

DOCTORAL THESIS MONITORING MODULE

Once inside the **doctoral thesis monitoring** module, go to the application's homepage: **Thesis tutorial and supervision**. (Members of the **doctoral programme's Academic Committee** must be sure to select that user profile (Academic Committee or Thesis Supervisor/Tutor) when logging in.)



MENTORING AND SUPERVISING THESES

This screen shows the **list of students whose theses you are supervising**. If you wish, you can also access the list of students you are tutoring.

You will see the following information:

<u>Surname(s) and name</u>	Start date ↕	Reading date ↕	Deadline ↕	Administrative situation ↕	Syllabus ↕	Thesis title ↕	Decree ↕
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To sort any of these fields, simply click on the heading. Note: Deadlines for depositing theses will be shown in red when they are less than one year away.

Select the doctoral student whose record you would like to access. To the left of each name, you will find one of the following two icons:  to **edit** or  to **view**. Remember, you can only edit and enter information for students enrolled in programmes governed by Spanish Royal Decree 99/2011; you will only be able to view the information for all others.

If the doctoral student has made any changes to his or her record since the last time you accessed it, you will see the icon.  *There are changes*

SUPERVISED THESES								
	<u>Surname(s) and name</u> ↕	Start date ↕	Reading date ↕	Deadline ↕	Administrative situation ↕	Syllabus ↕	Thesis title ↕	Decree ↕
	 XXXXXXXXXXXXXXXXXXXX	08/10/2012	-	08/10/2015	Ongoing	531 - Translation and Language Sciences - PhD	No informat	RD 99/2011

Once you are in the doctoral student's file, you will see various sections:

ACTIVITIES DOCUMENT: Use the drop-down menu in the "Review" column to **change the status of the Training Activity** (accepted, not accepted, etc.) or **download** any attachments. Remember, if the doctoral student has made any changes since the last time you logged into the application, you will see the icon  *Hi ha canvis*.

▼ ACTIVITIES DOCUMENT

 Print

 There are changes

Academic year	Type of activity	Description	Review	Download
2012/13	1 - Research Seminar - Variable description	10 seminaris del grup de recerca Infolex (curs 2012-2013)	Finalized Proposal Proposal accepted Finalized	
2012/13	1 - Research Seminar - Variable description	1 seminari del grup de recerca CEDIT (curs 2012-2013)	Finalized Not accepted Finalized	

RESEARCH PLAN: Access this section to **download the Research Plan** posted by the doctoral student.

▼ RESEARCH PLAN

Academic year	Review	File date	Description	Download
2012/13	First review of the course	14/06/2013	The Hybrid Nature of Subtitles in Audiovisual Text: A Linguistic Approach (Pla de Recerca)	
2012/13	First review of the course	26/06/2013	Membres Tribunal Pla de Recerca	
2012/13	First review of the course	01/07/2013	Informe de la comissió avaluadora	
2013/14	First review of the course	14/07/2014	Pla de recerca: seguiment i actualització (juliol 2014)	

THESIS SUPERVISOR'S REPORT: Access this section to **assess the doctoral student** and/or upload the **annual assessment report**. You can also add comments.

▼ REPORT BY THE THESIS DIRECTOR

 There are changes

Academic year	Report date	Assessment director	Comments	Download report	Upload report
2013/14	14/07/2014	<input type="radio"/> Positive <input type="radio"/> Negative	-		

IMPORTANT: Remember, doctoral students are assessed annually. If you give them a negative assessment, a new box will automatically be enabled allowing you to re-assess them within a maximum period of six months.

DOCTORAND'S AND THESIS DETAILS: Access this section to view **more information** on the doctoral student and his or her thesis.