

## IN-PERSON PhD VIVA VOCE EXAMINATION

### Informative Protocol for the members of the examining committee

In accordance with the current regulations and protocols, in order for a doctoral thesis to be defended **in person, all members of the examination board and the doctoral candidate must be physically present** at the defence. Should any member of the examination board be unable to attend in person, the designated substitute must be appointed or the date of the defence must be rescheduled.

To conduct an in-person doctoral thesis defence, the following requirements must be met:

1. The **records (official minutes)** required for the conduct of the academic act will be available to the examination board through the corresponding application:

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

The examination board must access the application using the previously provided username and password, and the person acting as **Secretary of the examination board** may download the necessary documentation.

2. On the scheduled date of the public defence, the person acting as **Secretary** shall attend the **Doctoral Unit**, located in **Building 45 (upper floor)**, at least **30 minutes prior** to the scheduled start of the academic act, in order to confirm the documentation required for the administrative processing of the defence and to receive the physical documentation if it has not been downloaded from the application. The Secretary will also receive the necessary instructions for completing the documentation during the academic act.
3. The **entire examination board** shall attend the **Assembly Hall of the CABD (Andalusian Centre for Developmental Biology)** at least **15 minutes prior** to the scheduled start of the academic act.
4. The examination board shall then proceed with its **formal constitution**, in a closed session.
5. Once the examination board has been formally constituted, the **Secretary** shall step outside to announce the **orderly entry of the attending audience**.
6. When the person acting as **Chair of the examination board** closes the session in order to begin deliberations, the doctoral candidate and the attending audience must leave the defence room. Upon completion of the deliberations, the **Secretary** shall announce their re-entry.
7. Once the session has resumed, the person acting as **Chair** shall inform the doctoral candidate of the **grade (\*)** awarded.
8. The **Secretary** shall provide the doctoral candidate with the **certificate of thesis defence**.
9. At the conclusion of the academic act, the **Secretary of the examination board** shall submit all documentation generated during the defence, duly signed, to the staff of the **Doctoral Unit**. If the act concludes outside the working hours of the Doctoral Unit staff, the documentation shall be placed in a sealed envelope and handed to the **building service staff of the CABD**, for internal delivery to the offices of the Doctoral Unit in **Building 45, Office 45.11.1-A**.
10. (\*) If the grade awarded to the doctoral candidate is **"Outstanding"**, once the defence has concluded, each member of the examination board must access the deposit application using

their authorised username and password in order to cast **their vote**:

- a) **Secret ballot** on the award of the *Cum Laude* distinction.
- b) **Vote** regarding the board's decision on the award of the **Extraordinary Doctoral Award**.

The voting period will remain open for **three working days**.

The **Secretary of the examination board** shall verify, through the application:

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

that all members of the examination board have cast their votes, **without accessing the content of the votes**, thereby preserving the secrecy of the ballot. Confirmation may be sent to the Doctoral Unit by email to [lecturatesisonline@upo.es](mailto:lecturatesisonline@upo.es).

In the days following the defence, once the Secretary has confirmed that all votes have been received, the doctoral candidate will receive an email informing them of their **final grade** and, where applicable, of the award of the *Cum Laude* distinction and the examination board's decision regarding their potential participation in the call for the **Extraordinary Doctoral Award of the Pablo de Olavide University**.

Finally, in order to complete the procedure, the administrative staff will upload the relevant information to the application:

<https://deposito-tesis.upo.es/>, thereby concluding the process.

The **examination board shall be responsible for the proper conduct of the doctoral thesis defence**.

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