

ADMISSION AND DEFENSE OF THESIS

The act of thesis defense will require the prior completion of the following processes:



APPLICATION FOR ADMISSION TO THE PROCESS

Initiation of the request by
the doctoral student

Review:

- Secretariat
- Supervisor
- Tutor
- Coordinator
- Doctoral School
- Postgraduate Committee

Appointments

Acceptances

Issuance of evaluation
reports



DEFENSE REQUEST

Initiation of the request by the
doctoral student

Review:

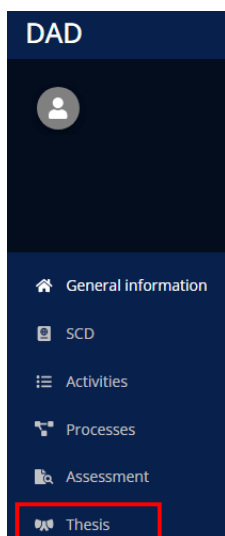
- Supervisor
- Tutor
- Postgraduate Committee

Thesis deposited (public
display)

Setting of the defense
date, location, and time

Thesis defense
presentation

1. PROCESS TO APPLY FOR ADMISSION



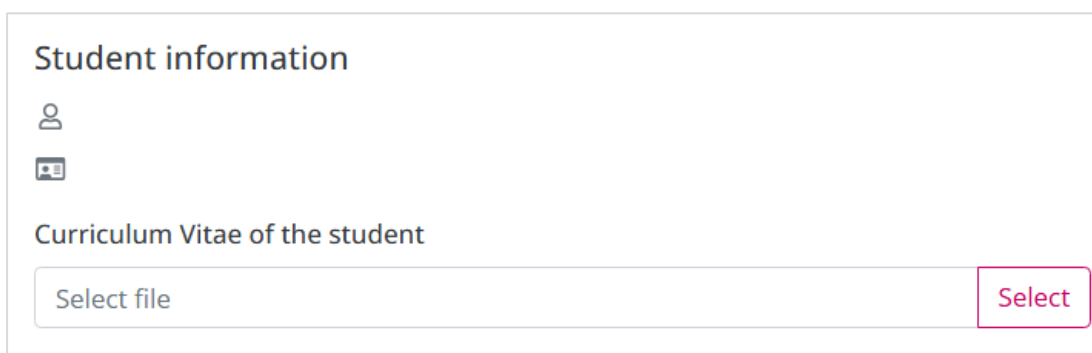
Doctoral students may initiate the process for admission of their thesis into the evaluation process via the "Thesis" tab.

Upon accessing this tab, a link will appear titled "Request for Thesis Admission", through which the application is submitted.

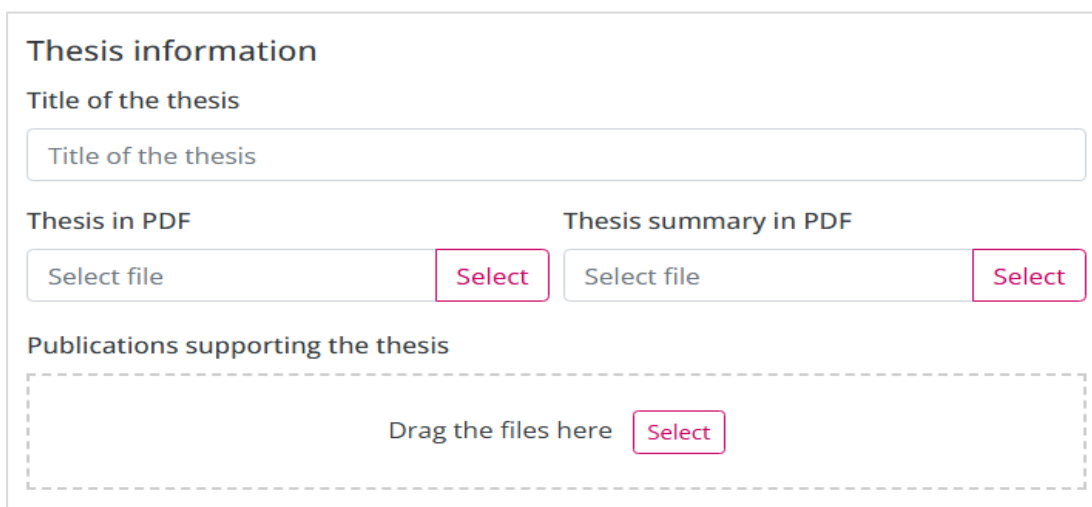
Once the process has been initiated, the application must be completed with all required information and documents.

The sections of the application are as follows:

- **Student information.** A curriculum vitae (CV) must be uploaded.



- **Thesis information.** The thesis title must be entered, and the manuscript must be attached in PDF format, along with a summary and the publication(s) that support it.





- ☐ **Joint Supervision Thesis (Cotutelle).** This box must be checked if the thesis has been conducted under joint supervision with a foreign university.

Thesis under joint supervision

- ☐ Check this box if the thesis was carried out under a joint supervision agreement with a foreign university

If this option is selected, the name of the foreign university must be entered, along with certificates for the research stays at both the University of Málaga and the foreign university. Additionally, the location where the thesis defense will take place must be indicated.

Thesis under joint supervision

- ☒ Check this box if the thesis was carried out under a joint supervision agreement with a foreign university

Foreign university

Foreign university

Certificates of stay at the University of Malaga

Drag the files here [Select](#)

If the documentation is signed in handwritten form, you must provide the original document to be checked at the Doctoral School prior to the defence of the thesis. If signed electronically, only those signatures that can be verified by the Doctoral School will be valid.

Certificates of stay at a foreign university

Drag the files here [Select](#)

If the documentation is signed in handwritten form, you must provide the original document to be checked at the Doctoral School prior to the defence of the thesis. If signed electronically, only those signatures that can be verified by the Doctoral School will be valid.

Place of the thesis defence

Select where the defence is going to take place



If the defense is to take place at the foreign university, the fields related to primary members, alternate members, and external reviewers will automatically disappear.

- ☐ **Thesis by Compilation of publications (Compendium Thesis).** Check this box if the thesis is presented as a compendium of publications.

Thesis by compendium

- ☐ Check this box if the thesis consists of a compendium of publications.

If selected, documents confirming the acceptance and waiver from the co-authors of the supporting publications must be provided. Multiple documents can be attached as needed.

Thesis by compendium

- ☒ Check this box if the thesis consists of a compendium of publications.

Co-authors' acceptance

Drag the files here

Select

Attach the acceptance of the co-authors of the publications for these to be presented as part of the thesis as well as their waiver to present such works as part of other different doctoral theses either at the University of Málaga or at any other University.

- ☐ **Thesis with international mention and/or industrial mention.** If either or both mentions are requested, and the requirements set forth in the regulations are met, the corresponding box should be checked.

International mention

- ☐ Check this box if you request the international mention.

Industrial mention

- ☐ Check this box if you request the industrial mention

International mention

- ☒ Check this box if you request the international mention.

There are no registered stays abroad.

Accreditation of stay for the international mention

Drag the files here

If **international mention** is selected, a certificate of the research stay must be attached. Multiple stays can be included.

If the stays were authorized via the DAD platform and proper documentation was submitted, they will be automatically loaded once the box is checked.

If **industrial mention** is selected, supporting documentation must be uploaded to validate this mention.

Industrial mention

- ☒ Check this box if you request the industrial mention

Accreditation for the industrial mention

Drag the files here

In both cases, the application will display a checklist of all documents required based on the option(s) selected.

- ☐ **Ethics Report.** This must be submitted if the research conducted involved any of the specified procedures.

Ethics Report

- ☐ Check this box if the research carried out in the doctoral thesis has involved any of these procedures:

- Research in humans or the use of biological samples of human origin
- Animal experimentation
- Use of genetically modified organisms

if this box is checked, a text box will be enabled to upload the corresponding document.

Ethics Committee Report

Select file

- **Thesis Examination Committee.** The application must include the details of the examination committee members (both primary and alternate), as well as the external evaluators, along with the corresponding CVs.


Thesis panel

President

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 


Spanish 

Secretary

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 


Spanish 

Vocal

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 

Spanish 


Substitute panel

First substitute

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 


Spanish 

Second substitute

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 


Spanish 

Third substitute

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 

Spanish 


External reviewers

First reviewer

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 


Spanish 

Second reviewer

 Search by email 



 University / Organisation

Curriculum Vitae 

Language 


Spanish 

Third supervisor

 Search by email 

 University / Organisation

Curriculum Vitae 

Language 

Spanish 

IMPORTANT NOTE

The curricula vitae must be completed in the corresponding standardized models. These models are available at the following link:

[CURRÍCULOS DE LOS MIEMBROS DEL TRIBUNAL Y EVALUADORES/AS EXTERNOS](#)

WE SOLVE DOUBTS

- * The proposed examination committee must reflect a balanced composition of men and women.
- * Individuals who have co-authored any of the publications supporting the thesis may not be part of the committee. Nor may the thesis supervisor (s) or tutor (s).
- * Only one primary committee member may be affiliated with the University of Málaga. If this person does not chair the committee, they should preferably serve as the secretary. One of the alternate members must also be affiliated with the University of Málaga.
- * When the thesis is submitted for the "International Mention", at least one primary and one alternate committee member must belong to a foreign university or higher education/research institution.
- * If applying for the "International Mention", all three proposed external evaluators must be affiliated with foreign institutions.
- * In the case of the industrial mention, the company representative designated by the enterprise may not be a member of the thesis examination committee.
- * External evaluators may be part of the panel that evaluates the thesis, unless they are co-authors of the contributions that support the thesis.

To send the application, click on the button located at the bottom of the application.

Validate and review

bottom of

When clicking on it, the application will be shown with all the data provided and documents attached and the option to "modify" or "send" it will be enabled.

When sending the application, the proof of the submitted application will be downloaded and the following information will be displayed:

Thesis admission requested

The following functions are limited.:

- **Activity Management:** You will not be able to create, edit, delete or propose activities for validation.
- **Request processes:** You will not be able to submit the request for new processes.

✓ Request submitted

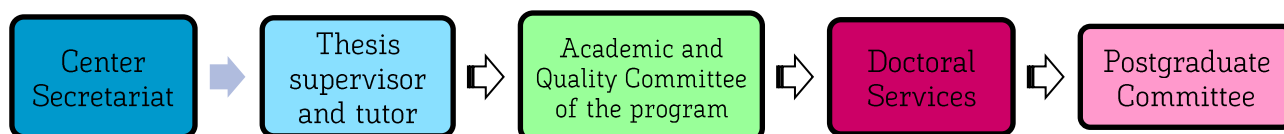
 Justificante Solicitud de Admisión a Trámite de la Tesis - 13-06-25.pdf**IMPORTANT NOTE**

Once the application has been started, the platform will only allow you to validate and send it. If you wish to abandon the process, click on any other tab in the menú on the left or go back the page. In case of abandoning the process, the data and documents included in the application will not be sent.

The doctoral student can check the status of their application in the "Thesis" tab, which will be marked with a blue dot while the process is ongoing.

REVIEW OF THE THESIS SUBMISSION APPLICATION

The thesis submission application must be reviewed in the following order: by the Center Secretariat, the individuals responsible for the supervision and tutoring of the thesis, the program's Academic and Quality Committee, the Doctoral Services and the Postgraduate Committee.

PROCESO DE REVISIÓN DE LA ADMISIÓN A TRÁMITE DE LA TESIS**CORRECTION OF THE THESIS SUBMISSION APPLICATION**

If any of the involved parties (tutor, supervisor, Academic and Quality Committee of the program, Doctoral Services, or Postgraduate Committee) rejects the application, the task will return to the beginning, and the doctoral student must correct the issues indicated. The rejection will be notified electronically.

Process ongoing

Pending tasks

Responsible

Correction of thesis admission request.

The doctoral student must then Access the link titled "Correction of the thesis submission application", where the following will be displayed: the reason for the rejection, the initial application along with all previously submitted data and documentation, so that the student can correct the identified issue(s).

IMPORTANT NOTE

The application does not allow saving the changes made to the submission request, so if multiple reasons for rejection have been indicated, all of them must be corrected at the same time. Otherwise, upon exiting the application, any changes made will be lost

ACCEPTANCE OF THE EXAMINING COMMITTEE MEMBERS AND EXTERNAL EVALUATORS**ACCEPTANCE OF THE EXAMINING COMMITTEE MEMBERS AND EXTERNAL EVALUATORS**

Once the individuals who will act as external evaluators of the thesis have been selected and approved by the Postgraduate Committee, the Doctoral Services will register this selection in the DAD platform.

IMPORTANT NOTE

The DAD platform only allows users to confirm their participation. If an external evaluator wishes to decline participation, they must contact the Doctoral Office via the Petition Manager (<https://gp.uma.es/doctorado/>) to formally communicate their withdrawal.

ACCEPTANCE OF THE EXAMINING COMMITTEE MEMBERS

The members of the examining committee will also receive an electronic communication via the DAD platform, informing them of their appointment and providing a link to validate their participation as members of the tribunal.

ISSUANCE OF EVALUATION REPORTS

Once the external evaluator has confirmed their participation, the platform will send another electronic notification, informing them that they may now submit the required evaluation report. They will have 30 days from the receipt of this email to complete and submit the report.

If the evaluator does not submit the report within this period, the DAD platform will automatically send a reminder.

To submit the report, the evaluator must access the link provided in the email, which will contain all the necessary documentation for preparing the evaluation. Additionally, the task will include another link to download a Word template, in which the corresponding evaluation must be completed.

The completed evaluation report must be attached to the task, and the evaluator must also indicate the result of the evaluation. One of the following options can be selected:

- Accept
- Accept with minor changes
- Accept with major changes
- Reject

The doctoral student will be informed, via electronic notifications sent by the platform, of the current status of the process, including all actions performed by the tribunal members and external evaluators. However, the student can also check the status at any time via the "Thesis" tab.

Process ongoing	
Pending tasks	Responsible
Acceptance of panel member	President of the panel
Acceptance of panel member	Secretary of the panel
Acceptance of panel member	Member of the thesis defence panel
Acceptance of substitute member of the panel	Substitute of the panel
Acceptance of substitute member of the panel	Substitute of the panel
Acceptance of substitute member of the panel	Substitute of the panel
Acceptance of external reviewer	External reviewer
Acceptance of external reviewer	External reviewer

They will also receive, through electronic communication, the evaluation reports issued by the evaluators and the assessment given. These reports will also be available for download via the "Thesis" tab.

The thesis submission process will be considered complete once all designated individuals have accepted their roles, and the evaluators have submitted their corresponding reports.

2. THESIS DEFENSE APPLICATION PROCESS

Once the thesis admission process has been completed, the doctoral candidate may apply for the thesis defense.

To make the request, access the "thesis" tab and click on the link called "Thesis Defense Request".

The defense request must include the final manuscript of the thesis and the report of the changes made.

Process ongoing	
Pending tasks	Responsible
Thesis Defence Request	

Thesis Defence Request

Once admitted for processing and upon receipt of the reports, please attach the documents to request the thesis defence. In addition to these documents, the panel will have access to all validated activities in your Document of Activities.

NOTICE: For theses with a request for admission processed after 29/02/2024, it will no longer be necessary to submit the definitive bound copy of the thesis by the Registry.

Final thesis manuscript

Change report

WE SOLVE DOUBTS

There is no standardized model for the report changes. If the evaluators have not proposed any changes to the doctoral candidate, a report should also be included stating that no changes have been required in the manuscript of the thesis.



Once the application has been sent, the corresponding voucher will be downloaded and sent to the people responsible for the tutoring and thesis direction and, subsequently, to the Postgraduate Committee.

REVIEW OF THE DEFENSE APPLICATION

The defense application will be reviewed and validated by the thesis supervisor and tutor, followed by the Postgraduate Committee, in that order.

PROCESO DE REVISIÓN DE LA SOLICITUD DE DEFENSA

Thesis supervisor
and tutor



Postgraduate
Committee

CORRECTION OF THE DEFENSE APPLICATION

If any of the parties involved in the thesis defense process (tutor, director, or Postgraduate Committee

At this point, the doctoral candidate must access the link titled "Correction of defense request" where the reason for the rejection and the initial request will be displayed, along with the documentation that had already been submitted, so that the indicated issue can be corrected.

THESIS DEPOSITED

Once the defense request has been approved by the Postgraduate Committee, the doctoral thesis will be officially considered as deposited, and from the following day, a 15-day public display period will begin. After this period has passed, the thesis defense may take place.

The subsequent procedures to be carried out are as follows:

BY THE DOCTORAL CANDIDATE:

- Deposit the electronic copy of the thesis in the institutional repository:
https://www.umaeditorial.uma.es/p/publica-tu-tesis_2/
- Send the approval document, provided by the Publications Service to the Doctoral service. This document must be submitted through the request management system:
<https://gp.uma.es/doctorado>
- Complete the TESEO form, to be delivered to the Secretary of the Examination Committee once the thesis defense has taken place:
<https://www.uma.es/doctorado/info/12632/recomendaciones-teseo/>
- Pay the corresponding thesis defense fees. The payment slip will be sent via email.

BY THE SECRETARY OF THE EXAMINATION COMMITTEE

- Specify the date, place, and time of the thesis defense.

The Secretary of the Committee will receive an electronic notification through the DAD application, informing them that they must report the type of defense (in-person, videoconference, or hybrid), as well as its date, place, and time. A link to the task will be provided in this email.

MODALITIES OF THESIS DEFENSE

The thesis defense may take place in the following formats:

- **In-person:** The doctoral candidate and all members of the committee will be physically present on the day of the thesis presentation.
- **Hybrid:** At least one member of the committee (maximum of two) will participate via videoconference. The remaining member(s) and the doctoral candidate will be physically present.
- **Videoconference:** All members of the committee, including the doctoral candidate, will participate via videoconference.

IMPORTANT NOTE

In accordance with the Article 97 of the Economic and Financial Regulations of the University of Málaga, "The travel, accommodation, and meal expenses reimbursed by the University of Málaga for members of a committee evaluating a doctoral thesis shall be strictly limited to what is essential, with a maximum of one night's accommodation and corresponding meals except in duly justified cases. Additionally, travel expenses are subject to a maximum limit of 700 euros per committee."

The Doctoral School recommends prioritizing the hybrid or fully virtual defense modalities whenever possible.

HYBRID OR VIDEOCONFERENCE DEFENSE

In the case of defenses held by in hybrid or videoconference format, the CUM LAUDE distinction vote (in the event of an "Outstanding" grade) will be carried out via the DAD platform.

A link for this vote will be sent to the members of the committee via electronic communication through the DAD platform.

Additionally, committee members participating via videoconference will receive the doctoral thesis evaluation report electronically, for completion and submission to the Secretary of the Committee.

THESIS GRADING

Once the thesis has been presented and defended, the Doctoral Office will enter the final grade into the system, including any applicable distinctions.

The grade will be communicated by email to the doctoral candidate, the thesis supervisor(s), the members of the Academic and Quality Committee of the doctoral program, and the members of the committee who participated in the defense.

This grade will also be displayed under the "Thesis" tab.

IMPORTANT NOTE

The doctoral candidate must submit the TESEO Form to the Secretary of the Committee on the day of the thesis defense.



DOCTORAL DEGREE AND/OR ACADEMIC CERTIFICATE REQUEST

After the defense is completed and the final grade has been recorded, the doctoral candidate may request the doctoral degree certificate and/or the corresponding academic transcript through the petition manager: <https://gp.uma.es/doctorado>.

IMPORTANT NOTE

The doctoral degree certificate and/or the academic transcript can only be issued if the academic record is complete.