Universitat Pompeu Fabra Barcelona

Unidad de Coordinación Académica de **Traducción y Ciencias del Lenguaje**

# THE DOCTORAL PROGRAMME

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*PROGRAMME COORDINATOR - COHORT TUTOR*

*2023-24*

# General overview

- Aimed primarily at individuals trained on **language and/or translation**. Also on humanities, psychology, pedagogy or engineering

- Linked with the **four Master's programmes** of the UPF Translation and Language Siences Department's : Theoretical and Applied Linguistics, Discourse Studies, Translation Studies, Translation Chinese-Spanish

- **Interdisciplinary programme**, with multiple fields of research: Tr. Studies, Specialized Tr., Lit. Reception & Tr., Discourse Analysis, Language Acquisition, Language Learning, Lexicology & Lexicography, Terminology & Knowledge Management, Formal & Descriptive Linguistics, Computational Linguistics and Language Engineering

- **Multicultural students**

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# Predoctoral training

- to master advanced research techniques

- to make original research contributions

- to develop research career autonomously

- to participate actively in research groups

- to adapt research to various environments and projects

- to optimise dissemination and impact of research

- to critically assess research

- to justify the importance of research to non-experts

# Programme

- **3 year programme** (full-time students) or 5 years (part-time students)

- **Doctoral training period** includes training activities (doctoral seminar) and specific research leading to the doctoral thesis

- **Tutor** will accompany the student during full PhD process

# 1st year

- **Doctoral seminar** (1st & 2nd terms)

- **Supervisor assignment**: during first term. S/he may be the student's UPF sponsor. More than one supervisor is possible. Assigned by the Academic Committee.

- **Research plan** (description and motivation for the research objectives; methodological apparatus, description of corpus; material and temporal planning)

- To be **publicly defended** in the first year (both for full-time and part-time students). Evaluation committee: **favourable** / conditional (to be revised in 3 months) / **unfavourable** (new plan in 6 months). 2 unfavourable reports imply dismissal from doctoral programme

- **Activities document** (compulsory training, research plan & complementary activities) → annual evaluations. Access Campus Global, Doctorate Academic Secretary section > Activities Document and Research Plan > Access to the module

# 2nd and 3rd years

- **Evaluation**: monitoring of the research plan and the fulfilment of the training activities. Conducted by the Academic Committee at the end of each academic year

- **Annual assessment**: positive, conditional positive, or negative. Conditional positive: 3 months to improve defects. Negative: 6 months to be revaluated. A second negative evaluation implies dismissal from doctoral programme

- **Monitoring**: follow-up and progress in the research plan // other activities (dissemination of research, participation in cooperative research, interaction with other researchers and research centers, assistance to conferences and seminars, etc.)

# 2nd and 3rd years

- **Documentation**

- "Research Plan: follow-up and update": prepared by student and validated by supervisor(s)

- Update of "Work plan": justification of modifications of research plan

- Educational activities: courses, conferences and workshops, research stays, etc.

- Report by the thesis supervisor/s: to be sent to the student's tutor

- **Evaluation criteria** (Academic Committee)

- Progress on the doctoral research: feasibility, fullfillment of plan research, justification of modifications

- Research-related activities: dissemination of research (publications, seminars...), research activities (participation in research projects, seminars and conferences...), research stays, degree of internationalization

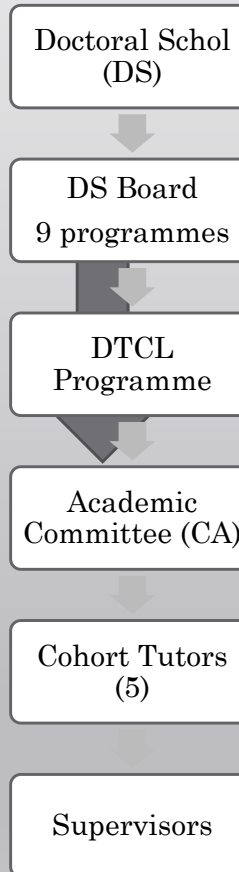- **Evaluation:** Pass / Fail (6 months to reverse the situation)

# 2<sup>nd</sup> and 3<sup>rd</sup> years

- **Training activities (validated by the thesis supervisor. PhD monitoring app.)**

- Research seminars: attendance and participation in DTCL research groups and other research centres

- Conferences: attendance and participation in conferences, symposia, workshops

- Courses attendance: organised by CQUID and others

- Research stay

- Non-curricular work placements (with formal agreement signed by UPF)
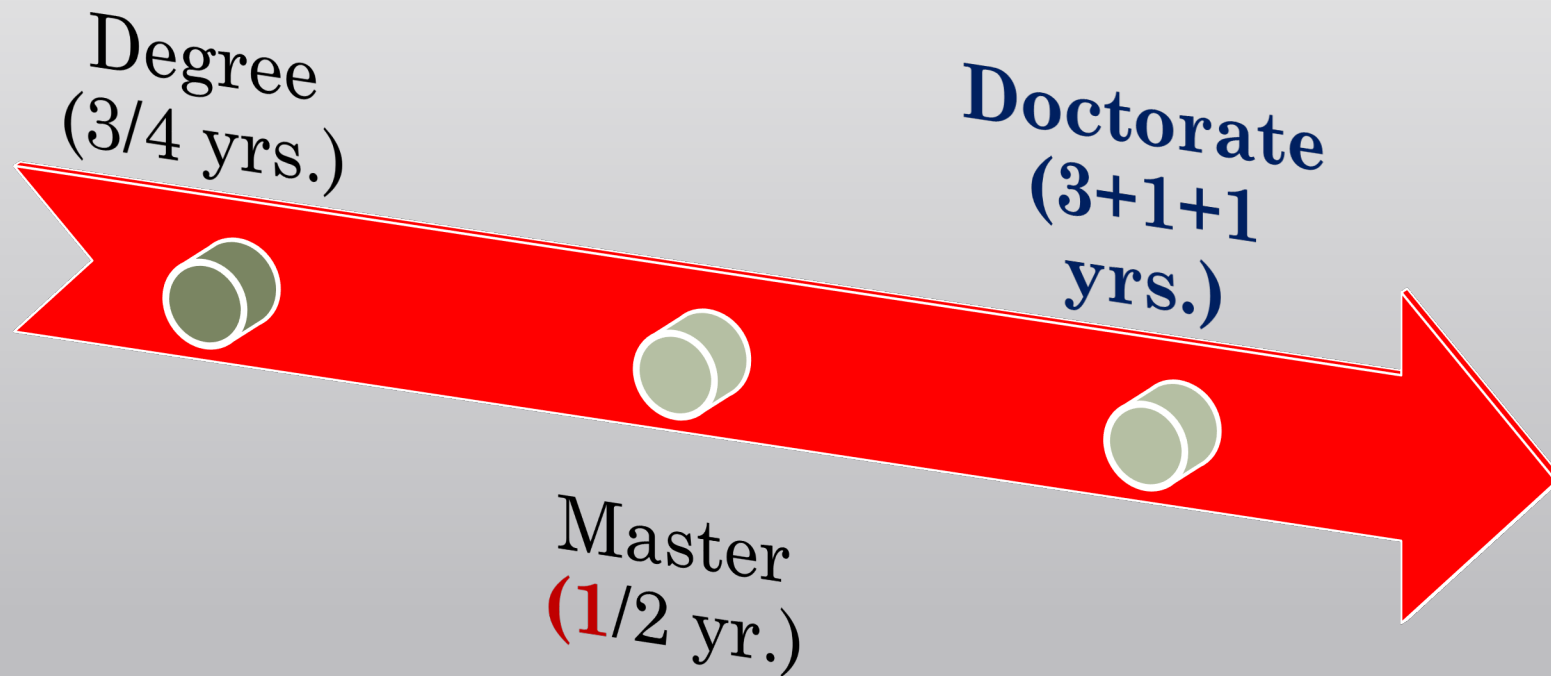
- Scientific publications

- Teaching

# Dissertation

- Either a **monograph** or a **compendium of articles** (https://www.upf.edu/documents/4067287/4072527/CAT-+TesiCompendiArticles_DEF.pdf/305269a9-4ce4-9e17-29b5-abb2c0fbbfc2)

- **Submission of text** to Department Secretary's Office for public display

- **Requirements** for the defence: favourable report by the supervisor, reasoned board proposal, two favourable external reports

- **Oral defence**

- **International mention**. At least three months of research outside of Spain, part of the thesis written and presented in English; two foreign expert doctors have assessed the dissertation; at least one foreign expert member of the thesis assessment board
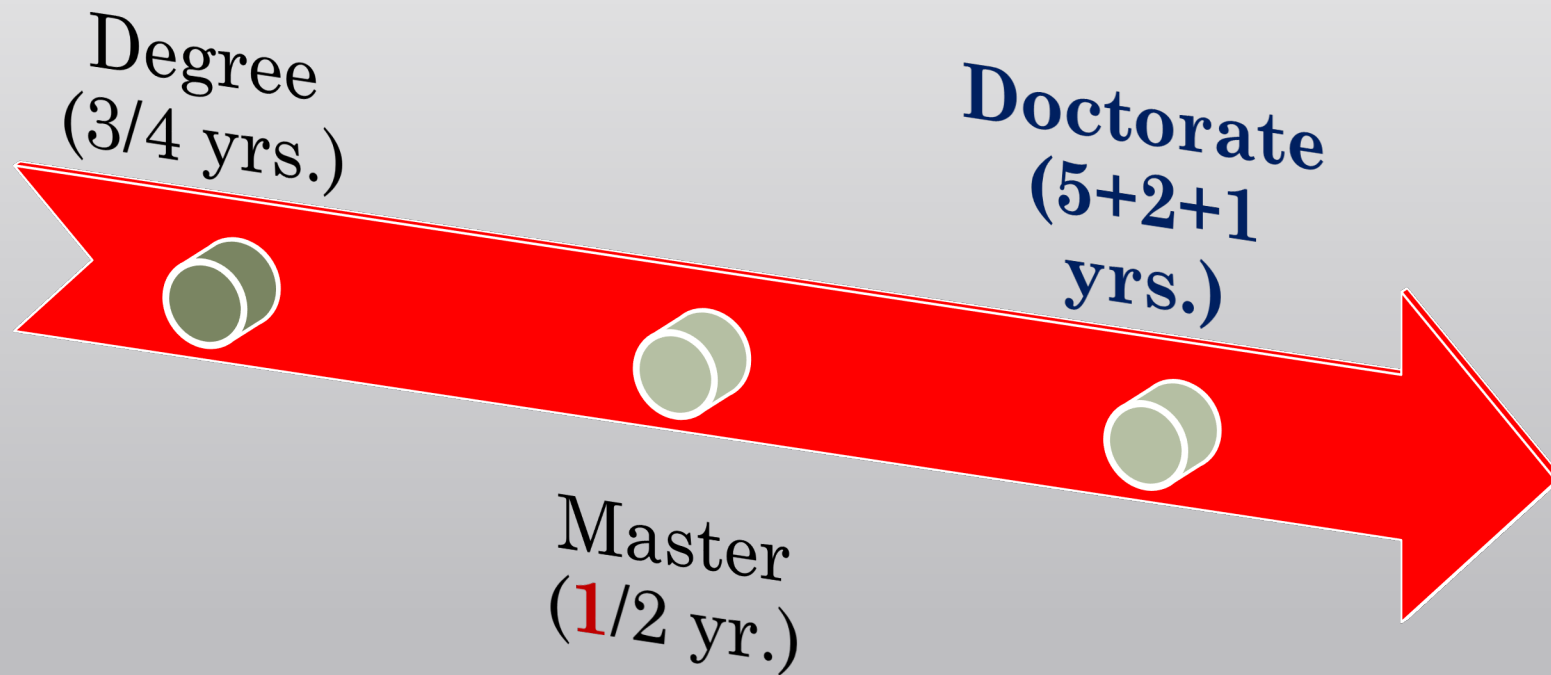
Doctoral Schol (DS)

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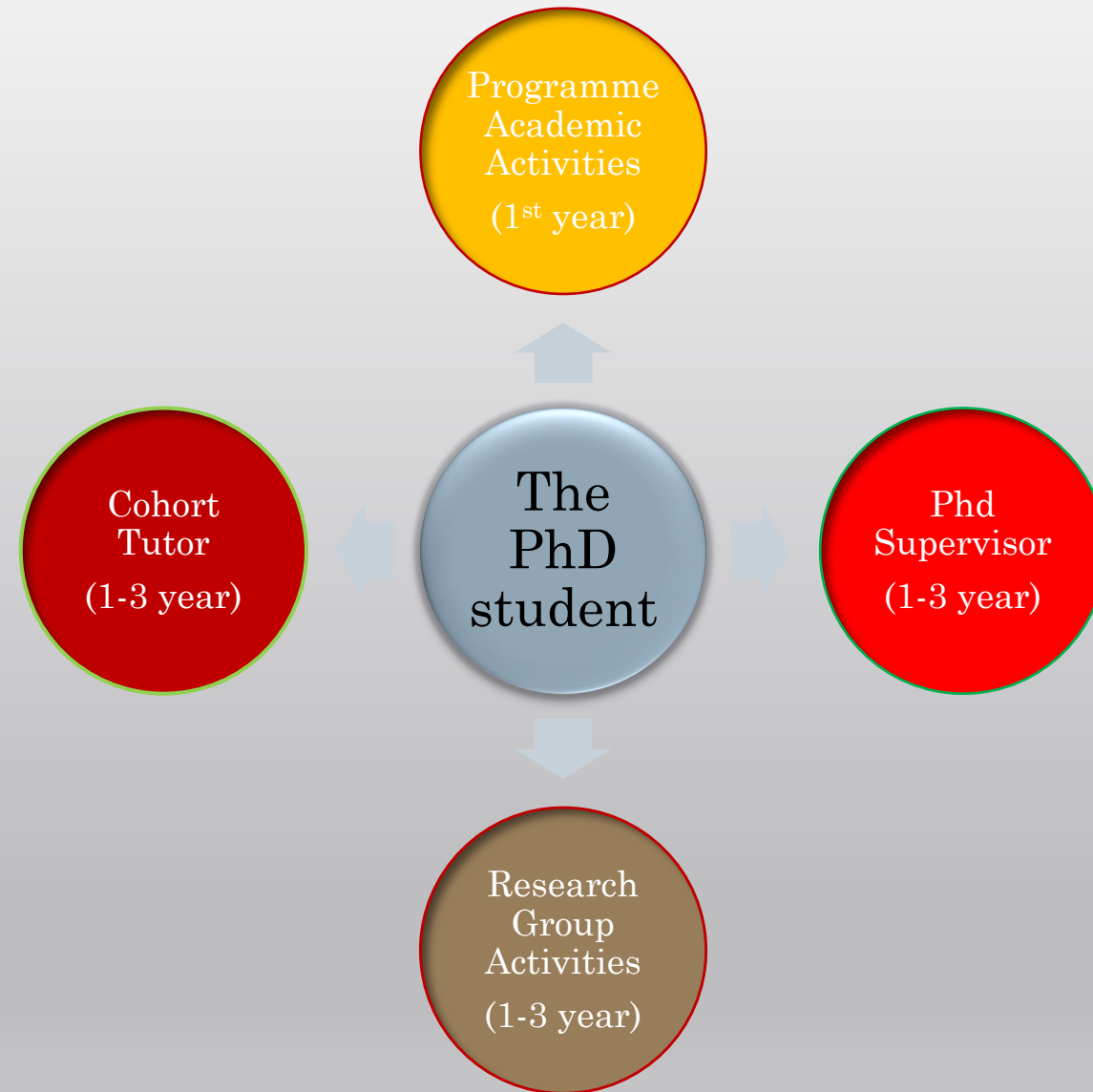
DS Board
9 programmes

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DTCL Programme

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Academic Committee (CA)

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Cohort Tutors (5)

↓

Supervisors



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# Full-time Modality

# Part-time Modality (Granted: work, health issues..)

Degree
(3/4 yrs.)

Doctorate
(5+2+1
yrs.)

Master
(1/2 yr.)

# RESEARCH GROUPS

- **10 RESEARCH GROUPS**
- Translation: general and specialized and Discourse Studies (GEDIT)
- Literary translation and reception (TRILCAT)
- Lexicology and lexicography (INFOLEX_IULA)
- Terminology and knowledge management (IULATERM_IULA)
- Language learning (GRAEL)
- Language acquisition (ALLENCAM_UrLing)
- Estudis de prosòdia (GREP_UrLing)
- Formal, descriptive and variational linguistics (GLIF_Urling)
- Computational linguistics and linguistic engineering (COLT)
- Grammar and Cognition Lab (GraC)

- **55** permanent staff



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# What is the **supervisor's role**?

**Vis-à-vis the student:**

- Work with student through periodical meetings (once a week/fortnight…).

- Include student in their research group activities.

- PLAN ahead:
  - Type of PhD:
    - Conventional
    - As a compendium of publications
    - International mention (hence plan a stay abroad)

- Agree on attendance to conferences, seminars; on publications; etc…

**Vis-à-vis the programme:**

- Read the information on the web, use it subsequently (https://www.upf.edu/web/phd-tradlangsci).

- Annual evaluation on the application:

- When in doubt:
  - i. Search our web
  - ii. Contact the tutor (didac.pujol@upf.edu)
  - iii. Contact the Secretary office (doctorat.tcl@upf.edu)
  - Iv. DOCTOKit

- Liaise with the tutor.

- Organize Research Project defence committee.

- Organize PhD defence committee.

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# What is the **tutor's role**?

- **Vis-à-vis the student:**
  - Intensive guidance throughout the first year.
    - Weekly Doctoral Seminar organization.
    - Administration procedures.
  - Academic follow-up throughout the degree
  - Special needs or incidents.
  - Okay academic activities on TCSO interface (TCSO = doctoral thesis monitoring app).
  - Okay Thesis Proposal on TCSO interface.
  - Liaise with the programme's Academic Committee (AC).

- **Vis-à-vis the programme:**

- Okay documentation on TCSO from supervisor and students.

- Specifically okay Thesis Proposal (under current regulations).

- Report to the AC on the students' anual progress.

- Report to the AC on the students' applications for:
  - **Extensions**
  - **Interruptions**
  - **Change to part-time**
  - **Changes in supervision**

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# What are the **student's obligations**?

- **Regular work** in **high enough quantity and quality** with supervisor**.**

- **Joining in any team work initiatives in their supervisor's research group.**

- **Training activities** throughout the year (attendance, presentation, etc...)

- Periodical update of **training activities stated** on the **TCSO interface, with a mention included in the self-report ON TIME.**

- **1st Year Thesis Proposal**

- **2nd, 3rd Year Annual self-evaluative report** uploaded on the TCSO interface:
  - Progress with the Thesis Proposal, changes, etc..
  - Summary of training activities.

# Language policy

- **MULTILINGUAL APPROACH**

- **Active knowledge of EITHER English/Catalan/Spanish at C1 level**

- **Receptive knowledge of the other two languages**

# Activities:

1. **Doctoral seminars of the DTLC: Oct. 10 – Nov. 27 & Jan. 9 – March 5. Documents will be uploaded to AG.**

2. **Doctoral seminars of the UPF PhD School (Cícliks): Nov. – June (to be announced soon)**

3. **Seminars of the Research Groups (https://www.upf.edu/en/web/traduccio/grupsderecerca)**

4. **External seminars, workshops, conferences…**

5. **Lerning Catalan (https://www.upf.edu/web/learning-catalan/aprendre-catala)**

6. **Other activities: 2 courses from the DTLC postgraduate degree**

**The academic activities must appear in TCSO**

# Key Dates

**General Calendar**

1. **Formal registration and payment (Oct. 3 – 6)**

2. **Formal opening day; presentation of research groups (Oct. 3, room 55.309)**

3. **Start of the doctoral seminars (Oct. 10, 6 – 7:30 p.m)**

4. **Deadline for formal proposal of supervisor (Oct. 16)**

5. **PhD wecolme party (Oct 19, 7 pm. Campus de Ciutadella)**

6. **Deadline for formal agreement to be signed by the supervisors (Nov. 30)**

7. **Research Plan workshop presentations (end of Term 2)**

8. **Research Plan due (May 10)**

9. **Defence of Research Plan due (June 10)**

10. **Assesment of the students' progress (June 17)**

## Other

1. **Library** (https://www.upf.edu/web/biblioteca-informatica), **doctoral rooms**

2. **UPF card (https://www.upf.edu/web/identitat-digital/carnet-upf)**

3. **Aula Global** (https://www.upf.edu/intranet/campus-global, https://aulaglobal.upf.edu)

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