



## PROTOCOL FOR THE ORGANIZATION OF DOCTORAL THESIS COMMITTEES

**PURPOSE:** To clarify the allocation of **functions and processes** to be undertaken by the administrative units that play a role in the effective logistical organization of doctoral thesis committees, specifically the Office of the Secretary for Students and Teaching Staff, the General Affairs Office and the secretary's office within UB departments, once the members of a doctoral thesis committee have been appointed by the doctoral committee and notified of their appointment by the administrative secretary of the programme.

### **1. Notification of members appointed to a doctoral thesis committee**

Notifying the members appointed to a doctoral thesis committee is the responsibility of the administrative secretary of the doctoral programme, who is located in the Office of the Secretary for Students and Teaching Staff in the corresponding faculty.

After the notification of members, the appointments are communicated to the General Affairs Office and the administrative secretary of the corresponding department or departmental section, which will be the one with which the thesis supervisor is affiliated or, if the thesis supervisor is not a member of the teaching staff in any of the faculty's departments, the department or departmental section with which the thesis tutor is affiliated.

### **2. Agreement and notification of the date and time of the public thesis defence**

The selection of the date and time for the public thesis defence is the responsibility of the president of the doctoral thesis committee if he or she is a member of the teaching staff affiliated with a department of the faculty. Otherwise, the president will be assisted in selecting and agreeing the date and time for the public thesis defence by a member of the doctoral thesis committee who is a member of the UB teaching staff. If no one on the doctoral thesis committee is a member of the UB teaching staff, the thesis supervisor or, if necessary, the thesis tutor will be responsible for assisting the president.

In this regard, the individual responsible for coordinating the event must take the following steps:

- Communicate the agreed date and time of the public thesis defence to the secretary of the doctoral programme and **reserve a room** for the event, preferably the *Sala de Graus*, which must be booked in writing at [reservesaules.dret@ub.edu](mailto:reservesaules.dret@ub.edu).
- Once the date and time are set, send the contact details of any members of the doctoral thesis committee who must travel to Barcelona for the thesis defence to the administrative secretary of the corresponding department or departmental section so that the administrative secretary can organize **travel and accommodation** with them.
- Similarly, the president of the doctoral thesis committee must notify the secretary of the doctoral programme of any change to the composition of the original committee membership.
- Travel and accommodation expenses will be charged by the General Affairs Office of the faculty to the budget of the doctoral programme within the limits set by the Doctoral School: €600 per doctoral thesis committee; €900 when any of the members must travel from abroad.
- If any expense arising from the convening of the doctoral thesis committee for the public thesis defence exceeds the established limits, express permission must be obtained from the appropriate authority to charge the expense against another budget programme and it must be done so in accordance with the applicable regulations. The General Affairs Office can act as a mediator in the procedure to share travel costs among different budget programmes.
- In any event, the thesis supervisor or, if he or she is not a member of the teaching staff affiliated with a department in the faculty, the thesis tutor will be responsible for ensuring that the doctoral student has sent an electronic or paper version of the doctoral thesis to all members of the doctoral thesis committee, including the substitutes.



### 3. Public defence and assessment of the doctoral thesis

On the day of the defence and assessment of the doctoral thesis, the thesis supervisor or, if he or she is not a member of the UB's teaching staff, the thesis tutor will be responsible for:

- Assisting any members of the doctoral thesis committee coming from outside Barcelona with their logistical needs;
- Ensuring that the room reserved for the thesis defence is available at the scheduled time and that **water and plastic glasses** are available on the tables for the doctoral student and the members of the doctoral thesis committee (water and glasses can be obtained from the information desk in the main building of each faculty);
- Accompanying the members of the doctoral thesis committee to the Office of the Secretary for Students and Teaching Staff in order to obtain the necessary **documentation** for the public defence:
  - The book of minutes;
  - Activities document submitted by the doctoral student;
  - Reporting forms for the public defence to be filled in by the members of the doctoral thesis committee;
  - Envelopes in which each member of the doctoral thesis committee must **anonymously and secretly** put their vote on whether to grant the special mention of *cum laude* to the doctoral student if the overall grade for the thesis is excellent;
  - The envelope in which the secretary of the doctoral thesis committee must put the secret opinion of each member of the doctoral thesis committee on whether to nominate the thesis for the distinction of an extraordinary doctoral prize if it receives an overall grade of excellent;
  - The formal certificate attesting to the thesis defence and the grade obtained, which will be given to the doctoral student on completion of the event;
  - The form to be filled in by each member of the doctoral thesis committee for reimbursement of any travel expenses.
- Oversee the return of all documentation from the public thesis defence by the secretary of the doctoral thesis committee to the Office of the Secretary for Students and Teaching Staff, paying particular attention to the **sealed envelopes** concerning special mention, which are to be opened by the programme coordinator in the Office of the Secretary for Students and Teaching Staff after the conclusion of the event so that the programme coordinator can notify the new doctor.