# Doctoral candidate thesis defence procedure

## Preliminary assessment of the thesis

Once you have completed the thesis, and the thesis supervisor so approves it, you must apply for the thesis defence at your department and submit the following documents:

- A copy of the thesis and the official examination results.
- The thesis summary.
- The approval of the thesis supervisor.

If the comments on the thesis made by the unit or external examiners are unfavourable, you will be informed of these issues and will need to work on them with your thesis supervisor. Once the thesis has been approved, you will be informed that the thesis reading has been authorised.

If you wish to submit your thesis as a collection of published articles, you will need to apply to do so before starting the thesis deposit procedure. The Doctoral Studies Committee will issue its decision on your application within 15 days from the date on which you submit the documents [http://llocs.upc.edu/www-doctorat/docs/proces-lectura-total.pdf](http://llocs.upc.edu/www-doctorat/docs/proces-lectura-total.pdf)

## Enrolment

You will need to enrol at the Doctoral Studies Office (or at the department if the doctoral programme is decentralised) and submit the following documents:

- A certified photocopy of the national identity document (DNI), passport or foreigner identification number (NIE).
- The enrolment form.
- A printed copy of the thesis for the Doctoral Studies Office.
- The full text of the thesis and a thesis summary of no more than 4,000 characters, in English and in Catalan or Spanish. The thesis summary must include the UNESCO codes. Find the UNESCO codes at [https://doctorat.upc.edu/academic-management/formsfolder/thesis-registration-and-deposit/unesco-codes](https://doctorat.upc.edu/academic-management/formsfolder/thesis-registration-and-deposit/unesco-codes)

- The doctoral student's activity report, signed by the tutor and supervisor.
- The authorisation of the thesis supervisor.
- The authorisation of the academic committee for the thesis defence procedure to begin, to which you must attach original copies of the two external examiners’ reports or the statement of the Committee that the thesis has been approved for defence by the external examiners (because of existing publications, for example).
- Proposal for external members of the examination panel with their brief CVs (approx. 200 words) in PDF and original copies of their letters of acceptance.

If you are applying for the International Doctorate, you will need to submit the following documents:

- The application for the International Doctorate mention.
- Original copies of the favourable reports from at least two PhD holders external to the UPC from an institution of higher education or research centre outside of Spain.
- Original certificate of the minimum three-month stay on official headed paper from the sending institution or research centre or from a higher education institution. The stay and the activities must be approved by the thesis supervisor and authorised by the academic committee. **N.B.** The proposal for the examination panel must include a PhD holder from a higher education institution or research centre outside of Spain and other than the person in charge of the stay.

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<tr>
<th>Thesis deposit</th>
<th>The thesis will remain in storage for 10 <strong>teaching days</strong>, during which time it shall be announced within the UPC community and publicly on the Doctoral Studies Office’s website. If any comments are submitted during the thesis deposit you will need to solve them within 5 days, in agreement with the thesis supervisor and the academic unit in charge of the doctoral programme.</th>
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<tr>
<td>Authorisation</td>
<td>You will be notified of the authorisation of the thesis defence by the Doctoral Studies Committee.</td>
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<td>Appointment</td>
<td>Once the Doctoral Studies Committee has authorised the thesis defence, the Doctoral Studies Committee will appoint the examination panel that will assess the thesis.</td>
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<tr>
<td>Announcement</td>
<td>You will be notified by the secretary of the examination panel or the academic committee for the doctoral programme of the announcement of the thesis defence, at least 10 days before the defence is due to take place. The defence shall be announced within the UPC community and publicly on the Doctoral Studies Office’s website.</td>
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<td>Defence</td>
<td>You will defend your thesis in a public examination and will be required to respond to any questions the examination panel and PhD holders present at the session deem necessary, in keeping with the procedure established by the examination panel chair. You will be notified verbally of the mark awarded. In particular cases, the academic committee for the doctoral programme may take measures to ensure that aspects of the thesis liable to be patented are not disclosed during the defence, as laid out in Chapter III.11 of the academic regulations for doctoral studies. You may apply for your doctoral degree certificate by filling in the appropriate form. You may also apply for the European Diploma Supplement. The application for issuance of the degree certificate will have to be submitted to the rector of the UPC. Personal details must be given as they appear on your personal identification document or residence permit, including any diacritical marks. You must attach a photocopy of said document for verification by the Doctoral Studies Office. Personal details will be displayed on the degree certificate as they appear on the personal identification document provided.</td>
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See the entire thesis defence procedure [here](#).