

## Doctoral Thesis Monitoring Module (TCSO)

### Introduction



In this manual you can consult the actions available in the module for monitoring the doctoral theses of the students of whom you are the supervisor.

### Access to the module and content information



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.*)

CDS10: Campus docente SIGMA'10

Plan de acción tutelar

Dipòsit on-line de tesi

Doctoral thesis follow-up ▶

Comisión Académica

Director Tesis / Tutor



### 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:

Surname(s) and name	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 (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*


Mentoring and supervising theses



Professor Code

NIA

Surname(s) and name

Supervised theses

 There are changes


	Surname(s) and name	Start date	Reading date	Deadline	Administrative situation	Syllabus	Thesis title	Decree
		02/10/2020	-	<u>01/10/2023</u>	Ongoing	538 - Communication - PhD	Thesis Untitled	RD 99/2011
		01/10/2020	-	<u>30/09/2023</u>	Ongoing	538 - Communication - PhD	Thesis Untitled	RD 99/2011


## Record of doctoral students




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












Monitoring item selection	
Surname(s) and name	
Syllabus	538 - Communication - PhD
Decree	RD 99/2011
Thesis deposit deadline	<u>01/10/2023</u>
DETAILS OF PHD STUDENT AND THESIS	
FINANCING	
ACTIVITIES DOCUMENT	
RESEARCH PLAN	
REPORT BY THE THESIS DIRECTOR	





**Activities document** → In the drop-down menu of the "Review" column you can modify the status of the Training Activity (proposal, accepted proposal, finalized, not accepted), if you agree and validate the student's activity, click on finalized and download the attached documents. *Remember, if the doctoral student has made any changes since the last time you logged into the application, you will see the icon  There are changes*.

+ Add
Print





 There are changes

	Academic year	Type of activity	Description	Review	Download
  	2020/21	32 - Seminari de Presentació i Debat de projectes de tesi - Fixed description	-	Proposal accepted ▾	
  	2020/21	34 - Seminari d'Experiències de Mobilitat - Fixed description	-	<div style="border: 1px solid #ccc; padding: 2px;">                     Proposal accepted ▾                      Proposal                      Proposal accepted  <b>Finalized</b>                      Not accepted                 </div>	
  	2020/21	69 - Cursos de Formació Bàsica - Fixed description	-	Proposal accepted ▾	

**Research plan** → Access this section to download the Research Plan posted by the doctoral student.

RESEARCH PLAN					
Academic year	Review	File date	Description	Download	Director validation
2020/21	First review of the course	30/04/2021	Plan de investigación		

**Report by the thesis director** → 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							
Academic year	Report date	Assessment director	Comments	Download report	Upload report	Delete files of report	Report lock date
2021/22	-	<input type="radio"/> Positive <input type="radio"/> Negative	-				-
2021/22	10/05/2022	<input type="radio"/> Positive <input checked="" 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**.

If you want to consult more information about the doctoral student and his/her thesis, you can select **Details of PhD student and thesis**.