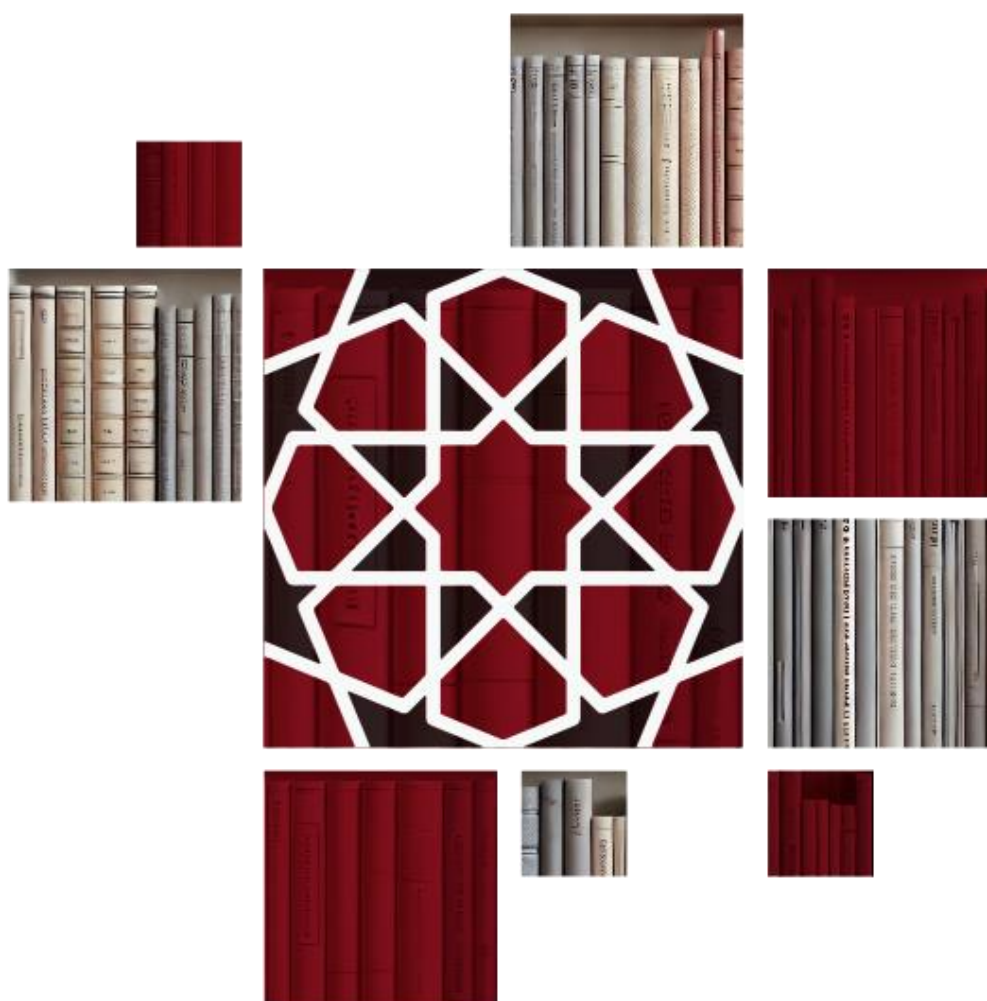


Guía para solicitar el depósito de la **tesis doctoral**

Estudiantes de doctorado



Universidad
de Córdoba

Versión enero **2025**

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1. Description of the procedure to file one's doctoral thesis

The application for the filing of the doctoral thesis is the procedure necessary for the Doctoral Program Academic Committee (CAPD) to validate the documentation of the thesis, authorize its filing, and ask the Doctoral School to approve its defense, public exhibition, and the appointment of the committee.

Step 1. Finish the doctoral thesis.

1. As a **doctoral student**, you must verify that:
 - a) You have **finished your thesis**; otherwise, you will not be able to file it.
 - b) You have **enrolled** for academic tutelage (*tutela académica*) in the current academic year.
 - c) You had **a positive evaluation** on your last follow-up report (*memoria de seguimiento*).
 - d) You have completed the **mandatory educational activities** set down in the plan, and they have been validated by your tutor in the Doctoral Student Activity Document (DAD) and completed in SIGMA in the “Seguimiento tesis y tfg” Monitoring module.
 - e) You are compliant with the deadlines established in the **continuous enrolment period** (*régimen de permanencia*) requirements that apply to you.
 - f) You have **rendered payment of** the corresponding public fees.
2. You should contact your advisor(s) and/or tutor(s) to inform them **of your commencement of the filing request**, and complete the necessary documentation.

Step 2. Complete the documentation for the filing request

It is mandatory to complete the filing application before the thesis completion deadline. You can download the application documents at:

<https://www.uco.es/estudios/idep/menu-doctorado/deposito-on-line-de-la-tesis>

Depending on the type of thesis you submit and the mentions (honors) you will request, you must prepare and attach the following documentation (Table 1).

Table 1. List of documents that the doctoral student can provide in the application for the filing of the thesis

Screen where it is to be provided	Document	Comment
Datos de la Tesis / Propuesta de miembros del tribunal	Eligibility document	If your advisor tells you to, you can enter the committee member proposal information, but an eligibility document must be attached for each one
Adjuntar documentación	Doc 1 CV of the doctoral student	Free format
Adjuntar documentación	Doc 2 Statement of responsibility by the doctoral student	Statement avowing the originality and authorship of the thesis
Adjuntar documentación	Doc 3. Statement of responsibility by one's advisor(s)	Statement avowing the originality and authorship of the thesis
Adjuntar documentación	Doc 4 Embargo request	Delay open access to the thesis in repositories. Incompatible with a Confidential Thesis
Adjuntar documentación	Doc. 5 Confidential thesis application (contact tesis@uco.es if you require this level of protection)	Prevent open access to those parts of the thesis protected by confidentiality agreements. This requires producing two versions of the doctoral thesis
Adjuntar documentación	Doc. 6 Application for a thesis consisting of a compendium of publications	We recommend consulting with the Doctoral Program Academic Committee (DPAC/CAPD/DPAC) before writing the thesis
Adjuntar documentación	Doc 7 Co-authors' waiver	Necessary in scientific contributions supporting the thesis when there are multiple authors
Adjuntar documentación	Doc 8 Justification of a proposal for a professional to sit on the committee (not a scholar or researcher)	Only applicable to the Industrial Mention committee
Adjuntar documentación	Doc 9. Application for defense via videoconference	Considered when the doctoral student will participate via videoconference
Adjuntar documentación	Doc 10. Proposed review by experts and external parties	The advisor proposes to the CAPD/DPAC up to 4 external experts to review the thesis. The CAPD/DPAC will select two of them.
Adjuntar documentación	Doc 11. Eligibility documents of the expert and external reviewers	One can make it easier for the CAPD/DPAC to select the external experts by ensuring that they meet the evaluation requirements
Adjuntar tesis	Doctoral thesis filing	Version for publication. 1 file, maximum 50 Mb, in PDF format.
Adjuntar tesis	Doctoral thesis filing	2 versions will be delivered: the future publishable version, and the version without the confidential parts
Adjuntar tesis	File for each contribution endorsing the quality of the thesis	File of the contribution for exclusive evaluation by the Doctoral Program Academic Committee (CAPD/DPAC)

Step 3. Preparation of the documentation by the supervising parties.

The advisor(s) and tutor must provide the following documentation (Table 2) when they have to validate the information provided in your application. It is advisable to inform your advisor(s) and tutor in advance to expedite the filing procedure. The documents may be downloaded at:

<https://www.uco.es/estudios/idep/menu-doctorado/deposito-on-line-de-la-tesis>

Table 2. List of documents that can be provided by the people supervising the thesis during the thesis filing application validation process

Person providing it	Screen where it is to be provided	Document	Comment
Advisor	Informes	Document: Advisor's report	Includes the explanation of the quality criteria pertaining to the contributions supporting the doctoral thesis
Advisor	Tribunal	Propose 3 members and 3 alternates	Add the contact information and the eligibility documents of each member (if the doctoral student has not done so yet)
Advisor	Tribunal	Eligibility document	Make it easier for the CAPD/DPAC to select the members of the committee by ensuring that they meet the requirements. External experts may be proposed as members of the committee.
Tutor	Informes	Document: Tutor's report	Tutor's report on the completion of the doctoral thesis

Note: the external persons and experts who will issue the thesis evaluation reports will be selected by the Doctoral Program Academic Committee (CAPD). The Doctoral Program Academic Committee will send the thesis document to them, and the evaluation report and the eligibility document will be requested. The people who supervise the thesis should not provide evaluation reports on the external experts.

Step 4. Submit the filing request

The filing request must be made via SIGMA. The procedure is as follows (Figure 1):

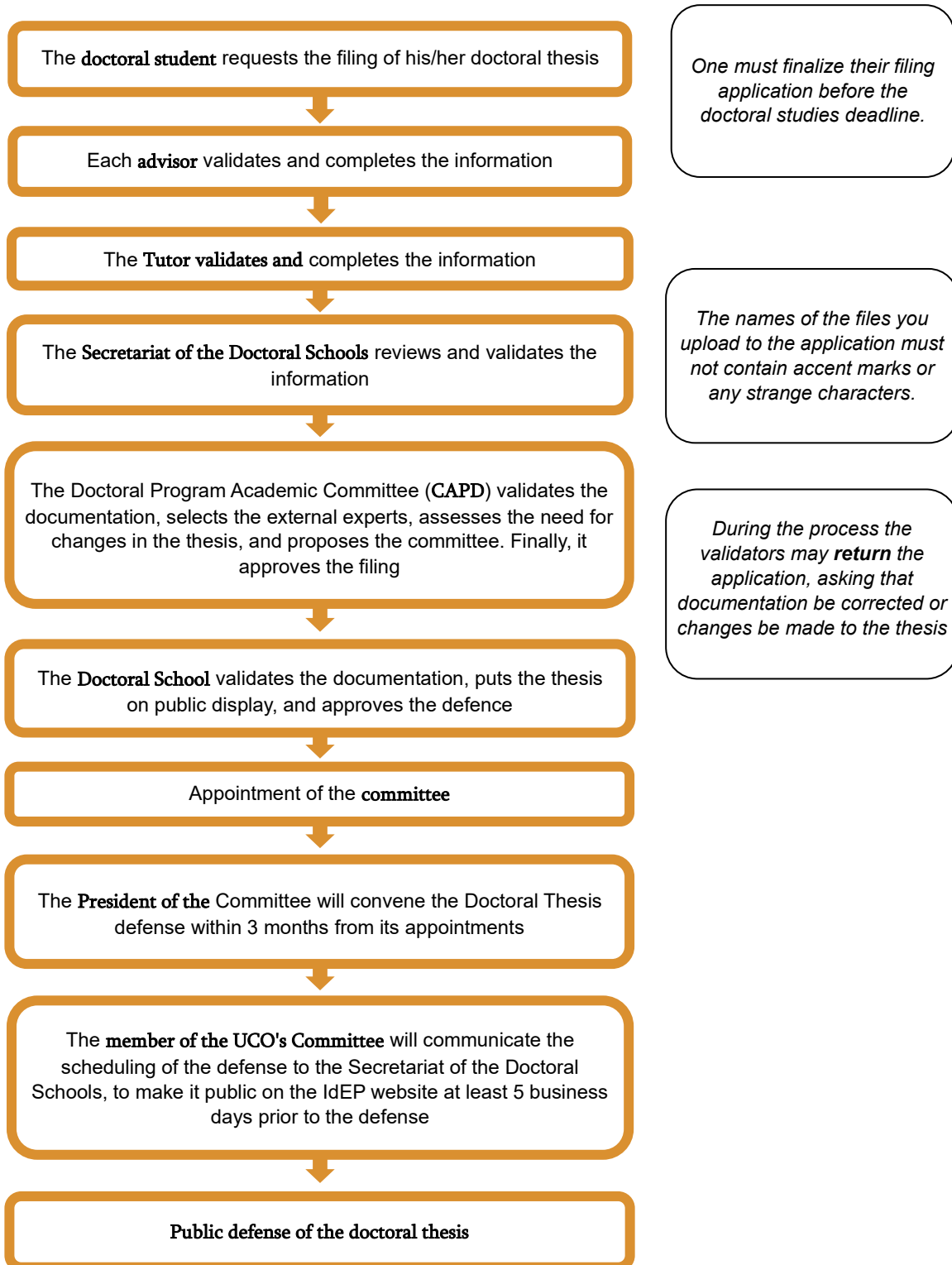


Figure 1. Sequence of activities and roles in the process of applying for and defending the doctoral thesis.

2. Access to the Sigma application to submit the application

Go to UCO-SIGMA (<https://www.uco.es/gestion/sigma/>), select “Acceso Estudiantes” (Figure 2), and enter your access details.

INFORMACIÓN

SIGMA Gestión Universitaria A.I.E. es una agrupación de interés económico integrada por varias Universidades españolas y otras instituciones privadas del ámbito de la enseñanza superior, a las que se unió la Universidad de Córdoba en enero de 2008.

Esta empresa centra su actividad en el desarrollo de aplicaciones de gestión académica para las Universidades. Entre estas aplicaciones se encuentra el Sistema de Gestión Académica denominado SIGMA SIS, que entre otros dispone de los siguientes módulos:

- Módulo que gestiona los estudios oficiales de Grado, así como los estudios de Máster Oficial y Doctorado.
- Módulo para la gestión de la ordenación docente que permite la definición de oferta académica, planes de docencia, definición de grupos de docencia, asignación de profesorado, etc.
- Módulo para la gestión de los estudios propios de la Universidad.

SIGMA Gestión Universitaria A.I.E. ofrece también otras aplicaciones que todavía no han sido objeto de implantación en la Universidad de Córdoba, como el producto para la gestión de la investigación denominado SIGMA CRIS.



Figure 2. Access UCO-SIGMA to carry out the administrative procedures related to the thesis.

Select “Depósito on-line de tesis” (Figure 3).

Inicio

Está usted accediendo a un activo propiedad de la institución. Sólo los usuarios autorizados tienen derecho de acceso a este activo, todo intento no autorizado será auditado y almacenado por si se requiriera. Se prohíbe explícitamente el acceso de personal no autorizado a este recurso.

Aplicaciones

Consulta convocatoria abril	Gestión del expediente	Gestión de la matrícula	Movilidad
Solicitud convocatoria abril	Convocatoria de septiembre	Deposito on-line de tesis	Gestión de pagos
Estudios propios	Seguimiento tesis y tfg	Trab.fin estudios y pr.empresa	

Figure 3. Location of the “Depósito on-line de tesis” to request the filing.

3. Completing the application

3.1. Home screen

On this screen (Figure 4) you can view your data and start to apply in "Crear solicitud". On this screen you will be able to see the start date of the application ("Fecha de alta"), and you will have up to two months to complete it. The application will expire in two months; if you do not complete it within this period you will have to start again.

Depósito de la tesis doctoral
Depósito on-line de tesis - Solicitud de la tesis

Datos Personales

DNI / Pasaporte: [Masked] Apellidos y nombre: [Masked]
 NIA: [Masked] NIP: [Masked]

Solicitudes de depósito

ⓘ A partir de la fecha de alta tienes 2 meses para finalizar tu solicitud de depósito, mientras la solicitud estará en el estado de "Solicitud Incompleta" (SI). Durante este periodo podrás acceder a las diferentes pantallas de la solicitud y grabar la información las veces que sea necesaria. Una vez hayas completado todos los datos tendrás que grabar la solicitud en la última pantalla, de forma que habrás finalizado tu solicitud, y esta pasará a la situación de "Solicitud realizada" y ya no podrás hacer ninguna modificación. Podrás consultar el estado de tu solicitud a medida que los diferentes validadores actúan en la solicitud de depósito. En caso de que se produzca un retomo o devolución podrás acceder a la pestaña y modificar el dato o el documento que le indiquen. Tienes toda la información y ayuda de este procedimiento en la Guía para solicitar el depósito de la tesis doctoral MEP

	Centro	Programa de doctorado	Título	Fecha alta	Fecha devolución solicitud	Estado solicitud	Observaciones
+ Crear solicitud	131 - Escuela Internacional de Doctorado en Agroalimentación	536 - Programa de Doctorado en Ingeniería Agraria, Alimentaria, Forestal y del Desarrollo Rural Sostenible	[Masked]	20/11/2024			

Figure 4. Process to "Complete Application" for the filing of the thesis.

IMPORTANT You need to **complete** the application **before** the continuous enrollment **expiration deadline** ("Fecha máxima de tiempo de permanencia") (Figure 5). Otherwise, you will not be able to present and defend your thesis, as the doctoral studies continuous enrollment period will have expired.

Depósito de la tesis doctoral
Depósito on-line de tesis > Solicitud de la tesis

← Volver

Datos Personales

DNI / Pasaporte		Apellidos y nombre	
NIA		NIP	

Datos de la solicitud

Rol	DO - Doctorando	Centro	131 - eidA3
Programa de doctorado	536 - Programa de Doctorado en Ingeniería Agraria, Alimentaria, Forestal y del Desarrollo Rural Sostenible	Decreto	RD 576/2023
Días consumidos		Fecha máxima de tiempo de permanencia	19/11/2028

Figure 5. Consulting application data and the maximum continuous enrollment expiration deadline .

3.2. Personal data

On this screen you will be able to check the data available in your doctoral file. Review, modify and complete the necessary data so that it appears in the same way as on your ID or passport, without abbreviations and with the correct accent marks (Figure 6). If there are any errors, or you cannot change the information, please notify tesis@uco.es, explaining and providing the supporting documentation.

Datos Personales Datos de la Tesis Helvia / TESEO Adjuntar Documentación Adjuntar Tesis Confirmar Solicitud

Revisa y completa cada apartado expandiendo cada pestaña. Sólo podrás modificar, o añadir, el teléfono habitual y el teléfono móvil (puedes poner el mismo), el correo personal, el domicilio habitual y el domicilio durante el curso. En caso de que haya algún dato incorrecto debes enviar un mensaje a tesis@uco.es. No olvides guardar los datos al finalizar cada pantalla. En la última pantalla podrás presentar la solicitud, renunciar o imprimir un resguardo de presentación.

Expandir todo

Datos Personales	>
Datos de nacimiento	>
Datos del domicilio habitual	>
Datos del domicilio durante el curso	>

(*) Campos obligatorios

Figure 6. Personal data to request the filing.

At the bottom of the page you must confirm that you have reviewed the data and have provided the email address that we will use to communicate with you. Confirm in Complete Application ("Crear solicitud") (Figure 7).

Crear solicitud

Figure 7. Confirm details and complete application.

3.3. Thesis data

On this screen you must enter the details on the filing of the thesis (Figure 8). Click on "Expandir todo" to make sure you complete all the sections.

Figure 8. Screen to complete the thesis data.

Title of the Thesis. It is mandatory for you to indicate the language of the title of the Thesis, to be included in the repository.

Research lines. You will be able to see the research line that appears in your file.

Language in which the thesis is written. Indicate the language in which most of your thesis is written.

Academic tutoring. You will be able to see the name of your tutor in your file.

Thesis advisorship. You will be able to see the name of your advisor(s) in your file.

IMPORTANT: review the information on your thesis tutor and advisor. If the information is incorrect, DON'T confirm your application, and contact the Secretariat of the Doctoral Schools (tesis@uco.es). If you present your application with incorrect information, you will have to wait until you can withdraw it, and start a new one.

International Doctorate Mention (Honor). To request this mention (Figure 9), previously in your Activities Document, in SIGMA ("Seguimiento tesis y tfg" Module) your advisor(s) must have completed and validated the activity with Code "72 - *Certificado de estancia para mención internacional*". If this is not the case, please refer to **Annex 1**.

Once the International Mention activity has been validated, you will have to re-attach the stay certificates, if you have completed more than one stay, as at this time the application does not retrieve them from Follow-up in SIGMA.

Co-supervision Regime. To request this mention (Figure 12), previously, in your Activities Document, in SIGMA, (“Seguimiento tesis y tfg” Module) your advisor(s) must have completed and validated the activities with Code "75 - Certificado de estancia en otra Universidad para cotutela" and "76 - Certificado de estancia en la Universidad de Córdoba". If this is not the case, please refer to **Annex 1**.

When you complete the activities with Code 75 and 76 and it is validated by your tutor or advisor, you can continue your filing request by clicking on the "SI" button, at which point the data recorded in your file will appear.

Titulo	Actividad	Titulo entidad	Cotutela entidad	Fecha inicio	Fecha final	Número de días
	Certificado cotutela	Universidad	UNIVERSITY OF PLYMOUTH			

Esta es la información que se acordó en tu convenio de cotutela firmado entre ambas universidades y que se ha de tener en cuenta en la confección del tribunal de esta tesis.
This is the information that was agreed upon in your co-supervision agreement signed between both universities and that must be taken into account when preparing the jury for this thesis.

Número de Titulares: 3
Número de Suplentes: 3

Figure 12. Application for co-supervision of one's thesis.

Compendium of publications. Check if your thesis is comprised of a compendium of documents. We recommend that you consult in advance with your advisor(s) and/or with the Doctoral Program Academic Committee regarding the possibility of completing your thesis in the compendium format, as this requires meeting the specific quality criteria of each doctoral program.

The compendium requires authorization by the CAPD after a favorable report from your advisor, for which you will provide "Doc 6. Application for a Thesis Comprised of a Compendium of Publications" on the "Adjuntar documentación" screen.

Committee member proposal. If so advised by your advisor, and they provide you with all the information, you can add a committee members proposal. To do this, you must indicate the 6 people (3 members and 3 alternates) and add the eligibility document for each.

To add members there are two different listings (Figure 13): UCO members (docentes de la universidad) and external persons (docente externo) (Figure 14). For each member, if you provide the ORCID Code this facilitates the documentation of the relationship between their research experience and the thesis, and you do not need to provide their CV.

If you do not have this information, this section may be completed by your advisor, or the CAPD, at a later date.

We recommend that you check the current regulations on the composition of committees, found in the Regulations for doctoral studies.

- a) University of Cordoba Professor. One member and one alternate member shall be from the University of Cordoba. To fill in their data, click on the magnifying glass, search for their name, and select it. You can now fill in their ORCID code, if you know it, as well as the position they will occupy on the Committee. Remember that, even if the people appear on the list, it will be mandatory to attach the eligibility document to confirm that they meet the requirements set down in the regulations.

Añadir miembro tribunal propuesto x

i Esta información puede ser completada por la/el doctoranda/o o las personas que supervisan la tesis. La persona que coordina el programa de doctorado podrá proponer o modificar la información aportada. Debe comprobar que las personas seleccionadas en "Docente de la universidad" cumple los requisitos para ser miembro de tribunal. El hecho de aparecer en el listado no implica que cumpla los requisitos. La propuesta de tribunal estará constituida por 3 personas titulares y 3 suplentes, todas ellas con la titulación de doctor o doctora y con experiencia investigadora acreditada en la materia a que se refiere la tesis o que tenga relación con la misma. Debe seleccionar las personas, su participación (Presidenta/e, Vocal o Secretaria/o) y si fuera titular o suplente. Aportar el Código ORCID facilita la justificación de la relación de la experiencia investigadora con la tesis, y puede evitar que a la CAPD solicite el CV a cada miembro.

Docente de la universidad

Docente externo/a

Figure 13. Screen to select the type of committee member proposed.

- b) External professor. To indicate external committee members and experts, click on External Professor and fill in the data. If you provide the ORCID Code it will not be necessary for us to request their CV, but, in any case, you will have to provide the eligibility document.

Docente de la universidad

Docente externo/a

Código ORCID

Nombre (*)

Primer apellido (*)

Segundo apellido

Correo electrónico: (*)

Figure 14. Screen to enter the data of members from outside the UCO (external).

It is mandatory to fill in the origins of the member of the committee. You can also fill in the University and year in which they received their doctorate, if you have that information.

When entering the details for each member, it is **important** to indicate whether they are going to participate by **videoconference**, or could do so. Up to two committee members may participate by videoconference. If all three do, this would constitute a virtual defense, just as if you mark that you will participate via videoconference. In this case you will need to confirm that all the members of the committee will also be able to participate via videoconference.

Select each member's position on the committee and whether they are a regular member or alternate. Finally, the list of members of the Committee will be comprised of a president, a secretary, a member, and three alternates (Figure 15). Remember that the UCO member UCO must have an UCO alternate, and a gender ratio must be maintained in its composition. Review the doctoral studies regulations as regards the requirements that committee members must meet.

Propuesta Miembros Tribunal						
Miembros del tribunal propuestos						
	Nombre y apellidos	Cargo dentro del tribunal	Titular/Suplente	Docente mención internacional	CV	Documento idoneidad
<input type="checkbox"/>	<input type="checkbox"/>	3 - PRESIDENTE	Titular	<input type="checkbox"/>	<input type="checkbox"/>	Informe idoneidad miembro tribunal 1 34.pdf
<input type="checkbox"/>	<input type="checkbox"/>	3 - PRESIDENTE	Suplente	<input type="checkbox"/>	<input type="checkbox"/>	Informe idoneidad miembro tribunal 2 34.pdf
<input type="checkbox"/>	<input type="checkbox"/>	5 - VOCAL	Titular	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Informe idoneidad miembro tribunal 3 34.pdf
<input type="checkbox"/>	<input type="checkbox"/>	5 - VOCAL	Suplente	<input type="checkbox"/>	<input type="checkbox"/>	Informe idoneidad miembro tribunal 4 34.pdf
<input type="checkbox"/>	<input type="checkbox"/>	4 - Secretario/a	Titular	<input type="checkbox"/>	<input type="checkbox"/>	Informe idoneidad miembro tribunal 5 34.pdf
<input type="checkbox"/>	<input type="checkbox"/>	4 - Secretario/a	Suplente	<input type="checkbox"/>	<input type="checkbox"/>	Informe idoneidad miembro tribunal 6 34.pdf

Añadir miembro tribunal propuesto

Figure 15. Tab with the complete information for the committee proposal.

If you request an International Mention, you must have an international member on your committee other than the person responsible for the stay. The application only allows you to mark 1 person as an International Mention professor, but it is advisable that their alternate also meet the requirements, so as not to jeopardize the International Mention in the event the latter must, ultimately, participate on the committee.

Remember that the members of the committee, in addition to holding PhDs, must feature research profiles corresponding to the topic of the thesis (the ORCID Code may be sufficient), and accredited research experience.

Activities of the doctoral student. Here you can indicate the activities that appear in your DAD (Doctoral School Activity Document), which must all be previously validated by your tutor or advisor.

If they are not validated, contact your tutor or advisor. If any was not ultimately carried out, subsequently delete the activity in the "Seguimiento tesis y tfg" module, and edit your filing request.

Remember that this document will be delivered to the thesis defense committee, and is considered in the evaluation of the thesis.

Thesis via videoconference. Check this option if your thesis defense is going to be virtual (Figure 16). A thesis defense is virtual when all the participants (committee and doctoral student) attend via videoconference; that is, the doctoral student is not physically accompanied by any member of the committee. If the doctoral student requests a thesis via videoconference, all the members of the committee will participate via videoconference, and this must be included in the committee proposal.

Tesis por videoconferencia

Realizar defensa de tesis por videoconferencia

(*) Campos obligatorios

Figure 16. Request by the doctoral student to carry out the thesis via videoconference.

In this case, you will have to later upload Document 9 on the "Adjuntar documentación" screen. Thesis application via videoconference, which is the reasoned request of said

application, which may be accepted or rejected by the Administration of the doctoral school.

DON 'T FORGET to save your changes from time to time and when switching screens.

3.4. Helvia / Doctor Thesis Database (TESEO)

Helvia Institutional Repository.

All doctoral theses defended at the UCO must be openly accessible in the HELVIA institutional repository and in TESEO (Figure 17).

En esta pantalla encontrarás la información que tendrás que completar para cumplir los requerimientos legales en cuanto al acceso abierto de la tesis en los diferentes repositorios institucionales HELVIA y TESEO de acuerdo a la normativa vigente. Puedes expandir las diferentes opciones disponibles. Para continuar con la siguiente pantalla, tendrás que añadir todos los datos que te solicita el programa y marcar la autorización tanto en el apartado de HELVIA como el de TESEO, para la publicación de la tesis.

Expandir todo

Helvia(*)

TESEO(*)

Resumen explicativo(*)

Figure 17. Window to enter the data from the repositories for open access to the thesis.

In the event that you wish to request an embargo period for justified reasons (delay open access to the thesis document), there is a drop-down to indicate for how long (6, 12, 18 or 24 months), subsequently uploading a reasoned request on the 'Adjuntar documentación' screen by means of Doc 4. Embargo Request (Figure 18).

When a thesis has open access in the Repository, you should be aware that it will feature CC License Acknowledgement - Non-commercial - No derivative work (BY-NC-ND).

If you wish to request the protection of a confidential thesis, you must upload a reasoned request through 'Doc 5. Confidential thesis application'. You can upload this document on the "Adjuntar documentación" screen as "Otra documentación". Please contact the secretariat of the doctoral school (tesis@uco.es) if you require this level of protection.

Subsequently, in the "Adjuntar tesis" window you must attach two copies of the thesis: a reduced version, in which the contents covered by confidentiality will be eliminated; and a complete version, which will be filed at the University under a commitment to confidentiality.

The screenshot shows a web form titled 'Helvia(*)' with several sections:

- A blue bar with the instruction: 'Indique si desea que la tesis se haga pública en el repositorio institucional'.
- A section 'Indique si desea que la tesis se haga pública en el repositorio institucional (*)' with radio buttons for 'Publicación inmediata' and 'No' (selected).
- A blue bar with the instruction: 'Seleccionar embargo solicitado'.
- A section 'Seleccione el tiempo de embargo solicitado (*)' with radio buttons for '6 meses', '12 meses', '18 meses', and '24 meses'.
- A blue bar with the instruction: 'Seleccione tipo de Licencia'.
- A section 'Licencias Creative Commons (*)' with radio buttons for 'Licencia CC Reconocimiento - No comercial - Sin obra derivada (BY-NC-ND)' (selected).
- A dropdown menu at the bottom labeled 'Códigos para indexar la tesis en Helvia(*)'.

Figure 18. Window to complete the data for open access to the thesis.

To search the knowledge area you can use the drop-down or type the first letters and then select:

You will need to enter at least on keyword, although you can add more words by clicking on +.

TESEO

Select the appropriate codes from the dropdowns. You can check the terms used in the repository in the TESEO HELP guide (<https://www.educacion.gob.es/teseo/>)

Explanatory Summary

You must complete it in **Spanish** and **English**, with a limit of 600 words. Remember that this text will be the presentation of your thesis.

3.5. Attach documentation

Attach documents

At the beginning of this guide you have a list with all the necessary documents. On the IdEP website you have the forms to complete them.

<https://www.uco.es/estudios/idep/menu-doctorado/deposito-on-line-de-la-tesis>

Do not use strange characters or accent marks in the names of the files to be uploaded (Figure 19). Name each file by document number (Doc. #).

Failure to complete the required documents will prevent you from confirming the application and will result in an error. If you do not complete all the necessary documents (e.g. you request a compendium thesis, but do not attach Doc. 6.), your application will be returned and the thesis filing process will be prolonged.

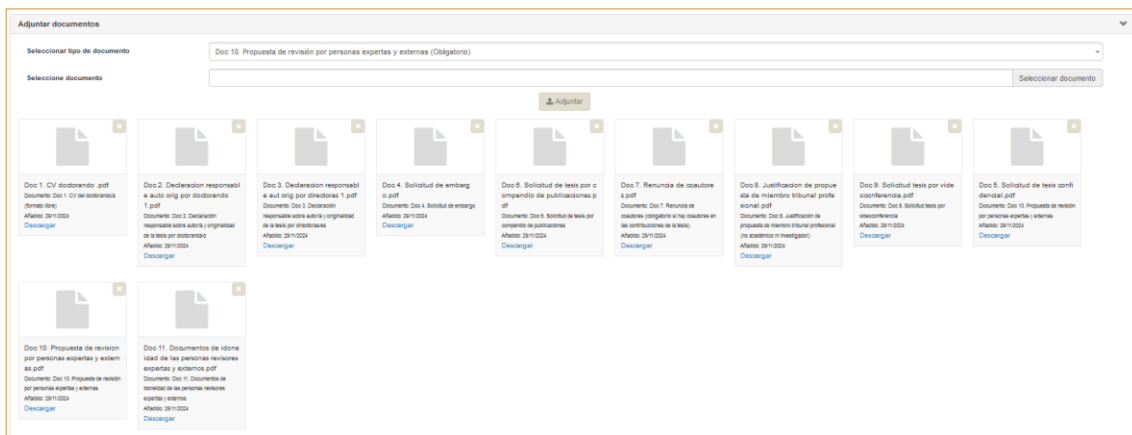


Figure 19. Window to attach the documentation of the filing of the thesis.

Attach scientific documentation.

In this section (Figure 20), you will find two tabs:

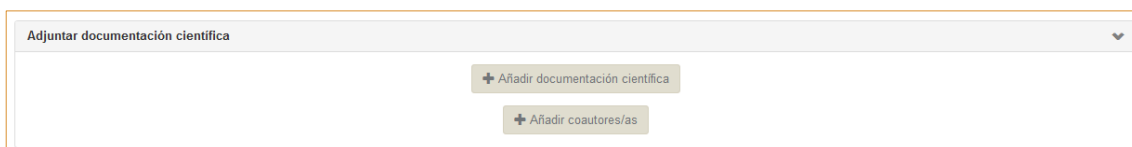


Figure 20. Window to attach information on the scientific contribution supporting the quality of the thesis, and the co-authors who have participated.

Click on “Añadir documentación científica” and fill in the DOI code of the scientific contribution you are submitting to certify the quality of your thesis, then click on Add. You must add the scientific document in PDF, clicking on +.

For the link to work you must write the complete DOI code; thus, it must start with <https://doi.org/> If the document does not yet have a DOI code, you can indicate "NOT AVAILABLE" or another explanation, as appropriate. Remember that the scientific contribution accrediting the quality of the thesis must meet the criteria established by the CAPD.

The table in Figure 21 refers to the co-authors of the contributions that endorse the quality of the thesis.



Figure 21. Data on the co-authors of the contributions that endorse the quality of the thesis.

Fill in the first and last name, and keep in mind that you only have to enter the numeric part of the ORCID code. In the event that you do not have the ORCID code, indicate "Not Available", but always fill in the name and surname of the other authors.

Remember that in cases of contributions that support theses with multiple authors, you must send "Doc 7. Co-authors' Waiver" in the "Adjuntar documentación" tab.

DON'T FORGET to save your changes from time to time and when switching between screens.

3.6. Attach thesis

Attach the final copy of your thesis (Figure 22). To do this, select the document in PDF format, in a single file, maximum 50 Mb, to authorize its incorporation into the institutional repositories and render it viewable.

We remind you that the cover of the thesis must state that it is a doctoral thesis, the title, author, the person or persons serving as advisors on the thesis, the doctoral program, "Universidad de Córdoba" (including the logo), and the year. In case of theses carried out within the framework of joint doctoral programs, or in collaboration with other entities, the names of the participating universities or institutions should be included.

This filing application guarantees that your thesis file is subject to temporary custody by the UCO, with access restricted to your advisor(s), tutor(s), members of the Doctoral Program Academic Committee, and Doctoral School and Publications Service staff. Information on the traceability of queries made is also guaranteed.

Finally, click on "Adjuntar ejemplar":

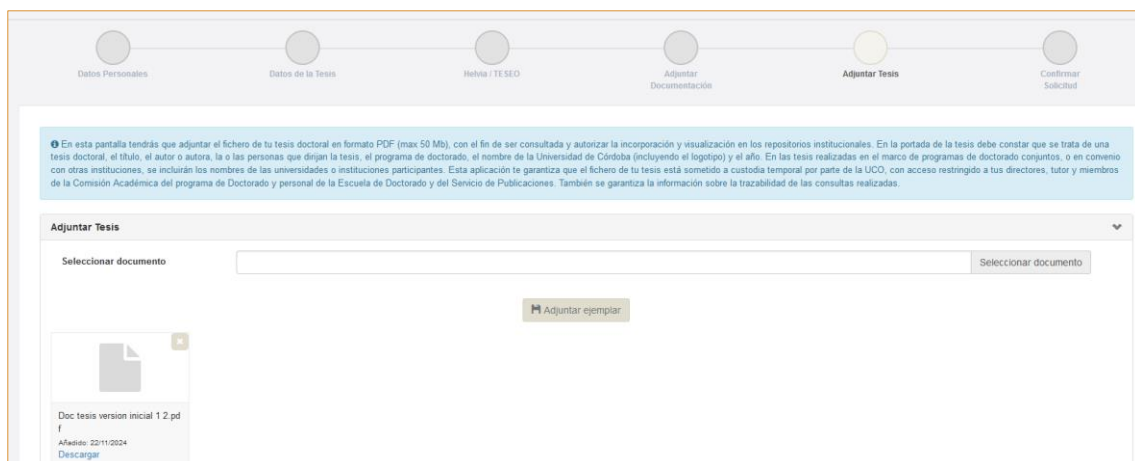


Figure 22. Window to attach the doctoral thesis document.

In the event that your thesis is subject to a confidentiality agreement (Doc. 5) you will have to attach two versions of the thesis:

1. A copy of the complete doctoral thesis.
2. A copy of the thesis in which you have eliminated the parts covered by confidentiality, referred to as the "publishable thesis".

3.7. Confirm Application

This is the final screen (Figure 23) where you can:

- “Guardar borrador”: in the event you have not completed the application and want to resume it at a later time.
- “Presentar solicitud”: you confirm your application for filing, which must be made done the filing authorization **deadline** (end of the doctoral thesis continuous enrollment period).
- “Desistir solicitud”: Cancel the filing application; you can complete a new application from the beginning.
- “Imprimir resguardo”: allows you to view a summary of the filing request.



Figure 23. Window to confirm, save or withdraw the filing request.

Before submitting your application, you can check all the screens and review the documentation to make sure you haven't forgotten anything. If everything is correct, click SUBMIT APPLICATION (“Presentar solicitud”).

If something is missing, the computer application will ask you to provide it (Figure 24).

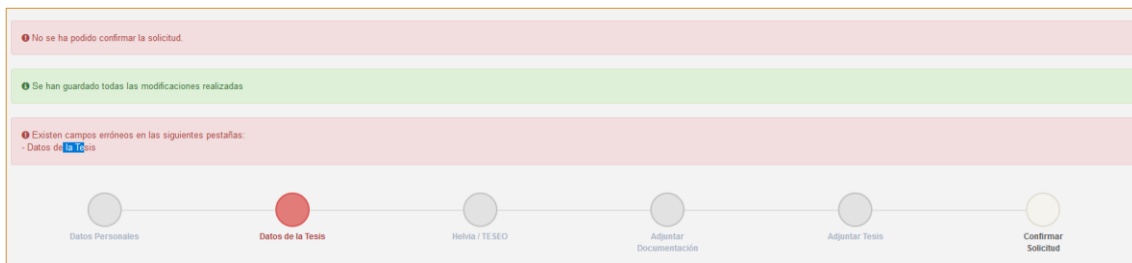


Figure 24. Errors in the confirmation of the filing request will be marked in another color.

If everything is in order the application will tell you that the application has been submitted (Figure 25); click OK.



Figure 25. Confirmation window that the filing request has been submitted successfully.

The application is now available to your advisor, who will review, complete and validate the documentation provided (Figure 26).

At this time your application is closed, but you can view the details of your application or print a receipt.

Centro	Programa de doctorado	Título	Fecha alta	Fecha devolución solicitud	Estado solicitud	Observaciones
131 - Escuela Internacional de Doctorado en Agroalimentación	536 - Programa de Doctorado en Ingeniería Agraria, Alimentaria, Forestal y del Desarrollo Rural Sostenible	[Redacted]	21/11/2024		DI - A validar por el Director	

Figure 26. Window with information on the current status (DI - A validar por el Director) of the filing application submitted.

4. Returned Applications

A return means that you can correct or incorporate documents in those sections marked as incorrect by your advisor, tutor, the secretary, the CAPD or the Doctoral School. However, you will not be able to modify those sections that they confirm to be correct. Therefore, the sections that need to be corrected are marked in a different color.

In the event of a returned application, you will receive an email that will notify you so that you can correct it. To do this, access the SIGMA "Depósito on-line de Tesis" module, and you will be able to see the returned application (Figure 27) (SR- Returned to the Doctoral Student).

Centro	Programa de doctorado	Título	Fecha alta	Fecha devolución solicitud	Estado solicitud	Observaciones
131 - Escuela Internacional de Doctorado en Agroalimentación	536 - Programa de Doctorado en Ingeniería Agraria, Alimentaria, Forestal y del Desarrollo Rural Sostenible	[Redacted]	29/11/2024	29/11/2024	SR-Deuelta al doctorando	[Redacted]

Figure 27. Window with the current status of the application (RTDS- Returned to the Doctoral Student) for the doctoral student to correct information.

See the "Observaciones" section for the reasons for the application was returned (Figure 28).

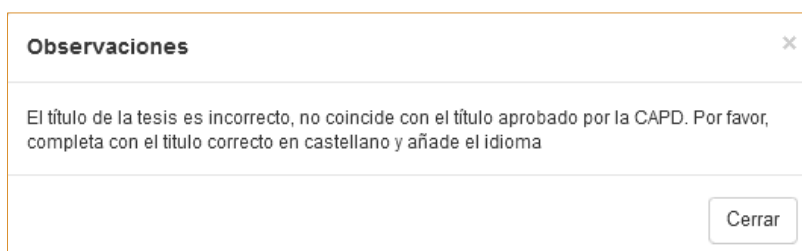


Figure 28. "Observations" text box where the reasons the application was returned are indicated.

To edit the application, click the Edit icon 

The sections that you must correct will be in different colors (Figure 29). Make the changes indicated:



Figure 29. Thesis data screen where the fields that require correction are marked.

Enter each of them and, once you have finished correcting the problems, save the changes and, on the "Confirmar solicitud" screen, click again on "Presentar solicitud" (Figure 30).

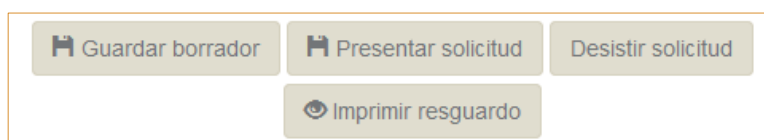


Figure 30. Box to reconfirm the application after correcting the problems.

The application will go from "SR-Devuelta al doctorando" status to "DI-A validar por el Director". Please refer to Table 3 for possible statuses in which the application may be found.

In all cases of returns, the procedure is the same:

- The doctoral student will receive an email instructing him/her to enter the file and correct what is necessary; when finished, he/she will confirm the application,
- The advisor will receive an email and will have to re-enter the application, verify that everything is correct, validate the different sections corrected, if applicable, and confirm the application.
- The tutor will receive an email and will need to re-enter the application to confirm it.

- d) The coordinator of the doctoral program will receive an email and will re-enter the application to verify that the indicated sections have been corrected and confirm the application.

Return in which you are asked for a new version of the thesis accompanied by a document detailing the improvements made to it.

This kind of return can occur when the CAPD requests evaluation reports from external experts and, based on them, concludes that changes need to be made (Figure 31).

In this case the thesis document has not been validated, and you will have to attach:

- a) a new version of the thesis, but you will not be able to delete the thesis presented previously, which will remain in the "Versiones anteriores" section of the application.
- b) the 'response document', detailing the improvements introduced in the "Documento de mejoras" space.

The screenshot shows a web interface for uploading a thesis. At the top, a yellow message box states: "Debido a que el documento de tesis no se ha validado positivamente, se tiene que volver a adjuntar el documento". Below this is a section titled "Adjuntar Tesis" with a dropdown arrow. It contains a "Seleccionar documento" input field with a "Seleccionar documento" button to its right. A central button labeled "Adjuntar ejemplar" is positioned below the input field. A yellow warning box below the button says: "No se ha adjuntado ningún documento." Underneath is a "¿Datos Correctos?" section with a green checkmark icon and a close 'x' icon. At the bottom, there is a "Versiones anteriores" dropdown menu. The list below it shows "Versión de tesis: Inicial" and "Doc tesis version inicial 12.pdf".

Figure 31. Window to add a new version of the thesis and version history.

Remember that the committee will be sent, in addition to the final version of the thesis, the external evaluation reports and the document indicating the improvements made to the last version (Figure 32).

The screenshot shows the "Documento de mejoras" tab within the "Adjuntar Tesis" section. It features a "Documento de mejoras" dropdown menu. Below the menu is a "Seleccionar documento" input field with a "Seleccionar documento" button to its right. A central button labeled "Adjuntar" is positioned below the input field. At the bottom of the section, there is a "Guardar" button.

Figure 32. Tab to send the improvements document before the review received from the expert external evaluators, necessary to include a new version of the thesis.

Withdraw Application

If, in response to a returned application you opt to rescind your application (Figure 33), you will have to resubmit a new application.

IMPORTANT: Check your doctoral thesis deadline, as, if it has passed, the module will not allow you to complete a new application.



Figure 33. Window for the doctoral student to communicate the withdrawing of their thesis application.

5. Application Statuses

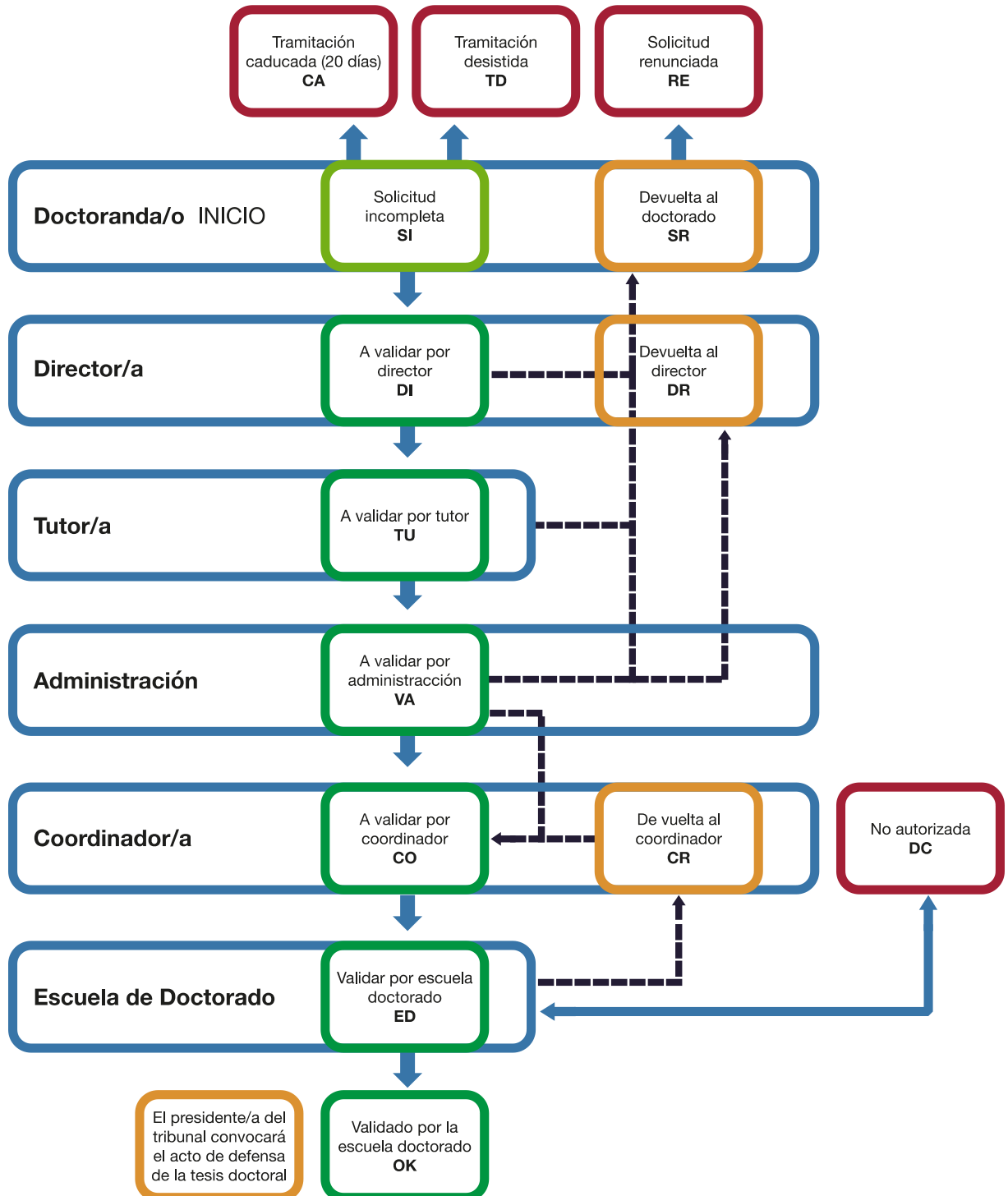


Table 3. Possible statuses in which the application for the filing of the thesis can be found.

Status	Text	Description
CA	Tramitación caducada	You have 2 months to complete the application from the start of IA status
CO	A validar por el/la Coordinador/a	To be validated by the Doctoral Program Academic Committee (DPAC/CAPD)
CR	Devolta al Coordinador/a	The Doctoral School returns it to the Doctor Program Academic Committee to be corrected
DC	No autorizada por el/la Coordinador/a	The Doctoral School or the DPAC do not authorize the thesis
DI	A validar por el/la Director/a	From IA or from RDS, validation by the advisor is required
DR	Devolta al Director/a	The Secretariat of the Doctoral School returns it to the Advisor
ED	A validar por la Escuela de doctorado	In this status, the thesis goes on public display
OK	Validado por la Escuela de doctorado	In this status the thesis passes to the appointment of the committee
RE	Solicitud renunciada	The doctoral student rescinds his/her application based on a return received. They can complete another application if they have continuous enrollment status time left.
SI	Solicitud incompleta	Status from the creation of the application until the doctoral student confirms it
SR	Devolta al doctorando/a	The doctoral student receives a returned application is asked to respond
TD	Tramitación desistida	From IA status, the doctoral student cancels it, at his/her request. The student can complete another application if they have continuous enrollment status time left.
TU	A validar por el Tutor/a	To be validated by Tutor
VA	A validar por la administración	To be validated by the Secretariat of the Doctoral School

6. Deadlines for each status

- From the creation to the submission of the filing request: up to 2 months (always within the continuous enrollment period).
- Each validation by the advisor: up to 7 days.
- Each validation by the tutor: up to 3 days.
- Each validation by the Secretariat of the Doctoral School (Administration): up to 20 days.
- Each validation by the Doctoral Program Academic Committee CAPD) (Coordinator): up to 20 days.
- Each validation by the Doctoral School: up to 10 days.
- Evaluation report by external experts: up to 20 working days.

- Changes in the thesis and preparation of the improvements document: up to 20 working days.
- Public exhibition period: 5 business days.
- Submit an appeal to the CAPD in response to "Non-authorization of the Filing": up to 10 business days.
- Response and correction of incidents in the public exhibition: up to 15 working days.
- From the authorization to the filing and defense of the thesis: up to 6 months.
- Deadline to set the date of the defense, since its authorization: 3 months.
- Minimum period between communication of the date of the defense and the event: at least 5 business days.
- To modify the thesis and defend it again in the event of an "Unsatisfactory" rating: up to 6 months.
- To submit appeals in response to the rating, from the date of the defense: up to 10 business days.

7. FAQ

When can I start the thesis filing?

When your doctoral thesis is completed; that is, when you have completed the mandatory activities in the educational plan, you have achieved the objectives set down in the research plan, and you have made the contribution(s) that endorse the quality of the thesis required in your doctoral program. The thesis document is now the final version, which cannot be modified and will be uploaded to the institutional repository if the CAPD does not request changes in view of the reports by external experts, so the advisors will have reviewed the thesis, and you can begin to complete the documentation of the filing.

Why do I have to start the filing request with enough time before the deadline (“fecha máxima de depósito”) appearing in SIGMA?

The filing request must be completed before the doctoral studies deadline (continuous enrollment time limit) appearing in your file. Thus, you have to initiate your application in advance, as if it is necessary to correct any data or make any changes, this will take time, and you ALWAYS have to confirm your application before the deadline (continuous enrollment status time limit). When this period has expired, you will not be able to make a new filing request, so you will not be able to defend the Thesis.

As a guideline, we recommend starting the filing request **at least 45 days** before the deadline in SIGMA. Also keep in mind that once you start the application it expires after 2 months if you have not completed it.

What happens if I forget to include a document?

If your advisor notices that a document is missing, or there is an error, your application will be returned to you, to be corrected. Once you have done so, confirm the application again and it will be sent back to your advisor for validation.

I do not know the members of the Committee. Can I request the filing?

Yes, you can do so without filling in this section. When indicating the committee, it will be necessary to enter the 6 members and their eligibility documents in order to finalize the filing request. The members of the committee are proposed by the advisor. But, if you have the information and the documentation, you can do it yourself beforehand.

Do I provide the reports from external experts?

No, the reports from the external experts will be requested by the Academic Committee of the program at the proposal of the thesis advisor.

I want to request a mention, but the app does not allow me to select it

You can only request a mention or co-supervision if: 1) you registered the corresponding activities (72 to 76 in the Sigma "Seguimiento tesis y tfg" module) on your activity document, and selected the correct option; 2) your advisor or tutor has validated each activity. If you have any questions about how to record your activities on the DAD (Doctoral School Activities Document) consult the information and video available on the IdEP website.

For the international mention, in the activities document you must have completed the activity with Code 72 and marked the box "Mención doc. Internacional". If you completed multiple stays, upload as many activities as stays you have done, but always with the same code: 72.

For the industrial mention, you must complete two activities on your activity document. One with Code 73, marking the "Mención Doc. Industrial" box; and another with Code 74, marking the same box.

I want to apply for international Co-supervision

The section to request international co-supervision is only there in the event that you have signed a co-supervision agreement with another University. On your activities document the activities are completed with Code 75 and 76, and you must check the "Cotutela" box. If you still have questions, please contact the doctoral school at tesis@uco.es

Can I modify the thesis filing once the application has been submitted?

No. Only if your advisor does not validate the version of the thesis, or the CAPD requests a change, based on the experts' reports, will you be able to make changes to the version sent.

If I have detected errors in the thesis document, how can I document them?

Once the thesis is on public display, any changes to be made are incorporated into a corrigendum document, which will be sent together with the thesis to the open access repositories.

What is the maximum period to obtain authorization for the filing after I've submitted the application?

Within **6 months** from the submission of the application, authorization for the filing must have been obtained from the CAPD. Once this period has elapsed, it will be necessary to start a new application, if you still have continuous enrollment time left.

Annex 1. Registration of activities and/or requirements for mentions and validation by your advisor

To request the mentions and/or co-supervision regime, it is necessary that the corresponding activities be correctly completed by the doctoral student in the "Seguimiento tesis y tfg" module (Figure 34) in SIGMA, and subsequently validated by your advisor.

To register the activities, access the "Seguimiento tesis y tfg" module in SIGMA



Figure 34. Location of the "Thesis and Final Degree Project Follow-up" model to carry out the activities.

International Doctorate Mention (Honor).

This mention requires completing the activity with Code "72 – *Certificado de estancia para mención internacional*" and checking the "Mención Doc. internacional" box (Figure 35). If you completed multiple stays, upload as many activities as stays you have done, but always with the same code: 72.

Inscripción	Miembros tribunal	Directores de tesis	Plan de investigación	Documento de actividades	Financiación	Evaluación de la comisión académica	Comisiones de seguimiento
Curso académico	2024/25-0						
Tipo de actividad	72 - Certificado de estancia para mención internacional - Descripción variable						
Descripción	Estancia Internacional						
Fecha inicio	15/01/2024	Fecha fin	20/05/2024	Número de días			
Texto Mención	<input type="checkbox"/> Sin mención <input checked="" type="checkbox"/> Mención Doc. internacional <input type="checkbox"/> Mención Doc. Industrial						
Cotutela	<input type="checkbox"/>						

Figure 35. Window of the international mention activity; activate the International Mention Doc. box.

IMPORTANT: only the activity with Code "72 – *Certificado de estancia para mención internacional*" should be selected with an international mention. The rest of the activities, even if they are related to the mention, should not have the "Mención Doc. internacional" box checked.

When you complete the Code 72 activity and it is validated by your tutor or advisor, you can continue your filing request by clicking on the "Yes" button on the International Doctorate Mention application.

Industrial Doctorate Mention. To request this mention, in your Activities Document in SIGMA your advisor(s) must have completed and validated TWO activities with Code "73 – *Contrato laboral para doctorado con mención industrial*" and marked the box "Mención Doc. industrial" (Figure 36) and the activity with Code "74 – *Memoria científico-técnica para mención industrial*" and also the "Mención Doc. industrial" (Figure 37).

Inscripción	Miembros tribunal	Directores de tesis	Plan de investigación	Documento de actividades	Financiación	Evaluación de la comisión académica	Comisiones de seguimiento
Curso académico	2024/25-0						
Tipo de actividad	73 - Contrato laboral para doctorado con mención Industrial - Descripción variable						
Descripción	Contrato laboral de doctorado Industrial						
Fecha inicio	01/02/2022	(dd/MM/yyyy)	Fecha fin	20/05/2024	(dd/MM/yyyy)	Numero de días	
Texto Mención	<input type="checkbox"/> Sin mención <input type="checkbox"/> Mención Doc. internacional <input checked="" type="checkbox"/> Mención Doc. Industrial						
Cotutela	<input type="checkbox"/>						

Figure 36. Window of the Industrial Mention activity to upload the employment contract and activate the International Mention Doc. box.

Inscripción	Miembros tribunal	Directores de tesis	Plan de investigación	Documento de actividades	Financiación	Evaluación de la comisión académica	Comisiones de seguimiento
Curso académico	2024/25-0						
Tipo de actividad	74 - Memoria científico-técnica para mención industrial - Descripción variable						
Descripción	Memoria de doctorado Industrial						
Fecha inicio	01/02/2022	(dd/MM/yyyy)	Fecha fin	20/05/2024	(dd/MM/yyyy)	Numero de días	
Texto Mención	<input type="checkbox"/> Sin mención <input type="checkbox"/> Mención Doc. internacional <input checked="" type="checkbox"/> Mención Doc. Industrial						
Cotutela	<input type="checkbox"/>						

Figure 37. Window of the Industrial Mention activity to upload the Scientific/Technical Report and activate the International Mention Doc. box

IMPORTANT: only the activities with Codes "73 – Contrato laboral para doctorado con mención industrial" and "74 – Memoria científico-técnica para mención industrial" should be selected with an international mention. The rest of the activities, even if they are related to the mention, should not have the "Mención Doc. industrial" box checked.

When you complete these two activities, with Code 73 and 74, and they are validated by your tutor and/or advisor, you can continue your filing request by clicking on the "SI" button, at which point the data recorded in your file will appear. You will have to re-attach the certificate or stay certificates because at this time the application does not retrieve them from Follow-up in SIGMA.

Co-supervision Regime. To request this mention, in your Activities Document in SIGMA your advisor(s) must have completed and validated the activities with Code "75 - Certificado de estancia en otra Universidad para cotutela" and "76 - Certificado de estancia en la Universidad de Córdoba" and marked the "Cotutela" box (Figure 38).

Inscripción	Miembros tribunal	Directores de tesis	Plan de investigación	Documento de actividades	Financiación	Evaluación de la comisión académica	Comisiones de seguimiento
Curso académico	2024/25-0						
Tipo de actividad	75 - Certificado de estancia en cotutela - Descripción variable						
Descripción	Certificado de estancia cotutela						
Fecha inicio	01/02/2023	(dd/MM/yyyy)	Fecha fin	01/11/2023	(dd/MM/yyyy)	Numero de días	
Texto Mención	<input type="checkbox"/> Sin mención <input type="checkbox"/> Mención Doc. internacional <input type="checkbox"/> Mención Doc. Industrial						
Cotutela	<input checked="" type="checkbox"/>						

Figure 38. Co-supervision system window to upload the stay certificate and activate the Co-supervision box.

IMPORTANT: only the activity with Code "75 - Certificado de estancia en otra Universidad para cotutela" and Code "76 - Certificado de estancia en la Universidad de Córdoba" should be selected with a co-supervision regime. The rest of the activities, even if they are related to the mention, should not have the "Cotutela" box checked.

When you complete the activity with Code 75 and 76 and it is validated by your tutor or advisor, you can continue your filing request by clicking on the "SI" button, at which point the data recorded in your file will appear.