



UNIVERSITAT  
ROVIRA i VIRGILI

# **Chemical Science and Technology Doctorate Program**

Thesis deposit short guide

2018-2019

## 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/](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/](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/](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- Thesis with **confidential contents**: not to be confused with the protection of unpublished parts.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 To protect the intellectual property rights of the **unpublished results**, it is enough to delay the on-line publication in TDX or TESEO platforms (see Doc1). This is strongly recommended in case of unpublished results.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/](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/](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/arxiu/Doctorands/Diposit/Doc1\\_Informe\\_DEFENSA\\_TESI-cat\\_dist.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxiu/Doctorands/Diposit/Doc1_Informe_DEFENSA_TESI-cat_dist.pdf)



[http://www.doctor.urv.cat/media/upload/domain\\_455/arxiu/Doctorands/Diposit/Doc1\\_Informe\\_DEFENSA\\_TESI-esp\\_dist.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxiu/Doctorands/Diposit/Doc1_Informe_DEFENSA_TESI-esp_dist.pdf)



[http://www.doctor.urv.cat/media/upload/domain\\_455/arxiu/Doctorands/Diposit/Doc1\\_Informe\\_DEFENSA\\_TESI-ang\\_dist.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxiu/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](mailto: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](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](http://intranet.urv.cat:8081/continguts/proc_doctorat/docs%20epd/Doc7_Proposta_tribunal.pdf)

### 3.3. Doc8: external reporters

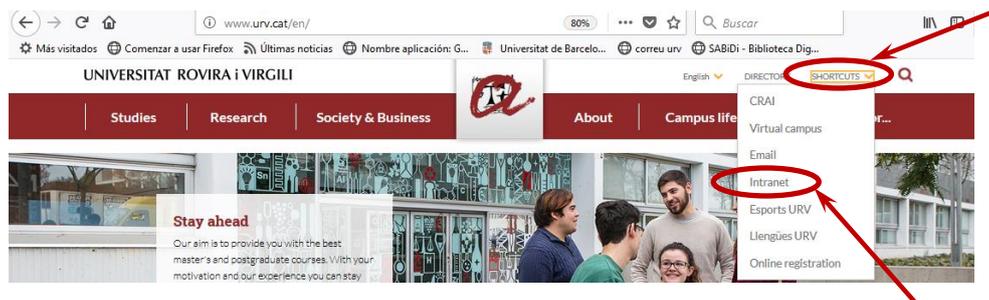
Proposal of two external referees (only for the international mention)

[http://intranet.urv.cat:8081/continguts/proc\\_doctorat/docs%20epd/Doc8\\_Model%20Proposta%20aval%20extern\\_epd.pdf](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:

A screenshot of the 'urvnet' login form. The form has fields for 'nom d'usuari:' and 'clau d'accés:'. A red arrow points from the 'ID (DNI, NIE, Passport)' label to the user name field. Another red arrow points from the 'DD-MMM-YY' label to the password field. Below the form, there is a link 'Accés amb Certificat Digital' and explanatory text about the login process. At the bottom, there is an example: '\* Exemple: 02-MAI-78. El mes MMM pot ser (GEN, FEB, MAR, ABR, MAI, JUN, JUL, AGO, SET, OCT, NOV, DES). Recordeu posar els guions entre el dia, mes i any.'

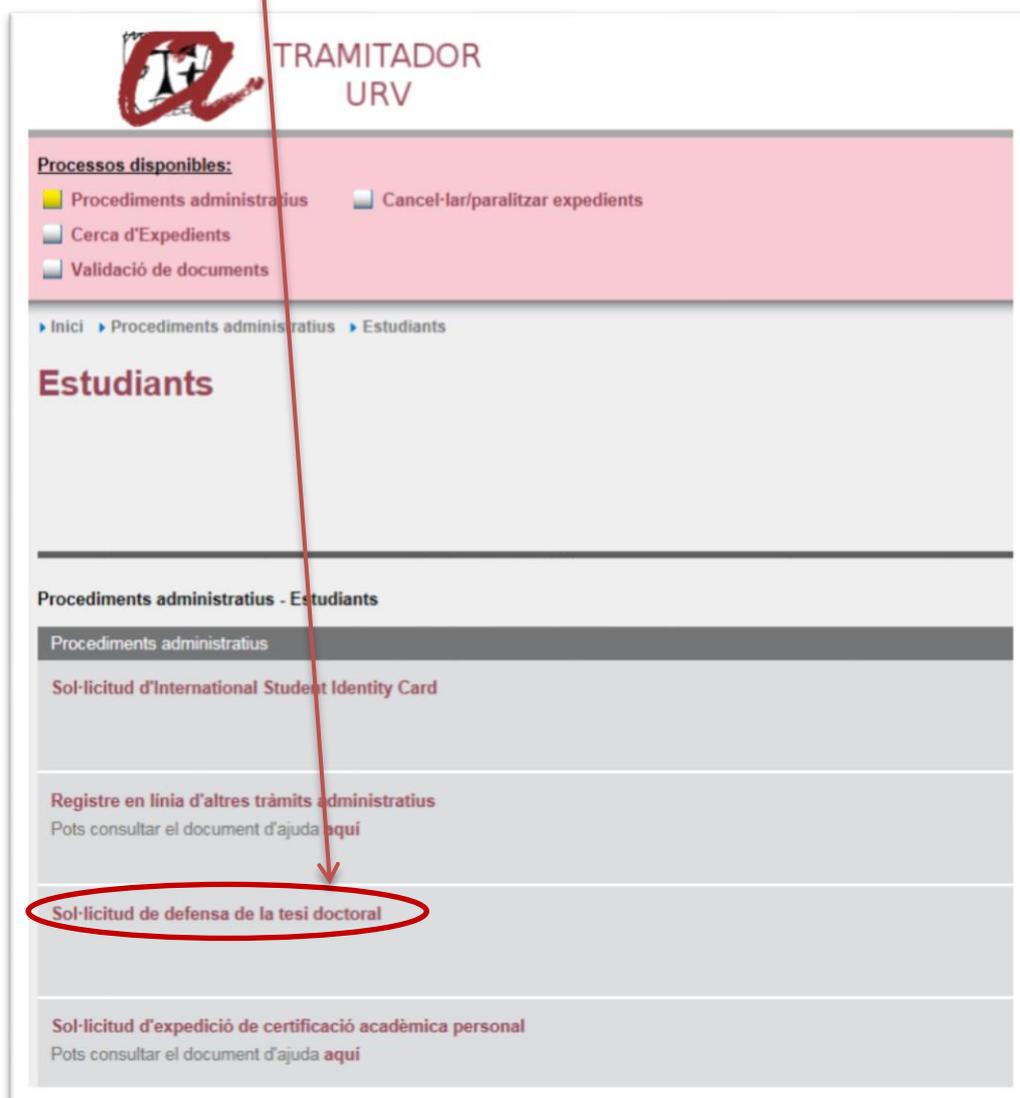
b) Within the PhD student profile, click on “tràmits en línia/ on line procedures” :

The screenshot shows the URVnet website interface. At the top, there is a navigation bar with the URV logo and the text 'URVnet'. Below this, there is a horizontal menu with several items: 'Estudiant doctorat', 'Tauler anuncia', 'UGAD', 'Vertex', 'Xarxes Socials', 'Office 365', 'Office 365 PDIPAS', 'Impressió', 'Programari Campus', 'CAU', and 'Surf'. The 'Estudiant doctorat' item is circled in green. Below the navigation bar, the website is divided into several columns. The left column contains various categories such as 'LA URV', 'ACTUALITAT', 'SECRETARIA VIRTUAL', 'INFORMACIÓ ACADÈMICA', and 'TRÀMITS'. The 'TRÀMITS' section is circled in red and contains the following items: 'Tràmits en línia / On line procedures', 'Model·ls dels Centre Internacional', and 'SAD - Seguiment i Avaluació del Doctorand'. The middle column features a section for 'ESTUDIANT DE DOCTORAT' with a sub-section for 'ACTUALITAT' and 'URVactiv@'. The right column contains sections for 'CAMPUS VIRTUAL', 'SERVEIS DE XARXA', 'RECERCA', 'ENQUESTES', 'CRAI', and 'SUPORT'. A red arrow points from the 'Estudiant doctorat' menu item to the 'Tràmits en línia / On line procedures' link.

c) Click on administrative procedures (students)

The screenshot shows the TRAMITADOR URV website interface. At the top, there is a logo and the text 'TRAMITADOR URV'. Below this, there is a section titled 'Processos disponibles:' which contains several items: 'Procediments administratius', 'Cancel·lar/paralitzar expedients', 'Cerca d'Expedients', and 'Validació de documents'. The 'Procediments administratius' item is circled in red. Below this section, there is a button labeled 'Inici'. At the bottom of the page, there is a large banner with the text 'Tramitació administrativa de la Universitat Rovira i Virgili'. A red arrow points from the 'Procediments administratius' link to the 'Procediments administratius' text.

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](mailto: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 ([doctoratN4@urv.cat](mailto: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/arxiu/Doctorands/PREMIOS%20EXTRAORDINARIOS/citq\\_eng.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxiu/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/arxiu/Futurs\\_doctorands/Activitats%20PD%20CITQ/CITQ\\_Project\\_eng.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxiu/Futurs_doctorands/Activitats%20PD%20CITQ/CITQ_Project_eng.pdf)
- **Academic year:** The doctorate academic year goes from October the 1<sup>st</sup> to September the 30<sup>th</sup>, 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/arxiu/gestio\\_academica/tramits\\_doctorat/sol-expedicio-titol-doct.doc](http://www.urv.cat/media/upload/arxiu/gestio_academica/tramits_doctorat/sol-expedicio-titol-doct.doc)



[http://www.urv.cat/media/upload/arxiu/gestio\\_academica/tramits\\_doctorat/sol-expedicio-titol-doct-es.doc](http://www.urv.cat/media/upload/arxiu/gestio_academica/tramits_doctorat/sol-expedicio-titol-doct-es.doc)



[http://www.urv.cat/media/upload/arxiu/gestio\\_academica/tramits\\_doctorat/sol-expedicio-titol-doct-en.doc](http://www.urv.cat/media/upload/arxiu/gestio_academica/tramits_doctorat/sol-expedicio-titol-doct-en.doc)

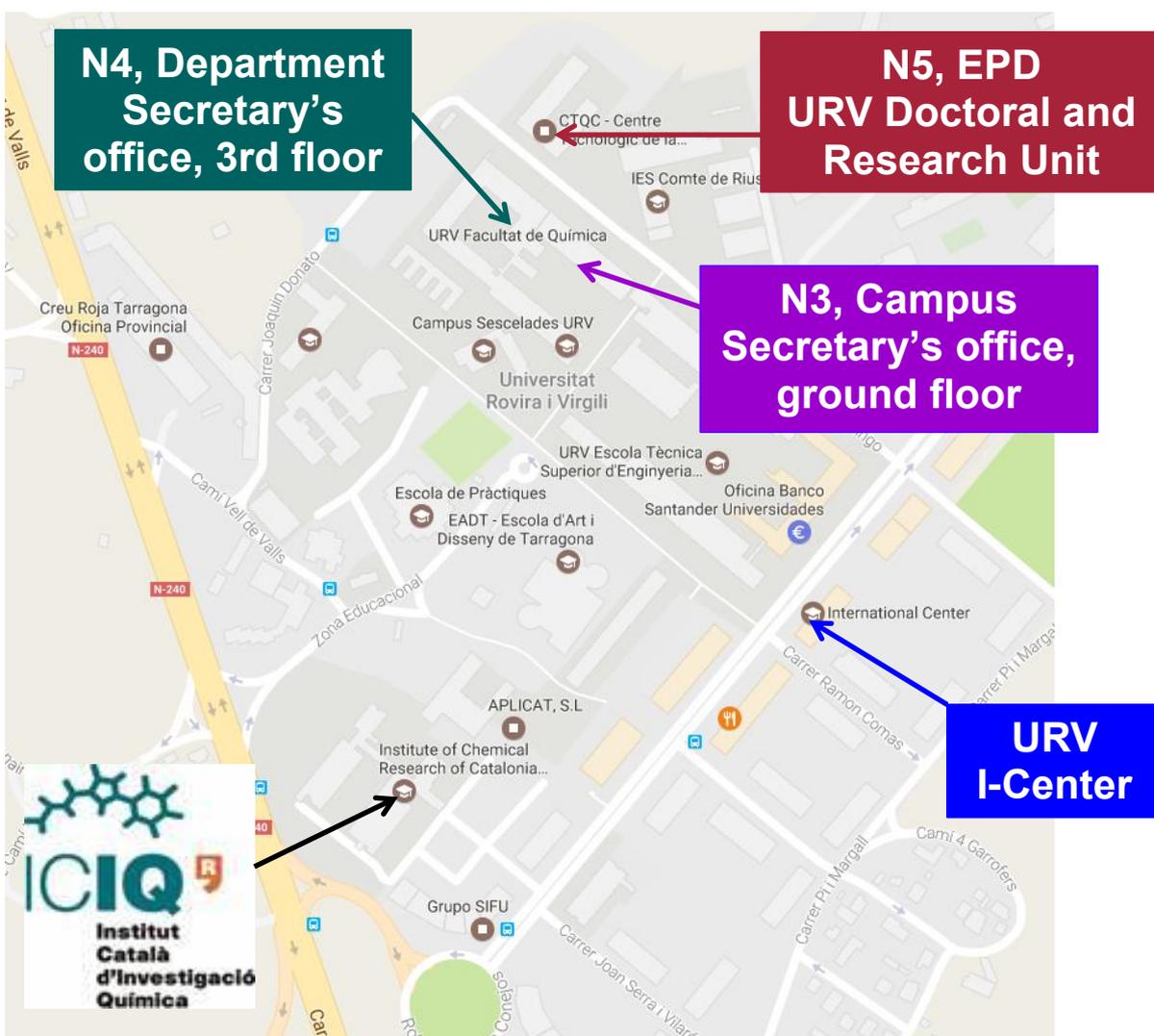
### 7.2. Other documents

- **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.

## 8. Schedule

Deposit Schedule 2018-2019					
	deposit deadline	AC meeting deadline	CDE meeting	Defense from	to
October 2018	2018/10/09	2018/10/16	<b>2018/10/29</b>	2018/11/06	2019/01/07
November 2018	2018/11/06	2018/11/13	<b>2018/11/29</b>	2018/12/07	2019/02/04
December 2018	<b>2018/11/28</b>	2018/12/04	<b>2018/12/17</b>	2019/01/08	2019/02/22
January 2019	2019/01/08	2019/01/15	<b>2019/01/29</b>	2019/02/06	2019/04/01
February 2019	2019/02/04	2019/02/11	<b>2019/02/25</b>	2019/03/05	2019/04/30
March 2019	2019/03/08	2019/03/15	<b>2019/03/28</b>	2019/04/05	2019/05/31
April 2019	2019/04/03	2019/04/10	<b>2019/04/29</b>	2019/05/07	2019/06/28
May 2019	2019/05/08	2019/05/15	<b>2019/05/30</b>	2019/06/07	2019/07/29
June 2019	2019/06/04	2019/06/11	<b>2019/06/28</b>	2019/07/08	2019/09/27
July 2019	2019/07/02	2019/07/09	<b>2019/07/22</b>	2019/07/30	2019/10/21
September 2019*	2019/09/02	2019/09/09	<b>2019/09/30</b>	2019/10/08	2019/11/29

\*To be confirmed



## 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](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
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FAIG/**FEM** CONSTAR que aquest treball, titulat  
 “.....”, que presenta  
 ..... per a l’obtenció del títol de Doctor, ha estat realitzat sota  
 la meva/**nostra** direcció al Departament ..... d’aquesta  
 universitat.

Tarragona, [data]

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

[signatura1] [signatura2] ...

[nom1 ] [nom2] ...



HAGO/**HACEMOS** CONSTAR que el presente trabajo, titulado  
 “.....”, que presenta  
 ..... para la obtención del título de Doctor, ha sido realizado  
 bajo mi/**nuestra** dirección en el Departamento ..... de esta  
 universidad.

Tarragona, [fecha]

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

[firma1] [firma2] ...

[nombre1] [nombre2] ...



I **/We** STATE that the present study, entitled  
 “.....”, presented by  
 ..... to receive the degree of Doctor, has been carried out under  
 my/**our** supervision at the Department .....of this university.

Tarragona, [date]

Doctoral Thesis Supervisor/s

[signature1] [signature2] ...

[name1] [name2 ] ...