

Thesis deposit application



UNIVERSITAT^{DE}
BARCELONA

Escola de Doctorat

PHD STUDENT HANDBOOK

APPLICATION TO DEPOSIT THE DOCTORAL THESIS

September 2024

Access to the procedure as a PhD student

To start the procedure, we must access the link of *Request for deposit of thesis* that we will find in the doctoral student section of the [catalogue of procedures of the Electronic Office](#).

At the time of access, you will be asked to identify yourself by means of UB authentication. PhD students who enjoy a grant and have a contract at the UB, have a double identification – as PDI and as a student. We will only be able to access with the student ID.

If we are connected with the PDI ID, it will not allow us to access the procedure. It is necessary that we change browsers, and access the Electronic Office again.

Online application for the PhD student

Once we have identified ourselves, we will access the programme in which we are enrolled and we will only be able to access the procedure in which we can submit the application.

ATTENTION!

If we do not have a minimum of two enrolments in the doctoral programme and an active enrolment in the academic year in which the application is submitted, we will not be able to start the process.

If we have any incident in carrying out the procedure, we must contact our enrolment centre.

Below, we can see how to carry out the process of applying for the deposit of the doctoral thesis, explained step by step.

First display:

1

We choose in which language we want to do the application.

Català Español English

Application to deposit the doctoral thesis

2

We check that our information is correct. In the event that there is any erroneous information, we must contact the Secretary of Students and Teaching of our enrolment centre.

Surt →

Useful information

Student details

NIUB

DNI/Identity document

Name and surname(s)

Date of birth

Email address

Data selection

Active programmes

Doctoral programme

Description

Academic year

Type of notification

 Electronic notification I have read and accept [terms of the electronic notification service](#).

Continue

3

We select the teaching for which we want to deposit the thesis and accept the type of notification of the procedure and the [conditions of the electronic notification service](#). We need to accept them in order to continue.

When we continue, we will access the application form, where you will have to fill in the data and attach the documents that will accompany the application.

Second display:

PhD student data → The system will automatically retrieve our data. We will also have the option of modifying the email or consulting our file.

 UNIVERSITAT DE BARCELONA

Application to deposit the doctoral thesis

Start / Application details form Surt →

Details of the doctoral student

NIUB	<input type="text"/>
DNI/Identity document	<input type="text"/>
Name and surname(s)	<input type="text"/>
Date of birth	<input type="text"/>
Email address	<input type="text"/>
<small>This field is required.</small>	
Postal address	<input type="text"/>
Type of notification	Electronic notification
Doctoral programme	<input type="text"/>
Supervisor	<input type="text"/>
Supervisor	<input type="text"/>
Tutor	<input type="text"/>
Coordinating faculty	<input type="text"/>
Thesis title	<input type="text"/>
Online consultation of academic record	<input type="button" value="Display"/>

The email will be automatically informed based on the data in our file. If we want, we can change the email, but it will only have effects in this specific procedure.

Any change to the email address only affects this specific procedure.

Through this link we can consult our file to obtain all the data or documents that are necessary to make the application, such as the document of activities.

Solicitud de depósito de tesis - 4



Application details → In this section we must provide the following information:

Application details	
Thesis language	<input type="checkbox"/> Catalan <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> other <input type="text" value="Specify the other language(s)."/> <small>This is a required field and no more than three options can be checked.</small>
Thesis defence language	<input type="checkbox"/> Catalan <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> other <input type="text" value="Specify the other language(s)."/> <small>This is a required field and no more than three options can be checked.</small>
Do you want to apply for the international doctorate certification?	<input type="radio"/> Yes <input type="radio"/> No <small>This field is required.</small>
Is your thesis subject to data protection or technology or knowledge transfer restrictions?	<input type="radio"/> Yes <input type="radio"/> No <small>This field is required.</small>
UNESCO codes (minimum of two and maximum of five)	<input type="text"/> <small>This field is required.</small> <input type="text"/> <small>This field is required.</small> <input type="text"/> <input type="text"/> <input type="text"/>
Thesis summary in Catalan (minimum of five hundred words)	<input type="text"/> <small>This field is required.</small>

TDX File →

TDX FILE

Faculty

Department

This field is required.

Keywords (minimum of three and maximum of five) (1) We recommend a maximum of five keywords referring to research fields linked to the objectives of the thesis and that are included in the Termcat Thesaurus of research terms (<https://vocabulary.crai.ub.edu/en/thub>).

1

This field is required.

2

This field is required.

3

This field is required.

4

5

Documents → We will attach the necessary supporting documents: Doctoral Thesis, TESEO Card, Encrypted Thesis (if applicable) and our Activity Report (DAD).

If we have it, we will also have the option of attaching as an optional document the report of our supervisors and tutor on the authorisation to deposit the thesis. If we do not have it, it will be the Doctoral Committee of the Faculty who will ask them to provide it.

Supporting documents

The application must be supported by the following documents in PDF format (maximum of 100 MB per file of tesi, 6MB to others).

File type

Add

Delete

1. Choose the name of the file you will attach from the drop-down menu.
2. Click "Add" and search for the document on your device.
3. Delete the document if it is not the right one.

Optional documents

Files in PDF format (maximum of XX MB per file)

File type

Add

We will not be able to continue until the system detects that all the fields are well informed and we have attached all the supporting documents correctly.

Third display

Institutional repository (TDX) →

Application to deposit the doctoral thesis

Surt →

Start / Application details form / Repository details form

INSTITUTIONAL REPOSITORY (TDX)

_____ doctoral student of the programme _____ at the University of Barcelona, holder of DNI/NIE/passport no. _____

I DECLARE:

1. That I am responsible for the authorship of the doctoral thesis _____ (hereinafter, "thesis"), submitted on 25 09 2024 to obtain the doctoral degree qualification.
2. That the thesis is an original work, that it does not infringe any intellectual property rights or publicity, commercial or industrial property rights\of any kind, and that it does not constitute defamation of, an invasion of the privacy or intimacy of, or an injury to third parties.
3. That the thesis does not infringe the rights of third parties, and that I accept liability before the University of Barcelona for any claim that may be made\in this regard.
4. That I am entitled to authorize the dissemination of the thesis in the Digital Repository of the UB (<http://diposit.ub.edu>) and/or in a consortium repository\nder the following conditions:
 - a) All rights reserved
 - b) Creative Commons License (hereinafter, "dissemination license")
 - Attribution (CC BY)
 - Attribution-Share Alike (CC BY-SA)
 - Attribution-NoDerivativeWorks (CC BY-ND)
 - Attribution-NonCommercial (CC BY-NC)
 - Attribution-NonCommercial-ShareAlike (CC BY-NC-SA)
 - Attribution-NonCommercial-NoDerivativeWorks (CC BY-NC-ND)

The license is not exclusive, it has a worldwide scope and a validity equal to that of the copyright, and is limited to dissemination by the means established in this\ndocument.

5. That I understand and accept the conditions pertaining to the storage and dissemination of my work in the institutional repository of the UB (<http://diposit.ub.edu>) and/or the consortium thesis repository\in(<http://www.tdx.cat>) in which the UB participates.
6. That the thesis
 - was not written in conjunction with any company and that there is no confidentiality agreement or "possibility of generating patents.
 - was written in conjunction with companies, or there is a possibility of generating patents, which affects _____
7. It is important that the publication of the thesis is valid from:
 - the date of the defence and approval of the thesis.
 - six months from the date of the defence and approval of the thesis.
 - twelve months from the date of the defence and approval of the thesis.

Barcelona, a 25 09 2024

1 We will either choose option a) or one of the b) options

2 Choose one of the two options. If applicable, it will be necessary for us to inform the name of the company or companies participating in the thesis.

3 Choose one of the three options.

Continue

Back

We have the option to return to the previous display before proceeding with the request.

Fourth display

Confirmation and signature of the repository document → The system generates a PDF with the information from the previous screen. We will have to sign the document using our UB card. The UB card is digital and we have it available in our personal space SocUB, a free application of the University of Barcelona.

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Application to deposit the doctoral thesis

Start / Application details form / faFormulariSignatura

Documentation to be signed

Repository document 

[Sign the repository document](#)

[Back](#)

TUI data

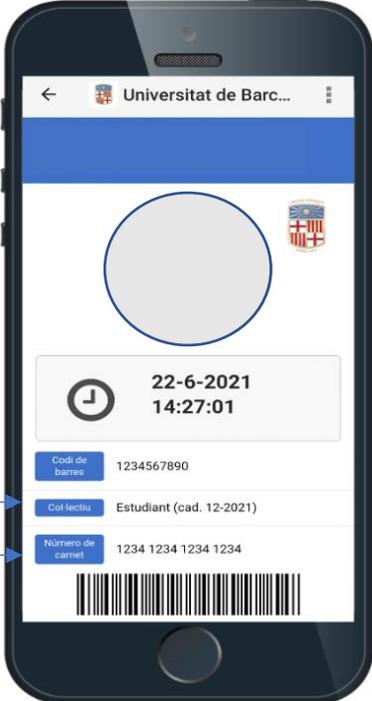
Group: Student

Expiry date: / (mm/yyyy)

University card:

- Position 4
- Position 5
- Position 6
- Position 9

[OK](#) [Close](#)



The image shows a web interface for signing a repository document. It includes a 'Sign the repository document' button, a 'Back' button, and a 'TUI data' form. The form has fields for 'Group' (set to 'Student'), 'Expiry date' (mm/yyyy), and 'University card' with checkboxes for 'Position 4', 'Position 5', 'Position 6', and 'Position 9'. A red box highlights the expiry date and university card fields. Blue arrows point from these fields to a smartphone displaying a digital UB card. The card shows the date and time '22-6-2021 14:27:01', a 'Codi de Barnes' (1234567890), 'Codi lectiu' (Estudiant (cad. 12-2021)), and 'Número de carnet' (1234 1234 1234 1234) with a barcode.

Fifth display

Confirmation of the application → The last step to be able to register the application will be to review the summary of all the data that we have entered in the forms and the attached documents.

If everything is correct, we will be able to confirm the application and finalize the process. If we detect any errors, we can go back and return to the initial screen.

[Surt](#)

[Start](#) / [Application details form](#) / faFormulariConfirmacio

Details of the doctoral student	
NIUB	[Redacted]
DNI/Identity document	[Redacted]
Name and surname(s)	[Redacted]
Date of birth	[Redacted]
Email address	[Redacted]
Type of notification	Notificació via electrònica
Doctoral programme	[Redacted]
Supervisor	[Redacted]
Supervisor	[Redacted]
Tutor	[Redacted]
Coordinating faculty	[Redacted]
Thesis title	[Redacted]

Application details	
Thesis language	English
Thesis defence language	English
Do you want to apply for the international doctorate certification?	No
Is your thesis subject to data protection or technology or knowledge transfer restrictions?	No
UNESCO codes (minimum of two and maximum of five)	630906-MOVILIDAD SOCIAL 630908-TRIBUS
Thesis summary in Catalan (minimum of five hundred words)	Resum

TDX FILE	
Faculty	Faculty of Economics and Business
Department	0251300-Mathematics for Economics, Finance and Actuarial Sciences
Keywords (minimum of three and maximum of five)	Word 1 Word 2 Word 3

Documentation	
Request	
Repository document (electronically signed)	
Supporting documents	

By clicking on the file icons, we will be able to download our application and the document from the repository that we have signed electronically.

Doctoral thesis - Document prova 1.pdf
TESEO card - Document prova 2.pdf
Activity report (DAD) - Document prova 3.pdf

[Confirm](#) [Back](#)

When confirming, the following prompt will appear, where we can confirm and finalize the application or cancel and go back.

IMPORTANT
Are you sure you want to register the request?
Confirm Cancel