

## PROTOCOL FOR THE EXAMINATION BOARD'S PROCEDURE FOR THE PUBLIC DEFENCE OF A DOCTORAL THESIS IN DUAL MODALITY

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### 1. Phase prior to the start of the public defence

- a. **Constitution of the examination board:** connection of the members of the examination board, via the Blackboard URL, to the virtual deliberation room.
- b. **Completion of the constitution record** and signature by the person acting as **Secretary of the examination board**.
- c. **Disconnection from the Blackboard virtual deliberation room** in order to close it.

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### 2. Public defence of the doctoral thesis

Access by the doctoral candidate and the in-person audience to the thesis defence room in **Building 45**. Connection to the **public virtual room** via the institutional Blackboard application.

#### a. **Connection to the public thesis defence room:**

The members of the examination board and the doctoral candidate shall connect via the URL corresponding to the public thesis defence room. The doctoral candidate and the external board member shall each have their own URL, which will have been previously communicated to them.

**Very important:** during the Blackboard session, the sound and microphone of the doctoral candidate's laptop computer must remain switched off. Oral interventions shall be carried out exclusively through the room microphone, in order to ensure proper audio quality and avoid feedback.

b. The members of the examination board who are physically present at the UPO shall share a single URL to connect to the Blackboard public room, using one laptop computer. This computer shall keep both sound and microphone enabled in order to ensure proper audibility for both in-person and virtual attendees.

#### c. **Presentation and defence of the thesis:**

The doctoral candidate shall share their screen in Blackboard and deliver the thesis presentation and defence following the instructions of the **Chair of the examination board**.

d. **Intervention by the examination board**, in the order established by the Chair.

e. **Intervention by the doctors present at the event**, subject to prior authorisation by the Chair of the examination board. For this purpose, they shall use the wireless microphone



available in the room, which must be switched on (ON) during the intervention and switched off (OFF) upon completion.

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### 3. Phase prior to the deliberation of the examination board

Disconnection of the doctoral candidate and the members of the examination board from the Blackboard public virtual room, as well as the departure of the doctoral candidate and the in-person audience from the defence room.

**Warning:** if the disconnection from the public virtual room is not carried out, the deliberations of the examination board may be heard by the virtual audience.

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### 4. Deliberation of the examination board

- a. Connection of the examination board to the Blackboard virtual deliberation room.
  - b. Deliberation and agreement on the **grade (\*)**.
  - c. Individual completion of the corresponding report (**Annex 9**) by each member of the examination board. The external board member connected virtually may send the report by email to: **lecturatesisonline@upo.es**.
  - d. Completion of the **Grade Record** by the person acting as Secretary of the examination board. The members of the examination board who are physically present shall proceed to sign the record, and in the case of the external board member, the person acting as Secretary shall sign on their behalf, as the external member will have formally delegated their signature, in accordance with the current regulations.
  - e. If the doctoral candidate applies for the **International Mention**, the corresponding record shall be completed and signed by the person acting as Secretary of the examination board.
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### 5. Disconnection of the examination board from the virtual deliberation room

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### 6. Public communication of the result

Access by the examination board to the Blackboard public room and reopening of the in-person defence room. Access by the doctoral candidate and the in-person audience, as well as connection of the doctoral candidate to the public virtual room.

- a. The **Chair of the examination board** shall inform the doctoral candidate of the grade awarded.
- b. The **Secretary of the examination board** shall provide the doctoral candidate with the **defence certificate**.
- c. The **Secretary of the examination board** shall verify that all documentation has been correctly completed.



d. The documentation generated shall be handed over to the **building support staff**, in an envelope prepared for this purpose.

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## 7. Disconnection and closure of the Blackboard public virtual room

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### (\* ) Grade of “Outstanding”

a. If the doctoral candidate is awarded the grade of “**Outstanding**”, once the defence has concluded, the members of the examination board shall access the deposit application:

<https://deposito-tesis.upo.es/tribunal>

and cast their **secret vote** regarding the award of the *Cum Laude* distinction and, where applicable, their possible participation in the call for the **Extraordinary Doctoral Award**.

b. The **Secretary of the examination board** shall verify that all members of the examination board have cast their vote in the aforementioned application, thereby concluding the participation of the examination board.