

DOCUMENTATION CONTROL FOR THESIS DEPOSIT

ZERO CORRECTIONS

In order to increase agility and satisfaction with the experience of applying for thesis deposit and defense authorization, **it is essential to prepare all the necessary documentation thoroughly in advance**. This document is only for you, you do not have to hand it in anywhere. It will help you to avoid documentation mistakes and subsequent corrections.

In this regard, please check all the boxes that apply to your doctoral thesis:

I have checked in Sigma that:

- ☐ The maximum thesis completion date has not been exceeded.
- ☐ My director(s) and tutor are correctly recorded in "Sigma Tercer Ciclo".
- ☐ PhD activities are validated by my tutor.
- ☐ The last enrolled academic year ("tutela") is graded with positive evaluation.
For ongoing enrollments, please apply for early evaluation within the document "Solicitud de autorización por la Comisión Académica"
- ☐ (If applicable) The option 'industrial doctorate mention' and/or 'international doctorate mention' is activated.

I have prepared the following documents:

- ☐ *Doctoral thesis* in .pdf format (see details below).
- ☐ *Final report* of the thesis (PhD student) duly filled and *signed*.
- ☐ *Application for thesis deposit and defense authorization* by the Academic Committee duly filled and *signed* by the PhD student, director(s) and tutor.
- ☐ Form relating to the *transfer of rights* for the dissemination of the thesis in open access with *signature(s) included*.
- ☐ *Declaration of ethical commitment and originality* completed and *signed*.
- ☐ *Suitability form* of the proposed members of the examining board (see details below).
- ☐ *Co-funding agreement*, if in the examining board proposal there are more than one member from outside the Autonomous Community of Madrid.
- ☐ If you belong to the Medicine and Surgery program, *publication required by the program itself*.

In addition, if I opt for the 'international doctorate mention' in the PhD degree:

- ☐ I have duly filled and signed the international doctorate mention application form.
- ☐ I have the certificate(s) of stay signed by the foreign institution(s).
- ☐ I have the final report(s) of each stay signed by the tutor from the foreign institution(s).
- ☐ I have authorization from the Academic Committee stating that the stay(s) are part of the thesis.

In addition, if the thesis is co-supervised, in cotutelle with other university(ies):

- ☐ There is a co-supervision agreement, and it is in force.
- ☐ I have the certificate(s) of stay of at least 6 months at each of the partner institutions.

In addition, if I opt for the 'industrial doctorate mention' in the PhD degree, I have:

- ☐ Framework collaboration agreement between the University and the company or public administration in which the doctoral student works.
- ☐ Employment contract with a company or administration of at least one year long, which must be included within the period of thesis preparation.
- ☐ Report approved by the Academic Committee.

In addition, if the thesis is subject to confidentiality processes, I have:

- ☐ The resolution of the UAM Research Commission.
- ☐ Two copies of the thesis, the public (reduced) version and the full (protected) version.

In addition, if I submit the thesis as a compendium of publications:

- ☐ I have made sure that the doctoral programme allows the submission of a thesis as a compendium of publications.
- ☐ It contains at least 3 publications, and in of them I appear as the main author (in two of them for thesis started from the academic year 2024-25 onwards).
- ☐ All publications are subsequent to the approval of the research plan.
- ☐ Publications after October 2024 are open access.
- ☐ Publications before October 2024 are authorized for open publication in the institutional repository.
- ☐ If there are publications before October 2024 not authorized for open publication, two copies of the thesis are submitted. In the second copy (reduced/public), these articles are replaced by the citation, the DOI and the URL link.
- ☐ The thesis fulfils the additional requirements specific to the doctoral programme (if any).

As for the thesis file (in all cases), I have checked that:

- ☐ Its size is less than 50 Mb.
- ☐ It is not locked/password protected.
- ☐ It does not have signatures.
- ☐ It is accessible.
- ☐ It has a cover page in accordance with the common model to all UAM theses.
- ☐ It includes the name(s) of the director(s).
- ☐ It has an abstract in Spanish.
- ☐ It has an abstract in English.
- ☐ It has up to five keywords in Spanish.
- ☐ It has up to five keywords in English.

- ☐ It has conclusions in Spanish.
- ☐ It has conclusions in English.
- ☐ It fulfils (if any) the specific guidelines of the doctoral programme.

Regarding the proposal of members of the examining board (except for co-supervised theses which are regulated by their agreement):

- ☐ It has 5 members (3 titular + 2 substitutes) or 7 members (5 titular + 2 substitutes).
- ☐ It is made up of a majority of members from outside the UAM and the doctoral programme.
- ☐ In the 5-member examining board, the three titular members are from different institutions.
In the 7-member examining board, there are no more than two titular members from the same institution.
- ☐ Gender-balanced composition of men and women (maximum 60% men).
- ☐ The secretary of the examining board is a UAM professor (in the 7-member examining board). In the 5-member examining board the UAM professor is the secretary or the president.
- ☐ At least one of the substitutes is from the UAM or resides in the Autonomous Community of Madrid.
- ☐ No member is a co-author in a publication with the PhD student.
- ☐ All members have accredited research experience (one six-year research period or equivalent).
- ☐ All members are Doctors and experts in the research area related to the thesis.
- ☐ No member has a personal relationship with, or personal interest in, the PhD student.
- ☐ The 5-7 cards contain the essential data: institutional e-mail, DNI/Passport, academic position, affiliation, ORCID code.
- ☐ (Only for 'international doctorate mention') At least one titular and one substitute member are from a foreign institution.

THESIS DEPOSIT APPLICATION (STES):

- ☐ It contains no errors, and I have used the above information to duly fill all the fields in the different tabs, uploading the requested documentation.
- ☐ I have **confirmed the application in 'On-line thesis deposit' (Sigma) before the maximum thesis completion date** shown in Sigma.
- ☐ I have **registered (in person or online) the application for thesis deposit and defense authorization by the Academic Committee before the maximum thesis completion date** shown in Sigma.