

PROCEDURE FOR THE DEPOSIT OF OF THE THESIS (2024):

The thesis deposit procedure, mostly carried out in the THESIS system, involves sending documentation to **2 CAPD meetings**. In the first, a prior evaluation is carried out. In the second the deposit is made. Previously, it is important to ensure that the title of the Doctoral Thesis document is exactly the one that appears in the THESIS system. If necessary, the title change can be made, which must be approved only by the director (it is immediate)

PRELIMINARY EVALUATION:

1. The student presents:

in THESIS:

- Update the **draft of the Doctoral Thesis**. Follow instructions (cover, content,...) of:
[https://www.upm.es/Estudiantes/Estudios Titulaciones/Estudios Doctorado/Tesis/NormasRedaccionTesis](https://www.upm.es/Estudiantes/Estudios_Titulaciones/Estudios_Doctorado/Tesis/NormasRedaccionTesis). Use the **template provided**, specially to prepare the cover and first page, and the distribution of the different parts of the thesis. The 3rd page should not be filled out.
- It must be indicated if the thesis is a compendium of articles.
- **Update the CV** in the Researcher Portal and indicate the ID in Thesis.
- Indicate if Confidentiality is requested.

PROGRAM REQUIREMENTS and OTHER DOCUMENTS, that must be submitted to pd.biotec@upm.es:

- **Activity notebook complete**, in PDF signed by the doctoral student and the director.
- **Indications of quality**. Submit a signed request (PDF) indicating the articles/patents to which the thesis has given rise (excluding those that have already been indicators of quality in other theses). Attach PDFs of the articles.
https://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Doctorado%20y%20Postgrado/Negociados%20de%20Doctorado%20y%20Postgrado/Normativas/Criterios_calidad_Tesis_Doctorales.pdf
- Communicate, if applicable, the **Type of Mention** requested (it is not necessary to provide documentation at this time):
International:
Industrial:
- Indicate if you will apply for [Confidentiality](#)
- Attach proof of payment of defense fees (which should preferably be made by bank card).

2. The director issues a report in THESIS.

3. The CAPD evaluates the documentation presented and approves it, issuing a report in THESIS.

THESIS DEPOSIT

1. The student presents:

In THESIS:

- **Thesis document** that will be final once the application is closed. Remember to use the **thesis template** provided. If necessary, a “fe de erratas” can be made later.

[https://www.upm.es/Estudiantes/Estudios Titulaciones/Estudios Doctorado/Tesis/NormasRedaccionTesis](https://www.upm.es/Estudiantes/Estudios_Titulaciones/Estudios_Doctorado/Tesis/NormasRedaccionTesis)

- **Summary in Spanish and English** (<4000 characters)

- Update your CV on the Scientific Portal

- Indicate the types of Mention (if applicable), **Internacional** or **Industrial**. In the coming months the function of attaching the corresponding documentation will be enabled.

- Fill in the confidentiality application (if requested)

ADDITIONAL DOCUMENTATION, to present through pd.biotec@upm.es

- **Tribunal Proposal** (preferably in Word) and acceptance letters (PDF).

http://www.bit.etsiaab.upm.es/index.php/es/?option=com_content&view=article&id=33

- Documents of the requested mentions (if not enabled in THESIS):

International:

Industrial:

- Defense Request by **Videoconference** (if deemed appropriate)

https://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Investigacion/Doctorado/COVID19/Procedimiento_defensavideoconferencia2021_textoConsolidado.pdf

2. The director issues a report in THESIS.

3. The CAPD evaluates the documentation presented, proposes the Tribunal and approves the deposit, issuing a report in THESIS.

After deposit, the document can be modified by means of a “Fe de Erratas”, for cover corrections and minimal editorial corrections. You cannot modify the scientific content. The director and the CAPD must validate. This must be done before CAD.

It is possible to present a [Thesis by compendium of publications](#).