



RESOLUTION OF THE SECRETARY-GENERAL OF THE UNIVERSITY OF MURCIA ESTABLISHING THE EXCEPTIONAL PROTOCOL ON HOW THESE ARE TO BE REMOTELY DEFENDED DURING THE EXCEPTIONAL MEASURES OF THE COVID-19 HEALTH CRISIS.

Statement of reasons

According to the Rector's Resolution, R-348/2020, of 24 April, which adopts the needed regulatory measures on the thesis submission and defence procedures,

And with the aim of allowing the university assessment activities and specially, the thesis submission, to be carried out during this suspension period of the on-site academic activities, this exceptional protocol and procedure for thesis assessment and defence is implemented under section 14 of the Royal Decree 99/2011, of January 28, which regulates official doctoral studies, as well as under the Regulation on the official doctoral studies of the University of Murcia (and under the Protocol on thesis defence remote procedures, approved by the General Committee of Doctoral Studies (Comisión General de Doctorado) met on the 28th of October 2015).

The following measures are established,

EXCEPTIONAL PROTOCOL ON HOW THESE ARE TO BE REMOTELY DEFENDED DURING THE EXCEPTIONAL MEASURES OF THE HEALTH CRISIS DUE TO THE COVID-19 OUTBREAK.

Whereas,

- During the validity of the state of alarm and in accordance with sections 23 to 25 of the Regulation on the official doctoral studies of the University of Murcia (hereinafter REODUMU), the e-learning platform of the University of Murcia "Aula Virtual" will be appointed as the tool to carry out of the thesis defence. At least the chair and the secretary of the thesis committee shall participate via this platform.
- Every committee member may participate remotely, via the web-based tool agreed to this aim, which will be primarily the "Aula Virtual" tool "Videoconference"
- Once the defence of the doctoral thesis has been authorised and the Committee appointed, the General Committee of Doctoral Studies may be asked to take actions remotely.

1. Requirements for the remote thesis defence:

The legal provisions in the Act 40/2015, of 1 October, on the legal status of the Public Sector, and the REODUMU, cover these meetings with no more requirements than those provided by the aforementioned regulations.

2. Remote participation is subject to the following requirements:





- The three members of the thesis committee may take the floor remotely. The PhD candidate may take the floor remotely as well. Interventions shall take place synchronously, allowing participants to interact with each other in real time online.
- Remote attendance for the thesis defence is an exceptional measure, which needs to be approved in a discretionary way by the General Committee of Doctoral Studies. In the present situation, due to its exceptional nature, attendance shall be approved by the chair of this Committee, the Vice-Rector of Studies, and reported to the Committee during a regular meeting when applicable.
- To be allowed to participate remotely, the thesis supervisor(s), on behalf of the PhD candidate, shall request it to the General Committee of Doctoral Studies at least ten working days before the thesis defence date. This shall be agreed by every member of the thesis committee and the PhD candidate, whose notice shall be explicitly given in the request. This deadline shall be taken into account when planning the date for the thesis defence. Requests (Appendix 1) shall be submitted by the thesis supervisors via [the Electronic Register of the University of Murcia using their university e-mail account](#).
- The thesis committee members shall issue two confidential reports: one to grant the "cum laude" mention and another for the "PhD extraordinary award" (Premio Extraordinario de Doctorado), as set forth in Sections 23 and 29 of the REODUMU.
- The web-based tool to be used for the celebration of the Thesis Defence event is the following: Videoconference "videoexamen.um.es" (<https://umurcia.zoom.us/>)
- During the thesis defence event, all the committee members appointed shall be connected via the adequate web-based technology at the time the Committee is brought together. The PhD candidate shall also be connected by the same means. These tools shall guarantee the normal running of the event, enabling the participation in accordance with the legislation applicable.
- The act will be open to the public through the necessary technological means. The celebration of the event shall be advertised by all appropriate means, on the webpages of both the Vice-Rectorate of Studies and the International School of Doctoral Studies. Any person willing to attend a thesis defence remotely will be allowed to do so providing there are no additional technical limitations. In such a case, the committee moderator or the secretary, in agreement with the chair, may limit the capacity, providing it will never be less than 50 people. Those PhDs who attend a public thesis defence online may pose any question they wish when given the floor by the committee chair, under paragraphs 23.2 and 23.4 of the REODUMU.

3. Procedure guidelines for the celebration of the online thesis defence

- Once the online defence has been authorised, the PhD candidate's presentation and defence of his/her thesis before the committee will be open to the public. After the candidate's presentation, all the committee members and PhDs attending the virtual room enabled for the event may pose questions to the candidate under the guidance of the chair. The technical support required will be provided by ATICA and organised prior to the celebration of the event.



- PhD candidates shall be identified by their ID cards or any other equivalent supporting document, and by their supervisor(s) (who will be sent a form to fulfil).
- The thesis committee members who have participated in the online event will delegate their signature to the secretary so that he/she can sign the meeting minute on behalf of the committee. To do so, the members will send an e-mail with the document created for the delegation of signature to the Committee's Secretary with a copy to the e-mail address 3rciclo@um.es. Members are recommended to have a digital signature certificate (such as those issued by the Spanish Royal Mint (FNMT) or the ATCE/ACCV).
- Once the thesis defence event has ended, the PhD candidate and the rest of attendants shall leave the videoconference session to allow the committee members to discuss and agree on the overall grade to be assigned to the thesis. The record or minute drafted by the secretary shall reflect all the details of the online session and, when necessary, will include the members' delegations of signature.
- Individual reports by each committee member shall be signed on the spot and a copy shall be sent by e-mail to the secretary. The original report will be forwarded, together with the remaining documents, to the Postgraduate Studies Section, by postal mail. There is also the possibility to send it in advance by email (3rciclo@um.es), postal mailing being in such case still mandatory.
- Confidential reports on granting the "cum laude" mention and the "PhD extraordinary award" shall be issued in double envelopes, following the necessary measures to keep the results confidential, according to the guidelines provided. Members shall forward their reports to the Postgraduate Studies Section by postal mail within a period of no more than five days. These envelopes shall remain in custody of the aforementioned section until they are applicable to be opened before the secretary or, should not this be possible, before the Vice-Rector of Studies, as chair of the General Committee of Doctoral Studies. Voting shall be reflected in the corresponding record, and results will be reported to PhD candidates and their supervisors.
- In the event that an unforeseen technological issue impedes the normal running of the online event, this will be interrupted as necessary for the technical staff to solve the problem. Should it not be possible, another date for the thesis defence will be set within a period of one week

4. Documents regarding the thesis defence.

The Postgraduate Studies Section will send the thesis committee members and the PhD candidate the relevant documents to be fulfilled and forwarded by e-mail. To do so, the committee secretary shall provide their e-mail /postal mail addresses, following the specific guidelines provided.

Committee members are advised to have a digital signature certificate issued by the FNMT or the ATCE/ACCV to speed up and simplify signature processes.

5. Data protection.





Every participant and attendant will follow the dispositions under the General Regulation on Data Protection - Regulation (EU) 2016/679, of 27 April, the Organic Law 3/2019, of 5 December, on Personal Data Protection and guarantee of digital rights, as well as other legislation applicable.

Participants and attendants shall commit not to use data for any purpose different from that of the event, not to disseminate these data without the participants' consent, as well as to comply with the security measures and the rest of duties under the legislation on personal data protection.

6. **Validity of the protocol.**

This protocol will be valid from the moment it is signed and will expire, without prejudice to any pending or scheduled proceedings, once the state of alarm has been lifted by the central government and the suspension of the university on-site activities revoked by the Government of the Autonomous Community of the Region of Murcia.

THE SECRETARY-GENERAL

Francisco Antonio González Díaz

Document electronically signed



(Even if a translation is provided in the following page, you shall fulfil the form in Spanish)

ANEXO I

SOLICITUD DE AUTORIZACIÓN POR VIDEOCONFERENCIA DE UN TRIBUNAL DE
TESIS DOCTORAL

A DATOS DEL DIRECTOR/ES		
APELLIDOS Y NOMBRE DEL DIRECTOR 1		
Apellidos	Nombre	DNI / Passport/ NIE
e-mail	Teléfono	Otros
APELLIDOS Y NOMBRE DEL DIRECTOR 2		
Apellidos	Nombre	DNI / Passport/ NIE
e-mail	Teléfono	Otros
APELLIDOS Y NOMBRE DEL DIRECTOR 3		
Apellidos	Nombre	DNI / Passport/ NIE
e-mail	Teléfono	Otros
B DATOS DE LA TESIS DOCTORAL		
Candidato/a a Doctor/a (Apellidos y Nombre)		
Correo electrónico:		
Título de la Tesis Doctoral		
Programa de Doctorado		
C DATOS DEL TRIBUNAL		
Presidente (nombre y apellidos)	Correo electrónico:	
Vocal (nombre y apellidos)	Correo electrónico:	
Secretario (nombre y apellidos)	Correo electrónico:	
D DECLARACIÓN DE RESPONSABILIDAD		
El director/es de la tesis declara/n bajo su responsabilidad:		
1. Que presenta/n esta solicitud a instancias del doctorando.		
2. Que los miembros del tribunal han declarado su disponibilidad para realizar la defensa por este medio de comunicación.		
3. Que los miembros del tribunal y el doctorando han manifestado que cuentan con los medios tecnológicos suficientes para participar en el proceso de evaluación.		
E FIRMA Y FECHA		
Firma, (en su caso de todos los directores)		
Director 1	Director 2	Director 3
Lugar:		
Fecha: 17 de abril de 2020		

COMISIÓN GENERAL DE DOCTORADO DE LA UNIVERSIDAD DE MURCIA.



TRANSLATION OF THE APPENDIX I (YOU MUST FULLFIL THE ORIGINAL APPENDIX I IN SPANISH)

A. SUPERVISORS PERSONAL DATA		
SURNAME, NAME - SUPERVISOR 1		
Surname	Name	ID Number/Passport/NIE (Foreigner's Identification)
E-mail	Phone Number	Other
SURNAME, NAME - SUPERVISOR 2		
Surname	Name	ID Number/Passport/NIE
E-mail	Phone Number	Other
SURNAME, NAME - SUPERVISOR 3		
Surname	Name	ID Number/Passport/NIE
E-mail	Phone Number	Other
B. DOCTORAL THESIS DATA		
PhD Candidate (Surname, Name):		
E-mail:		
Thesis Title:		
PhD Programme:		
C. THESIS COMMITTEE DATA		
Chair (Name, Surname)	E-mail:	
Spokesperson (Name, Surname)	E-mail:	
Secretary (Name, Surname)	E-mail:	
D. STATEMENT OF RESPONSABILITY		
Thesis Supervisor(s) declare(s) under their responsibility the following:		
<ol style="list-style-type: none"> 1. This application is submitted at the request of the PhD Candidate. 2. Thesis Committee members have declared being available to participate in the Thesis Defence through this communication technology. 3. The Thesis Committee members and the PhD Candidate have claimed that they have at their disposal the technology needed to participate in the assessment procedure. 		
E. SIGNATURE AND DATE		
Signature, (when applicable, every supervisor's)		
Supervisor 1	Supervisor 2	Supervisor 3
Location:		
Date:		

GENERAL COMMITTEE OF DOCTORAL STUDIES OF THE UNIVERSITY OF MURCIA

