

**VIRTUAL THESIS*
INFORMATION PROTOCOL FOR THE COMMITTEE**

1. PHASE PRIOR TO THE START OF THE PUBLIC DEFENCE

The records required for the development of the session will be available in the application: <https://deposito-tesis.upo.es/>. The committee must access the application using the previously provided username and password.

2. The committee's connection for the virtual session will be made through the Blackboard platform.

Fifteen minutes before the session, the committee will connect to the Deliberation Room, and the Administrative Staff will identify the Secretary and clarify any questions related to the development of the act. Then, in private:

- a. **CONSTITUTION OF THE COMMITTEE:** Connection of the committee via Blackboard URL to the Deliberation Room. Identification of members.
 - b. The **Secretary** must complete the Constitution Record with the names of the committee members and the date, and then proceed with its digital signature.
 - c. Disconnection from the Blackboard Deliberation Room.
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3. PUBLIC THESIS DEFENCE. CONNECTION TO THE PUBLIC THESIS BLACKBOARD ROOM.

- a. **Connection through the Public Thesis Room URL:** Connection of the committee and the doctoral candidate to the Public Thesis Room URL, each with their own URL, which will have been communicated to the members.
 - b. The **Chair** opens the session and sets the instructions (time for the candidate's presentation and the format of their responses—individually to each member or jointly).
 - c. The **candidate shares their screen on Blackboard:** presentation and defence following the instructions of the Chair.
 - d. **Committee interventions.**
 - e. **Intervention by PhD holders present at the session**, authorised by the Chair. (Any PhD holder requesting to participate must use the raised-hand icon in Blackboard, and the Secretary will enable their presenter profile so they can be seen and heard by all.)
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4. COMMITTEE DELIBERATION: DISCONNECTION OF THE COMMITTEE FROM THE PUBLIC VIRTUAL BLACKBOARD ROOM AND CONNECTION TO THE DELIBERATION ROOM.

5. COMMITTEE DELIBERATION.

- a. Connection of the committee to the Blackboard Deliberation Room.
 - b. Agreement on the grade.
 - c. Completion of the mandatory report — by each member. Reports must be sent to the Secretary by email, so that the Secretary may then forward them to the Administrative Staff of the Doctoral Unit at the email: lecturatesisonline@upo.es, together with the rest of the documentation generated during the session.
 - d. The **Secretary** must complete the Grade Record with the names of the committee and the agreed grade. The members shall proceed with their digital signatures (the Secretary signs first and the Chair signs last, circulating the document internally via email, unless the Secretary has delegated authority to sign on behalf of the other members, in which case the Secretary will sign directly by delegation, indicating next to each signature line the Secretary's name along with the expression "P.D." — by delegation).
 - e. If the candidate is applying for the **International Mention**, the Secretary will complete the corresponding record (checking whether the candidate defended at least the summary and conclusions in a language other than Spanish, and whether their research stay took place in a non-Spanish-speaking country).
 - f. The **Secretary** will complete and sign the Defence Certificate for the candidate and send it to lecturatesisonline@upo.es.
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6. DISCONNECTION OF THE COMMITTEE FROM THE VIRTUAL DELIBERATION ROOM.

7. ACCESS OF THE COMMITTEE TO THE PUBLIC BLACKBOARD ROOM

- a. The **Chair** informs the candidate of the grade.
- b. The **Secretary** checks that all documentation has been fully completed and digitally signed by all participants in the session.

- c. The virtual documentation generated shall be sent directly by the Secretary to lecturatesisonline@upo.es.
- d. If the session concludes during the working hours of the Administrative Staff, the document review will be carried out on the same day. If, on the contrary, the session finishes outside working hours, the review will take place on the next working day.

8. DISCONNECTION TO CLOSE THE PUBLIC BLACKBOARD VIRTUAL ROOM.

* As this is a virtual session, it is very important that the records generated during the academic act be completed and digitally signed, showing the exact date of the defence.

DOCUMENTS TO BE SUBMITTED BY EMAIL TO lecturatesisonline@upo.es

1. Constitution Record of the committee, digitally signed by the Secretary.
2. Grade Record, including the final grade, digitally signed by all committee members.
3. The signed reports from each committee member with their assessment of the thesis.
4. Defence Certificate for the candidate.
5. International Mention Record, if the candidate applies for this mention.

9. IN THE EVENT THAT THE GRADE AWARDED IS “OUTSTANDING”.

In the event that the grade awarded to the doctoral candidate is “**Outstanding**”, once the public 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 candidate’s eligibility for 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, that all members of the board have cast their votes:

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

This verification shall be carried out **without accessing the content of the votes**, thereby fully preserving the secrecy of the ballot. Confirmation of the completion of the voting process may be sent to the Doctoral Unit by email to: lecturatesisonline@upo.es.

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, if the *Cum Laude* distinction has been awarded, of 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/>