

## Checklist for the thesis copy

This is a help guide, made through a checklist. It must not be incorporated into the doctoral thesis or your SVA.

Before the end of the deadline for the presentation ("Expected end date" in your academic record)

**CONFIRM IN THE VIRTUAL SECRETARIAT (SVA) THAT:**

You have the Supervision Agreement (CDS) signed	
You fulfill the minimum time period for thesis submission	
You have passed all complementary training	
All your training activities were assessed	
You have reviewed all your annual assessments	
You are not in a temporary leave	
You registered, with no pending payments, to make the defense application	
You have not requested a previous defense. If so, you need to contact EDIUS	
<p>You have updated and approved your research and training plan (RTP). If not, when you submit your application through your SVA you are able to request it.</p> <p>Please, verify:</p> <ul style="list-style-type: none"> <li>• That the language of the doctoral thesis matches the RTP.</li> <li>• That the doctoral thesis title matches the one approved in the RTP.</li> <li>• That you have a single research line assigned to the subject of your doctoral thesis.</li> </ul>	

**FURTHERMORE, THE FOLLOWING ITEMS MUST BE CHECKED:**

The structure of all doctoral theses includes a summary. If the language is different from Spanish or Galician, that summary will be written in Galician with a word count of, at least, 3.000 words.		
You have the corresponding permissions for figures and graphics that are not your own work and appear in the thesis. You will have to include them in an appendix in the doctoral thesis.		
<b>Thesis format (listed in order)</b>	Cover page (at the beginning of the PDF)	
	Inside cover (in the language of the doctoral thesis)	
	Absence of conflict of interest declaration	
	Back cover (at the end of the PDF)	
<b>Monographic thesis without publications</b>		
The structure of the thesis must contain, at least, the following sections. They must be included in the index.	Summary	
	Introduction	
	Hypotheses and Objectives	
	General Methodology	
	Results and Discussion	
	General Conclusions	
	Bibliography	

### Thesis with total or partial reproduction of one or more publications

The thesis must include only and exclusively the list of publications that provide content for it, in line with the RTP.		
Furthermore, for each publication whose contents are used in the doctoral thesis, the following information must be collected	Year of publication	
	Author's name and affiliation	
	Co-authors' names and affiliations and their order	
	The complete citation of the publication	
	The publisher and the ISSN or ISBN. In the case of papers with definitive acceptance for publication that have not yet been published at the time of thesis submission, their identification code (DOI in digital publications) will be added	
	Impact factor, relative position of the paper in the category to which it belongs, and/or other quality indicators	
	Journal/publisher authorization for publication in the doctoral thesis. Should this permission not be obtained, the version provided by the main authors before publication will be used, or some other alternative compliant with the journal/publisher's policy on copyright protection, exploitation, and self-archival. In the case of open access publications, express indication of the license type, and/or link to the open access declaration by the journal or publisher	
<b>Note:</b>  Visit the following guide: <a href="#">Presentación de Tese de Doutoramento</a>	Indication of the thesis chapter(s) in which content from the publication is reproduced	
	The doctoral candidate's contributions to the publication, in the case of multiple co-authors	

## Thesis by compendium of publications

<p>The <b>structure</b> of the doctoral thesis must contain, at least, the following sections, which must be included in the index.</p>	Summary	
	Introduction (stating a justification for the thematic and methodological coherence and unity of the thesis)	
	Hypotheses and general and specific objectives	
	Methodology (with description of the methodological tools used)	
	General discussion that provides coherence and unity to the different works included in the thesis of, at least, 5,000 words	
	General Bibliography	
	Full copy of the publications	
<p>The thesis must contain a list of <b>publications</b> that provide content for it, consistent with the Research and Training Plan. For each publication, its indexing in the year of publication and the following information must be recorded.</p>	Year of publication	
	Author's name and affiliation	
	Co-authors' names and affiliations and the order	
	The complete citation of the publication	
	The publisher and the ISSN or ISBN. In the case of papers with definitive acceptance for publication that have not been yet published at the time of thesis submission, their identification code (DOI in digital publications) must be added.	
	Impact factor, relative position of the paper in the category to which it belongs, and/or other quality indicators	
	The journal/publisher's authorization for the use of the publication in the doctoral thesis. Should this permission not be obtained, the version provided by the main authors before publication will be used, or some other alternative compliant with the journal/publisher's policy on copyright protection, exploitation, and self-archival. In the case of open access publications, express indication of the license type, and/or link to the open access declaration by the journal or publisher	
	The PhD student's contribution, if there are more co-authors	

**(\*) Publication requirements:**

- That they have definitive acceptance or are published in publications of international scope and prestige with anonymous peer review.
- That they are indexed in journals of recognized impact in the corresponding scientific field. In particular, those included in the Journal Citation Reports (JCR) or Scopus. In areas where this criterion is not applicable, it may be substituted by databases related to these areas.
- At least one of the publications must be in the first or second quartile of its category. In the broad areas of Arts and Humanities and Social and Legal Sciences, contributions may be books or book chapters with a quality seal in academic publishing or that are included, for example, in Scholarly Publishers Indicators in Humanities and Social Sciences.
- The doctoral candidate's contribution to the publications included in the compendium must be substantial. The publications must align with the thesis project outlined in the research and training plan, and the publications must clearly reflect the doctoral candidate's affiliation with the USC.
- None of the articles included in the thesis may be prior to the date of enrollment in the doctoral program during the academic supervision period.
- The doctoral candidate's affiliation in the publication must include the USC.

**Specific criteria**

Statistical adequacy list in case none of the other three specific checklists were covered.

**For theses that involve human subjects, human samples, or personal data**

- Declaration of approval by the Research Bioethics Committee and study registration code
- Copy of the favorable report
- When appropriate, a declaration that the data is based on anonymous information and therefore no approval from the research ethics committee is required
- If the study is observational, STROBE checklist

For theses which depict a clinical trial	■ Declaration of its authorization by the Spanish Agency for medication and healthcare products	
	■ Copy of the authorization	
	■ CONSORT Checklist	
For theses which use human, embryonic or induced stem cells	■ Declaration of its authorization	
	■ Authorization reference	
	■ Copy of the authorization	
For theses which include studies on animal experimentation	■ Authorization number of the animal experimentation project and registration of the authorized user centre if it is Spanish	
	■ Declaration of its authorization	
	■ Copy of the training certificate if the experiments were conducted by the doctoral candidate.	
	■ Indication of the person, company or service who carried out the experiment where appropriate	
	■ ARRIVE checklist	