


**CHECKLIST DEPOSIT AND ADMISSION TO PROCESSING OF THE
 DOCTORAL THESIS**

This document contains a checklist to verify the requirements to be met in the deposit of a doctoral thesis under the [2024 Deposit Regulation](#). It is a work tool that must be considered by the CAPD before deposit.

Given the peculiarities of theses with mention and by compendium, a specific list is included to be used in each type as appropriate.

Before admission for processing, it must be verified that ALL the requirements are met.

Note. Official languages of the UV: Valencian and Spanish.

DOCUMENTS TO BE SUBMITTED IN THE GENERAL THESES (WITHOUT MENTION, NOT BY COMPENDIUM)		
Director's report.		
CV doctorando/a.		
Thesis PDF	Resumen/Resum/Abstract thesis of at least 4000 characters in English, Spanish and Valencian. Note: In addition to these abstracts, an abstract of a maximum of 3000 characters must be prepared for the deposit by entreu .	
	Structure: introduction, objectives, methodology, results, conclusions, bibliographic references.	
	Cover: coat of arms of the UV, program's name, title of the thesis, name of the doctoral student and supervisors, month and year of deposit.	
	Thesis written in a NON-official language: abstract of at least 5000 words in an official language (objectives, methodology and conclusions).	
Proposal for a Tribunal	List of 6 experts (3 full - 3 alternates) with gender equality/parity.	
	Maximum 2 members from the same Institution and the same Doctoral Programme , divided where appropriate between the full and alternate tribunals.	
	Experts with 1 six-year term or 5 contributions (3 indexed publications at least with indication of quality indices) in the last 10 years.	
	President with the highest academic rank and seniority.	
	It must comply with the Code of Good Practice of the Doctoral School.	

If you have any questions, please consult the website of the Doctoral School, [Doctoral Thesis section](#).

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DOCUMENTS TO BE SUBMITTED IN THE THESES BY COMPENDIUM OF PUBLICATIONS		✓
Director's report.		
CV doctorando/a.		
Editors' report on the articles of the compendium	3 original articles published or accepted for publication (minimum), indexed (according to regulations) with impact indexes.	
	Date of acceptance/publication during doctoral studies.	
	PhD student, first signatory (or co-author if it is the convention of the field of knowledge).	
	In case of co-authorship: exhaustive report of the participation of the doctoral student and the declaration that the content has not been and will not be used , implicitly or explicitly, in any other thesis.	
Thesis PDF	Resumen/Resum/Abstract thesis of at least 4000 characters in English, Spanish and Valencian. Note: In addition to these summaries, an abstract of a maximum of 3000 characters for deposit by entreu .	
	Structure: ABSTRACT (5000 words), PUBLISHED/ACCEPTED PAPERS (full version of the published original), DISCUSSION and CONCLUSIONS (may include unpublished results).	
	Cover: coat of arms of the UV, program's name, title of the thesis, name of the doctoral student and supervisors, month and year of deposit.	
	Thesis written in a NON-official language: abstract of at least 5000 words in an official language (objectives, methodology and conclusions).	
Proposal for a Tribunal	List of 6 experts (3 full - 3 alternates) with gender equality/parity.	
	Maximum 2 members from the same Institution and the same Doctoral Programme, divided where appropriate between the full and alternate tribunals.	
	Experts with 1 six-year term or 5 contributions (3 indexed publications at least with indication of quality indices) in the last 10 years.	
	President with the highest academic rank and seniority.	
	It must comply with the Code of Good Practice of the Doctoral School.	

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DOCUMENTS TO BE SUBMITTED IN THE THESES WITH INTERNATIONAL MENTION		✓
Director's report.		
CV doctorando/a.		
<p>CAPD report of the international stay (minimum duration of 3 months in a maximum of two periods of uninterrupted duration of no less than one month) and certificate from the receiving center. If it has been carried out without competitive funding, it has been requested and received the approval of the Doctoral School.</p>		
Thesis PDF	<p>Resumen/Resum/Abstract thesis of at least 4000 characters in English, Spanish and Valencian. Note: In addition to these summaries, an abstract of a maximum of 3000 characters for deposit by entreu.</p>	
	<p>Structure: introduction, objectives, methodology, results, conclusions, bibliographic references.</p>	
	<p>Cover: coat of arms of the UV, program's name, title of the thesis, name of the doctoral student and supervisors, month and year of deposit.</p>	
	<p>Language of the thesis. If the thesis is written in a:</p> <p>a) Official language of the UV: abstract (minimum 15000 words) and conclusions written in the language of scientific communication of the area (English preferably).</p> <p>b) Non-official language: summary of at least 5000 words in an official language (objectives, methodology and conclusions).</p>	
<p><u>Proposal for a Tribunal</u></p>	List of 6 experts (3 full - 3 alternates) with gender equality/parity.	
	<p>Minimum 2 experts from non-Spanish institutions with stable links to their institution for at least 3 years. Cannot be responsible for the doctoral student's stay.</p>	
	<p>A maximum of 2 members from the same Institution and the same Doctoral Programme, divided where appropriate between the full and alternate tribunals.</p>	
	<p>Experts with 1 six-year term or 5 contributions (3 indexed publications at least with indication of quality indices) in the last 10 years.</p>	
	<p>President with the highest academic rank and seniority.</p>	
	<p>It must comply with the Code of <u>Good Practice</u> of the Doctoral School.</p>	

If you have any questions, please consult the website of the Doctoral School, [Doctoral Thesis section](#).

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DOCUMENTS TO BE SUBMITTED IN THE THESES WITH AN INDUSTRIAL MENTION		✓
Director's report.		
CV doctorando/a.		
Scientific-technical report.		
Copy of the contract with the organization (at least 1 year in the case of full-time employment or 2 years in the case of part-time employment) during the doctoral period.		
Employment Record Report.		
Collaboration agreement between the Universitat de València and the entity for the completion of a doctorate programme with industrial mention, duly signed by all parties . Authorization to deposit the protected/encrypted thesis must be requested from the Doctoral School before making the deposit through the Electronic Office.		
Thesis PDF	Resumen/Resum/Abstract thesis of at least 4000 characters in English, Spanish and Valencian. Note: In addition to these summaries, an abstract of a maximum of 3000 characters for deposit by entreu .	
	Structure: introduction, objectives, methodology, results, conclusions, bibliographic references.	
	Cover: coat of arms of the UV, program's name, title of the thesis, name of the doctoral student and supervisors, month and year of deposit.	
	Thesis written in a NON-official language: abstract of at least 5000 words in an official language (objectives, methodology and conclusions).	
Proposal for a Tribunal	List of 6 experts (3 full - 3 alternates) with gender equality/parity.	
	A maximum of 2 members from the same Institution and the same Doctoral Programme , divided where appropriate between the full and alternate tribunals.	
	Experts with 1 six-year term or 5 contributions (3 indexed publications at least with indication of quality indices) in the last 10 years.	
	President with the highest academic rank and seniority.	
	It must comply with the code of Good Practice of the Doctoral School	

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