

## PRE-DEFENCE (PhDSSC]

### REQUEST OF PRE-DEFENCE

- **Written Student Application**
- Permission from the Thesis director/s

The PhD Programme must name a Committee of Experts within a period of no more than six days s

Since the presentation of the report from the PhD Thesis director/s. there is a period of 30 days

### Pre-defence Ceremony

The Experts submit a Valuation Report at the end of the Pre-Defence Ceremony.

The decision of the Committee of Experts is communicated to the director/s within a period of no more than 14 days after the reception of the report.

## DEPOSIT

### REQUIREMENTS

- **The Research Plan is approved**
- **The skills are acquired**
- **The tutelages are paid**
- **A publication. See quality criteria of the Programme. The affiliation must be UPM.**

### 1. DEFENCE APPLICATION

#### Beginning of the Procedure

- Permission from the Thesis director
- Proposal of the Members of the Examining Board
- Signed letters of Acceptance from the Members of the Examining Board
- **Scientific output**
- Declaration of confidentiality from the Members of the Examining Board

#### International Mention

- **Application**
- **Original Stay Certificate with the starting and end dates (a minimum of three months)**
- **Two reports from external experts**
- **CV of the external experts**

### 2 Processes on Politécnica Virtual

**IMPORTANT:** the title of the Thesis must match the one in the last annual report. Upload a PDF file with your Thesis, a summary in Spanish and English and the scientific output

**3. Approval from the Academic Commission of the PhD Programme** within a period of no more than 10 days since the reception of the documents.

**4. Tuition payment and delivery of the payment details letter to the secretariat of the programme**

**5. . Delivery of documents from the Academic Commission of the PhD programme to PUBLIC DEPOSIT (minimum 15 days).**

### 6. . Approval from the doctoral commission of the UPM (one every month)

- Designation of the members of the examining board
- Defence permission
- Scientific output

**7 TESEO RECORD: Students must fill the TESEO record**

## DEFENCE

Once the defence is approved by the Doctoral Commission of the UPM:

- The PhD student has three months to conduct it; if after that they have not been able to do it, it is necessary to present again the Proposal of the Members of the Examining Board to the Doctoral Commission of the UPM to approve it.
- The PhD Programme sends the designation together with instruction about the booking of the journey and the accommodation to each member of the Examining Board.
- The PhD Programme sends instructions to the Director and Secretary of the Examining Board.

- The Secretary of the Examining Board calls the defence of the PhD Thesis on behalf of the President of the Examining Board according to the instructions of the UPM.
- The Secretary must collect the Minutes from the Students Secretariat of the School.
- The Administrative Secretary of the Programme provides the Document of the Training Activities of the PhD student to the Examining Board



Once the defence has been conducted, each member of the Examining Board completes and gives all the administrative documents including the Grade Report, documents related to transportation, accommodation and maintenance expenses and ballots for “Cum Laude” (in a signed closed envelope) to the Secretary of the Examining Board (who in turn gives it to the Secretariat of the PhD Programme)



The opening of the envelopes for the “Cum Laude” grade is conducted by the PhD Commission of the Programme



**APPLICATION FOR THE DOCTORATE DEGREE**