

Criteria for formatting doctoral theses at the University of Girona and for submitting them electronically

Agreement of the Steering Committee of the School of Doctoral Studies of the University of Girona, reached in session 10/2012, of 12 December, amended by the agreements of the Steering Committee of the School of Doctoral Studies of 20 December 2013, 11 February 2020 and 28 June 2021.

1. Cover

The cover shall contain only the following elements (in this order):

- The University of Girona logo with its complete name
- The words “DOCTORAL THESIS” (or in the relevant language, if not in English)
- The title of the thesis
- The volume number, if the thesis consists of more than one
- The name and surname(s) of the doctoral student
- The year of submission of the thesis

Any theses prepared in the context of non-university institutions may also include the corresponding logo.

In co-supervised theses, the logo of the other university may also be included.

The cover should not contain either the name of the research group or the logos of other research structures of the University of Girona (departments, institutes, research groups, etc.).

Annex 1 contains an example cover.

2. Title page

The title page is the first page of the doctoral thesis and must contain only the following elements:

- The University of Girona logo with its complete name
- The words “DOCTORAL THESIS” (or in the relevant language, if not in English)
- The title of the thesis
- The volume number, if the thesis consists of more than one
- If included, annexes indicated as such (and numbered, if more than one)
- The name and surname(s) of the doctoral student
- The year of submission of the thesis
- The name of the doctoral programme
- The name(s) and surname(s) of the thesis supervisor(s)
- The name and surname(s) of the thesis tutor

- The degree sought by the doctoral student: “Thesis submitted to the University of Girona for the degree of Doctor”

Any theses prepared in the context of non-university institutions may also include the corresponding logo.

In co-supervised theses, the logo of the other university may also be included. Annex 2 contains an example title page.

3. Other preliminary elements

Whenever a doctoral thesis contains abbreviations, or has led to publications, the following must be included after the title page and before the body of the thesis:

- A list of publications resulting from the thesis
- A list of abbreviations

Optionally, the following may also be included:

- An original thesis supervision certificate, signed by the supervisor, attesting that the doctoral student has carried out the research work under the supervisor’s guidance. The certificate must indicate if the student seeks an international doctorate (in which case, it is compulsory). Annex 3 contains an example of a thesis supervision certificate.
- A dedication.
- Acknowledgements, for example, projects or entities that have provided research funding, or institutions, units or services that have collaborated on some aspect of the thesis.

4. Body of the doctoral thesis

In their theses, doctoral students must demonstrate their high level of competence in their field and their ability to work independently; their contributions of new knowledge, or new ways of applying previous knowledge; their awareness of the current state of research in the discipline to which the contribution is made; and their ability to place their own research in the context of the corresponding field of knowledge.

The University of Girona accepts doctoral theses in only two formats: the traditional monograph format or a compendium of publications. Depending on the chosen format, the body of the thesis will have different characteristics, as detailed in the following sections. Regardless of the format, however, theses must demonstrate coherence by including these elements:

- A general table of contents with page numbers (for theses of two or more volumes, a list of all the volumes and summaries for each one)
- A list of figures
- A list of tables
- Abstracts in Catalan, Spanish and English
- A general introduction
- Objectives of the work as a whole
- General conclusions

4.1. Thesis in traditional monograph format

A thesis in traditional monograph format presents a single contribution of comprehensive research work with a unified structure.

In addition to the general elements indicated at the beginning of section 4, a thesis in this format must also include the following sections, regardless of how it is organised:

- Methodology
- Results
- Discussion
- Bibliography

The results and the discussion sections may be combined into one chapter. In a thesis submitted in the traditional monograph format, there must be an introduction, a general description of the methods, a section with objectives and one with conclusions of the thesis as a whole, and a bibliography.

The Doctoral Programme in Law, Economics and Business allows theses in traditional monograph format to include the results in the form of articles. In these cases, the results section must include at least three articles, organised in the same format as the thesis and written in the language of the journal to which they will or have been submitted. A general discussion, in addition to the conclusions and the bibliography, should be included after the three articles. If the doctoral student is not the sole author of the articles, the co-authors must agree in writing to the use of the article(s) as part of the doctoral student's thesis and recognise the doctoral student as the main author of the articles. In addition, co-authors of article(s) included in a thesis who have not completed doctoral degrees will waive the right to submit them as part of their own thesis.

4.2. Thesis as a compendium of publications

In certain fields of knowledge, it is common to publish research results during the preparation of doctoral theses. As a result, even though the results represent original work, they are not considered to be unpublished. This practice justifies submitting theses as a compendium of publications, as long as they satisfy certain requirements.

A thesis may be submitted as a compendium of published articles if the central body is composed of several contributions, which have been published, accepted or submitted for publication in scientific journals and focus on the same area of research as the thesis. Each doctoral programme has different minimum requirements to submit a thesis as a compendium of publications, as indicated on the School of Doctoral Studies website.

In addition to the general sections indicated at the beginning of section 4, a thesis in this format shall include the following elements:

- A first page specifying that the thesis is a compendium of previously published or accepted research articles and including the complete references of the publications (including the authors) and the journal quality indices.
- Optionally, a methods section describing the procedures and materials used in the research reported in the articles serving as the basis for the thesis.
- The core of the thesis consisting of a copy of the articles and the complete references of the journals in which they have been published or accepted for publication. The copy of the articles placed between the objectives and the discussion sections, or in an annex. If the articles have been published openly or permission to copy has been obtained from the publisher, the articles should

appear in the thesis in the same format as in the journal where they were published. Otherwise, post-print versions (accepted by the journal before modification by the editor) must be used.

- A chapter summarising and discussing the main results.

In this format, the general introduction shall present the articles included in the compendium, making their thematic unity, the link between them and their overall coherence explicit.

Theses submitted under this format must meet the following conditions:

1. The thesis must include a minimum number of original and complete research articles and review articles. They must have thematic unity (in the same line of research). The remaining authors must state clearly in writing that the author of the thesis is the main author of these articles.
2. The articles must be published, or accepted for publication, only after the doctoral student has registered for doctoral studies.
3. In the case of articles accepted for publication, the DOI must be provided if the article has already been assigned one. If not, a letter of acceptance or notification that the article has been received by the publisher is acceptable.
4. The co-authors of the article(s) shall consent in writing to the use of the article(s) as part of the doctoral student's thesis and recognise the doctoral student as the main author.
5. The co-authors who do not have a doctoral degree shall agree not to submit the same article(s) as part of their own doctoral thesis.

Annex 4 contains examples of the last two consent agreements.

5. Review of the doctoral thesis

In accordance with the Academic regulations for doctoral studies of the University of Girona, when the thesis is finished, and with the approval of the thesis supervisor or co-supervisors and the thesis tutor, doctoral students must formally apply to the School of Doctoral Studies to begin the review process and ensure the quality of the thesis.

They must apply through the University's electronic registry, using the standard application form available in the procedures section of the University of Girona's e-Office.

Their application must indicate whether they wish the thesis to be considered for recognition as an international or industrial doctorate, or both, and if it is to be submitted as a compendium of publications. Doctoral students must provide authorisation for the University of Girona to use the electronic CV extracted from the curriculum management application currently in use at the University and the electronic copy of the thesis, preferably in PDF format, or in any other University-supported formats. Doctoral students must also state whether the thesis is co-supervised or if it is protected by a confidentiality agreement. In the latter case, they must attach the corresponding agreement. If doctoral students submit the thesis as a compendium of publications, they must attach the electronic files indicated in the Academic regulations for doctoral studies of the University of Girona.

The supervisor must declare that the doctoral thesis has been prepared in accordance with the code of good practice and does not contain plagiarised elements.

6. Submission of the doctoral thesis

In accordance with the Academic regulations for doctoral studies of the University of Girona, after the doctoral thesis review procedure, doctoral students must formally submit the thesis in the University's electronic registry, using the standard application form available in the procedures section of the University of Girona's e-Office. They must accompany the application with the documents listed in the Academic regulations for doctoral studies of the University of Girona.

If electronic submission is not possible, students will be able to submit paper copies of theses with hardback bindings in person at the School of Doctoral Studies. Theses bound with spirals, folders, metal staples, rings or any other system that can easily come undone or be manipulated are not acceptable. Neither is it acceptable to adhere a plastic cover to the first page. If students seek an international doctorate, they must attach accreditation of their international stay. It is not compulsory to print more than one copy of the thesis.

The application form can be downloaded at www.udg.edu/en/estudia/Tramits-normatives-i-preus/Impresos by going to *Tesis doctorals* → *Sol·licitud de dipòsit de tesi*. Required documents are indicated on the same document. If doctoral students live far from Girona, their supervisor or tutor may submit the thesis in person on their behalf, at the School of Doctoral Studies, using an application form signed by the doctoral student and attaching the required documentation.

7. Electronic format of the doctoral thesis

As indicated in the Academic regulations for doctoral studies of the University of Girona, students must also submit doctoral theses in electronic format, keeping the following aspects in mind:

- Doctoral theses must be submitted in a single file in PDF format.
- If the thesis contains files in other formats (audio, video, etc.), they must also be attached.
- The names of any submitted computer files must follow the following pattern: *t[three initials of the author][part of the total].extension*. For example, Juvencio Pérez Homs (initials JPH) submits two doctoral thesis files: a PDF file that contains the doctoral thesis and a video in MPEG format. The PDF file must be named *tjph1de2.pdf*, and the video file must be called *tjph2de2.mpeg*. If the thesis were composed of only the thesis file, it would be called *tjph1de1.pdf*.
- All files must be submitted on a CD-ROM or a pen drive.

8. Other clarifications

Students from other doctoral programmes, whose research activity in those programmes has been recognised, in whole or in part, by the Academic Committee and has resulted in research articles, may present those articles as part of a compendium of articles making up the doctoral thesis.

9. Application

This agreement shall apply and have effect from the day after the Steering Committee of the School of Doctoral Studies approves it.

Annexes

- [Annex 1: Example of a thesis cover page](#)
- [Annex 2: Example of a thesis title page](#)
- [Annex 3: Example of a thesis supervision certificate](#)
- [Annex 4: Example of written consent to use an article as part of a doctoral student's thesis, recognising the student as the main author of the articles published, accepted for publication or sent to be published, and of a written agreement not to submit the article as part of another doctoral thesis](#)