



# COMILLAS

UNIVERSIDAD PONTIFICIA

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## **PRESENTATION AND SUBMISSION OF DOCTORAL THESIS**

### **(EXTRACT OF REGULATIONS FOR DOCTORATE PROGRAMS AT COMILLAS PONTIFICIAL UNIVERSITY,**

*approved by the Board of Governors at the meeting held on 21 June 2012 and modified at the meetings of 30 September 2013, 18 December 2014, 18 July 2016 and 15 December 2017)*

### **CHAPTER II. THE DOCTORAL THESIS**

#### ***Article 14. The Doctoral Thesis***

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The doctoral thesis will be an original research work in any field of knowledge written by the doctoral student. The thesis enables the student to work autonomously in the field of R&D&I.

#### ***Article 15. Thesis Writing***

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1. The doctoral student may write and, if so, defend his or her thesis in Spanish or English.
2. At the request of the doctoral student, the General Doctorate Committee may authorize the writing and, if so, the defence of the thesis in a language other than Spanish or English, if this language is widespread used for scientific communication in the concerned field of knowledge. To this end, a favourable report from the Academic Committee responsible for the program is required.
3. The request of writing and, if so, defence of the thesis in a language other than Spanish or English, must be addressed to the General Doctorate Committee before presenting the thesis.
4. As an exception and without prior authorization, doctoral theses in the field of Translation and Interpretation may be written and, if so, defended in the language of the corresponding specialty.
5. The title of the thesis must be written in its original writing language and in Spanish, on the cover and the first page.
6. If the language is not Spanish, the thesis must contain a summary written in Spanish. This summary must have a minimum of 2000 words and must be bound as part of the thesis.

#### ***Article 16. Thesis Format***

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In order to set rules that guarantee uniformity in the presentation, covers, electronic formats of the thesis, access rights to its content and other relevant aspects, the preparation of the doctoral thesis must be in accordance with the formal requirements set out in the [Annex III](#).

#### ***Article 17. The thesis as a collection of published articles***

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1. The doctoral students that, in the period between the guarantee of his or her research plan in accordance with article 11.6 in the Royal Decree 99/2011, of 28 January, and the presentation of his or her thesis, with the express authorization of his or her thesis



supervisor or co-supervisors, obtain a favourable report from the Academic Committee of the doctoral program, may choose to present his or her thesis as a collection of publications. The Committee will make a reasoned decision on a case-by-case basis in view of the research merits of every doctoral student. The publications may be previously published or in the process of publishing. In any case, the publications must have a scientific value by themselves and, at the same time, configure a scientific unit. Only the doctoral student and the thesis supervisor can be co-authors of the publications.

Exceptionally, with prior authorization of the Academic Committee of the doctoral program, the supervisors can be also co-authors in the case of a research stay in another centre. In any case, the doctoral student must be the lead author of every publication.

2. Before presenting the thesis, with a favourable and reasoned report from the Academic Committee of the program, the doctoral student must request the General Doctorate Commission to authorize the presentation of his or her doctoral thesis as a collection of published publications.
3. In order to obtain the authorization from the Academic Committee of the doctoral program, the doctoral student must provide the following documentation:
  - a. A copy of the published or provided publications.
  - b. A report from the thesis supervisor, justifying the presentation as a collection of published publications.
  - c. A report from the doctoral student, specifying his or her contribution to every publication supported by the thesis supervisor.
4. The theses proposed as a collection of publications apply to article 15 regarding their writing and language.
5. The theses proposed as a collection of published must contain the following additional sections:
  - a. A general introduction presenting the publications and justifying the scientific unit of the thesis.
  - b. An overall summary of the research objectives and final conclusions, where partial results presented in each publication are unified.
  - c. A full copy of the publications (articles, book chapters or books, etc.) with full references, personal data of the authors and, if so, the name of the magazine or media where they have been published. The doctoral student must specify his or her contribution to the provided publications.
  - d. Copies of the acceptance letters of the thesis publications, in the case of pending publications.
6. Each doctoral program may establish additional admission requirements for doctoral thesis presented as a collection of publications in the verification report, which they may consider as appropriate.

## ***Article 18. Thesis Presentation and Deposit***

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1. Once the doctoral thesis is finished, the doctoral student will request a deposit authorization by addressing a letter to the Academic Committee attaching:
  - a. A favourable report from the thesis supervisor or co-supervisors. If they are not academically linked to the Comillas Pontifical University, a favourable report from the tutor will be as well required.
  - b. A copy of the thesis.
2. Once the authorization requested, the Academic Committee of the doctoral program will ask a thesis report to a minimum of two external experts in the field and, upon receipt of these reports, will ask the doctoral student to present his or her thesis. If appropriate, the Academic Committee may convene other experts. Also, the Academic Committee will obtain an originality report to be filed in the student's record.
3. Once the full student's record is evaluated, including the Activity Report, the Academic Committee of the doctoral program will authorize, where appropriate, the thesis



- deposit issuing a decision within a maximum period of one month. If the authorization is denied, the doctoral student may appeal to the Rector, who will take a decision following a report from the General Doctoral Commission.
4. After obtaining the authorization, the Academic Committee will propose experts in the field that may be members of the Thesis Tribunal responsible for the evaluation of the thesis according to article 19. This proposal must include a reasoned report on the suitability of the proposed experts, indicating the president and secretary of the tribunal.
  5. Once the thesis deposit is authorized, the Academic Committee of the doctoral program will address the authorization to the Secretary of the International Doctoral School with the following documents:
    - a. The Activity Report with the training activities carried out by the doctoral student.
    - b. A copy of the doctoral thesis.
    - c. The authorization from the Academic Committee of the doctoral program
  6. Once the documents have been received, the Secretary of de Doctoral School will:
    - a. Verify the formal validity of the documents
    - b. Communicate the presentation of the thesis to all the doctors at the University.
    - c. Ensure that a copy of the thesis remains deposited at the Degree Certificates and Transcripts Service for a period of 15 working days so it can be examined by any doctor.
  7. Once the public exhibition period has expired, the Academic Committee of the doctoral program will decide on the authorization of the thesis defence. If the authorization is denied, the doctoral student may appeal to the Rector, giving reasons, who will take a decision following a report from the General Doctoral Commission.
  8. Once the thesis defence is authorised, it must take place within three months, unless the Vice-Rector responsible for doctoral studies authorize otherwise for duly justified reasons.

## ***Article 19. Thesis Board***

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Once the thesis defence is authorized, the Thesis Board is proposed by the Academic Committee of the doctoral program according to this article.

The following shall be taken into account for the appointment of the Board members:

- a. It must be composed by five titular members: a President, a Secretary and three board members, as well as two alternate members. Exceptionally, the Rector may authorize a Board composed by three titular members.
- b. Most members of the Board must be external doctors.
- c. All the members must have a Doctorate Degree and accredited research experience. It will be understood that professors or researchers who have obtained recognition of at least a six-year research period or equivalent, or have enough projects or publications in the field. Retirees doctors may be part of the Board if they have accredited recent research in the field.
- d. The thesis supervisor or co-supervisor cannot be part of the Thesis Board, except in international co-tutelage cases if the regulation of the corresponding country makes it necessary and is established in the co-tutelage agreement.
- e. The President of the Board will be the one with the highest academic level or the most accredited in terms of research.
- f. The Secretary of the Board must be a professor at Comillas Pontifical University.

## ***Article 20. Defence and Evaluation of the Doctoral Thesis***

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1. The doctoral thesis is assessed at the defence ceremony.
2. The thesis defence ceremony must take place on working day or days according to the official University academic calendar and will be convened by the President of the



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- Board and communicated by the Secretary to other members, the doctoral student and the International Doctoral School a minimum of 7 days before.
3. Once the Thesis Board is constituted, the defence and the assessment must take place in a public meeting where the doctoral student present his or her work, methodology, content and conclusions, especially the original contributions.
  4. The doctoral student's Activity Report cannot lead to a quantitative score but it can be an instrument of qualitative assessment to complete that of the doctoral thesis.
  5. The members of the Board can ask as many questions as they consider, to which the doctoral student must answer. Also, the doctors attending the public ceremony can ask questions when and how the President points it out.
  6. The Thesis Board will issue a report and the global score given to the thesis according to the following scale: "Fail", "Pass", "Good", "Merit" and "Distinction".
  7. The Thesis Board can give "cum laude" mention if the global score is "Distinction" and results from the unanimous secret vote. The vote cast by each member of the Board will remain guarded by the Secretary of the Board, who will address it to the International Doctoral School for the counting at a different session.
  8. The outcome of the assessment must be recorded in the Minutes addressed to the Vice-Rector responsible for doctoral studies noting the result of the count and including the votes cast. This record will be immediately sent to the Degree Certificates and Transcripts Service to be included in the student's record.