

ONLINE THESIS DEFENCE PROTOCOL

Students


PhD Programme in Biomedicine




Universitat
Pompeu Fabra
Barcelona

ONLINE THESIS DEFENCE PROTOCOL


Before the thesis defence. Proceedings.

1  **SET A DATE** for the Doctoral Thesis defence and a date for a pre-defence meeting.

2 **FILL OUT THIS ONLINE FORM** to inform the PhD Secretariat about your defence details.

3  We will send you 3 **BLACKBOARD COLLABORATE** links (for the pre-defence and defence meeting). And another link for the streaming session.

4 **OFFICIAL COMMUNICATION TO THE TRIBUNAL MEMBERS.** The secretariat will send an email to the tribunal members to inform the documents and the links to hold the session.

5  **PAYMENT OF THE DOCTORAL THESIS DEFENCE FEE** You will receive by mail the instructions to pay 3 days before your thesis defence.

6 **COMPLETE THE TESEO FILE** for the Spanish Ministry of Education, Culture and Sport. PhD School will send you a detailed mail with indications to fill the TESEO before your thesis defence.

ONLINE THESIS DEFENCE PROTOCOL

Organise predefence meeting session

1 SET A DATE for the Doctoral Thesis defence and a date for a pre-defence meeting

PRE DEFENCE MEETING (15' meeting):

- When: a few days before the thesis defence
- Objective: check that everything is working properly and solve any doubts the board tribunal may have. This is also a great opportunity to explain the documents that the tribunal members will need to present at the end of the meeting.
- Participants: PhD student, committee members, supervisor/s and a member of the UPF PhD Program.



It is a student responsibility to schedule a date for the predefence meeting and send the link to all participants. We are available all working days from 10h to 14h

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Vide Conferencing platform to hold your thesis defence

3

We will send you 3 BLACKBOARD COLLABORATE links (for the pre-defence and defence meeting) and another for the streaming.



- You can use the predefece meeting link to test the platform
- We will send “the streaming link” so you can send to the public you wish for your defence. We will publish the streaming link in our webpage calendar.

Calendar

January

22

Thesis defence 10:00 SENTIS CARRERAS, INES "The evolution of T-cell acute lymphoblastic leukemia in adult patients under treatment"

February

1

Thesis defence online 10:00 KARAMTZIOTTI, PARASKEVI "TUBULIN MODIFICATIONS IN HUMAN GAMETES: From the oocyte spindle to the sperm flagellum"

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BLACKBOARD COLLABORATE MAIN FUNCTIONS

The screenshot shows the Blackboard Collaborate interface. The main area displays a welcome message: "¡Bienvenido! Usted es la única persona en la sala. Comience ahora mismo. Cargue el contenido y compruebe el audio." The interface includes a top navigation menu, a central content area, and a right-hand sidebar for sharing content. The bottom toolbar contains icons for user management, audio and video sharing, and content sharing.

Compartir contenido

Contenido primario

- Compartir pizarra en blanco → Share board
- Compartir aplicación/pantalla → Share screen
- Compartir cámara
- Compartir archivos → Share files (gif, jpeg, png, pdf and ppt). Maximum 60MB.

Share audio and video

Share content

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The virtual session of the thesis defence

The day of the thesis defence a UPF computer scientist will be at the beginning of the session in order to solve any informatic problem that may arise

All participants enter the link

Session duration: 2h aprox

THE PRESIDENT opens the session by welcoming the attendees and presenting tribunal members and the thesis defence.

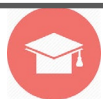
The PhD candidate has 45 to 60 minutes to present the thesis.

THE PRESIDENT INVITE THE COMMITTEE MEMBERS to ask the PhD candidate.

THE PRESIDENT asks the audience if any other Doctor wishes to ask a question.

THE PRESIDENT asks the public, the student and supervisor/s to leave the session and come back after 15-20 minutes

THE COMMITTEE MEMBERS discuss the thesis and grade it. The student, supervisor and public come back to the session

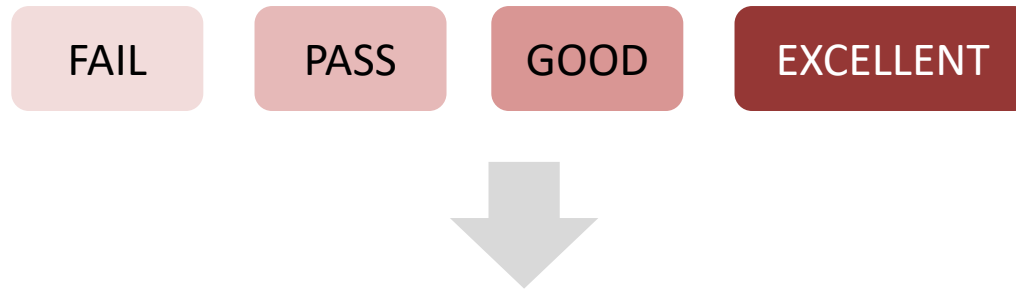


THE PRESIDENT of the panel informs as to the grade and whether the "*Cum Laude*" mention has been proposed

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Possible doctoral thesis grades

Regarding the grade, the Spanish regulations establish that a doctoral thesis can be graded:



Only when a doctoral thesis is graded Excellent, the members of the committee may propose a **“CUM LAUDE MENTION”** and **“EXTRAORDINARY AWARD”** by secret ballot.

[EXTRAORDINARY AWARD](#): Each year we create a particular commission to value the best thesis work of the academic year. To participate at the extraordinary award candidates must have an Excellent Cum Laude graduation and 3 positive votes for the award.

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After the thesis defence



One week after the thesis defence the committee members, PhD student and supervisor will receive an email with the result of the secret votes

After the email you will be able to ask for your **“Doctoral Diploma”** and the **“Thesis defence Certificate”**. Please check [PhD webpage](#)

If you have applied for the “International Doctor mention”, you will have to wait for the resolution before processing the Doctoral Diploma.

If you will need to send your PhD certificate to a foreign institution, you might also apply for a **“Degree supplementary certificate”**. This document replaces the final degree certificate and has the same legal effects ([more info](#))

More information in our website: <https://www.upf.edu/web/phd-biomedicine>