PROCEDURE FOR DEPOSITING THE PHD THESIS

1. **Before starting**

   Please, read carefully:

   - Detailed description of the **on-line procedure** and documents: http://www.doctor.urv.cat/doctorands/diposit-i-defensa/en_index/
   - Complete description of the **graphic style**: http://www.doctor.urv.cat/doctorands/elaboracio-tesi/en_elaboracio/
     Cover and back-cover must be included in the uploaded version of the Thesis.
     Recommended size: B5
   - **Preparing all documents**: On-line model documents: http://www.doctor.urv.cat/doctorands/diposit-i-defensa/en_preparacio/
   - Thesis with **confidential contents**: not to be confused with the protection of unpublished parts. The confidential character is in general limited to contracts with **private companies**, see annex 1. To protect the intellectual property rights of the **unpublished results**, it is enough to delay the on-line publication in TDX or TESEO platforms (see Doc1). This is strongly recommended in case of unpublished results.
   - **The examination panel**: the panel is constituted by three doctor members, of which at least two must not be affiliated to URV or ICIQ. Supervisors and tutors are excluded.
     http://www.doctor.urv.cat/doctorands/elaboracio-tesi/en_tribunal-tesi/
   - To be awarded the **International doctor distinction**, one of the members of the panel must be affiliated to an abroad institution, and must not be involved in the student international stay. Furthermore, two international experts of two non-Spanish institutions (see also points 3.3 and 6 of this guide) must have written a positive report on the Thesis before the defense.
     http://www.doctor.urv.cat/doctorands/elaboracio-tesi/en_mencio/

2. **Documents to be uploaded by the PhD student**

   2.1. Doc1: Form for the Thesis defense report

   http://www.doctor.urv.cat/media/upload/domain_455/arxius/Doctorands/Diposit/Doc1_Informe_DEFENSA_TESI-cat_dist.pdf

   http://www.doctor.urv.cat/media/upload/domain_455/arxius/Doctorands/Diposit/Doc1_Informe_DEFENSA_TESI-esp_dist.pdf

   http://www.doctor.urv.cat/media/upload/domain_455/arxius/Doctorands/Diposit/Doc1_Informe_DEFENSA_TESI-ang_dist.pdf

   2.2. Doc2: complete version of the PhD Thesis, pdf format

   It must include at least:

   - The cover and back-cover according to the graphic style;
   - The title page, according to the graphic style;
   - The statement of supervision by the supervisors/s in the chosen language, duly signed (see models in annex 2);
   - a summary;
   - the table of contents;
   - according to the usual format of each research field, the following items should be **explicitly** included: the overall aims, the global conclusions, the references.

   2.3. Doc3: updated curriculum vitae (pdf)

   Free format. Recommended: detailed scientific contributions (papers, communications in congresses...) and international mobility.

   2.4. Doc4: publication list (pdf)

   Complete reference of authors, journal, etc.

2.5. Doc5: certificate of the stay abroad (pdf)

Only mandatory for the International mention, document certifying a stay of **at least three months** (>90 days) in an international research center (or more than one)

3. Documents to be sent by the supervisor/s

Both the report and the evaluation panel models can be accessed by the supervisor/s on the intranet ("pdi" profile, see how to access in point 4a), and then must be sent by e-mail to the department secretary, doctoratN4@urv.cat

3.1. Doc6: Thesis supervisor report

The model can be found at:
http://intranet.urv.cat:8081/continguts/proc_doctorat/docs%20epd/Doc6_Informe%20Director_TESI.pdf
All the supervisors must sign it.
Co-supervisors **cannot** be added just before depositing. This can only be done **before the last evaluation via SAD**. The procedure has to be approved by the Academic Committee.

3.2. Doc7: evaluation panel

Proposal of the members of the evaluation panel
http://intranet.urv.cat:8081/continguts/proc_doctorat/docs%20epd/Doc7_Proposta_tribunal.pdf

3.3. Doc8: external reporters

Proposal of two external referees (only for the international mention)
http://intranet.urv.cat:8081/continguts/proc_doctorat/docs%20epd/Doc8_Model%20Proposta%20aval%20extern_epd.pdf
"External" must be interpreted as not being part of the evaluation panel.

4. Online deposit procedure

a) Access the intranet:

b) Within the PhD student profile**, click on "tràmits en línia/ on line procedures" :**

c) Click on administrative procedures (students)

d) Go to the on-line application once all the documents are ready

5. Once the Thesis deposit has been accepted by EPD

- The EPD will send you a message confirming it and will join the bill for examination rights that must be paid within the fixed delay.
- Prior to the defense, submit **one bound copy** of the doctoral Thesis to the department secretary's office.
- Once the place and the date of the defense have been set, the Department secretary office has to be informed, doctoratN4@urv.cat , with enough time to be announced at the URV web.

6. Other important recommendations

- Please, respect the schedule fixed by the **Academic Committee of the Chemical Science and Technology Doctorate**.
- **Strongly recommended: please, inform the Department secretary, Dúnia Munné** (doctoratN4@urv.cat) that you plan to deposit the Thesis. She will give you all the

information you need and if necessary the last version of the documents to upload. ICIQ secretaries will as well give you all the required support. Their information sources are updated, unfortunately procedures and documents have dynamic lives.

- **Very important**: verify with the department secretary **the possible defense dates** before fixing with the panel the defense day**.** The schedule of the meetings can be modified for different reasons and the limit dates can therefore change.

- **International experts:** in case of International Doctor Mention, no deadline for the report is given to the experts, since it depends on the thesis defense date. As a general rule, they must send the report at least one week before the defense. This deadline has to be indicated when sending the Thesis to be evaluated.

- **Prospective project**: **optional**, taken into account as a merit for the Doctorate Extraordinary Award: http://www.doctor.urv.cat/media/upload/domain_455/arxius/Doctorands/PREMIOS%20EXTRAORDINARIOS/citq_eng.pdf. It must be sent to the coordinator with enough time before depositing. Description at: http://www.doctor.urv.cat/media/upload/domain_455/arxius/Futurs_doctorands/Activitats%20PD%20CiTQ/CiTQ_Project_eng.pdf

- **Academic year:** The doctorate academic year goes from October the 1st to September the 30th, so the last deposit of the academic year is done at the beginning of September. For any further deposit, the enrolment has to be renewed.

- **Deposit deadline extension:** The Spanish doctorate regulation (RD 99/2011), fixes that the deposit has to be done before the end of the three years after the admission. The official admission date is taken as the enrolment date (as indicated in SAD). Otherwise, the student has to apply for an extension at least two months before the end. http://www.urv.cat/en/studies/doctoral/administrative-procedures/extension-of-the-thesis-submission-deadline/

7. Application for the Doctoral diploma

After the defense, the following documents must be presented at the Campus Secretary Office, N3, main floor, see the map.

7.1. Application form

- http://www.urv.cat/media/upload/arxius/gestio_academica/tramits_doctorat/sol-expedicio-titol-doct.doc
- http://www.urv.cat/media/upload/arxius/gestio_academica/tramits_doctorat/sol-expedicio-titol-doct-es.doc
- http://www.urv.cat/media/upload/arxius/gestio_academica/tramits_doctorat/sol-expedicio-titol-doct-en.doc

7.2. Other documents

- **DNI or passport** (original and photocopy), or legalized photocopy. For non-Spanish students, **passport is compulsory,** NIE is not admitted
- **TDX contract duly signed by the student and the supervisor/s**
- **A CD** or a pen-drive with the pdf version of the Thesis, including the cover, and 2 summaries of 150 words, one in English, the other in Catalan or Spanish.

N4, Department Secretary's office, 3rd floor
N5, EPD URV Doctoral and Research Unit
N3, Campus Secretary's office, ground floor
URV I-Center
CTQC - Centre
IES Comte de Rius
URV Facultat de Química
Creu Roja Tarragona Oficina Provincial
N-240
Carrer Joaquin Donato
Campus Sescelades URV
Universitat Rovira i Virgili
URV Escola Tècnica Superior d'Enginyeria...
Escola de Pràctiques
EADT - Escola d'Art i Disseny de Tarragona
Oficina Banco Santander Universidades
Camí Vell de Valls
Zona Educacional
International Center
Carrer Ramon Comas
APLICAT, S.L
Institute of Chemical Research of Catalonia...
ICIQ
Institut Català d'Investigació Química
Camí 4 Carrofers
Carrer Pi i Margall
Grupo SIFU
Carrer Joan Serra i Vilaró

Annex 1. Thesis with confidential contents

A specific protocol must be applied for the deposit and subsequent defense. The coordinator has to be informed with enough time to activate the protocol: all actors, the academic committee, the examination panel, the external reviewers... must sign a confidentiality commitment. You will find more information at:
http://www.doctor.urv.cat/media/upload/domain_455/arxius/Doctorands/protoco_confide/Protoco_confiden_cat.pdf

Annex 2. Accreditation of PhD Thesis supervision

Choose the language and adapt the text according to the number of supervisors, the institution where the work has been performed, etc

URV or URV-departament logo	Uni2 logo if co-tutel	Institution Logo if the work has been performed elsewhere

FAIG CONSTAR que aquest treball, titulat "....."., que presenta ..... per a l'obtenció del títol de Doctor, ha estat realitzat sota la meva direcció al Departament ..... d'aquesta universitat.

Tarragona, [data]

El/la/els director/a/s de la tesi doctoral

[signatura1] [signatura2] ...

[nom1] [nom2] ...

HAGO CONSTAR que el presente trabajo, titulado "....."., que presenta ..... para la obtención del título de Doctor, ha sido realizado bajo mi dirección en el Departamento ..... de esta universidad.

Tarragona, [fecha]

El/la/los director/a/es de la tesis doctoral

[firma1] [firma2] ...

[nombre1] [nombre2] ...

I STATE that the present study, entitled "....."., presented by ..... for the award of the degree of Doctor, has been carried out under my supervision at the Department .....of this university.
Tarragona, [date]

Doctoral Thesis Supervisor/s

[signature1] [signature2] ...

[name1] [name2] ...