



The panel meets in the thesis room (or in the place available for the event) without an audience and confirms with CEINDO's Secretariat the documents that are necessary for the proceedings, ultimately specifying the procedure and progress of the session.

**PANEL'S TABLE:**

The president sits in the centre, the member to the right and the secretary to the left:

Member 3	Member 5	President 1	Member 4	Secretary 2
----------	----------	-------------	----------	-------------

The Secretary of the Panel opens the thesis room and announces: "PUBLIC SESSION"; the candidate enters first, takes a seat at the table, followed by the audience.

**1<sup>st</sup> part of the session: Presentation**

The President opens the session by stating the title of the doctoral thesis and the name of the PhD student. The President then introduces the members of the examining board and indicates that according to Spanish legislation, the act will consist of two consecutive parts: presentation of the work (between 30 and 60 minutes) and a discussion with the examining board, plus a subsequent deliberation to award the grade, and a separate session to vote, if appropriate, on Cum Laude distinction and the proposal for the Extraordinary Prize. The president gives the floor to the doctoral candidate "with the permission of the panel", commenting that if the thesis opts for "international" mention, the candidate will have to use a language other than any of the official languages in Spain at some point in the dissertation.

**2<sup>nd</sup> part of the Session: Discussion with the Panel**

Regarding question asking, the President will give the floor in the following order: first to the Secretary, then to the member in position 3, then to the member in position 4, followed by the member in position 5. The president will be the last to intervene. As per the president's discretion, the PhD candidate may reply to each of the members in sequence or make a summarised answer at the end of all the interventions. In this debate, the President may allow the different members of the Panel to speak outside their turn if the member deems it appropriate to enrich the debate with the candidate. At the end of the debate between the Panel and the candidate, the President will give the floor to the thesis supervisor(s) if they wish to make any comments. Finally, the president will ask if any Doctor present in the room wishes to speak.

The session will then be interrupted for deliberation and the doctoral candidate, and the public must leave the room so that they can evaluate.



CEU

*Escuela Internacional  
de Doctorado*

## DOCTORAL THESIS DISSERTATION READING SESSION PROTOCOL

### **3<sup>rd</sup> part of the Session**

The session resumes with the call of the Secretary, and the President reads out the grade of the doctoral thesis.

The grade may be: Fail, Pass, Noteworthy or Outstanding.

The Panel may award the mention "Cum Laude", which qualifies the student to compete for the Extraordinary Doctorate Award, if the overall grade is outstanding and a unanimous positive secret vote is cast in this regard. This secret ballot will be counted in a session different from that of the defence, with the participation of the Academic Secretary and the Director of CEINDO, and the result will be communicated to the doctor at a later date.

Under no circumstances will the President make any statement on the assessment of the Selection Board regarding the "Cum Laude" mention.

Applause and end of the sitting. END OF EVENT

Prepared by: CEINDO Quality Department	Reviewed by: CEINDO Academic Secretariat	Approved by: CEINDO Management
		