

FINAL DISSERTATION

Important information about the program and the defense

A. INTERNATIONAL DOCTOR MENTION

If the student wishes to opt for the inclusion of the mention of “International Doctor” in the PhD title:

- The dissertation must be in English (or any other language not considered official in Spain),
- The student must spend a minimum of 3 months in a university or research institution outside of Spain either taking courses or researching (this must be included in the Document of Activities),
- At least one doctor from a Non-Spanish institution must write a report positively evaluating the doctoral dissertation, and
- At least one doctor from a Non-Spanish institution has to be a member of the Dissertation Committee. This doctor has to be different one supervising or responsible for the student during the time spent abroad. Nevertheless, the doctor supervising or responsible for the student during the time spent abroad can also be part of the Committee.

B. DOCTORAL DISSERTATION REQUEST

Prior to the defense and evaluation of the dissertation, the student must present a Doctoral Dissertation request to the General Secretariat (the administrative department at IE University headed by a Secretary General). This request should be accompanied by the following documents located in the doctoral portal

- The Document of Activities (from every year in the program, updated up to the defense date).
- A report from the Dissertation Advisor providing the green light for the final defense
- A proposal of Committee Members
- This committee needs to be pre-approved by the Academic Commission.
- A document where you, formally, request your dissertation submission
- 1 copy of the dissertation in electronic format (USB flash drive in word and PDF format)
- 4 hard copies of the dissertation. (IE will cover these expenses and take care of these logistics but you need to allow 3 weeks for IE to print and bound the copies)

C. GENERAL SECRETARIAT’S ROLE

The General Secretariat registers the dissertation and makes it available for public consultation by any doctor during at least 1 month.

The Dissertation Defense announcement is published in the official notice boards of the university.

The General Secretariat provides every member of the Committee with:

- the announcement of the dissertation defense (date, time, and place)
- a hard copy of the dissertation
- an Electronic Copy of the dissertation.
- the Document of Activities, and

- a form to write an individual report, evaluate the dissertation and vote in favor or against granting the “cum laude” mention.

D. ACADEMIC COMMISSION’S ROLE (PART 1)

The Academic Commission may request the evaluation of the dissertation by 2 experts in the field.

Any doctor may send comments regarding the content of the dissertation to the Academic Committee during the period of public consultation.

E. DISSERTATION’S COMMITTEE’S ROLE PRIOR TO THE DEFENSE

Since their appointment, the Committee members have 1 month to write a reasoned report assessing the dissertation, in which they will:

- a) approve or not the defense, and
- b) agree to be part of the Committee (if approved for defense)

If substitutes have to be called, they have 15 days to write their report.

The members have to send their reports to the Academic Commission.

F. ACADEMIC COMMISSION’S ROLE (PART 2)

The Academic Commission receives the reports from the Committee members. If after 1 month any of the reports have not been received, the Academic Commission Coordinator is in charge of calling the substitutes in order and sending them the documents to evaluate the dissertation and write their report.

Once the 5 reports have been received, the Academic Commission decides if the dissertation is ready for the final defense. If the dissertation is not admitted, the Academic Commission will:

- Communicate its decision to the student and the Advisor in a written form,
- Provide a reasoned report on the decision made, and
- Indicate the appropriate avenue to address the flaws of the dissertation.

If the dissertation is admitted, the Academic Commission appoints the Committee members, and among these, appoints a “President” and a “Secretary” of the Committee.

G. DISSERTATION COMMITTEE COMPOSITION

- a) 5 full-time Spanish or Non-Spanish doctors (these include a “President”, which has to be from a different university, and a “Secretary” of the Committee, which has to be from the university)
- b) 2 full- time Spanish or Non-Spanish doctors to substitute the other members in case of absence or unavailability (the President of the Committee is in charge of replacing the missing member with the substitute). One Substitute should be from IE, the other cannot be from IE.

The Dissertation Advisor and Co-Advisor/s cannot be a part of the Committee.

If the student opts for the mention of “International Doctor” in the PhD title, at least one of the members of the Committee has to be a doctor from a Non-Spanish institution, this member cannot be the one supervising or responsible for the student during the time spent abroad. Nevertheless, the doctor supervising or responsible for the student during the time spent abroad can also be part of the Committee.

H. DISSERTATION DEFENSE DATE

The dissertation defense needs to be carried out no later than 60 days since the registration of the dissertation by the General Secretariat and at least 15 days after the Dissertation Defense announcement.

I. DISSERTATION DEFENSE

The candidate presents the main aspects of the research work orally in front of the Committee, including methodology, content, conclusions, and original contributions. The President of the Committee tells the candidate how much time is to be allocated to the presentation.

Committee members may make comments and ask as many questions as they deem appropriate.

Other doctors in the room may ask questions.

The Dissertation Advisor may intervene.

J. DISSERTATION EVALUATION BY THE COMMITTEE

The Committee members decide privately whether the dissertation defense has been satisfactory.

The result will be: “FAIL”, “PASS”, “MERIT”, “WITH HONORS”

If “WITH HONORS”, the Committee members vote by secret ballot whether the dissertation can obtain the “cum laude” mention. The votes are counted on a later date.

K. DISSERTATION ARCHIVE

The “Secretary” of the Committee gives all the documents to the General Secretariat.