



# Chemical Science and Technology Doctorate Program

**Thesis pre-deposit and deposit short guide**

Vers. 3-9-2024

## FORMAL ASPECTS AND CONTENT CONSIDERATIONS

The Doctoral Thesis is a scientific document describing the original research work carried out during the Doctorate Program. The text describes a global project, not the simple juxtaposition of several partial projects.

The Doctoral Thesis will be published in the official webs of the Generalitat de Catalunya, TDX, and of the Spanish Ministry responsible of Universities, TESEO, once the deadline requested by the new doctor is completed. Therefore, both the presentation and content of the final version must be in accordance to the quality standards of academic and scientific publications, both in form and content. The doctoral student, the supervisor and the bodies that approve the deposit and defense, the Academic Commission of the Doctoral Program and the Management Committee of the Doctoral School, are responsible of this quality.

We summarize here some guidelines to ensure the formal quality of this public document. Printed and bound copies are no longer required by URV. Although the final published version in the official webs is the one provided when applying for the issuance of the Doctor Degree certificate, the uploaded deposited copy will be the only one accessible to the Academic Commission and the Management Committee of the Doctoral School for its revision and approval. This copy must therefore be considered as definitive and must meet all the requirements of this type of publication. If not, the Academic Commission can delay the acceptance until the appropriate corrections are made.

To ensure the formal quality of the deposited theses, the uploaded copy must follow the formal and style aspects established by the URV, as shown in [http://www.doctor.urv.cat/media/upload/domain\\_455/arxiu/Doctorands/Elaboraci%C3%B3%20tesi/Estil%20grafic/LlibreEstilTesiURV2016-ENG.pdf](http://www.doctor.urv.cat/media/upload/domain_455/arxiu/Doctorands/Elaboraci%C3%B3%20tesi/Estil%20grafic/LlibreEstilTesiURV2016-ENG.pdf). The uploaded copy should at least contain:

### 1. Cover and first pages

- **Cover and back cover**

The cover is mandatory and must be in accordance with the graphic style of URV Theses, see <http://www.doctor.urv.cat/en/phd-students/writing-thesis/elaboracio/> for details and templates. In the front cover only the URV logo must appear, the logo of the collaborating institutions can appear in the back cover. The image is optional.



- **Title page**

This page must contain the main information: name of the candidate, title of the Thesis, “Doctoral Thesis”, name of the supervisor(s), department or institution where it has been carried out, URV logo, optionally the collaborating institution logo, Tarragona, (month), year.

- **Statement of the supervisor(s)**

See different models in Annex 2.

- **Acknowledgements**

Acknowledgements are optional. The format is free but it is recommended to limit the extension and to write them according to the scientific and public content of a Thesis. This section, when included, cannot be empty in the uploaded version.

- **Thesis summary**

This information must be provided in all three languages: English, Catalan and Spanish.

- **Table of Contents**

The Table of contents must be as detailed as possible to help the reader to find specific parts of the Thesis. It does not include sections preceding it.

- **Other optional contents**

- List of publications**

The list of publications is not a CV, only published or accepted publications related to the Thesis. Please, give the complete reference.

- List of abbreviations**

- Summary**

- ...

## **2. Thesis body**

- **Introduction**

The introduction is important since it leads the reader to the heart of the subject, the state of the art and the overall aims of the Thesis.

- **Aims of the Thesis**

The overall aims of the thesis must be short and precise statements of the key points that the global work tries to achieve. They are not a summary of the thesis. Even if partial aims are indicated in each chapter, the overall aims must be indicated.

- **Chapters with results and discussion**

Free format

- **Conclusions**

Partial conclusions can be included at the end of each chapter, but a specific section with the overall conclusions is mandatory once all the results have been discussed. Again, conclusions are not a summary of the different chapters but a synthetic sequence of the most relevant contributions of the Thesis, taking into account the stated aims.

- **Bibliography**

The format of the references has to be the same along the Thesis. References can be numbered globally or per chapter, as a page foot or at the end of the chapter, following the usual format of each field.

- **Publications**

Frequently the Thesis includes both newly written chapters and chapters based on published results. The adaptation of published papers to the format of a Thesis is strongly recommended, in front of the reproduction of published papers. If publications are included, it must be taken into account that the Thesis will be published in the TDX public web, in the electronic version provided when applying for the issuance Degree, and all copyrights must be respected. Unless dealing with open publications, the published version of an article cannot be directly reproduced. To avoid possible problems, it is recommended to reproduce a previous version, not submitted to copyright.

## **STEP1. PROCEDURE BEFORE SUBMITTING THE THESIS**

Before the thesis can be submitted (step 2 below), the thesis must have a minimum of two reports prepared by doctors, experts in the field and external to the university (PE), who may propose aspects for improvement. This process of requesting reports will be carried out with the final version of the thesis, which must have the approval of the supervisor (DT) and the tutor (TT), in accordance with the procedure established by the Doctoral School.

**Note that the student's stay in the doctoral program is not stopped during this step.**

The student (EST) initiates the request for external review through the corresponding task in the Moodle virtual classroom of his/her doctoral program (<https://campusvirtual.urv.cat/>), and attaches two documents:

- **Final version of the thesis**
- **Doc0 - Proposal for PE and authorization of the director/tutor (DT/TT)** (the template can be downloaded from the link next to this task in Moodle)

The academic committee of the doctoral program (CA) must approve the version of the thesis, agree on the designation of the PE and contact the PE to obtain the reports. The PE will be given about 15 calendar days to send the reports. For your curiosity, the document that will be sent to the experts can also be found in Moodle, it can serve as a guide to know what they are asked to evaluate.

The CA will assess the reports received and send them to the student and the director/tutor indicating whether the student can start the deposit process (step 2).

The student must then prepare the response to the reports and, if necessary, incorporate the improvements into the doctoral thesis:

- **Doc8 - Student's response to the reports of the PEs** (the template can be downloaded from the link next to this task in Moodle)

This document must be filled in and submitted in step 2 (even when there are no considerations of improvements from the PEs) together with the thesis and the rest of documents indicated in step 2.

Step 1 is expected to last approximately one month. A calendar with the dates of pre-deposit, deposit and defense can be found in the Moodle virtual classroom.

## STEP2. PROCEDURE FOR SUBMITTING THE PHD THESIS

### 1. Before starting

Please, read carefully:

- Detailed description of the **on-line procedure** and documents:  
<http://www.doctor.urv.cat/en/phd-students/deposit-defence-thesis/>
- 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 results. 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/).
- **Gender equilibrium**: the composition of the panels should respect gender equilibrium.
- 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. The supervisor during the stay abroad cannot be a member of the evaluation panel.  
Furthermore, two international experts of two non-Spanish institutions (see also points 4.3 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/)  
The reports should be sent at most one week before the defense date following the procedure indicated by the Doctorat School. No deadline for the report is given since it depends on the defense date. The supervisor or the student should indicate the deadline to the external referees.
- **Deadlines**: to be valid, the Thesis submission has to be approved by the Academic Commission. Take it into account in case of a close deposit deadline, please see the deposit calendar of the Chemical Science and Technology program.

### 0. 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)

If you want you postpone the publication in the official webs, do not forget to indicate the number of months in page 7, "Thesis details for the TDX and TESEO dissemination of the thesis"

### 2.1. 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;
- The statement of supervision by the supervisors/s in the chosen language, duly signed (see models in annex 2);
- 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.

### 2.2. Document of Doctoral Activities (You may download this document from SAD app from URV intranet)

### 2.3. Doc4: publication list (pdf)

Complete reference of authors, journal, etc.

### 2.4. 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).

### 2.5. Doc8 - Student's response to the reports of the PEs (pdf) (from step 1)

## 3. Online deposit procedure

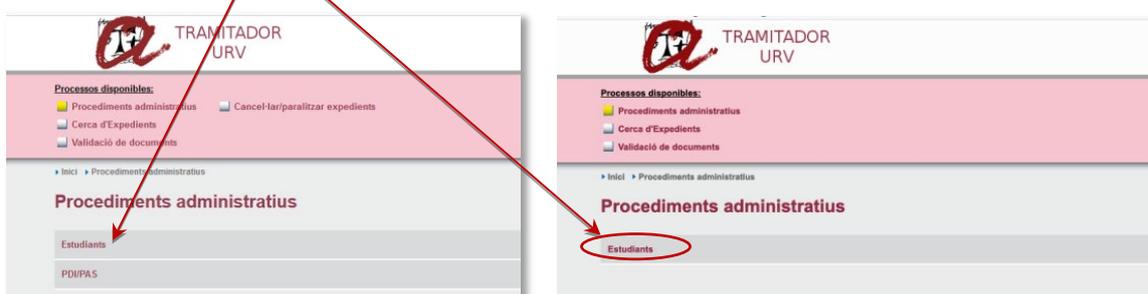
3.1. This is one of the Administrative procedures of the Doctorate, "Registry of Application/On-line deposit Application". You will need your user and password since you will access to the intranet:

[https://urvso.urv.cat/cas/login?service=https%3A%2F%2Fopensat.urv.cat%2Fopensat%2FregistroTesis\\_0\\_006\\_solicitud.do%3Fworkflow%3DregistroTesis%26activity%3Dsolicitud%26iniactivity%3Dyes](https://urvso.urv.cat/cas/login?service=https%3A%2F%2Fopensat.urv.cat%2Fopensat%2FregistroTesis_0_006_solicitud.do%3Fworkflow%3DregistroTesis%26activity%3Dsolicitud%26iniactivity%3Dyes)

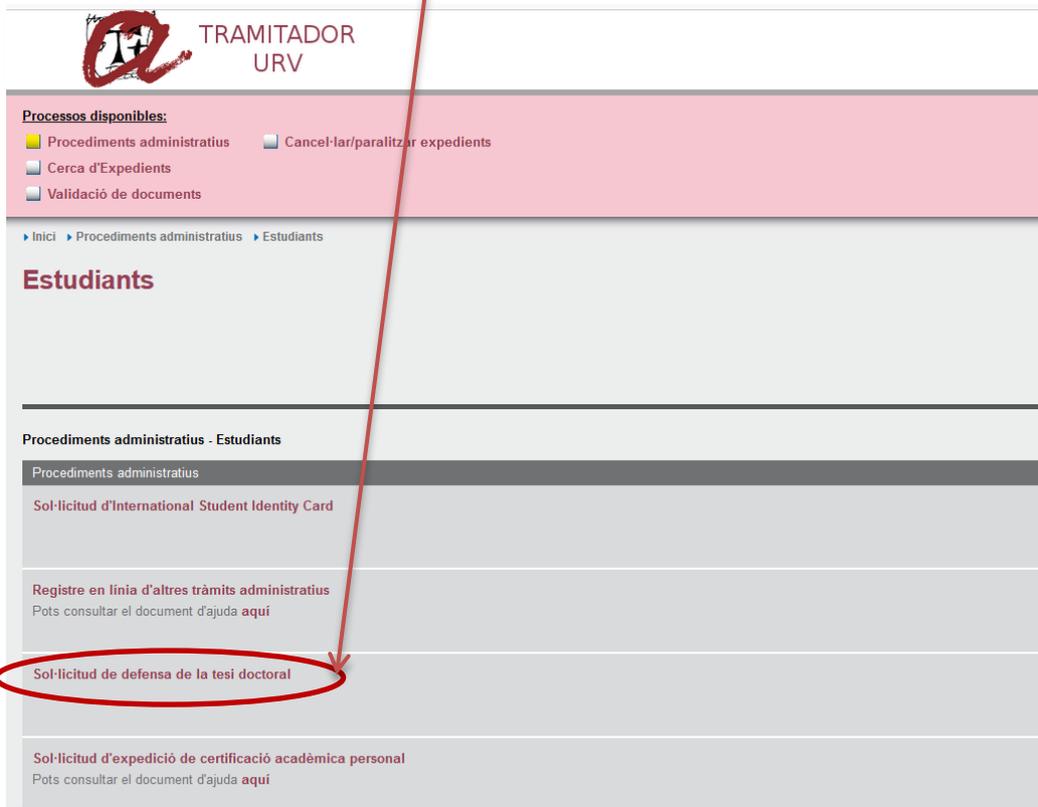
### 3.2. Click on administrative procedures



3.3. Two possibilities, for holders or not of a URV predoctoral contract, **click on Students**



### 3.4. Go to the on-line application once all the documents are ready

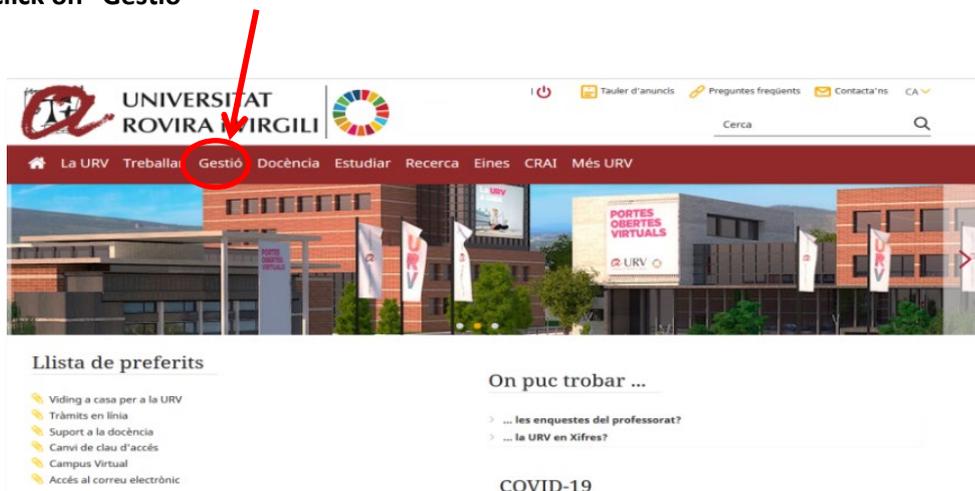


The screenshot shows the 'TRAMITADOR URV' interface. At the top, there's a logo and the text 'TRAMITADOR URV'. Below that, a pink banner lists 'Processos disponibles:' with options like 'Procediments administratius', 'Cancel·lar/paralitzar expedients', 'Cerca d'Expedients', and 'Validació de documents'. A breadcrumb trail shows 'Inici > Procediments administratius > Estudiants'. The main heading is 'Estudiants'. Underneath, there's a section 'Procediments administratius - Estudiants' with a sub-section 'Procediments administratius'. The first item is 'Sol·licitud d'International Student Identity Card'. Below that is a link 'Registre en línia d'altres tràmits administratius' with a note 'Pots consultar el document d'ajuda aquí'. The item 'Sol·licitud de defensa de la tesi doctoral' is circled in red. At the bottom, there's another item 'Sol·licitud d'expedició de certificació acadèmica personal' with a note 'Pots consultar el document d'ajuda aquí'.

#### 4. Documents to be sent by the supervisor/s

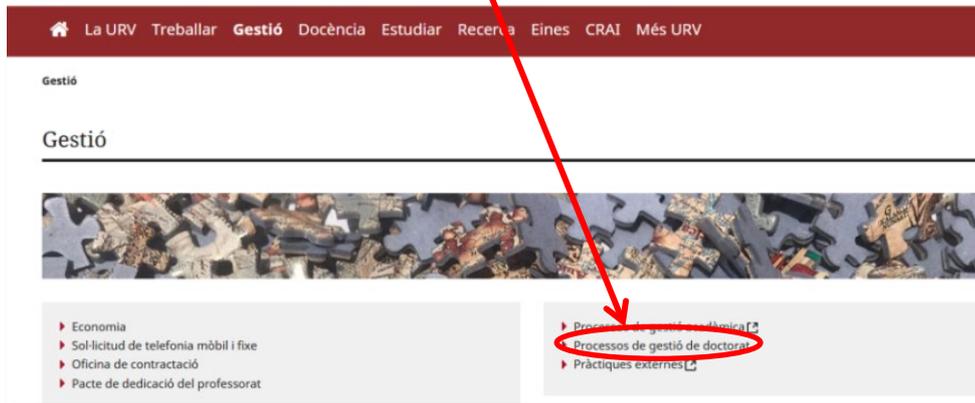
The supervisor report and the evaluation panel models can be accessed by the supervisor/s on the intranet, and then must be sent by e-mail to the department secretary [doctoratN4@urv.cat](mailto:doctoratN4@urv.cat). The report is confidential, it should not be sent by the student. These documents can be found at the URV intranet, with the supervisor credentials.

- ✓ Access the URV intranet
- ✓ Click on "Gestió"



The screenshot shows the URV website header. The logo 'UNIVERSITAT ROVIRA I VIRGILI' is on the left. To its right is a search bar with the text 'Cerca' and a magnifying glass icon. Below the logo, there's a navigation menu with items: 'La URV', 'Treballar', 'Gestió', 'Docència', 'Estudiar', 'Recerca', 'Eines', 'CRAI', and 'Més URV'. The 'Gestió' item is circled in red. Below the navigation menu is a banner image of a building with the text 'PORTES OBERTES VIRTUALS' and 'URV'. Below the banner, there's a section 'Llista de preferits' with a list of items: 'Vidant a casa per a la URV', 'Tràmits en línia', 'Suport a la docència', 'Canvi de clau d'accés', 'Campus Virtual', and 'Accés al correu electrònic'. To the right of this list is a section 'On puc trobar ...' with two items: '... les enquestes del professorat?' and '... la URV en Xifres?'. At the bottom right, there's a section 'COVID-19'.

✓ Click on “Processos de gestió de doctorat”:



✓ Click on “Autorització del dipòsit de tesi doctoral ...”:



✓ Download Doc6 and Doc7, Doc8 for International Mention

### Autorització del dipòsit de tesi doctoral, per la CA

En vista a la documentació aportada a la sol·licitud, el director/a de la tesi doctoral i la comissió acadèmica (CA), autoritzen, si s'escau, el dipòsit de tesi i aproven la proposta de composició de membres del tribunal que avaluarà la tesi.

Així mateix, la comissió acadèmica trasllada l'autorització a l'EFPD a través de la secretaria del departament, determinada per la comissió del programa de doctorat (Doc9).

#### Passos a seguir:

1. El director/a de la tesi doctoral ha d'informar i presentar a la secretaria del departament, abans que es reunixi la comissió acadèmica, la documentació següent:

Doc6: Informe d'autorització del director/a, tutor/a o codirector/a de la tesi doctoral

Doc7: Composició dels membres de tribunal de tesi doctoral

La composició dels membres del tribunal, ha de complir els criteris següents segons la Normativa acadèmica i de matrícula de doctorat:

*"El tribunal que avalua la tesi doctoral ha d'estar format per tres persones titulars (president o presidenta, secretari o secretària i vocal) i tres suplents, totes elles expertes en la matèria. Les nomena el CDE a proposta de la comissió acadèmica del programa de doctorat. En el tribunal, com a mínim dos dels membres han de ser externs tant a la URV com a les institucions col·laboradores del programa d'acord amb la memòria. Si ha d'actuar algun membre suplent, cal mantenir la mateixa proporció.*

*Els membres del tribunal han d'estar en possessió del títol de doctor i doctora i tenir experiència investigadora acreditada.*

*El director, directora o directors, el tutor o tutora si és el cas, no poden formar part del tribunal que ha de jutjar la tesi.*

*En el cas de tesis doctorals en cotutela, la composició del tribunal que avalua la tesi doctoral ve determinada pel que estableix el conveni de cotutela. En tot cas, si l'acte de defensa té lloc a la URV, el tribunal ha d'estar format per una majoria de membres externs a la URV, a l'altra universitat i a les institucions col·laboradores del programa, i tots han de ser doctors amb experiència investigadora acreditada."*

4.1.

Doc8: Composició dels avaluadors experts per menció internacional

- Programes de doctorat
  - 1. Criteris de verificació
  - 2. Memòries de verificació
- Matrícula
- Seguiment i Avaluació del Doctorat (SAD)
  - 1. Seguiment i avaluació del Doctorat (SAD)
  - 2. Avaluació
  - 3. Ratificació CDE
  - 4. Resultats de l'avaluació
- Dipòsit i defensa de tesi doctoral
  - 1. Sol·licitud de dipòsit de tesi doctoral
    - Preparació documentació
    - Sol·licitud dipòsit
  - 2. Autorització del dipòsit de tesi doctoral, per la CA
  - 3. Dipòsit de la tesi doctoral
  - 4. Difusió del dipòsit de tesi doctorals
  - 5. Aprovació de la defensa de la tesi doctoral, pel CDE
  - 6. Convocatòria de l'acte de defensa
  - 7. Celebració de l'acte de defensa
    - Preparació prèvia
    - Procediment per videoconferència
  - 8. Qualificació de la tesi doctoral
  - 9. Tramesa de la documentació de la qualificació de la tesi
  - 10. Difusió a TDx i Teseo
  - Dipòsit i defensa de tesi doctoral amb contingut confidencial
- Dipòsit i lectura tesis
- Sol·licitud títol Doctor/a o DEA

Co-supervisors cannot be added just before the submission. This can only be done before the last evaluation via SAD. The procedure has to be approved by the Academic Commission.

#### 4.2. Doc7: evaluation panel

Proposal of the members of the evaluation panel

#### 4.3. Doc8: external reporters

Proposal of two external referees (only for the international mention)  
“External” must be interpreted as not being part of the evaluation panel.

### 5. Once the Thesis submission 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.
- No bound copy is required
- 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.
- **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 the submission. 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 Issuance Degree Certificate

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.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-es.doc)

 [http://www.urv.cat/media/upload/arxius/gestio\\_academica/tramits\\_doctorat/sol-expedicio-titol-doct-en.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. Verify the expiry date, please
- **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.

