

GUIDELINES FOR GRADING THESIS DEFENCES FOR MEMBERS OF THE EXAMINATION PANEL

1. Relevant regulations

- Article 2 of RD534/2013, of 12 July, which modifies RD1393/2007, 99/2011 and 1892/2008
- Article 14 of RD99/2011, of 28 Jan, which regulates official doctoral programmes
- Articles 24 and 25 of the URV's 2014-15 Academic and Registration Regulations for Doctoral Courses

2. Act of defence

2.1 Prior to the thesis defence, the secretary's office of the department will provide the secretary of the examination panel with the documentation prepared by the Postgraduate and Doctoral School (hereafter EPD) for grading the thesis. This folder contains the following three documents:

1. The Guidelines for Grading Thesis Defences, the name given to the present document (trilingual document).
2. The Doctoral Degree Transcript of Records.
3. The Secret Voting Form for the Awarding of a Distinction Cum Laude: this document is to allow each member of the examination panel to evaluate and to vote in secret on a proposal to award a distinction cum laude (trilingual document).

2.2 Once the thesis defence has concluded, the examination panel will meet in a private session to grade the thesis. To this end, the public will be asked to leave the room.

3. Procedure for awarding the grade to the thesis

- 3.1 The members of the examination panel will announce the grade that they have awarded to the thesis, which may be FAIL, PASS, GOOD, EXCELLENT.
- 3.2 The president of the examination panel will record the grade in the Doctoral Degree Transcript of Records.
- 3.3 All members of the examination panel will sign the *Doctoral Degree Transcript of Records*.
- 3.4 If the grade awarded is EXCELLENT, the examination panel may propose that the thesis be awarded the distinction of *cum laude*.
In accordance with the regulations, the votes must be counted in a different session from the doctoral thesis defence **to ensure that the ballot remains secret**. To this end, each member of the examination panel must write their decision on their own specific Secret Voting Form for the Awarding of a Distinction Cum Laude and place it in the envelope provided, which they must then seal.
- 3.5 The secretary of the examination panel will return the following documentation to the folder and ensure that all documents have been duly signed:
 - The Doctoral Degree Transcript of Records, with the grade awarded and SIGNED BY ALL MEMBERS OF THE PANEL.
 - A sealed envelope from each member of the examination panel containing each member's Secret Voting Form for the Awarding of a Distinction *Cum Laude*.

4. Notification of the thesis grade

- 4.1 The president of the examination panel will notify the doctoral student of the grade awarded. If the grade is Excellent, the secretary will also inform the student that a vote has been held on whether to award the distinction *cum laude*, and that the student will be informed of the result of this vote within a maximum period of one week.
- 4.2 The president will close the act of defence.
- 4.3 The secretary of the examination panel will pass the folder containing all the documentation to the secretary's office of the department (See 3.5).
- 4.4 The secretary's office of the department will ensure that the documentation is complete, and if the grade is Excellent, will pass the documentation to the coordinator of the doctoral programme.
- 4.5 After this, and within one week after the date of the defence, **the president of the academic committee of the doctoral programme** (that is, the coordinator of the doctoral programme) will open the envelopes and count the votes. If there is a unanimous vote in favour of awarding the distinction cum laude, the coordinator of the doctoral programme will enter the result in the Doctoral Degree Transcript of Records and sign it in the space provided.
- 4.6 The coordinator of the doctoral programme will communicate the result to the members of the examination panel, the thesis supervisor and the new doctor.

WE ARE AVAILABLE TO ANSWER ANY QUERIES THAT YOU MAY HAVE DURING THE PROCESS

Contact the EPD: 977-256596 (ext. 6596) or 977-297014 (ext. 7014).