

Protocol for the Deposit of Doctoral Theses

*Inter-university Doctoral Program in Business Administration and
Management*

The procedure is as follows:

Deposit of the doctoral thesis at the Academic Committee (CAPD)

The candidate and their thesis supervisor¹ will send the following documentation in PDF format to the CAPD:

By the candidate:

- The doctoral thesis.
- A favorable report of non-similarity concerning external sources of the doctoral thesis through the university's plagiarism detection program following the regulations of the corresponding Doctoral School.
- An abstract of the thesis with a maximum length of 4,000 characters.
- The Student Activity Document (DAD), signed by the thesis supervisor.
- The candidate's articles and presentations at academic conferences that are not available online.

By the thesis supervisor:

- The report and the authorization for the depositing of the doctoral thesis. In the case of more than one supervisor, an independent report may be submitted by each thesis supervisor, or a single report signed by all the thesis supervisors.
- A proposal by three experts on the topic for the external evaluation of the doctoral thesis (full name, affiliation, email, and ORCID number). The proposed persons must hold a life *sexenio* or equivalent merits. In addition, the proposal must justify these experts' fit and link with the doctoral thesis's topic.

¹ Each time the document contains the expression 'thesis supervisor' also refers to the 'thesis co-supervisors'.

- A proposal of five or seven (depending on the specific regulations of each Doctoral School) experts in the topic to be part of the thesis committee (full name, affiliation, email, and ORCID number). The proposed persons must hold a life *sexenio* or equivalent merits. In addition, the proposal must justify these experts' fit and link with the doctoral thesis's topic.

All documentation can be submitted using the official templates of each Doctoral School.

Evaluation of requirements and selection of external evaluators

On the one hand, the CAPD will assess whether the candidate meets the requirements established by the corresponding Doctoral School and the specific requirements of this program (see regulations). In the case of submitting a doctoral thesis by compendium, the CAPD will also have to assess whether it meets the quality requirements established by the corresponding Doctoral School.

On the other hand, the CAPD will select two experts in the topic as external evaluators. The CAPD may use the proposal of three experts from the thesis supervisor.

Finally, the CAPD will select a speaker related to the subject from among its members to monitor the reviews, modifications, and evaluations of the doctoral thesis.

Contact with external evaluators

The CAPD coordinator will contact the external evaluators to check their availability to evaluate the doctoral thesis. They will be informed that the time available for the evaluation is one month.

If accepted, the doctoral thesis and a template will be sent to them for evaluation. If they do not accept, the CAPD will look for other external evaluators until two evaluators accept. Suppose an external evaluator accepts but ultimately does not carry out the review, and it is expected that he or she will not do so soon. In that case, the CAPD will look for another external evaluator until it has two reports.

Review and modification of the doctoral thesis

Based on the evaluation of the two external evaluators, the speaker will prepare a report with the modifications that the candidate would have to make. Based on this report, the CAPD will send a proposal for modifications to the candidate. The time to make the modifications will be a maximum of three months. If a new version is not delivered within that period of time, the candidate will have to make a new deposit in the CAPD and will have to be evaluated again by two other external people.

The new version of the doctoral thesis must be accompanied by a letter explaining in detail the changes that have been made or justifying the parts that have not been modified.

Final evaluation of the doctoral thesis

After receiving the new version of the doctoral thesis, the speaker will prepare a report assessing the modifications made and present it to the CAPD. Based on this report, the CAPD will evaluate the doctoral thesis.

If it is satisfactorily evaluated, the CAPD selects the thesis committee members (in accordance with the rules and regulations of the corresponding Doctoral School). The CAPD may use the thesis supervisor's proposal to select the thesis committee members. Likewise, the CAPD will inform the Doctoral School of its positive evaluation for the thesis deposit.

In case of negative evaluation, the candidate will have a maximum of 3 months to prepare the new version. In the event of two negative evaluations by the CAPD, the candidate will have to make a new deposit in the CAPD and be re-evaluated by two other external evaluators.