



1. PRIOR REQUIREMENTS UPON DEPOSIT REQUEST:

- Favourable report from Thesis advisor/s.
- All mandatory, formative activities and electives indicated by the Thesis advisor/s must be completed (and further training if required).
- A minimum of one month stay in a research centre other than where the PhD Thesis is conducted (in the case of wanting to access the International Doctorate Mention, the minimum stay must be three months in a centre outside of the student's national territory).
- Scientific productivity in the form of publications established by the corresponding Academic Commission must be achieved.

2. DOCTORAL THESIS DEPOSIT REQUEST

- The interested candidate must present the following documentation to the Director of CEINDO, who will then immediately transfer it to the Academic Commission:
 - a. Deposit request along with the approval of the Thesis advisor/s. (*ANNEXE I. Presentation of Thesis*).
 - b. Applicant's CV.
 - c. **Doctoral Student Activities Document.** PDF generated from the Doctoral Student Portal (SIGMA/IntraCEU), which must contain all the training activities carried out validated by the thesis director. These activities must include the completion of a mobility stay in a research center in accordance with the provisions of the corresponding Program's verification report.
 - d. **Certificate and final report of mobility** (national and/or international).
 - e. **A copy of the Doctoral Thesis in electronic format** (pdf). Consult Style Guidelines indicating the characteristics of the cover available on the CEINDO website: <https://www.escueladoctorado.ceu.es/en/doctoral-thesis/>
 - f. A submission from the evaluating thesis committee made up of five members plus two substitutes (in the case of the PhD Programs in Law and Economy and Translational Medicine, the proposal can be three or five members in both cases plus two substitutes), attaching the most outstanding merits (*ANNEXE II. Thesis committee Proposal*).
 - g. **CV of the candidates to be part of the evaluation panel.** The members of the committee must have a minimum of one year's postdoctoral experience from the time they received their doctorate for the first time.
 - h. List of publications including their quality indices (*ANNEXE III. Derived publications Theses*).
 - i. **A copy of the publications derived from the doctoral thesis.**
 - j. **The reports of two experts external to the university, as well as, where appropriate, the doctoral student's response to them.** These experts may be part of the tribunal that evaluates the thesis. Depending on the content of said reports, the Academic Committee will give the doctoral student a period of time to respond and, where appropriate, include the pertinent modifications in the doctoral thesis before its deposit (only if they have been requested by the CA or to theses deposited from the 2024-25 academic year). In the case of international mention, they must belong to a non-Spanish higher education institution or research institute.
 - k. If the doctoral student submits a thesis by compendium of publications, previously accepted by the Academic Committee, he must take into account in the deposit of the thesis what is contemplated in the Regulations regulating doctoral programs and in the Regulations on thesis by compendium of publications of the CEINDO.



- I. If the PhD student wishes to obtain the International Mention for title as Doctor, the following will also be necessary to present:
 1. The two reports, indicated in section “j”, from international doctoral experts belonging to a non-Spanish higher education institution or research institute (different from the person in charge of the Center where the stay took place). (**ANNEXE IV. PRELIMINARY REPORT**).
 2. An international member in the thesis committee’s proposal, as well as his or her alternate (different from the person responsible for the Centre where the stay was executed) (ANNEXE II).
 3. Documentation accrediting that the doctoral student has gathered all requisites established in point 1 of article 15 of the RD 99/2011.
 4. Part of the doctoral thesis, at least the abstract and conclusions, must be written and presented in one of the common languages appropriate for scientific communication in their field of knowledge, other than any of the official languages in Spain. This rule does not apply when the stays, reports and experts come from a Spanish-speaking country. An abstract in Spanish is compulsory when the thesis is written entirely in a language other than the official languages in Spain.

Article 15. International Mention in the title of Doctor and thesis under international co-supervision. (Real Decreto 99/2011, de 28 de enero, por el que se regulan las enseñanzas oficiales de doctorado).

The title of Doctor may include the mention "International Doctorate" on its front, provided that the following circumstances concur: a) That, during the period of training necessary to obtain the title of Doctor, the doctoral student has spent a minimum stay of three months outside of Spain in a prestigious higher educational institution or research centre, studying or carrying out research work. The stay and activities must be endorsed by the Director and authorized by the Academic Commission and will be included in the doctoral student's activities document. b) Part of the doctoral thesis, at least the summary and conclusions, will be written and presented in one of the usual languages for scientific communication in their field of knowledge, different from any of the official or co-official languages of Spain. This rule will not apply when the stays, reports and experts come from a Spanish-speaking country. c) The thesis has been informed by a minimum of two expert Doctors belonging to an institution of Higher Education or non-Spanish research institute. d) At least one expert belonging to a non-Spanish Higher Education institution or research center, with the title of Doctor, distinct from the person responsible for the stay mentioned in paragraph a), has been part of the thesis evaluation committee.

- The Academic Commission, will communicate the proposal to the thesis committee and the approval of the deposit from the CEINDO Director - this sets the beginning of the 15-day deposit and public exposition working period. If applicable, the concerned candidate, the thesis advisor/s, and members of the thesis committee are informed within 15 working days
- Upon receipt of communication, the PhD student must send each thesis committee member:
 - A copy of the thesis in digital format and, if the members of the tribunal require it, a printed copy of it.
 - A CV.
 - A copy of the publications derived from the PhD thesis.
 - Doctoral student activities document. The activities document will not give rise to a quantitative score but will constitute a qualitative evaluation instrument that will complement the evaluation of the doctoral thesis.
 - Reports from external experts, as well as, where appropriate, the doctoral student's response to them. (only if they have been requested by the CA or to theses deposited from the 2024-25 academic year).

- Upon receiving a copy of the thesis, the members of the thesis committee must issue a reasoned report within 15 calendar days, indicating if the thesis meets the necessary requirements to be presented during the defence.

3. ACT OF DEFENCE AND QUALIFICATION OF THE DOCTORAL THESIS:

- The act of defending will take place in a public meeting and consist of a presentation by the doctoral candidate of the preparatory work carried out, the methodology, and the content and conclusions of the thesis, with special mention of their original contributions to the subject under study. The doctors present at the public ceremony will be able to formulate questions at such time and in a manner that is designated by the thesis committee president.
- Upon completion of the thesis defence ceremony, the examining board will grant, preliminary deliberation and voting behind closed doors an overall grade of FAILED, APPROVED, NOTABLE or OUTSTANDING.
- The thesis committee may award the mention of cum laude if the overall rating is outstanding and a positive secret vote is cast unanimously to that effect.
- The Secretary of the Thesis Committee will collect the secret vote of each member of the thesis committee in a sealed envelope signed on the front and will send it to the Academic Secretary of CEINDO who will proceed to notify the interested parties.
- In addition, the Secretary of the thesis committee will collect the secret vote in a sealed and signed envelope from each member of the committee on whether the PhD student is eligible for the Extraordinary Doctoral Award. This envelope will also be sent to the Academic Secretary of CEINDO, who will then communicate it to the interested candidates.

4. MINIMAL REQUIREMENTS TO BE MET BY THE MEMBERS OF THE THESIS COMMITTEE:

- The thesis assessment panel will be composed of five standing members and two substitutes. In programmes where this is indicated in the verification/modification document, the panels will have three members and two substitutes, unless the thesis supervisor submits a reasoned request to the Academic Commission responsible for the doctoral program.
- All members of the thesis committee must hold a doctoral degree and have proven research experience.
- The doctors who are recognized by the Academic Commission in accordance with public and objective criteria, by branches of knowledge, will be understood to have accredited research experience. In any case, the doctors considered accredited are those who have some recognized research activity period or a six-year term, as well as those whose research experience has been previously recognized by the Academic Commission for the purposes of thesis supervision or belonging to a thesis committee with the corresponding criteria. The President and his or her alternate must hold the highest academic or research category and a minimum of two, six-year research periods. (Professor or Research Professor or the equivalent in foreign Universities). Any doctor in legal provision who requests a six-year term will not be able to accredit it with equivalent merits.
- No more than two members of the same university may form part of the tribunal. For these purposes, the Universities that make up CEINDO will be considered a single University. Most members from the selection board will be made up externally from CEINDO.

- The thesis advisor/s may not form part of the examining board, except in the case of theses presented within the framework of bi-lateral, co-supervision agreements with foreign universities that provide so. In this case, the thesis committee will increase as many members as there are advisors, and they will be listed as members of the examining board only in the thesis reading act of the foreign university.
- The President of the tribunal will be the member with the highest academic rank and longest seniority; the Secretary will be the CEINDO professor with the lowest rank and least tenure if there is more than one. If the CEINDO professor were President, the member with the lowest academic standing would be appointed as Secretary, but the CEINDO professor would take care of administrative matters.
- In the case of theses with an International Mention, one of the members must be linked to a foreign institution, as well as one of the substitutes.
- If a member of the tribunal is not able to fulfil his or her duty, providing just cause, and the corresponding substitutes cannot be counted on, the following procedure should be followed:
 - Panels with five members: The Academic Commission (or the President of the thesis committee in his/her absence) may authorise the defence with four members.
 - Tribunals with three members: no precedence and the act of public defence will be rescheduled.

5. PRESENTATION OF THE DOCTORAL THESIS VIA VIDEOCONFERENCE IN EXCEPTIONAL CASES:

- In exceptional circumstances where there is a force majeure, the defence of the Thesis may be carried out with one of the participants by videoconference. This is subject to authorisation by the Steering Committee, who will have heard the corresponding Academic Commission, as per the request of the Thesis Advisor.
- The Thesis defence via videoconference is subject to the same general requirements and is a public act producing the same effects as the face-to-face defence. There are exceptional cases that are required to take place behind closed doors, following the indications of CEINDO management.

5.1. Participation in the defence proceedings by members of the Tribunal by videoconference:

- The members of the selection board may participate without being present. In any case, the President and the Secretary of the examining board must be present at the place where the defence is held.
- The participation of thesis committee members in the defence proceedings by way of videoconference may only be authorised provided that the appropriate technological means are available, the identity of the panel members participating by videoconference are verified and that the quality of the academic proceedings is ensured throughout the process.
- The Secretary of the thesis committee will be responsible for processing the documentation to be signed by the members acting in the defence act via videoconference; this includes the secret vote on the awarding of the Cum Laude mention, and the proposal for the Extraordinary Prize option.
- If the connection is interrupted during the presentation of the defence, or in the subsequent evaluation of the Thesis by the panel, the President will suspend the event until communication is re-established. If the connection cannot be recovered, he/she will postpone the event until the technical conditions for the resumption of the event are fully ensured.

5.2. *Exhibition and defence of the Doctoral Thesis by videoconference:*

- The presentation and the defence of the doctoral thesis by the PhD via videoconference may only be authorised provided that the appropriate technological means are available, the identity of the doctoral student is verified, and the quality of the academic act is ensured throughout the process.
- The Secretary of the thesis committee will be responsible for the proper conduct of the proceedings.
- If the connection is interrupted during the presentation and the defence, the Chairman shall suspend the event until the connection is restored. If re-establishing communication is not possible, he/she will postpone the event until the technical conditions for the resumption of the event have been ensured.