

Chancellor Resolution of UCAM Universidad Católica San Antonio de Murcia, of 6 April 2020, adopting the necessary measures of organisation and instruction on the procedures for the submission and defence of doctoral theses

The Chancellor of UCAM Universidad Católica San Antonio de Murcia, in accordance with the Third Additional Provision of Royal Decree 463/2020, of 14 March, declaring the state of alert for the management of the health crisis situation caused by COVID-19, and the provisions of the Governing Council of UCAM Universidad Católica San Antonio de Murcia, adopting emergency measures following the declaration of the state of alert by Royal Decree 463/2020, which establishes that, in view of the suspension of the administrative deadlines, the competent body agrees on the measures of organisation and instruction strictly necessary to avoid serious damage to the rights and interests of the interested party:

One. In view of the impossibility of holding the defence of doctoral theses in person, doctoral students belonging to the Official Doctoral Programmes of the International Doctoral School of UCAM (EIDUCAM), through its Academic Commissions, may request this event to be held by means of the participation by videoconference of all the members of the Board, as well as of the doctoral student, and by this means it must be guaranteed that this event is held in a public session.

Two. The presentation and defence of the Doctoral Thesis by means of videoconference will have the following as necessary and prior requirements to the event:

1. The doctoral student must request the defence under this modality from the corresponding Academic Commission, which will evaluate the explanatory statement provided and, if it is considered sufficient, it will submit it for approval to the EIDUCAM Management.
2. The members of the Board must declare their availability and means to carry out the defence by this means.
3. The members of the Board and the doctoral student must accept the platform provided by EIDUCAM for the establishment of virtual rooms and have declared that they have the technological means necessary to participate in the evaluation process under this modality.
4. In order to determine the “Cum Laude” mention, if applicable, EIDUCAM will guarantee the secret votes of the members of the Board by establishing an anonymous web form. In addition, the same form will be used to request the Board’s decision on the suitability of the Thesis to be considered for an extraordinary award in the corresponding call.
5. The members of the Board must declare that they understand the functioning of the computer tool offered by EIDUCAM for the secret vote for the “Cum Laude” qualification, if applicable.
6. All persons involved must accept the protocol of action set out in this resolution.

Three. The protocol of action for the submission and/or defence of the Doctoral Thesis will be as follows:


1. Doctoral students will begin the process of submitting and defending their Doctoral Thesis by submitting all the documentation required by the EIDUCAM regulations governing doctoral studies, by email to eiducam@ucam.edu.

They will also provide a reasoned request justifying the need for defence by videoconference.

2. The request for submission and defence will be submitted to the corresponding Academic Commission, which must approve the submission for publication, appoint the assessment Board and submit the request for defence of the Doctoral Thesis by videoconference to the EIDUCAM Management.

3. EIDUCAM will guarantee the public presentation of the Doctoral Thesis by means of the necessary tools so that it can be consulted by telematic means. A web link will be set up for consultation of the Thesis submitted, which will be sent to the entire university community and will be posted on the notice board of the EIDUCAM website.

4. Once the submission period has ended, the supervisor of the Doctoral Thesis will agree on a date for the celebration of the defence event and the following actions will be carried out by the Secretariat of EIDUCAM:

- a) Sending of the announcement of the event for the defence of the Thesis, expressly specifying that the event will be carried out by videoconference. The announcement will include the link to the virtual room created for the event. This announcement will be addressed to the entire university community and will be posted on the EIDUCAM virtual notice board.
- b) The following information and documentation will be sent to the Assessment Board: 
 - Appointments
 - Individual Assessment Report models
 - Minutes of the Setting Up
 - Minutes of the Sitting
 - Link to the Virtual Room created for the setting up and deliberation of the Board
 - Link to the Virtual Room created for the Thesis defence event
 - Instructions for filling in the form and link to the web form created for the issue, if applicable, of the secret vote to award the “Cum Laude” mention and suitability to opt for an extraordinary award.

Four. After the defence of the Doctoral Thesis, the doctoral student may request an accreditation certificate and, if necessary, initiate the necessary procedures for the issue of the corresponding doctoral diploma.

Details of the process on the day of the defence event:

Two virtual rooms will be set up. One of them will be available 30 minutes before the scheduled time for the defence of the Thesis. During these 30 minutes this room will be for the exclusive use of the members of the Board and the staff of the EIDUCAM Secretariat. During this time, the members of the Board will be identified by providing an identity document for the setting up of the Board, and the Registrar of the Board will sign the minutes of the setting up.

At the time indicated for the defence, the Virtual Room where the defence will be held will be set up, allowing access to the doctoral student and the general public, as well as to the members of the Board who will join this room after the Board has been set up.

The President will open the session. After identifying the doctoral student, he/she will give him/her the floor. At the end of the presentation, the President will take the floor again to lead the question time. Before the end, the doctors present in the room may be invited to speak. At the end of the defence session, the Board will meet to deliberate in the room reserved for the Board where it was previously set up. All attendees and the doctoral student will be able to remain connected in the Virtual Defence Room, awaiting the evaluation of the Board, which will return to the Defence Room to make public the mark granted to the doctoral student.

The deliberation of the Board will take place in the room set aside for the exclusive use of the members of the Board. At this meeting, the members of the Board will complete the individualised reports that will be signed electronically (preferably), by inserting a scanned signature or by signing manually and then scanning it. The minutes of the sitting will also be filled in with the agreed mark.

If the mark is “Excellent”, they will access the web form to exercise the secret vote that will award the “Cum Laude” mention if applicable, and they will consider the suitability of the Thesis to compete for the Extraordinary Doctorate Award. The vote will be received by the EIDUCAM Management which, at a later session, will award the mention in the event of unanimity after the votes have been counted.

The Board will then reconnect to the Virtual Defence Room and, once the public session has resumed, the President will make the mark public and end the session.

The Registrar of the Board must send the following documentation to the email address eiducam@ucam.edu:

- ✓ Signed Minutes of the Setting Up
- ✓ Signed Minutes of the Sitting
- ✓ Signed assessment reports from each member of the Board.

On receipt of the documentation to be sent by the Registrar of the Board, the EIDUCAM Secretariat will confirm receipt of the documentation to all the members of the Board and will proceed to inform the doctoral student of the result of the “Cum Laude” vote.

IMPORTANT:

The doctoral student will not be informed of whether or not he/she has been awarded a “Cum Laude” mention, nor will he/she be able to process any aspect related to the issue of certificates accrediting the degree obtained, until all the documentation generated in the defence event, duly signed by the members of the Board, has been received at the EIDUCAM secretariat.

Murcia, 06 April 2020

MARIA
NÚÑEZ|
DELICADO

Digitally signed by MARIA ESTRELLA|NÚÑEZ|DELICADO
DN: cn=MARIA ESTRELLA|NÚÑEZ|DELICADO,
serialNumber=07548825H,
givenName=MARIA ESTRELLA,
sn=NÚÑEZ DELICADO, ou=Ciudadanos,
o=ACCV, c=ES
Date: 2020.04.06 14:31:44 +02'00'

Estrella Núñez Delicado
Director of the International Doctoral School of UCAM
Vice-Chancellor for Research at UCAM.