres:
 - Paper and electronic copies of the thesis
 - Admission for defence form 051
 - Thesis director report
 - External experts evaluators report
 - Suitability reports of proposed panel members
 - PhD candidate's activities document summary sheet signed by the tutor, director(s) and programme coordinator indicating approval of the activities carried out. The complete activities document must be incorporated into the PhD candidate's file.
 - Additional documents in the event that the thesis is submitted through any of the methods indicated.

APPROVAL OF THE DEFENCE AND APPOINTMENT OF THE PANEL BY UCM'S DOCTORATE COMMITTEE

- Once the UCM's Doctorate Commission has received the admission file and the bound and PDF copies of the thesis, everything will be checked to ensure compliance with the requirements established by the regulations.
- If the file and documents are correct, the thesis will be included on a publicity list that can be checked on the institutional website of the Doctoral School. The theses included on the list will be submitted to the Doctoral School for public exhibition for a period of 15 days, during which time they can be requested and examined by any doctor.
- The Doctoral Committee will approve the defence of the thesis and appoint the panel to assess it, and send the official appointments by email to the Academic Committee of the programme, PhD candidate, tutor, thesis director, members of the panel (appointees and substitutes), Deanery and Student Administration Office of the centre after the end of the publicity period.
- In the event that the defence is not approved, the Doctorate Committee will notify in writing the doctoral candidate, thesis director and Academic Committee of the programme, explaining the reasons for the decision.
- The procedure to follow for organising the defence (room booking, preparation of documents, payment, etc.) will be carried out at the centre itself through the corresponding departments.