



## Instructions for completing the TESEO summary

TESEO is the Ministry of Education's database that makes it possible to consult theses throughout Spain.

At the UCM, all PhD candidates must complete and submit the summary of their thesis and its [keywords](#) to the Student Administration Office of their centre. The deadline for submission will be from submission of the complete thesis file by the Student Administration Office until notification of the proposed date for the defence. In all cases, always before the defence of the thesis. Once all of the information has been completed and reviewed, **the UCM will send** the complete file to the Ministry for inclusion in the TESEO database.

The summary is a presentation of the doctoral thesis, and should be of sufficient length to explain the reasoning made by the document. The following criteria must be taken into account:

- The text cannot exceed 4,000 characters.
- The headings, name and surnames of the doctoral candidate or title of the thesis will not be included in the summary.
- Strange characters or symbols (>, <), as well as any that do not appear on a keyboard (Greek letters, etc.) must be avoided.
- Regarding the content of this summary, the Ministry has made the following recommendation:

*'A criterion that can serve as a guideline is to consider the summary as a text commentary, where the differentiated presentation of the parts -introduction or rationale of the thesis, theoretical development, conclusion, and bibliography consulted- would facilitate the production of an effective database and offer the public an orderly and complete exposition of the PhD candidate's data, with the information of the thesis presented in 'card' format.'*