

Dear student,

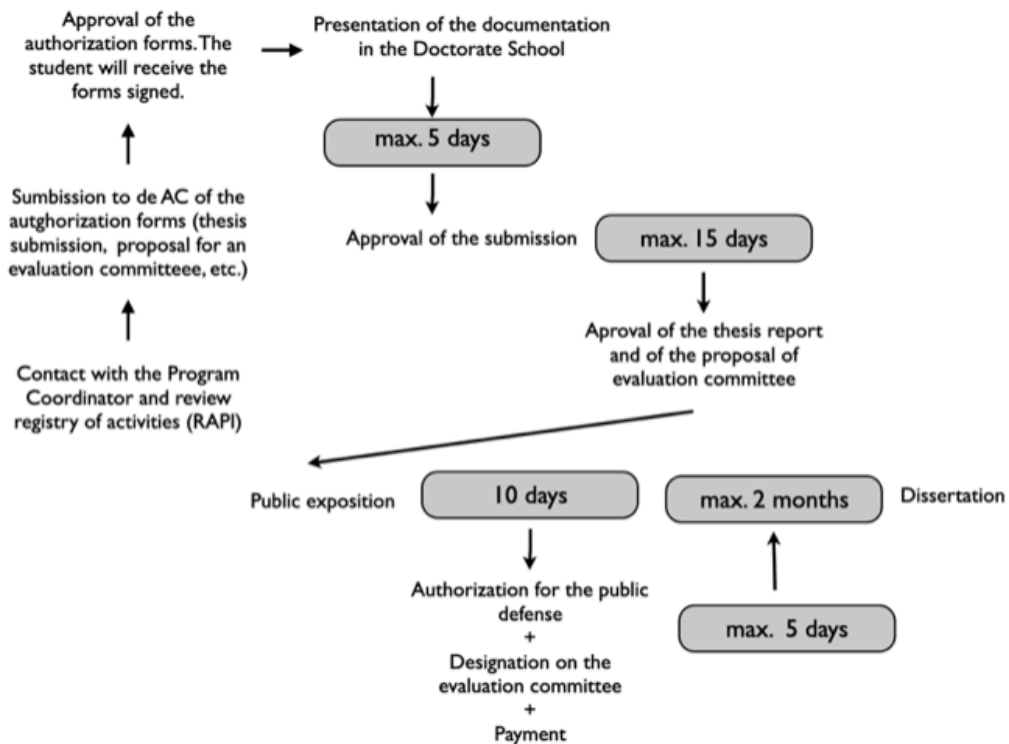
You are about to submit your PhD, therefore first of all, let me congratulate you for your success!

In this letter I include some important information about the procedure of submitting your thesis. You may find the complete information in

https://posgrado.usal.es/NORMATIVA/Modif_Reglamento_Doctorado20150129.pdf

The submission process.

This is an orientation chart about the submission and thesis defence process.



You have now contacted me, so we are in the first step. Please review now your RAPI files according to the instructions in the next section. Please send me an email when you are finished, so I can take a look to it.

Check your RAPI files

As you know, during the years you have been with us, you have had to complete a series of activities. Your virtual expedient (RAPI) should contain all the evidences (certificates, etc.) of the completion of these activities. Let us review them:

1. Attendance to research seminars. (**compulsory**)

Minimum requirements: 30 h including discussions

Supporting evidences: Certificate signed by the advisor ensuring the attendance for the minimum number of hours required. Alternatively, the certificate of attendance to each seminar from the organiser.

When to up-load the documentation to RAPI: At the final year, prior to the submission of the thesis report if a single certificate, close after the seminar has been celebrated in case of certificates of attendance to particular seminars.

2. Regular follow-up meetings about the development of the student research with the advisors (**compulsory**)

Minimum requirements: 24 h

Supporting evidences: Certificate signed by the advisor ensuring the attendance for the minimum number of hours required.

When to up-load the documentation to RAPI: At the final year, prior to the submission of the thesis report.

3. Methodological or specialised courses (**compulsory**)

Minimum requirements: 6 h during the first two years (four in the case of part-time students)

Supporting evidences: Certificate of attendance to the courses.

When to up-load the documentation to RAPI: During the academic year when the course has been completed.

4. Attendance to congresses, workshops, etc. (strongly recommended)

Minimum requirements: 20 h during the first three years (five in the case of part-time students).

Supporting evidences: Certificate of attendance to the congress. Certificate of the presentation (when applicable).

When to up-load the documentation to RAPI: During the academic year when the congress has been celebrated.

5. Scientific publications or contributions to industry (**compulsory**)

Minimum requirements: 1 contribution.

Supporting evidences: Copy of the pdf of the final publication.

When to up-load the documentation to RAPI: During the academic year when the contribution has been published.

6. Secondment/s in other research center, industry or similar (strongly recommended)

Minimum requirements: 150 h.

Supporting evidences: Certificate from the hosting institution.

When to up-load the documentation to RAPI: During the academic year when the secondment has been published.

If the PhD research aims to apply for the international award (IA), It is compulsory a three month stay in a foreign institution.

Preparing the forms and submission to the Academic Commission.

You will find the corresponding forms in:

<https://doctorado.usal.es/es/deposito-defensa>

Prepare the following documentation

- 1- Request for submission (solicitud de depósito).
- 2- A pdf copy of your thesis report.
- 3- Request for the archive of the thesis report.
- 4- Proposal of the evaluation committee.
- 5- Request for the International Award (Mención Internacional) if you are considering this possibility.
- 6- Request for the CA authorization for the travel expenses of the jury members.

If you apply for the international award, at least one of the members of the evaluation committee should belong to a non spanish research institution. **This foreign member should be different from the researcher responsible of the three months secondment.**

Once you have these forms ready, you have to submit them to me. I will ask for the approval of the AC, and sign the corresponding forms. I will mail you once these papers are signed and return them to you. **Once you have the papers signed, you have to submit**

personally the forms, with a copy of your report, and the acceptance of the evaluation committee members to Escuela de Doctorado (the AC is not sending them for you!)

Please take into account that the whole process between your thesis submission to the Escuela de Doctorado until you are cleared to defend your thesis may take upto 35 days (usually could be about 20 days).

That's all. If you have any doubts do not hesitate to contact me.

The team in our PhD Program wishes you the brightest future for your scientific career :-)



Luis Plaja
Program Coordinator
Departamento de Física Aplicada
Universidad de Salamanca