



Llistat de documents a ser lliurats per a la lectura de la Tesi Doctoral
Listado de documentos a ser presentados para la lectura de la Tesis Doctoral
Checklist - Documents to be presented for the reading of a Doctoral Thesis

Després d'haver completat tots els requeriments específics de cada Comissió Acadèmica, indicats al nostre web:

https://etsab.upc.edu/ca/estudis/copy_of_doctorado/tesi-doctoral. Els models **en català** es troben a l'enllaç següent de l'Escola de Doctorat:
https://doctorat.upc.edu/ca/tesi-doctoral/diposit-i-avaluacio/documentacio-i-tramits?set_language=ca

Si us plau, comprova a aquest llistat, si has completat tots els requeriments, abans de sol·licitar la matrícula de la tesi.

Después de haber completado todos los requerimientos específicos de cada Comissió Acadèmica, indicados en nuestra web:

<https://etsab.upc.edu/es/estudios/doctorado/tesi-doctoral>. Los modelos **en español** se encuentran en el siguiente enlace de la Escuela de Doctorado:
<https://doctorat.upc.edu/es/tesis/deposito-y-evaluacion/documentacion-y-tramites>

Por favor, comprueba en este listado, si has completado todos los requerimientos, antes de solicitar la matrícula de la tesis.

After having met all the specific requirements of every Academic Committee, specified in our website <https://etsab.upc.edu/en/studies/doctoral-programmes/doctoral-thesis>. All the forms **in English** can be found on the website of the UPC's Doctoral School:

<https://doctorat.upc.edu/en/doctoral-thesis/deposit-and-assessment/documents-and-procedures/documents-and-procedures>.

Please check in this checklist if you have completed all the required documents and procedures, before asking for the registration of your doctoral thesis.

El nostre email – Nuestro email – Our email: secretariadoctorat.utgab@upc.edu

CHECKLIST

| Check | Document or procedure | Details | How to deliver it |
|-------|---|---|--|
| | Form: "Authorization by the thesis supervisor for the submission of the defense proposal - ADT " | Signed by the supervisor or supervisors, including the one from the external director, if applicable | Original form at the Doctorate Office or by email, signed electronically |
| | "Thesis quality report and authorization by the Academic Committee for its submission – ADU " | Signed by the head of the Academic Committee of the Doctoral Program (The PhD Coordinator). | Original form at the Doctorate Office or by email, signed electronically |
| | Form: "Report by the external expert - IEEJ " Two reports | Signed by two Phd experts, external to the UPC. (If requesting the "International doctor mention", the two experts must belong to an institution of higher education or research center not Spanish). The experts may or may not be part of the examination committee | Original form at the Doctorate Office or by email, signed electronically |
| | Form: "TDX: Declaration of the author for the inclusion of the thesis in TDX " | Signed by the doctoral student Check only one of the given options | Original form at the Doctorate Office or by email, signed electronically |
| | DAD - Doctoral Student Activity Report in AteneaPhD | "Validated" by the supervisors. The DAD must be generated in the online platform ATENEA PhD. The student will see it in the "preview" view, until their supervisors "validated" it. (In due course, we will give access to this report to the members of the Examination Committee). | In AteneaPhD https://atenea-phd.upc.edu/ After completed, the doctoral student should ask their directors to validate it in the same platform Atenea PhD |
| | Complete final doctoral thesis | The thesis must be submitted in the online platform ATENEA PhD and "validated" by their supervisors. File name format: "Final doctoral thesis of SURNAMES, FIRST NAMES" Please, be aware that this is the final thesis that will be published in the TDX, after the presentation; it will NOT be possible to modify it after the enrollment (payment) of the Thesis Defense, nor due to typos. According to the UPC's Academic regulations for doctoral degree courses, the doctoral thesis shall consist, of a minimum, of an | In AteneaPhD https://atenea-phd.upc.edu/ After uploading the PDF, the doctoral student should ask their directors to validate it, in the same platform Atenea PhD. |

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| | | introduction to the topic of study, the objectives to be achieved, a statement of the research as a fundamental part, the discussion of the results obtained, the conclusions and bibliography. | |
| | Printed final thesis (only if required) | Please, consult the "Specific Requirements" section of our website, to learn if the Academic Committee of the Doctoral Program requires a printed copy of the thesis for their own purposes: https://etsab.upc.edu/en/studies/doctoral-programmes/doctoral-thesis | |
| | Form: "Thesis summary DOC" In Catalan or Spanish (Enable the active content in the form) | Abstract of the PhD Thesis, signed by the doctoral student (Max 3950 characters) Unesco nomenclature | Original form at the Doctorate Office or by email, signed electronically |
| | Form: "Thesis summary DOC" In English (Enable the active content in the form) | Abstract of the PhD Thesis, signed by the doctoral student (Max 3950 characters) Unesco nomenclature | Original form at the Doctorate Office or by email, signed electronically |
| | Thesis summaries (Word) | The same text as in the two "Thesis summary DOC" form. In one single "Word" file, one language after another, without using any template (to facilitate their re-copy to the specific application of thesis). Important: Include at the end of this file the title of the thesis written in lowercase letters, regardless of how you wrote it in the whole PDF file of the Doctoral Thesis. | Sent by email in one plain Word file |
| | Form: "Proposal for the doctoral thesis examination committee – T" | Usually proposed by the Supervisor and signed by the Coordinator of the PhD. The Panel should be composed of 5 doctors +2 substitutes or of 3 doctors + 2 substitutes. Substitutes members shall be written on the last two places of the "T" form. It is necessary to complete all the information requested in the T form. For the Faculty of the UPC, it suffices to indicate only name and position. | Original form at the Doctorate Office or by email, signed electronically |

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| | | <p>Most of members of the Examination panel, or most of the members that finally act, if a substitute member is required, have to be external to the UPC and to the rest of the participating Organizations. (In the event that there is an external director, the UPC members + the members belonging to the institution of the external director cannot be a majority).</p> <p>Retired teachers of the UPC count, for this purpose, as internal members.</p> <p>(If requesting the “International doctor mention”, at least one doctor belonging to an institution of higher education or research, not Spanish, has to be part of the Examination Committee).</p> <p>The external experts who have made the reports, can be part of the Examination panel. The directors can not.</p> <p>The members of the Panel may act by videoconference if the Academic Commission of the program authorizes so.</p> | |
| | Curriculum of each member of the thesis examination committee not belonging to the UPC, | <p>In separate PDF files or send the URL where the CV is published (Not necessary If the URL is indicated in the T form).</p> <p>(In either of the two formats, it is necessary to ensure that the CV expressly remarks the status of PhD of the member of the Examination committee).</p> | Sent by email |
| | Copy of the DNI or passports in force of each external member of the thesis examination committee. | For the sole purpose of entering their official data into our academic system | Sent by email |
| | Copy of the DNI or passport in force of the doctoral student | | Sent by email |
| ---- | International doctor mention. In addition to the documents listed above, if you ask for the “internal doctor mention”, the following ones are needed: | | |

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| | Form: "Application for the International Doctorate mention [MI]" | Signed by the doctoral student. (In this case, one part of the thesis and, at a minimum, the summary and conclusions must be drawn up and exposed in one of the usual languages for scientific communication, in your field of knowledge. The languages must be different from those that are official in Spain. This rule shall not apply if the research stay, reports and experts come from a Spanish-speaking country). | Original form at the Doctorate Office or by email, signed electronically |
| | Form: "Endorsement and authorisation of the International Doctorate mention – AA" | Signed by The doctoral student The supervisors The coordinator of the Phd Program | Original form at the Doctorate Office or by email, signed electronically |
| | Certificate or certificates in support of the stay of research or studies. The certificate or certificates should justify a minimum of three months of stay (during the doctoral enrollment), which could be interrupted. (6 months in the other university if a cotutela Agreement has been signed) | With original signature of the person responsible for the stay and with the institution's letterhead or stamp. This person can not be a member of the Thesis Examination Committee. | Original certificates at the Doctorate Office. |
| ----- | Article-based doctoral thesis Some PhD programs allow to submit "article-based doctoral thesis". Application to submit an article-based thesis | You should consult with your supervisors and the PhD Coordinator, before submitting this application. Not all the Programs are entitled to do this procedure | |

REMARKS:

- Documents with electronic certified signatures can only be delivered by email.
- All documents must be delivered with the required signatures. But if only those of the coordinator are missing, we can request them from him / her.