

# GUIDE FOR APPLYING TO DEPOSIT THE DOCTORAL THESIS

Guide for doctoral candidates



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# 1. General procedure

The procedure for the application to deposit the thesis is as follows:

**REMEMBER:** You must complete the application for deposit before the end of the maximum period of stay in your doctoral studies, as stated in your academic record.

Once you have finished your thesis, talk to your supervisor and tutor so that they can sign the **authorisation to deposit the thesis**. Once you have obtained this, you can start the application to deposit the thesis.

The following stages, in blue, are carried out from the SIGMA on-line doctoral thesis deposit module. Instructions are available on the EsDUVa website.

**Request to deposit** the thesis in SIGMA's online doctoral thesis deposit module.

**ATTENTION:** The name of the files you upload to the application must not contain any accents or strange characters. Although the application is compatible with any browser, we recommend Mozilla Firefox.

Your **thesis supervisor** will **validate** your application. If you have several supervisors, all of them will do so.

*If in the course of this process any of these actors is not satisfied with part of the deposit application or with the document included, they may return the application to another actor.*

Your **thesis tutor** will **validate** your application. If your tutor and supervisor are the same person, two validations are necessary –one as supervisor and the other as tutor.

The **academic committee** of the doctoral programme will assess the application, ask for two reports from external experts, propose the examination board members and, if applicable, authorise the doctoral thesis to be deposited.

Once authorisation has been given for the doctoral thesis to be deposited, a notice will be published stating that your thesis has entered the **public exhibition period**, which will last 10 teaching days.

At the end of the public exhibition period, the **Doctoral Thesis Committee** will, if appropriate, **authorise** the defence of the doctoral thesis and propose the appointment of the examination board members.

The president of the examination board will **convene the defence of the doctoral thesis**. This event will take place within a maximum period of three months from the appointment of the examination board.

The secretary of the examination board shall notify the Doctoral Thesis Committee of the announcement of the thesis defence ceremony and shall **publish it on the EsDUVa website** at least three teaching days before the defence ceremony.

## 2. Access to the Sigma platform for the application

Once you have finished your doctoral thesis –and following the instructions of your supervisor(s) and tutor(s)– you can request your thesis be deposited. To do so, access the application from the Doctoral School website:



You can also access it from the following address: <http://sigma.uva.es/Inicio/Alumnos>

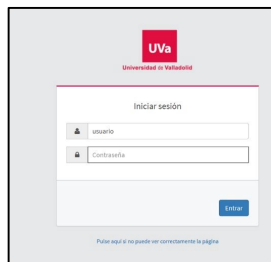


You will need to click on "Online thesis deposit" (=“*Depósito de tesis online*”):

→ [Depósito de tesis online](#)

# 3. Application generation

Log in, filling in your username and password:



## a) Start screen

The start screen shows the date on which you start the process (date of registration). You have **two months** from that date to complete your application. If you do not complete your application within this period, it will expire and you will have to start again.

|                                   | Centro                     | Programa de doctorado | Titulo | Fecha alta | Fecha devolución solicitud | Estado solicitud | Observaciones |
|-----------------------------------|----------------------------|-----------------------|--------|------------|----------------------------|------------------|---------------|
| <a href="#">+ Crear solicitud</a> | 570 - Escuela de Doctorado | 595 - Doctorado en    |        | 06/07/2021 |                            |                  |               |

Click on application generation (=“*Crear solicitud*”). The following screen will appear:

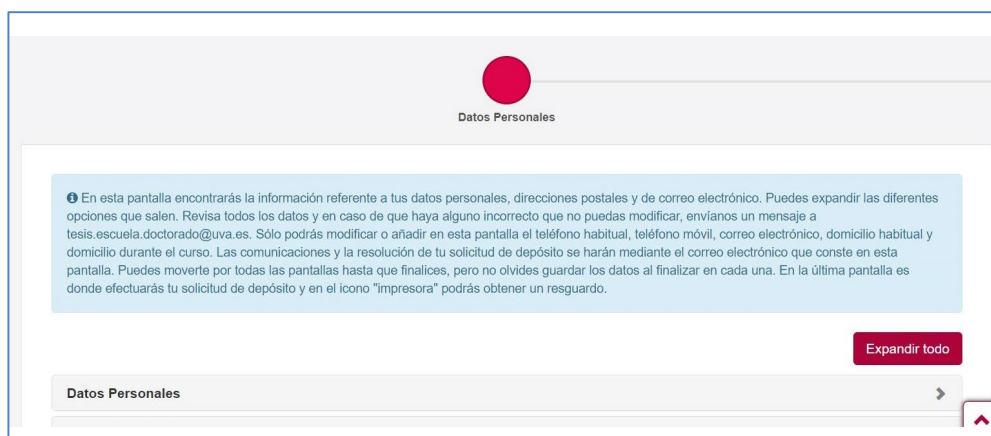
|                 |                            |  |            |
|-----------------|----------------------------|--|------------|
| Centro          | 570 - Escuela de Doctorado | Programa de doctorado                          | 595 -      |
| Decreto         | RD 99/2011                 | Fecha limite para la autorización del depósito | 15/05/2022 |
| Dias consumidos | 1382                       |  |            |



Your application must be completed before the deadline for authorisation to deposit the thesis.

## b) Personal data screen

From the bottom of the home screen, you access the personal details section.



The application will automatically retrieve the data available in your student's academic record.

Click on

**Expandir todo**

Check your details and modify and/or complete as many as necessary, so that they are shown as they appear on your ID/Passport, without abbreviations and correctly accented.

At the bottom of the page, confirm that you have checked your details:

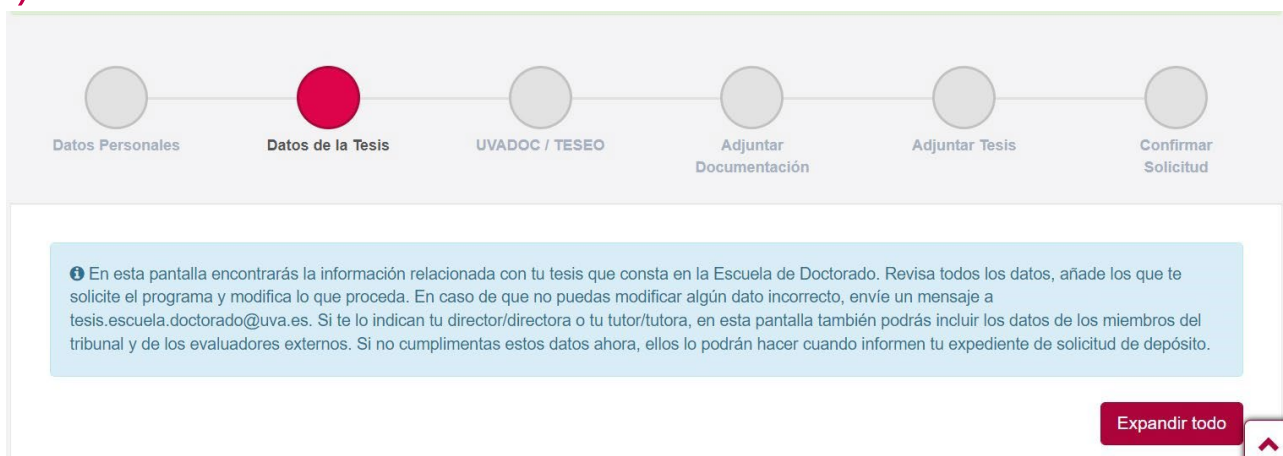


Finally, click on:

**Crear solicitud**

You will have to fill in the different screens, each represented by a red circle. You can move from one to another without having to follow any specific order. Make sure you remember to save it frequently.

## c) Thesis data screen



Click on

Expandir todo

1. Thesis title. It is compulsory that you indicate the language of the thesis to be included in the repository.
2. Lines of research. You will be able to see the line of research in your record.
3. Thesis language. Indicate the language in which your thesis is written.
4. Academic tutoring. You will be able to see the name of your tutor, which appears in your record.
5. Thesis supervisor. You will be able to see the name(s) of your supervisor(s), which appears in your record.
6. International Doctorate mention. To apply for this mention, in your activity document (DAD) you must fill in the activity with code "9 - Certificate of stay for international mention" and tick the box "International Mention Doc". If the stay has been split, upload to the DAD as many activities as stays you have undertaken, but always with the same code; 9.

If you meet these requirements, continue your deposit request by clicking on the "YES" button, and the data recorded in your academic record will appear. Attach the certificate(s) of stay because, for the moment, the application does not retrieve them from your DAD.

7. Industrial Doctorate mention. To apply for this mention, you must have two activities completed in your activity document (DAD):
  - One activity with code "10–Employment contract for doctorate with industrial mention" and the tick in the box "INDUSTRIAL DOC MENTION"
  - Another activity with code "11–Scientific-technical report for industrial mention" and also mark it in the box "INDUSTRIAL DOC MENTION".


If you meet these requirements, continue your deposit request by clicking on the "YES" button, and the data recorded in your academic record will appear.

8. International thesis co-supervision. This may be requested if you have signed a co-supervision agreement with another university and your activity document (DAD) includes two different activities.
  - One activity with code "12– Certificate of stay at the UVa for thesis co-supervision", and also mark it in the box "Cotutela"
  - Another with code "13–Certificate of stay at another university for thesis co-supervision" and also mark it in the box "Cotutela"

If you meet these requirements, continue your deposit request by clicking on the "YES" button, and the data recorded in your academic record will appear.

 If you have any doubts about how to record your activities in the DAD, please consult the video available on the ESDUVa website:

<https://esduva.uva.es/en/phd-students/academic-management/doctoral-activities-document-dad/>

9. Compendium of publications. Check to see whether your thesis is by compendium. In that case, check the documentation you have to include in the "Attach thesis" (= "Adjuntar tesis") screen.
10. Proposed members of the examination board. Add the proposed members of the examination board if your supervisor has indicated this to you and has provided you with all the necessary information in advance.
  -  This section can be left blank to be filled in by the supervisor or the academic committee.

⚠ You can consult the current rules on the composition of the examination board at: [Admission procedure and thesis defence - Doctoral School \(uva.es\)](http://uva.es)

The information to be included will depend on the origin of the examination board member:

a) Faculty staff at the University of Valladolid. A maximum of **one** member can be from the University of Valladolid. To fill in their details, click on the magnifying glass, look for their name and select. You can now fill in the ORCID code if you know it, as well as the role he/she will hold in the examination board and whether he/she is a full or reserve member.

Para cumplimentar este apartado, sigue las indicaciones de tu director de tesis. Recuerda los requisitos exigidos en la Normativa vigente sobre la composición del tribunal, con carácter general, tendrá presidente/a secretario/a titular, vocal titular y dos vocales suplentes. Sólo uno de ellos podrá ser personal UVA.

Profesor/a de la universidad  Profesor/a externo/a

Código ORCID

b) External faculty staff. To fill in the non-UVa members of the panel, click on external lecturer and fill in the data: ORCID code if known, etc.

Para cumplimentar este apartado, sigue las indicaciones de tu director de tesis. Recuerda los requisitos exigidos en la Normativa vigente sobre la composición del tribunal, con carácter general, tendrá presidente secretario/a titular, vocal titular y dos vocales suplentes. Sólo uno de ellos podrá ser personal UVA.

Profesor/a de la universidad  Profesor/a externo/a

- It is compulsory to fill in the affiliation origin of the member of the examination board. You can also fill in the university and year of doctoral graduation, if available.
- It is important to indicate whether that member of the examination board will participate by videoconference. Up to two members of the board may participate by videoconference (if all three do so, it is an online defence). You do not need to tick this if the defence is online (attendance by videoconference by all).

Procedencia (\*)

Universidad

Entidad

Otra  País

Universidad donde se doctoró

Año en el que se doctoró  Cualquiera

participará por videoconferencia

⚠ Select their role on the examination board and whether they are a full or reserve member. At the end, the list of members of the examination board will consist of a chairperson, a secretary, a member and two reserves. Total: **FIVE members**.

investigadora

Cargo dentro del tribunal

Titular/Suplente

Profesor/a mención internacional

+ Añadir Limpiar



| Miembros del tribunal propuestos |                    |                           |                  |                                  |                         |  |
|----------------------------------|--------------------|---------------------------|------------------|----------------------------------|-------------------------|--|
|                                  | Nombre y apellidos | Cargo dentro del tribunal | Titular/Suplente | Profesor/a mención internacional | Documento idoneidad     |  |
|                                  |                    | 100 - Presidente/a        | Titular          | <input type="checkbox"/>         | Documento idoneidad.pdf |  |
|                                  | José               | 96 - Secretario/a         | Titular          | <input type="checkbox"/>         | Idoneidad 1.pdf         |  |
|                                  | A.                 | 14 - Vocal                | Titular          | <input type="checkbox"/>         | Documento A.pdf         |  |
|                                  |                    | 14 - Vocal                | Suplente         | <input type="checkbox"/>         | Idoneidad 3.pdf         |  |
|                                  | María              | 14 - Vocal                | Suplente         | <input type="checkbox"/>         | Documento B.pdf         |  |

**Añadir miembro tribunal propuesto**

- ⚠ On the right hand side of the screen there is an area where a [PDF file must be uploaded with the suitability report](#) corresponding to each member, depending on whether the proposed member is eligible for assessment by recognized six-year research periods or not ([document 1T](#) or [document 2T](#)). All forms are available on the website: <https://esduva.uva.es/en/the-school/forms/>
- ⚠ Remember that the members of the examination board, in addition to being doctors, must have a research profile appropriate to the subject of the thesis, and with accredited research experience, justified and backed by holding at least one six-year research period recognised in the last seven years or two in previous periods.
- ⚠ If the member of the examination board has six-year research periods or is eligible for evaluation, it is compulsory to accredit his/her suitability with the report [2T Accreditation of research experience only for lecturers and researchers from Spanish institutions](#) –the equivalent merits form cannot be used.
- ⚠ If the members of the examination board are not eligible to be evaluated by six-year research periods (for example, members from international institutions), their suitability must be accredited by means of the justification of merits comparable to those considered by ANECA for the recognition of six-year research periods: [1T Accreditation of research Experience. Comparable merits.](#)

11. External experts. This section will be filled in by the coordinator of your doctoral programme.

12. Activities of the doctoral student. Here you can review the activities included in your DAD, all of which [must be validated](#).

13. Thesis by videoconference. Check this option if the defence of your thesis will take place online. The thesis defence is deemed to be online when all the participants (examination board and doctoral student) attend via videoconference, i.e. the PhD student is not physically accompanied by any member of the examination board.

In this case, you must upload the document [13T Application for the on-line/remote defence of the thesis](#) in the "Attach Documentation" screen (see section e). This is a reasoned request addressed to the President of the Doctoral Thesis Committee, who may accept or reject it. To complete this screen, [click on](#)

Guardar

## d) UVADOC/TESEO screen



Institutional Repository UVaDOC.

All doctoral theses defended at the UVa must be accessible in the UVaDOC repository.

- ⚠ If you wish to request an **embargo period**, you will have a drop-down menu to indicate for how long and you must upload a **reasoned request**: [5T Application for temporary embargo in the publication of the thesis](#)
- ⚠ If you wish to request **confidentiality**, you will have to tick it on the screen, upload a **reasoned request**: [https://esduvadic.uva.es/impresos/tesis\\_doctoral/4T\\_Solicitud\\_confidencialidad.pdf](https://esduvadic.uva.es/impresos/tesis_doctoral/4T_Solicitud_confidencialidad.pdf) and finally incorporate a **copy of the thesis** in which you will have removed the parts subject to confidentiality, in the space "publishable thesis".

Solicito demora

ⓘ Recuerda que en caso de solicitar demora tendrás que adjuntar la solicitud que corresponda con la demora que solicitas. Estará motivada y con el visto bueno del Director de esta pantalla.

Selecciona la demora que solicitas: (\*)

Que solicito una demora excepcional en la publicación de la tesis porque sea susceptible de futuras publicaciones o porque esté pendiente de una solicitud de patentes.

Que solicito confidencialidad para el depósito, defensa y publicación de la tesis, dado que está sometida a un acuerdo de confidencialidad o a un proceso de protección de la tesis doctoral en el que se habrán eliminado los contenidos afectados por los derechos de confidencialidad o de protección intelectual o industrial.

ⓘ Recuerda que en caso de solicitar esta demora, es necesario: (1) Que adjuntes la solicitud motivada con el visto bueno del Director o Directora en el apartado D de la tesis en el que se habrán eliminados los contenidos afectados por la confidencialidad, en la misma pantalla que adjuntarás la versión íntegra de la tesis.

Indica el periodo de demora: (\*)

El periodo durante el cual la tesis queda bajo acuerdo de confidencialidad o protección será de 36 meses.

If publication in the repository is immediate, indicate the licence you consider most appropriate: the first one is recommended:

ⓘ En este apartado tienes que decidir en qué condiciones se publicará la tesis en el repositorio institucional UVADOC:

Indica si quieres que la tesis se haga pública en el repositorio institucional UVADOC inmediatamente después de la defensa o deseas solicitar demora en la visualización del contenido de la tesis: (\*)

Publicación inmediata

Solicito demora

ⓘ La publicación de la tesis en UVADOC implica que, aunque mantengo la propiedad intelectual de la tesis doctoral como autor de la misma, efectúo una cesión no exclusiva de la tesis doctoral a la Universidad de Valladolid, con carácter gratuito y con fines exclusivamente de investigación y docencia, así como los derechos de reproducción y distribución en formato electrónico para su difusión pública en UVADOC.

Selecciona la modalidad de licencia de la tesis. Tienes más información en pinchando aquí [Más información](#). Observa que la UVa recomienda la que está situada en primer lugar (\*)

Licencia CC Reconocimiento - NoComercial - SinObraDerivada (by-nc-nd) (Recomendada): no se permite un uso comercial de la obra original ni la generación de obras derivadas.

To search for the area of expertise, you can either search in the drop-down menu or type the first few letters and then select:

Códigos para indexar la tesis en los repositorios

Área de conocimiento (\*) +

Palabras clave

+ Castellano castellano

Fis

- 390 - FISICA ATOMICA, MOLECULAR Y NUCLEAR
- 395 - FISICA DE LA MATERIA CONDENSADA
- 405 - FISICA TEORICA
- 410 - FISILOGIA
- 413 - FISIOTERAPIA
- 430 - GEOGRAFIA FISICA

The keywords will be at least one in English and one in Spanish, although you can add more words by clicking on +:

Palabras clave

+ Castellano castellano

Inglés inglés

TESEO.

Select the appropriate codes from the drop-down menus. [You do not need to register in TESEO.](#) Once you have defended your thesis, the UVa will send the data to TESEO electronically.

Explanatory summary.

You must complete it in Spanish and English. There is a limit of 600 words.

Documents.

If you wish to apply, in this section you will have to upload the reasoned request for embargo: [5T 5T Application for temporary embargo in the publication of the thesis](#), or request that is subject to confidentiality: [4T Confidentiality request to deposit, defend, and publish the doctoral thesis](#)

Documentación

Seleccionar tipo de documento

4T Solicitud de confidencialidad para el depósito, defensa y publicación de la tesis doctoral

Seleccionar documento

4T Solicitud de confidencialidad para el depósito, defensa y publicación de la tesis doctoral

5T Solicitud depósito con embargo temporal.

Repositorio. Otros documentos



The name of the files you upload to the application must not contain accents or strange characters.

## e) Screen to upload documentation



**Upload documents.** In this space, you have to attach the necessary documents to deposit the thesis. At the end of this guide you will find a list of all the documents.

The form is titled 'Adjuntar documentos'. It has two sections: 'Seleccionar tipo de documento' and 'Selecione documento'. The first section has a dropdown menu with the following options: '7T Justificación de la aportación presentada para acreditar la calidad de la tesis.', '7T Justificación de la aportación presentada para acreditar la calidad de la tesis.', '8T Informe del director o directora de la tesis que validará la solicitud de depósito. (Obligatorio)', '9T Informe del tutor o tutora de la tesis que validará la solicitud de depósito. (Obligatorio)', '10T Renuncia de coautores', '11T Tribunal. Justificación miembro de tribunal ajeno a universidades o centros de investigación.', and '12T Tesis por compendio: Relación de artículos.'

At the end of this guide you will find a list of all the documents that need to be uploaded to the application and the screen where they should be attached.

**Upload scientific documentation.** When you enter this section, you will find two boxes:

The form is titled 'Adjuntar documentación científica'. It contains two buttons: '+ Añadir documentación científica' and '+ Añadir coautores/as'.

Click on add **scientific documentation** and fill in the **DOI code** of the scientific contribution to be submitted to accredit the quality of your thesis. Then click on add. You can add the scientific document in PDF, if you wish, by clicking on +.

⚠ Write the **complete DOI** code for the link to work, starting with <https://doi.org/>

The scientific contribution that accredits the quality of the thesis must meet the following requirements [criteria established by the Doctoral Thesis Committee](#).

The dialog box is titled 'Añadir documentación científica'. It has a text input field for 'Código DOI' containing the URL 'https://doi.org/10.1016/j.scitotenv.2015.03.002'. Below the field are three buttons: '+ Añadir', 'Limpiar', and 'Cerrar'.

If the document does not yet have a DOI code, put "NOT AVAILABLE". In this case it is mandatory that you add the scientific document in PDF by clicking on +:

The form is titled 'Adjuntar documentación científica'. It contains a table with two columns: 'Código DOI' and 'Documento'. The 'Código DOI' column contains the text 'NO DISPONIBLE'. The 'Documento' column contains a '+' button.

The following table refers to [co-authors](#):

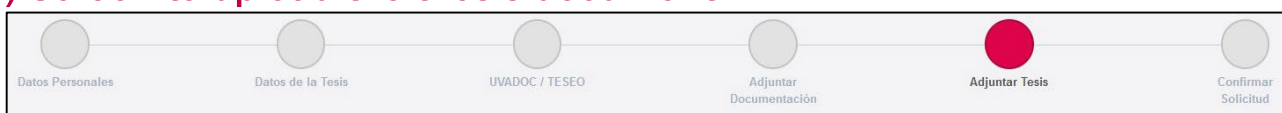


Fill in your first and last name, and note that you only have to enter the [numeric part of the ORCID code](#).

If you do not have the ORCID code, put "Not available", but always fill in the name and surname.



## f) Screen to upload the thesis document



[Attach the definitive copy of your thesis](#). To do so select the document:

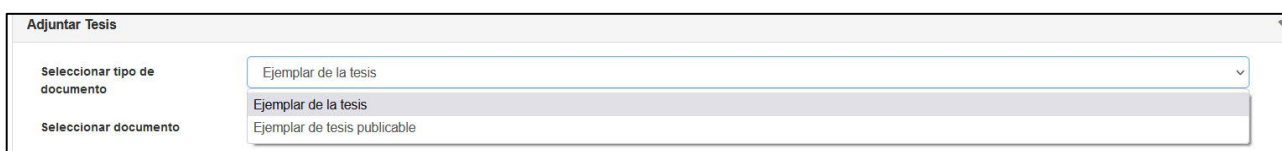


Finally, click on attach copy:



[If your thesis is a compendium of publications](#), you will have to incorporate two documents, selecting each time a different document type:

- The complete copy of the doctoral thesis. In the space "Copy of the thesis" (= "*Ejemplar de la tesis*").
- The copy of the publishable thesis, in the space "publishable thesis" (= "*tesis publicable*"). In this copy you will have replaced the scientific articles that make up your doctoral thesis with the DOI corresponding to each of them. This copy is the one that will be published in open access in the University of Valladolid document repository.



If your thesis is subject to a confidentiality agreement, you will also have to incorporate two documents:

- The complete copy of the doctoral thesis. In the space “Copy of the thesis” (=“Ejemplar de la tesis” ).
- The copy of the thesis in which you have removed the parts subject to confidentiality, in the space "publishable thesis" (=“tesis publicable”).

## g) Screen for application confirmation



On this screen, you can submit your application or withdraw your application.



Before submitting the application, you can check all the tabs and check the documentation to make sure you have not forgotten anything. If everything is correct, [click on “SUBMIT APPLICATION” \(=“PRESENTAR SOLICITUD”\)](#).

If anything is missing, the software application will notify you so that you can correct it.

If everything is correct, the application will tell you that the application has been submitted, [click on “Accept” \(= “Acepta”\)](#).



On the printer icon, you can get a [receipt of your application](#).

The application is now at the disposal of the EsDUVa administration staff who will check the formal requirements. On the EsDUVa website, you will find a description of the whole process of online thesis deposit.

## 4. Application returns

⚠ One return option is that you can correct or add documents in the sections marked as incorrect by the following actors: administration, your supervisor, the coordinator of your doctoral programme or the Doctoral Thesis Committee. [You will not be able to modify the sections they mark as correct.](#)

In both cases when there is a return, you will receive an email notifying you, and when you enter the application you will see what you must correct:

Enter by clicking on the icon:



The sections to be corrected are in a different colour:

|                                 |
|---------------------------------|
| Título de la Tesis              |
| Líneas de investigación         |
| Idioma de redacción de la tesis |
| Tutoría académica               |
| Dirección de Tesis              |
| Mención Doctorado Internacional |
| Mención Doctorado Industrial    |

Enter each of them and, once you have finished, on the submit application screen, click on



The application will be available to the next actor to intervene. See the table "Status in which the application can be found" at the end of this document.

### Returns:

**Returns from the EsDUVa administration:** the administration staff checks the formal requirements. If they observe any deficiency or error, they will return the application for you to correct it, indicating the reasons. [The doctoral student can change the documents](#), so that if the thesis needs to be corrected, it can be deleted and a new one uploaded. If it is a question of a document, the remaining document can be deleted and a new one uploaded, etc. Once this correction has been made by the doctoral student, the file returns to the administration and then the normal process continues.

**Return of the supervisor:** once the administrative review has been completed, the dossier is revised by the supervisor, who may return the application to the doctoral student if she/he notices any deficiencies in the documents section, a deficient version of the thesis, or any other reason. In this case, the [doctoral student may remove the erroneous documents and replace them with the correct ones](#). Once this correction has been made by the PhD student, the file will be sent to the administration and the normal process will continue.

## Returns:

Your doctoral programme is returned by the academic committee. Your application might pass the validation of the thesis supervisor and tutor and, when it reaches the [academic committee of your doctoral programme](#), might be returned to you to correct some sections.

Doctoral thesis committee returns: in view of the documents in the application, the doctoral thesis committee may request the doctoral student make whatever changes it deems appropriate.

In all cases of returns, the procedure is the same:

- The doctoral student will receive an e-mail in order to enter the file and correct whatever has been deemed necessary. When finished, the application will be confirmed.
- The supervisor will receive an e-mail and will have to re-enter the application, verify that everything is correct, validate the different sections, and confirm the application.
- The tutor will receive an email and will have to re-enter the application to confirm the application.
- The coordinator will receive an e-mail and re-enter the application to verify that the indicated sections have been completed, and will confirm the application.

## Types of returns:

### 4.1 Return to incorporate documents, but the thesis is validated positively:

If there are errors or omissions in the documents section, you will be able to upload or modify the documents indicated to you:

Se han validado ciertos campos de forma desfavorable. Por favor, revisa dichos campos

Adjuntar documentos

Seleccionar tipo de documento

Seleccione documento

4 Votos  
ROCO  
Documento: 8T Informe del director o directora de la tesis que validará la solicitud de depósito.  
Añadido: ...

7T Justificación de la aportación presentada para acreditar la calidad de la tesis.

7T Justificación de la aportación presentada para acreditar la calidad de la tesis.

8T Informe del director o directora de la tesis que validará la solicitud de depósito. (Obligatorio)

9T Informe del tutor o tutora de la tesis que validará la solicitud de depósito. (Obligatorio)

10T Renuncia de coautores

11T Tribunal. Justificación miembro de tribunal ajeno a universidades o centros de investigación.

12T Tesis por compendio: Relación de artículos.

13T Solicitud para la defensa virtual de la Tesis Doctoral

Otros documentos.

Otros documentos

5  
to...  
t.pdf  
Documento: 9T Informe del tutor o tutora de la tesis que validará la solicitud de depósito.



## 4.2 Return in which you are asked to submit a new version of the thesis with an answer document indicating the improvements made, but you are not required to correct the documents section:

If the thesis document has not been validated positively, you will have to attach a [new version of the thesis](#). You will not be able to delete the previously submitted thesis, which will remain in the "previous versions" section of the application.

You will also need to incorporate the response document detailing the improvements made in the ["improvements document"](#) (= ["documento de mejoras"](#)) space:

The screenshot shows a web interface for submitting a thesis. At the top, a yellow warning box states: "Debido a que el documento de tesis no se ha validado positivamente, se tiene que volver a adjuntar el documento". Below this is the "Adjuntar Tesis" section, which includes a "Seleccionar documento" button with a red arrow pointing to it. A text area contains legal disclaimers and a checkbox for accepting terms. Below the text area is a red "Adjuntar ejemplar" button. A yellow warning box below that says "No se ha adjuntado ningún documento". At the bottom, there is a "Versiones anteriores" button and a "Documento de mejoras" field with a red arrow pointing to it.

In this case, the documents provided in the ["documentation"](#) (= ["documentación"](#)) section and in the ["scientific documentation"](#) (= ["documentación científica"](#)) section will be the same in both versions of the thesis.

## 4.3 Return in which you are asked to submit a new version of the thesis with an answer document indicating the improvements made, and you are required to correct the documents section:

You will have to attach a [new version of the thesis](#). You will not be able to delete the previously submitted thesis, which will remain in the "previous versions" (= ["versiones anteriores"](#)) section of the application. You will also have to include the answer document, detailing the improvements introduced in the space ["improvements document"](#) (= ["document de mejoras"](#)).

In the ["documentation"](#) (= ["documentacion"](#)) section you will have to upload the documents (7T, 8T, 9T or those that apply), which may be the same as in the previous version or may be others, depending on what the academic committee indicates when making the return:

Debido a que el documento de tesis no se ha validado positivamente, adjunte aquí la documentación que acompaña a la nueva versión de la tesis.

#### Adjuntar documentos

Seleccionar tipo de documento

Seleccione documento

Versiones anteriores

Adjuntar documentación científica

7T Justificación de la aportación presentada para acreditar la calidad de la tesis.

7T Justificación de la aportación presentada para acreditar la calidad de la tesis.

8T Informe del director o directora de la tesis que validará la solicitud de depósito. (Obligatorio)

9T Informe del tutor o tutora de la tesis que validará la solicitud de depósito. (Obligatorio)

10T Renuncia de coautores

11T Tribunal. Justificación miembro de tribunal ajeno a universidades o centros de investigación.

12T Tesis por compendio: Relación de artículos.

13T Solicitud para la defensa virtual de la Tesis Doctoral

Otros documentos.

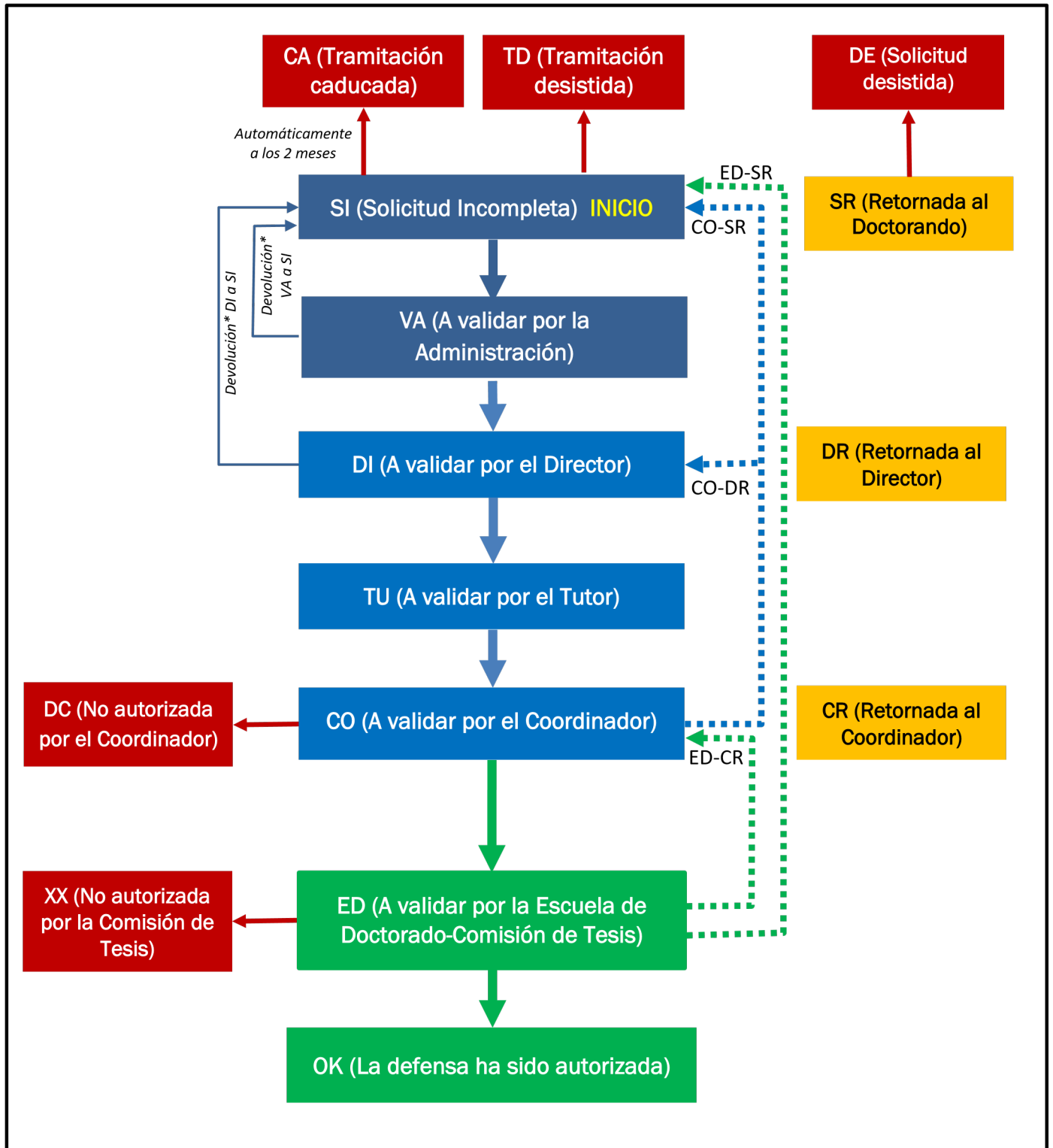
Otros documentos

## 4.4 Return in which you are asked to modify the scientific document:

If there are errors or omissions in this section, you can upload or modify the document.

## 5. Application status

STATUS IN WHICH THE APPLICATION CAN BE FOUND. RETURNS.



(\*) The administrative staff of the Doctoral School or the thesis supervisor may return the application to the doctoral student (applicant) for correction or completion of the information provided.

—> The dashed arrows represent possible returns of the application due to possible deficiencies in the thesis or in the documents provided.

| POSSIBLE RETURNS  | POSSIBLE REASONS AND DEADLINES FOR CORRECTING  |
|---|--|
| <p>CO-SR - <i>Coordinator to the Applicant</i></p> <p>CO-SR - <i>Coordinator to the Applicant</i></p>                                 | <p>The academic committee of the doctoral programme returns the thesis deposit application to the doctoral student:</p> <ol style="list-style-type: none"> <li>1. Because some document is missing or because there are issues that must be amended within a maximum period of 10 days. Should this period elapse without the issues having been addressed, the application will be deemed to have been withdrawn.</li> <li>2. Because in the view of the external reports, a <u>new version of the thesis</u> must be submitted, accompanied by a <u>response document detailing the improvements</u>. Applicants have three months in which to do this.</li> </ol> |
| <p>CO-DR - <i>Coordinator al Director</i></p> <p>CO-DR - <i>Coordinator to the Supervisor</i></p>                                     | <p>The academic committee of the doctoral programme returns the thesis deposit application to the thesis supervisor to review the issues detected and to have the application validated again within 10 days.</p>  |
| <p>ED-CR – <i>Doctoral thesis committee to the Coordinator</i></p> <p>ED-CR – <i>Doctoral Thesis Committee to the Coordinator</i></p> | <p>The Doctoral Thesis Committee returns the thesis deposit application to the doctoral programme coordinator to amend any deficiencies detected, such as the unsuitability of the members of the examination board or the external experts, insufficient reports, the contribution/publication does not accredit the quality of the thesis, etc.</p>  |
| <p>ED-SR – <i>Thesis committee to the Applicant</i></p> <p>ED-SR – <i>Doctoral Thesis Committee to the Applicant</i></p>              | <p>The Doctoral School's Thesis Committee returns the thesis deposit application to the PhD student:</p> <ol style="list-style-type: none"> <li>1. Because a <u>document</u> is missing or contains an issue that must be amended or explained. A reasoned reply must be provided within 10 days.</li> <li>2. Because, in view of the documents in the file, a <u>new version of the thesis</u> –accompanied by a <u>document detailing the improvements made</u> –must be submitted within three months.</li> </ol>   |

## 6. Frequently asked questions

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### **Why do I have to start the deposit application a little earlier than the "maximum deposit date" stated in SIGMA?**

The application for a thesis deposit must be completed before the expiry of the maximum period of stay in the doctoral programme as stated in your academic records.

For this reason, you have to start the application in good time. If you miss the deadline you will not be able to deposit or defend your thesis.

### **If I forget to include a document, what happens?**

If your director notices that a document is missing or that there is an error, he/she will return the application for you to correct it. Once you have done so, confirm the application again and return it to the supervisor to have it validated.

### **I do not know the members of the examination board and the external experts. Can I apply for the thesis to be deposited?**

Yes, you can do it without filling in those sections.

The members of the panel are proposed by the director, and the reports of the external experts will be requested by the academic committee of the programme.

### **I want to apply for a mention, but the application tells me that I am not eligible.**

You can only apply for a mention or international thesis co-supervision if you have registered the corresponding activities in your activity document.

If you have any doubts about how to record your activities in the DAD, please consult the information and video available on the ESDUVa website.

For the International Doctorate mention, in the activities document you must have the activity completed with code 9 and you must tick the box "International doc. mention". If the stay has been split, upload as many activities as stays you have done, but always with the same code, 9.

For the Industrial Doctorate mention, you must fill in two activities in your activity document: one with code 10 and the mark in the box "INDUSTRIAL DOC MENTION", and the other with code 11, and the mark also in the box "INDUSTRIAL DOC MENTION".

### **I want to apply for international thesis co-supervision**

The section to apply for international thesis co-supervision is only enabled if you have signed a co-supervision agreement with another university and your activity document includes two different activities. The first one must have code 12, and the second one, code 13. In both activities, you will have to tick the *COTUTELA* box.

IF YOU STILL HAVE ANY DOUBTS, PLEASE CONTACT THE DOCTORAL SCHOOL AT THE FOLLOWING E-MAIL ADDRESS: [tesis.escuela.doctorado@uva.es](mailto:tesis.escuela.doctorado@uva.es)

## APPENDIX. FILES AND DOCUMENTS TO BE ATTACHED TO THE THESIS DEPOSIT

| Document            | File's name*   | Description  | Screen where the document is uploaded              |
|---------------------|--|--|--|
| <a href="#">1T</a>  | <a href="#">1T Accreditation of research Experience. Comparable merits.</a>  | Document to be completed by external experts and members of the examination board who are NOT evaluable by six-year research periods to accredit their research experience.  | "Datos de la tesis"<br>(Thesis data)               |
| <a href="#">2T</a>  | <a href="#">2T Accreditation of research experience only for lecturers and researchers from Spanish institutions</a>                               | Document to be completed by external experts and members of the selection board who can be evaluated by six-year research periods in order to accredit their research experience.  | "Datos de la tesis"<br>(Thesis data)               |
| <a href="#">3T</a>  | <a href="#">3T Assessment report prior to acceptance of the doctoral thesis for defence</a>  | Report requested by the academic committee from external experts prior to the doctoral thesis being admitted for defence.  | "Datos de la tesis"<br>(Thesis data)               |
| <a href="#">4T</a>  | <a href="#">4T Confidentiality request to deposit, defend, and publish the doctoral thesis</a>   | Request for confidentiality for a maximum period of 36 months for theses subject to a confidentiality agreement, or to protection of intellectual or industrial property.  | "Datos UVaDOC/TESEO"<br>(UvaDOC/TESEO data)        |
| <a href="#">5T</a>  | <a href="#">5T Application for temporary embargo in the publication of the thesis</a>  | Request for a temporary embargo on the publication of the thesis, for six or 12 months, for exceptional reasons or situations.   | "Datos UVaDOC/TESEO"<br>(UvaDOC/TESEO data)        |
|                     |  | It is not necessary for doctoral students to register in TESEO. From January 2023, UVa will send to TESEO the information of the theses defended by electronic procedures.   |  |
| <a href="#">7T</a>  | <a href="#">7T Justification of the contribution submitted to attest the quality of the thesis</a>   | Justification of the quality of the contribution and its relation with the thesis. The contribution submitted to accredit the quality of the ordinary modality thesis will be accepted on a date within the period in which the student has been enrolled in the doctoral programme. | "Adjuntar documentación"<br>(Upload documentation) |
| <a href="#">8T</a>  | <a href="#">8T Report by the thesis supervisor to confirm the application to deposit the thesis</a>  | Report by the thesis supervisor(s) to validate the deposit application.  | "Adjuntar documentación"<br>(Upload documentation) |
| <a href="#">9T</a>  | <a href="#">9T Report by the tutor to confirm the application to deposit the thesis</a>  | Report by the thesis tutor to validate the deposit application.  | "Adjuntar documentación"<br>(Upload documentation) |
| <a href="#">10T</a> | <a href="#">10T Acceptance and waiver by co-authors of each publication</a>  | If the articles that make up the thesis by compendium or the contribution presented to accredit the contribution of the thesis are signed by several authors, each of them will present their consent to form part of the documents to deposit and defend the doctoral thesis.       | "Adjuntar documentación"<br>(Upload documentation) |
| <a href="#">11T</a> | <a href="#">11T Justification of an examination board member who does not belong to any university or higher education or research institution</a> | Justification of the reasons for including a practitioner from outside universities or research centres on the examination board.  | "Adjuntar documentación"<br>(Upload documentation) |
| <a href="#">12T</a> | <a href="#">12T List of articles included in a thesis presented by a compendium of publications</a>  | List of articles that make up the doctoral thesis by compendium of publications, with indicators that accredit their quality (indexation base and impact factor).  | "Adjuntar documentación"<br>(Upload documentation) |

|                         |  |   |  |
|-------------------------|--|---|--|
| <a href="#">13T</a>     | <a href="#">13T Application for the on-line/remote defence of the thesis</a> | The defence ceremony may be online, with videoconference attendance by all participants, at the request of the examination board or the doctoral candidate. This must be authorised by the president of the Doctoral Theses Committee.  | “Adjuntar documentación”<br>(Upload documentation) |
| Scientific contribution | “Title of the article”   | Scientific contribution that accredits the quality of the thesis (ordinary thesis). It is advisable to indicate the DOI. If it is not available, indicate "not available" and attach the document.  | “Adjuntar documentación”<br>(Upload documentation) |
| Thesis                  | “Title of the thesis”  | File of the doctoral thesis in pdf format with a maximum size of 50Mb.  | “Adjuntar tesis”<br>(Upload thesis)                |
| Publishable thesis      | "Title of thesis"_with DOI   | In the case of theses by compendium, another version of the thesis will be attached in pdf format, replacing each of the articles by their DOI. This version is the one that will be published in the UVaDOC repository.  | “Adjuntar tesis”<br>(Upload thesis)                |
| Unpublishable thesis    | "Title of thesis"_confidential   | In the case of theses subject to confidentiality, another version of the thesis in pdf format will be attached, in which the content understood to be confidential has been removed. This version is the one that will be published in the UVaDOC repository during the embargo period. | “Adjuntar tesis”<br>(Upload thesis)                |

(\* ) Do not use accents in file names

The documents that must be uploaded by the doctoral student are indicated in colour.

| The document is mandatory in the following screen and status: |     | Ordinary theses  | Theses by compendium of publications  | Confidential theses   | Industrial Doctorate mention  | International Doctorate mention   | International thesis co-supervision   |
|---|-----|--|---|---|---|---|---|
| Screen "Thesis data" (= "Datos de la tesis")                  | DI  | For each member of the examination board:<br>Document 1T or Document 2T  | For each member of the examination board:<br>Document 1T or Document 2T       | For each member of the examination board:<br>Document 1T or Document 2T       | For each member of the examination board:<br>Document 1T or Document 2T       | For each member of the examination board:<br>Document 1T or Document 2T       | For each member of the examination board:<br>Document 1T or Document 2T       |
|   | CO  | For each external expert:<br>Document 1T or Document 2T  | For each external expert:<br>Document 1T or Document 2T                       | For each external expert:<br>Document 1T or Document 2T                       | For each external expert:<br>Document 1T or Document 2T                       | For each external expert:<br>Document 1T or Document 2T                       | For each external expert:<br>Document 1T or Document 2T                       |
|   | CO  | Document 3T, issued by each external expert (2)  | Document 3T, issued by each external expert (2)                               | Document 3T, issued by each external expert (2)                               | Document 3T, issued by each external expert (2)                               | Document 3T, issued by each external expert (2)                               | Document 3T, issued by each external expert (2)                               |
|   | YES |  |   |   | Activities in DAD code 10 and 11.   | Activity or activities in DAD code 9.   | Activities in DAD code 12 and 13.   |
| Screen UVaDOC/TESEO data (= "Datos UVaDOC/TESEO")             | YES | Document 5T (if embargo is requested)  |   | Document 4T (confidentiality request)   | Document 5T (if an embargo is requested)                                      | Document 5T (if an embargo is requested)                                      | Document 5T (if an embargo is requested)                                      |
|   |     | It is not necessary for doctoral students to register in TESEO. Nor is it necessary for them to provide Document 6T (TESEO file). From January 2023, the UVa will send to TESEO the information of the theses defended by electronic procedures. |   |   |   |   |   |
| Screen "Upload documentation" (= "Adjuntar documentación")    | YES | Document 7T (justification for the contribution)   | Document 12T (relationship between the articles)                              | Document 7T (justification for the contribution)                              | Document 7T (justification for the contribution)                              | Document 7T (justification for the contribution)                              | Document 7T (justification for the contribution)                              |
|   | YES | Document 8T (report by the thesis supervisor)  | Document 8T (report by the thesis supervisor)                                 | Document 8T (report by the thesis supervisor)                                 | Document 8T (report by the thesis supervisor)                                 | Document 8T (report by the thesis supervisor)                                 | Document 8T (report by the thesis supervisor)                                 |
|   | YES | Document 9T (report by the thesis tutor)   | Document 9T (report by the thesis tutor)                                      | Document 9T (report by the thesis tutor)                                      | Document 9T (report by the thesis tutor)                                      | Document 9T (report by the thesis tutor)                                      | Document 9T (report by the thesis tutor)                                      |
|   | YES | Document 10T (if there are co-authors)   | Document 10T (if there are co-authors)  | Document 10T (if there are co-authors)  | Document 10T (if co-authors exist)  | Document 10T (if co-authors exist)  | Document 10T (if there are co-authors)  |
|   | YES | Document 11T (if a non-academic member is appointed to the examination board)  | Document 11T (if a non-academic member is appointed to the examination board) | Document 11T (if a non-academic member is appointed to the examination board) | Document 11T (if a non-academic member is appointed to the examination board) | Document 11T (if a non-academic member is appointed to the examination board) | Document 11T (if a non-academic member is appointed to the examination board) |
|   | YES | Document 13T (request for online defence)  | Document 13T (request for online defence)                                     | Document 13T (request for online defence)                                     | Document 13T (request for online defence)                                     | Document 13T (request for online defence)                                     | Document 13T (request for online defence)                                     |
| Screen "Upload thesis" (= "Adjuntar tesis")                   | SI  | Full file of the doctoral thesis   | Full file of the doctoral thesis  | Full file of the doctoral thesis  | Full file of the doctoral thesis  | Full file of the doctoral thesis  | Full file of the doctoral thesis  |
|   | SI  |  | Publishable thesis (DOI instead of articles)                                  | Publishable thesis (without confidential parts)                               |   |   |   |