

PhD Program in Biomedicine Welcome Session 2022

Rubén Vicente PhD

ruben.vicente@upf.edu

Associate Professor

Department of Medicine and Life Sciences

Coordinator of the PhD Program in Biomedicine

<http://www.upf.edu/phd-biomedicine>



Welcome Session 2022

- **PhD program.** Rubén Vicente
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- **Coffee break**

Presentation	+
Applicant's profile and admission	
Annual enrolment	
Tutor and supervisor assignment	
Academic activities	+
Academic procedures	+
Submit your thesis & organize your defence	
Fees and grants	+
Special Award	
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Quality assurance	+
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News



The contents verified by the Spanish and Catalan Agencies for Quality Assessment with a **"Quality Label towards Excellence"** qualification.





1.- Legal framework for doctoral studies

The PhD Program in Biomedicine at the UPF is bound to the following legal framework

- The European Higher Education Area (EHEA) guidelines for third-cycle education (<http://www.ehea.info>).

- **The Spanish Royal Decree (RD) for doctoral studies RD99/2011**
http://www.boe.es/diario_boe/txt.php?id=BOE-A-2011-2541

- The UPF Academic regulations for doctoral courses
<https://www.upf.edu/web/seu-electronica/normativa-academica-dels-ensenyaments-de-doctorat>

- The PhD Program in Biomedicine specific regulations
<https://www.upf.edu/web/phd-biomedicine/regulations-and-government>



2.- Entities involved in the PhD Program

- **In Spain, only Universities may award PhD degrees.**
- PhD program in Biomedicine of the **UPF Department of Medicine and Life Sciences (MELIS).**
- Even if you conduct your research outside the UPF-MELIS or at another UPF department (e.g., TIC, ECON), **you are also a UPF-MELIS PhD student.**
- Your UPF-MELIS affiliation must be recorded within:
 - Scientific articles.
 - **Your PhD thesis (Universitat Pompeu Fabra and Department of Medicine and Life Sciences MUST APPEAR).**



2.- Entities involved in the PhD Program

There are **five entities** involved in the PhD

- **PhD student.**
- **Supervisor(s):** thesis director(s).
- **Tutor** (always a UPF researcher).
- **Institution** where the research is conducted.
- **UPF and MELIS** (managing the doctoral studies: admission, enrolment, evaluation, thesis submission and defence)





3.- Organization of the PhD Program

The **PhD Program in Biomedicine** at the UPF is organized at four levels:

- The UPF PhD School (UPF)
- The Postgraduate and Doctoral Studies Office (UPF)
- The **Academic Commission** of the PhD Program (MELIS)
- The **Management Team** of the PhD Program (MELIS)



3.- Organization of the PhD Program

The Biomedicine Management Team

- **Natàlia Ras** (coordinator) and **Neus Morgui**

- They are our front office available by email at (phd.biomedicine@upf.edu).

Please, make an appointment for face-to-face attendance.

- They can answer you any question about the PhD program and they will be your link to every other UPF levels.



3.- Organization of the PhD Program

The Academic Commission of the Biomedicine PhD Program

- Responsible for defining and evaluating training activities, granting time extensions and proposing thesis deposits and extraordinary prizes to the PhD School.
- Formed by the MELIS MSc Program Coordinators, the Dean of the Faculty of Health and Life Sciences, the Deputy Director of MELIS and the PhD Program Coordinator, who chairs it and acts on its behalf.



3.- Organization of the PhD Program

The PhD School

- Responsible for doctoral studies at the UPF
- Governed by a Steering Committee formed by a PhD School Coordinator and the Coordinators of all the UPF PhD Program.

The Postgraduate and Doctoral Studies Office

- Planning and coordinating administrative procedures
- UPF personnel who are experts in dealing with all the administrative and legal procedures involved throughout the PhD Program.



3.- Organization of the PhD Program

Communication with the PhD Program

- As a UPF PhD student you get an UPF email address of the style ruben.vicente@estudiant.upf.edu, managed by Google.

- **The PhD Programme will communicate with you through your UPF email address.**

CHECK IT REGULARLY!!!

You can forward the email from the UPF address to your regular professional or personal email address.



4.- Requirements to obtain a PhD degree

Essential requirements to obtain a PhD degree:

*“The core component of doctoral training is the advancement of knowledge through **original research**.”*

Principle I. The Ten Salzburg Principles.

Doctoral Programmes for the European Knowledge Society.

Salzburg, February 3rd-5th, 2005.

<http://www.ehea.info/cid102053/doctoral-degree-salzburg-2005.html>



4.- Requirements to obtain a PhD degree

A PhD degree is awarded to students who:

- Have demonstrated a systematic understanding of the field of study.
- Have demonstrated the ability to conceive, design, implement and adapt a substantial process of research with **scholarly integrity**.
- Have made a contribution through **original research** that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication.
- Can communicate with their peers, the larger scholarly community and with society in general about their areas of expertise.
- Can be expected to be able to promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge based society.

A framework for qualifications of the EHEA, 2005, pg. 68-69.

<http://www.ehea.info/pid34779-cid102846/glossary-on-qualifications-frameworks-2005.html>



4.- Requirements to obtain a PhD degree

Duration of Doctoral Program

“Doctoral programs should operate within an appropriate duration in time (three to four years full-time as a rule).”

Principle VII. The Ten Salzburg Principles.
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4.- Requirements of the PhD Program

The legal framework that follows from the EHEA guidelines enforces the following requirements and the RD99/2011:

- Doctoral theses must be deposited before the end of the third year.
- Doctoral students may apply for a **temporary break** under a situation of a temporal disability, risk during pregnancy, maternity, adoption or foster care, risk during breastfeeding or paternity.



4.- Requirements of the PhD Program

The legal framework that follows from the EHEA guidelines enforces the following requirements:

- The Academic Commission may authorize a **first-year extension**.
- The Academic Commission may authorize a **second-year extension under exceptional circumstances** upon a report by the thesis supervisor *justifying those circumstances* and specifying a work plan towards the submission of the thesis.

Important: Circumstances suitable for a temporary break cannot be considered for a time extension.



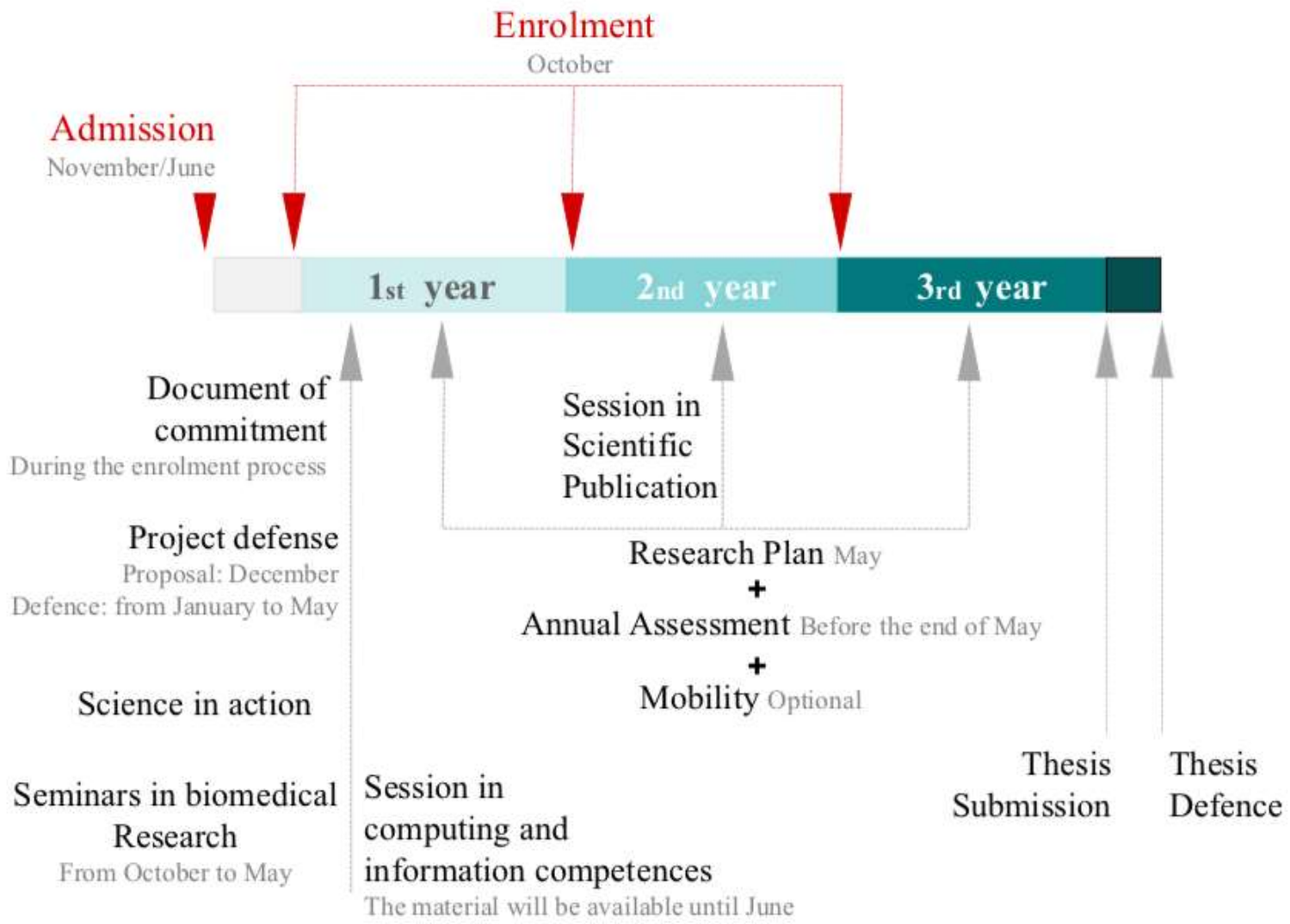
4.- Requirements of the PhD Program

The legal framework that follows from the EHEA guidelines enforces the following requirements:

- There is a set of **training activities**.
- The PhD student must fill up and keep up to date an electronic **document of training and research related activities**, some of which are compulsory and others are not.
- The activities document is evaluated every year. **Positive evaluations by the supervisor and by the Academic Commission are required to remain in the PhD Programme.**

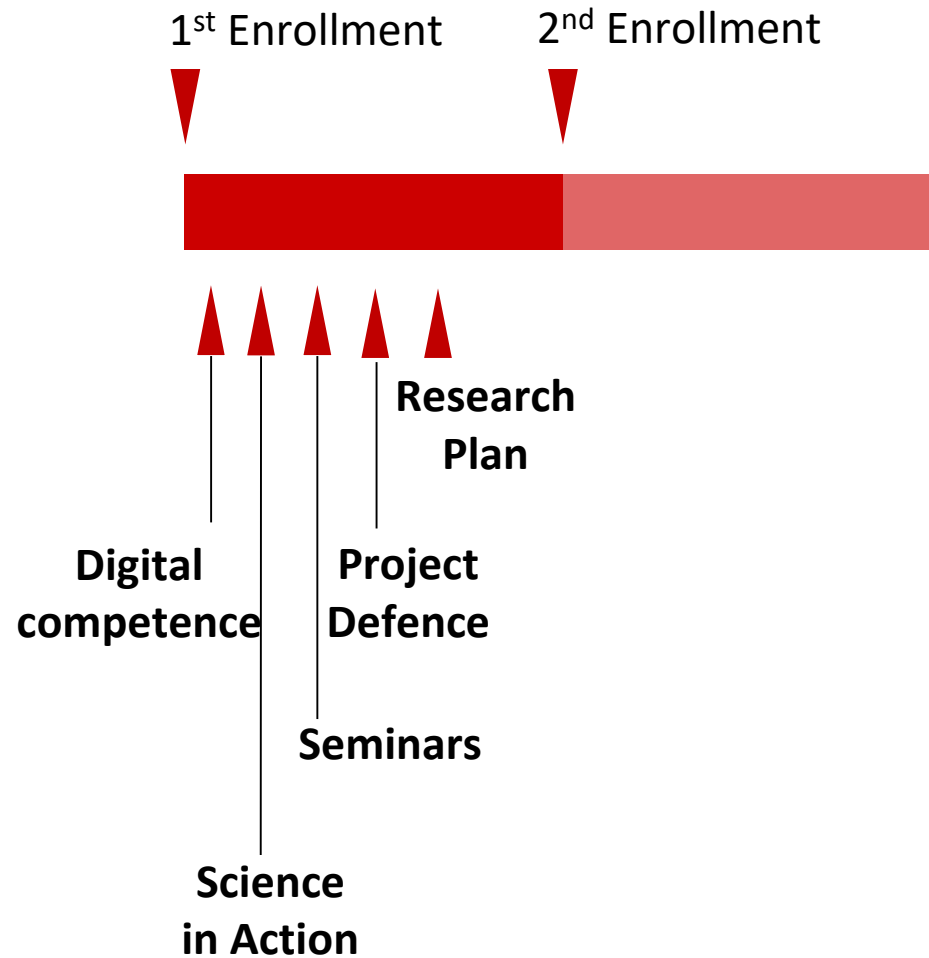


6.- Overview of the activities of the PhD Program



6.- First year activities of the PhD Program

- Seminars in Biomedical Research.
- Science in Action.
- **PhD project defence.**
- Research Plan.
- Digital competence.





6.- First year activities of the PhD Program

Seminars in Biomedical Research

- Attendance to **10 seminars** among those listed at <https://www.upf.edu/web/phd-biomedicine/seminars-prbb>
- **Goal:** To train extracting information from scientific talks, specially when they are on topics outside your expertise.
- Written abstract summary in English of 300-400 words for each seminar essentially describing: **What is the research question addressed? Why the researcher wanted to address that question?**
- The **deadline** for submitting the abstracts of the 10 seminars is **May 31st, 1st year.**



6.- First year activities of the PhD Program

PhD Project defence

- The thesis Committee is formed by 3 researchers, where:
 - one is from the PhD student Institution (the secretary).
 - one is from the UPF.
 - we recommend to have one from a different Institution.
- Before the meeting, the student must send to the thesis committee a **summary report** of the project.
- The committee will evaluate the project and will interview individually the PhD student and the supervisor(s).
- The committee will evaluate the **feasibility** of the project. Therefore, although is good to have preliminary data, is not necessary. It is more important to **focus on the research questions you want to address**, the “why” and the “how”.



6.- First year activities of the PhD Program

PhD Project defence

- A Committee of thesis must be proposed before **December 15th, 2022**, including at least one UPF researcher. **Please, consider gender balance in the composition of the Committee**
- Between **January to May 2023** a meeting with the thesis committee must be organized, in which the PhD project is presented by the student (30 min presentation is enough). **Plan it well in advance**, do not wait until May!!
- The thesis Committee will elaborate a report and it must be uploaded to the activities document before **May 31st, 2023**.



6.- First year activities of the PhD Program

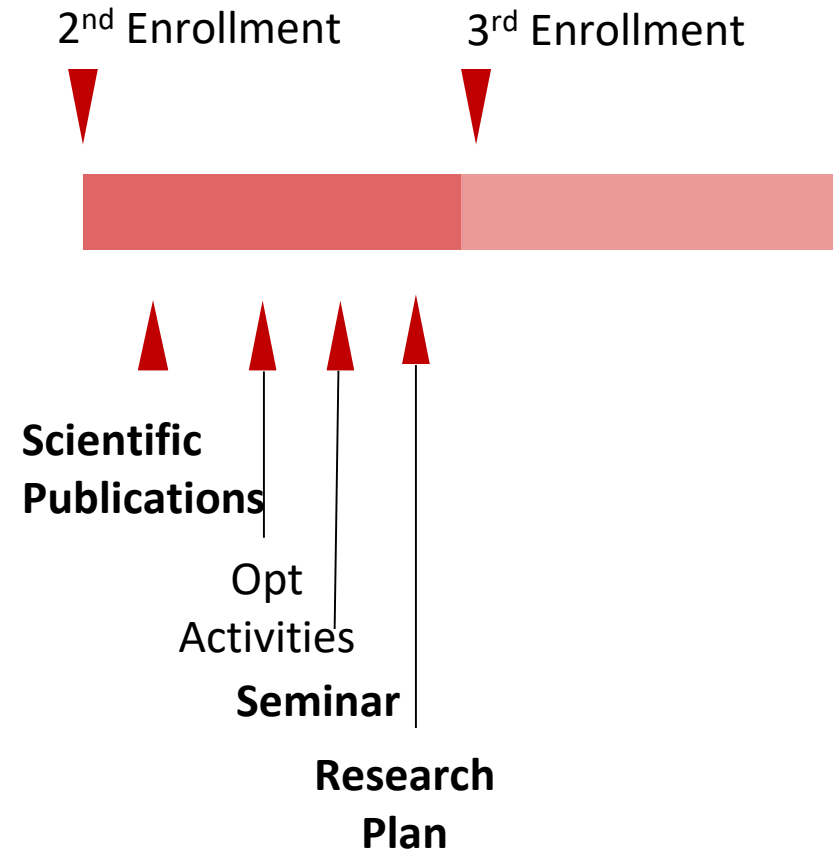
Research Plan

- Description of what have you done during last year and what do you plan to do during next year.
- It is the main and basic element to **assess your progress**.
- In the first year, it can be the same as the summary abstract provided to the Committee of thesis project, but incorporating its recommendations.
- In the last year, it can be the same as the report for thesis submission.
- It must be uploaded to the Activities Document webpage before **May 31st, 2023**.



6.- Second year activities of the PhD Program

- Enrollment (around mid September)
- Research plan
- Scientific Publications
- Seminars



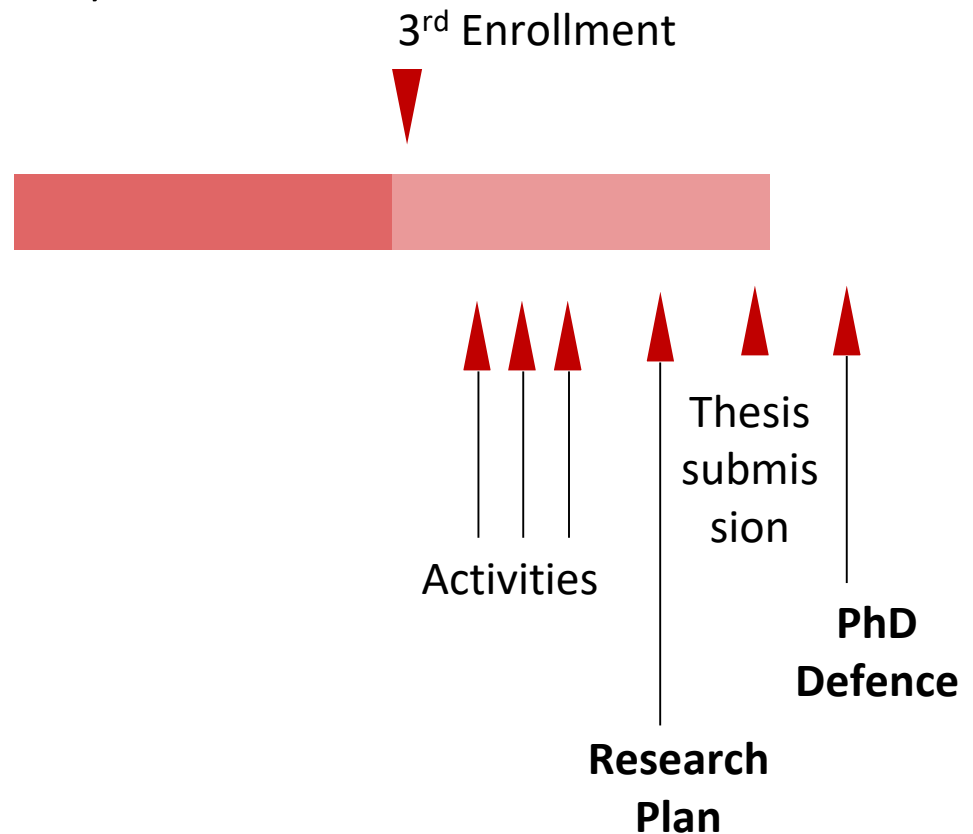


6.- Next years' activities of the PhD Program

- Enrollment (around mid September)
- Research plan
- Thesis submission
- Thesis defense

Note:

- Thesis submission enrolled at the PhD Program
- Thesis defence within a maximum period of about six months after thesis submission





6.- Optional training activities

Optional training activities:

- **Research stays** in a foreign institution. It may help to get an **International Mention**.
- **Congress attendance**
- **PhD Symposiums** organized by your host institution.
- Every other doctoral training course/school organized outside the PRBB and the UPF.

If you have some proof of completion, please upload it to your activities document, which is the electronic academic file of your doctoral training.



6.- Optional training activities organized by the UPF

- The UPF PhD School through the Center for Innovation in Learning and Knowledge (**CLIK**) organizes optional training activities for doctoral students.
- There are **Intervals/CÍCLIKS** optional training courses such as scientific writing at the PRBB for students enrolled at the PhD Program.
- **PRBB Career week**

The screenshot shows the 'prbb intervals' website. The header includes the logo and the text 'Continuing Professional Development Programme Space for Reflective Learning'. A navigation menu is visible with links for Home, Learning Areas, Courses, About, Team, Resources, News, and Contact. Below the navigation is a 'Programme Overview' section with a dropdown menu set to 'Course status' and a 'Page 1' indicator. The main content area displays four course cards:

Date	Time	Course Title	Instructor	Registration
18/10/2022	09:30	Project zero: how to become a change agent to decarbonise science	Kate Whitfield	Open - Register here
18/10/2022	11:00	Behind the scenes – a small group tutorial in oral presentation skills for scientists	Elinor Thompson	Open - Register here
19/10/2022	10:00	Introduction to effective biomedical writing (Intervals - CÍCLIKS)	Valerie Matarose	Open - Register here
19/10/2022	10:00	Difficult conversations in research: how to make them easier	Louise Schubert	Open - Register here

<https://intervals.prbb.org/courses>



7.- Annual evaluation by the PhD Programme

Every year **the academic activities are evaluated:**

- **By the thesis supervisor.**
- By the Academic Commission.

Evaluation can be positive or negative.

- After **one negative evaluation**, the student has **six months** to amend the missing or wrong items of the activities.
- After **two consecutive negative evaluations**, the student will be **automatically withdrawn** from the PhD Programme.



9. Conflicts: harassment, discrimination and psychological distress

Help in case of harassment, discrimination and psychological distress:

- Sexual and/or workplace harassment and discrimination: contact the Equality Unit at <https://www.upf.edu/web/igualtat>

- Psychological distress: contact the Psychological Consultancy Unit at https://www.upf.edu/web/upfinclusio/sap_estudiants

- MELIS PhD Students Committee. To enhance collaboration and good working relationships, as well as promulgation of mentoring resources. phdstudentscommittee.cexs@upf.edu

These units are completely independent from the academic departments, operating with confidentiality.

If you do not get the expected help, you can always contact with the PhD Program management team or with the Program Coordinator.



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Barcelona