



# **SUMMARY OF THE PROCEDURES IN THE PHD IN ECONOMICS, FINANCE AND MANAGEMENT.**

## **REGULATED BY ROYAL DECREE 99/2011**

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**You will have access to the PhD Academic Secretary after your first registration in October**

**All further questions and doubts, now or in the future, can be addressed to the GPEFM Office**

Students, both MRes and PhD, are supposed to be fully committed with their studies. This involves, apart from the TA duties (if there were any), taking active part in the life in the department, attending seminars, participating in the discussion with peers and professors, keeping constantly informed supervisors of the research progress (or lack of), etc.



## 1. THE MASTER OF RESEARCH IN ECONOMICS, FINANCE AND MANAGEMENT

The Master of Research in Economics, Finance and Management (MRes) is the gateway to the PhD in Economics, Finance and Management at the UPF or to other PhD programmes in top European and US universities.

Academic Contents:

- Research Seminar (10 ECTS) The purpose of this course is to help students develop into producers as opposed to consumers of research. It focusses on key dimensions of research methodology for the social sciences as well as exposure to the research of various faculty members, who present their own research. The collection of presentations is diverse in topics and methodology.
- [Attendance to DEE Seminar Series \(4 ECTS\)](#)
- 36 ELECTIVE ECTS - In order to obtain in-depth knowledge of a particular area of study, this module includes attending courses. These cover four areas: Advanced Macroeconomics, Advanced Microeconomics, Advanced Finance and Advanced Management. Selection of specific courses within areas may be decided together with a tutor and depends on the research interests of the students.
- [MASTER THESIS \(10 ECTS\)](#) The thesis should demonstrate the student's ability to understand relevant research and the ability to write a paper that complies with academic standards.

*Recommendation: Although the minimal requirement is to involve two professors in the MRes defense, it is in your best interest to involve as many professors in your area as possible. The earlier you involve professors in your research, the better.*

Students will obtain the following degree upon the successful completion of the MRes:

Master of Research in Economics, Finance and Management (60ECTS)



## **2. REGISTRATION IN THE PHD IN ECONOMICS, FINANCE AND MANAGEMENT**

**The registration takes place from October 1st to October 5th in the GPEFM Office (20.214)**

Doctorate students must register their Thesis Tutorial every academic year, including the academic year in which the thesis is deposited.

The price of the thesis tutorial in the 2019-2020 academic year is € 401,12 (waived for those students who hold a TA, FPI, FPU or FI contract)

Administrative taxes: € 69,80 - These must be paid by all PhD Students

Your enrolment fee payment options are as follows:

1. Direct debit, in one or two instalments

On the day on which you enrol, make sure you have your bank account details (institution, branch, check digits, account number and holder's name) to hand. The account to be debited must be Spanish.

UPF will debit your single payment or first instalment from your account days after your enrolment. Your second instalment (if applicable) will be debited from your account in the second fortnight of December.

2. Online payment (via credit or debit card), in a single instalment

We suggest you do the following before carrying out the enrolment process:

- Make sure your card has not expired.
- If any security code is needed, take it into account before registering.
- We also advise you to keep a copy of your proof of payment.

**Documents Needed (Translated and Legalized if needed):**

- **Academic Transcript of your Undergraduate Degree**
- **Undergraduate Diploma**
- **Academic Transcript of your MRes Degree**

(Those students who have taken the MRes at the UPF do not need to submit these documents)

If you are not at the UPF during this time period, you can send this information to Marta Araque, and she will make the registration for you.



### 3. DURATION OF THE DOCTORAL STUDIES

#### a) Deadline for depositing the doctoral thesis

You must deposit the doctoral thesis (the step prior to the thesis defence) before the end of the **third academic year** after you registered.

#### b) Extensions

If you are unable to deposit the doctoral thesis within the stipulated deadline, you will need to apply to the Academic Committee for a deposit extension of one year.

**Under exceptional circumstances** this period may be extended for **1 additional year**, under the conditions established in the doctoral programme.

If you are nevertheless still unable to deposit the doctoral thesis, you will be withdrawn from the doctoral programme and will be unable to continue these studies at UPF under any circumstances.

#### c) Break in doctoral studies

You can apply to the Academic Committee for a temporary break in the programme for a **maximum period of one year, which may be extended for a further year**. This request must be justified.

#### d) Other special situations

If you are affected by a special situation, the deadline for depositing the doctoral thesis will be extended for the time that this situation has lasted. You must present all the documentation accrediting these circumstances to the doctoral programme secretary.

#### What are the special circumstances?

- Temporary disability
- Risk during pregnancy
- Maternity
- Adoption or fostering
- Risk during breastfeeding
- Paternity

Failure to register within the deadline and in the manner stipulated by the University will lead to you being withdrawn from the programme.



#### **4. ASSIGNMENT OF THESIS TUTOR AND SUPERVISOR**

You will be assigned a tutor after you have completed registration. This will be your tutor throughout the entire doctoral studies, and by default, it will be the PhD Program Director for all of you.

During the first three months of the first year, the doctoral student must present a supervisor proposal. A thesis can have more than one supervisor, as long as there are academic reasons such as thematic interdisciplinarity. Thesis supervisor(s) are assigned by the Academic Commission.

##### **Document of commitment**

The doctoral student, the University, the tutor and the thesis supervisor(s) will sign a document of commitment establishing the supervision tasks for doctoral students. This commitment must be signed as soon as possible once you have been assigned a thesis supervisor

##### **Change of thesis supervisor**

You can apply to the Academic Committee of the doctoral programme to change your supervisor (s) at any moment during your PhD Studies, always based on justifiable ground reasons.

#### **5. ANNUAL ASSESSMENT OF THE PROGRESS OF THE DOCTORAL THESIS**

The Academic Committee of the doctoral programme will assess your progress in completing your doctoral thesis every year

##### **What are the possible grades?**

Positive assessment

Negative assessment

##### **Consequences of a negative assessment**

A negative assessment on justifiable grounds will lead to the doctoral student being re-assessed within six months of the previous assessment.

To that end, the doctoral student will prepare a new Research Plan.

*VERY IMPORTANT: A second negative assessment will lead to you being withdrawn from the programme.*



## Documents to be assessed:

### a) Activities document

This is the personalized document listing all the **training activities** you will carry out while completing the doctoral thesis.

This document **is your responsibility** and is part of the documentation that you must present for the annual assessment.

The student's Activities Document will consist of the compulsory training activities required in the doctoral programme, and any other complementary activities that are of interest for the completion of the thesis.

You must complete this activities document using the IT application which you can access from the Campus Global (Monitoring Doctoral Theses).

The tutor/supervisor must authorize the academic activities (in the IT module).

### b) Research Plan

A personalized document which must include the methodology to be used, objectives, resources and planning for the completion of the thesis. As progress is made on the thesis, it can also be the document where the results of the research are compiled. The Research Plan must be regularly reviewed and endorsed by the supervisor/tutor throughout the academic year.

This document **is your responsibility** and is part of the documentation that you must present for the annual assessment. You must hand in the first research plan before the deadline of one year after the registration date. The doctoral programme secretary will inform you of the exact dates.

This Activities Document must be attached as a file to the "Research Plan" tab of the IT application.

### c) The thesis supervisor's report

Your advisor must write an annual report recommending your continuation in the program.

## 6. DEPOSIT OF THE DOCTORAL THESIS

After you have completed the doctoral thesis you must **deposit the doctoral thesis**.

The doctoral program's Academic Committee is responsible for **authorizing the deposit**. If not authorized, the Committee must notify you and the thesis supervisor of the reasons for the non-authorization.

The doctoral programme secretary will send the copy of your thesis to the library where it will be deposited for 10 days from the day following the date of deposit so that the doctors at the



University may examine it and where appropriate, address the Academic Committee of the doctoral programme with the comments they deem appropriate.

After the 10 working days of the thesis deposit have been completed and within 2 months, the Academic Committee of the doctoral programme **will authorize the defence of your doctoral thesis** and appoint the board that will assess your thesis.

#### **Format of the doctoral thesis**

See the library website (<https://guiesbibtic.upf.edu/tesis/eng/writing>)

## **7. DEFENCE AND GRADING OF THE DOCTORAL THESIS**

### **a) Defence of the doctoral thesis**

These are the public proceedings at which you present your doctoral thesis before a board.

The deadline for the thesis defence is **4 months from the appointment** of the thesis board (this can be extended by the Academic Committee for justified unforeseeable reasons).

Thesis defences cannot be scheduled for **August**.

The proceedings consist of your presentation of the research work you have done, the methodology used, the content and conclusions, with a special emphasis on your original contributions.

The members of the board and any other doctor present at the proceedings may ask the questions they deem appropriate.

The thesis defence must be undertaken at UPF

### **b) Grading of the doctoral thesis**

The doctoral thesis will be graded as "Fail", "Pass", "Good" or "Excellent".

The board may propose a "cum laude" mention for the thesis if the **secret ballot to that end is unanimously positive**.

### **International Mention in the Doctoral Diploma**

The doctoral diploma may include on the obverse the words "International Doctor," provided that the following requirements are met:

a) That during the training period required to obtain the qualification of doctor, you have undertaken made a minimum stage of three months outside Spain at a renowned higher education institution or research centre, doing research work. The stage and activities must be approved by the supervisor and authorized by the academic committee, and they must be included in the student's Activities Document.

b) That part of the thesis (at least the summary and conclusions) has been written and is presented in one of the usual languages for scientific communication in your field of knowledge, other than any of the official languages in Spain. This regulation is not applicable when the stages, reports and experts come from a Spanish-speaking country.



- c) That at least two expert doctors belonging to a non-Spanish higher education institution or research institute have issued reports on the thesis.
- d) That at least one expert with a doctorate belonging to a non-Spanish higher education institution or research centre, other than the person responsible for the stage referred to in paragraph a), has been a member of the thesis assessment board.

### **Thesis Reading certificate**

Fifteen days after having defended the thesis you may be able to request a certificate indicating the date and obtained qualification. You have to request it by writing at the PIE student desk and it will be handed in to you at the Postgraduate and Doctoral Studies Office. This certificate has no charge.

## **8. USEFUL INFORMATION**

[European Doctoral Program \(EDP\)](#)

[Academic Content](#)

[Training For PhD Students](#)

[Funding](#)

[Psychological Support Service](#)