



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.

The **official records (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** will be able to download the necessary documentation.

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

1. The examination board shall attend the **Thesis Defence Room in Building 45** at least **15 minutes prior** to the scheduled start time of the academic act.
2. The staff of the **Doctoral Unit** shall provide the members of the examination board with the records and documentation required for the conduct of the academic act (in the event that the Secretary experienced any difficulty downloading them). The Doctoral Unit staff shall also verify the documentation required for the administrative processing of the academic act and provide the necessary explanations for the completion of such documentation during the public defence.
3. The examination board shall then proceed with its **formal constitution**, in a closed session.
4. Once the examination board has been formally constituted, the person acting as **Secretary** shall step outside to announce the entry of the doctoral candidate and the attending audience.
5. 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.
6. During the deliberation session, each member of the examination board shall individually complete the corresponding **assessment report (Annex 9)**.
7. The **Secretary of the examination board** shall complete the **Grade Record**, which shall then be signed by the members of the examination board who are physically present.
8. 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**.
9. Once the session has resumed, the person acting as **Chair of the examination board** shall inform the doctoral candidate of the **grade (*)** awarded.

10. The **Secretary** shall provide the doctoral candidate with the **certificate of thesis defence**.
 11. At the conclusion of the academic act, the **Secretary of the examination board** shall hand over the documentation generated during the defence, duly signed, to the **building service staff of Building 45**, for subsequent delivery to the offices of the **Doctoral Unit (Office 45.11.1-A)**.
-

(*) **Grade of “Outstanding”**

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**.

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**.