

## **Agreement of the Management Committee of the Doctoral School of the University of Girona, of 10 May 2021, establishing the procedure for the submission of doctoral theses while the corresponding procedure is not operational**

### **Preamble**

In the last modification of the academic regulations for doctoral studies at the University of Girona approved by the Governing Council in session 3/2017, of 31 March, and modified by the Governing Council in sessions 5/2017, of 29 June, 8/2018, of 30 November, and 11/2019, of 16 December and 4/2021, of 27 May, it has been established that while the deposit is not operational through the usual procedures, the Doctoral school will establish the procedure to be followed to complete the deposit through the electronic registry of the University of Girona.

In view of the arguments adduced so far, and by virtue of the powers attributed to us by the regulations of the Doctoral School, approved by the Governing Council in the session 31/3/2011 and modified by the Governing Council in session 29/5/2014 and the session 14/05/2018, the Management Committee of the Doctoral School

### **AGREE:**

#### **Article 1. Application to deposit**

The doctoral thesis will be deposited via the Electronic Registry of the University. You can access the registry through the [online form for depositing doctoral thesis](#).

The valid electronic signatures are DNIe, FNMT, idCAT, TCAT i TCAT-P.

The application must be accompanied by the following documents, which must be attached at the time of registration:

1. The electronic file of the doctoral thesis, in PDF format and electronically signed by the doctoral student, by the supervisor or supervisors of the thesis, the signatures of the certificate of thesis supervision being valid if this appears in the content of the thesis, and, where applicable, by the thesis tutor if all members of the supervision team are from outside the university. The maximum size of the PDF file of the doctoral thesis is 100 Mb.
2. An editable electronic file (Word format) with an informative summary of the thesis in Catalan and English of approximately one page, and another file (tiff format) with a publishable image representative of the subject of the thesis.
3. The doctoral student's response, in PDF format, to the format changes requested by the Academic Committee (if applicable), and to the anonymous reports of external experts, clearly indicating the modifications introduced to the doctoral thesis, electronically signed by the doctoral student.

4. Curriculum Vitae in CVN format, extracted from the current curriculum application at the university (GREC).
5. The favourable report of the thesis supervisor or supervisors in PDF format, electronically signed by the thesis supervisor or supervisors with the approval of this deposit.
6. If the doctoral student aspires to an international mention in the doctoral degree, it is also necessary to attach the accreditation of the stay of at least three months in the same higher education institution or research centre in a country different from Spain, signed by the person in charge of the reception centre or centres.
7. If the doctoral student wishes to apply for the Industrial Mention, in the event that he / she has not already been recognized by the Generalitat de Catalunya, he / she must provide the documentation accrediting the circumstances described in the requirements set out in article 15bis of the Royal Decree 99/2011, of 28 January, which regulates the official doctorate education. It will therefore be necessary to provide the employment contract with the company, the University-company collaboration agreement and a report detailing the research project carried out at the company.

The doctoral student undertakes to deliver a printed copy of the doctoral thesis to the Doctoral School with his / her handwritten signature and that of the supervisor or supervisors of the thesis before applying for the doctoral degree.

In the event that the doctoral student does not have a digital signature, a member of the supervision team of the thesis who is from the university or the tutor in the event that none of the team is from the university will make the deposit. In this case, the procedure will be as follows:

1. The doctoral student signs by hand a document authorizing his / her thesis supervisor to submit the thesis through the electronic registry, and sends it by e-mail to the supervisor (or tutor if the supervisor has no electronic signature) and to the Doctoral School at [comissio.doctorat@udg.edu](mailto:comissio.doctorat@udg.edu).
2. The doctoral student signs the doctoral thesis by hand and prepares all the documents mentioned above that are necessary to make the deposit, which, if applicable, will also be signed by hand.
3. The doctoral student scans the documents and converts them to PDF format.
4. The doctoral student sends these documents and the file with his / her thesis to the supervisor.
5. The supervisor submits the application to deposit by Electronic Registry with his / her signature, attaching the thesis file and all the documentation.
6. The doctoral student sends all the documents that he /she has generated and signed by hand by ordinary mail to the Doctoral School. These must include be a copy of the thesis.
7. The supervisor submits the application to deposit with his / her electronic signature.

The defence cannot be authorized until the Doctoral School has the hand-signed documents.

## **Article 2. Public presentation**

The Doctoral School will publish the deposit of the doctoral thesis on the electronic notice board of the University of Girona and on its website.

The item published on the website will indicate that any doctor wishing to consult the doctoral thesis will have three working days from the day after the publication of the item to send their application for consultation of the thesis by e-mail to [comissio.doctorat@udg.edu](mailto:comissio.doctorat@udg.edu). Applicants must enclose a copy of their doctoral degree in their e-mail proving their status as a doctor, or attach a statement of responsibility indicating the university and year they obtained the degree. During this period of three working days, the thesis may be examined at the Doctoral School by anyone who accredits their status of doctor and has requested to consult it.

The Doctoral School will set a day and time for access to the doctoral thesis and the interested parties will be informed. The doctoral thesis file in pdf format will be uploaded in such a way that the document can be consulted, but cannot be modified. A few minutes before the start time set for accessing the thesis, the web address will be sent by e-mail so that doctors who have expressed interest can access the thesis. A maximum of 3 hours will be given to consult the thesis. The file will be deleted after three hours.

Then the doctors who have participated in the public presentation will have two working days, counting from the day after the last day of public presentation, to make any allegations that they consider relevant addressed to the director of the Doctoral School via the electronic Registry of the University. The Doctoral School will forward them to the corresponding Academic Committee for study.

## **Derogation of deposit**

The [Regulations governing the exceptional procedure for depositing doctoral theses during the state of emergency due to Covid-19](#) were approved by the Governing Council in session no. 3/2020, of April 30.

## **Final provision. Validity**

These regulations will come into force the day after the publication of this resolution on the electronic notice board of the UdG, in accordance with article 45 of Law 39/2015, of 1 October, on the common administrative procedure of the public administrations and article 58 of Law 26/2010, of 3 August, on the legal and procedural regime of the public administrations of Catalonia.