

MODULE FOR FOLLOW-UP OF DOCTORAL THESES

- Activities document**
- Research Plan**

STUDENT GUIDE

**Postgraduate and Doctoral Studies Office
March 2014**

TABLE OF CONTENTS

COMPUTER MANAGEMENT TOOL	3
1. Accessing the module.....	3
2. General information and management of the module tabs	6
3. Managing the activities document.....	7
WHAT DO I HAVE TO DO TO ENTER EDUCATIONAL ACTIVITIES IN THE ACTIVITIES DOCUMENT ...	8
CHANGING AND DELETING AN EDUCATIONAL ACTIVITY	15
PRINTING THE ACTIVITIES DOCUMENT	16
4. Management of the research plan.....	18
ENTERING DOCUMENTS INTO THE RESEARCH PLAN	19

COMPUTER MANAGEMENT TOOL

The students enrolled in doctoral programmes under the provisions of RD 99/2011 must perform follow-up of their doctoral thesis using the computer module **Follow-up of doctoral theses**.

This module enables interaction of the doctoral student and the tutor/supervisor of the doctoral thesis.

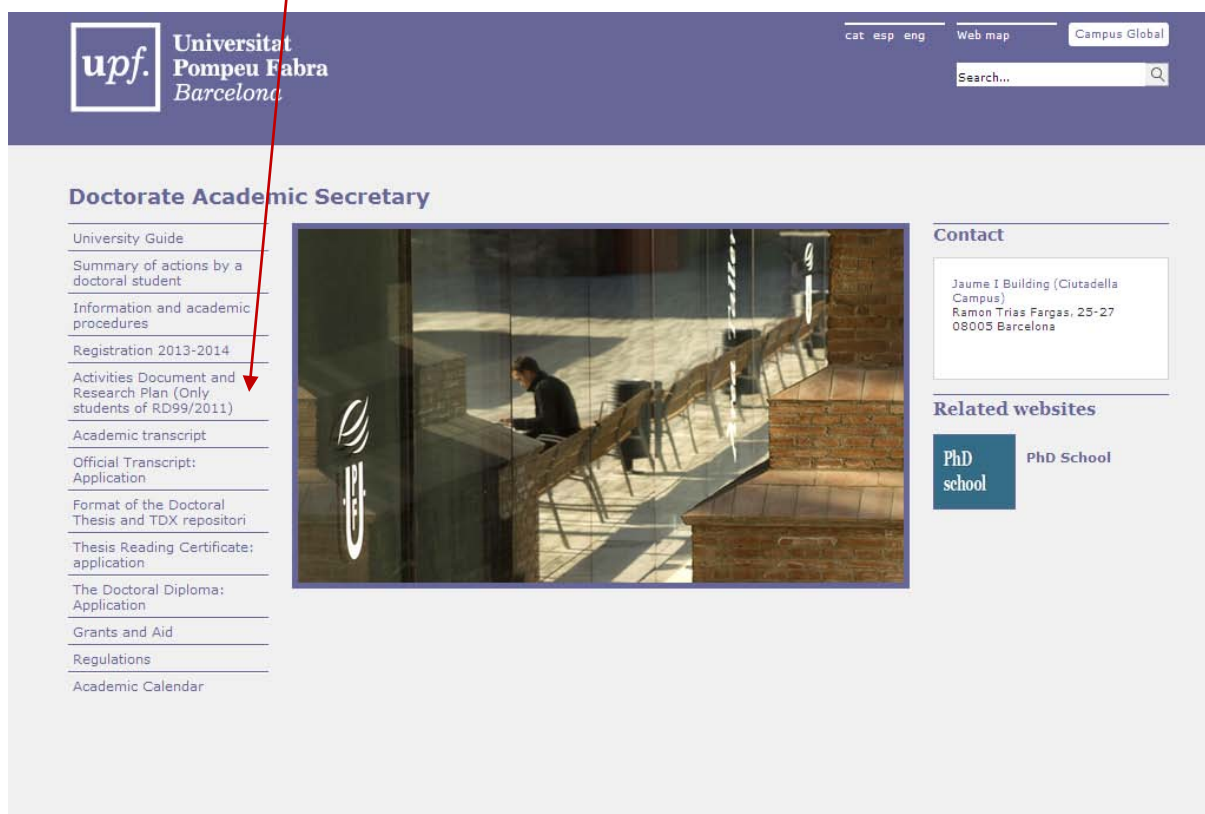
1. Accessing the module

The module for **Follow-up of the doctoral thesis** is accessed through **Campus Global**. The procedure you have to follow is explained below:

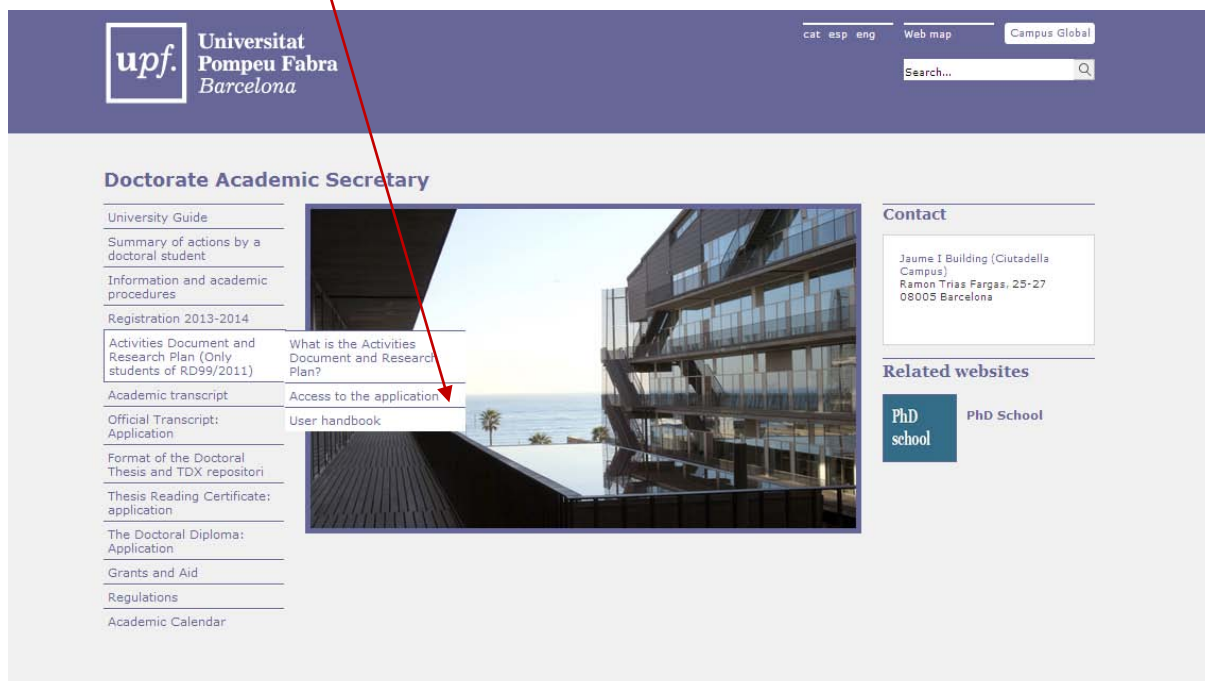
Enter your **Doctoral Academic Secretary**.

The screenshot shows the Campus Global website with a purple header bar containing the logo and navigation links: Start | Options | Help | Searcher | CAU and mail boxes | Directory | Disconnect. The left sidebar lists various services, with 'ACADEMIC SEC. DOCTORAL' highlighted. The main content area is divided into sections: 'We highlight' (Enquesta competències docents, Campus Treball, Memòria del curs acadèmic 2012-13), 'Current Affairs' (Press clippings, E-notícies, UPF Ràdio, Agenda), 'Notices' (Organisation, Teaching, Inserció laboral), 'Prevenció de riscos laborals', 'Aid, grants and prizes', and 'Courses'.

In the Academic Secretary, there is a section **Activities document and plan of research (only for students of RD 99/2011)**.



Select the option to **Access the module**



Click on the icon **CLICK HERE!** for direct access to the module for **Follow-up of the doctoral thesis**.

upf. Universitat Pompeu Fabra Barcelona

cat esp eng Web map Campus Global

Search...

Doctorate Academic Secretary

- University Guide
- Summary of actions by a doctoral student
- Information and academic procedures
- Registration 2013-2014
- Activities Document and Research Plan (Only students of RD99/2011)
- Academic transcript
- Official Transcript: Application
- Format of the Doctoral Thesis and TDX repository
- Thesis Reading Certificate: application
- The Doctoral Diploma: Application
- Grants and Aid
- Regulations
- Academic Calendar

Home > Activities Document and Research Plan (Only students of RD99/2011) > Access to the application

Access to the IT module

ACCESS TO YOUR ACTIVITIES DOCUMENT AND RESEARCH PLAN

CLICK HERE !

Last updated 14.03.2013
© Universitat Pompeu Fabra, Barcelona

Select your doctoral studies:

Applications Password About Exit

Seguiment tesis doctorals

STUDY SELECTION

	Educational Institution	Syllabus	Studies	Type of studies	Specialization	Status / Reason
	806	522 - Master in Economics, Finance and Management	Màster Recerca Econ., Fin. i Emp.	Master	Sense Especialitat	Closed. Degree disposed
	887	537 - Economics, Finance and Business - PhD	Doctorat Economia, Fin. i Emp.	Doctorat	Sense Especialitat	Open

Select

A screen will then appear with the **Thesis title**, if this field has already been entered, or the text "Thesis Untitled", if this information is still pending. **Select** the modify icon ✓

Applications Password About Exit

Seguiment tesis doctorals

MONITORING ITEM SELECTION

	Thesis title
	Thesis Untitled

Back

You can now fill in your activities document and research plan. Point 3 of the manual describes how to work with these two tabs of the module.

2. General information and management of the module tabs

The **Follow-up of the doctoral thesis** module consists of five tabs managed by different types of users (doctoral students, tutor/supervisor, department/institute secretary, Postgraduate and Doctoral Studies Office). The five tabs can be viewed by all users, but not all users can edit them.

The table below shows the people responsible for maintaining the content of each tab:

MODULE TAB	USER RESPONSIBLE FOR ITS MANAGEMENT
Registration	Secretaries of department/institute
Members of the tribunal	Postgraduate and Doctoral Studies Office
Thesis supervisors	Secretaries of department/institute
Research plan	Doctoral student and tutor/supervisor
Activities document	Doctoral student and tutor/supervisor

The maintenance of the content of the research plan and the activities document tab is the exclusive responsibility of the doctoral student and their thesis tutor/supervisor.

3. Managing the activities document

What is the activities document?

The activities document is a personalised document that records all the **educational activities** you take part in during your doctoral studies. These activities must be approved by the thesis tutor/supervisor.

The activities document forms part of the documentation you must present to the Doctoral Program Academic Committee **for your yearly evaluation**; this is why it is very important that its content be kept up-to-date and that it has been supervised/authorised by your tutor/supervisor.

What must I do in this module tab?

—Enter **all the educational activities you do** (those defined in the verification report of the doctoral program and other complementary activities you suggest). Your tutor/supervisor will then enter this tab to approve or not these suggested activities.

NOTE: In order to know which educational activities are defined in the verification report for the your doctoral program, **you should first contact the secretary, your tutor/supervisor or the Management of the Doctoral Program.**

WHAT DO I HAVE TO DO TO ENTER EDUCATIONAL ACTIVITIES IN THE ACTIVITIES DOCUMENT

1) Select a type of activity from the drop-down list:

2) Select a **Type of activity** from the drop-down menu: the activity must belong to your doctoral programme. To this end, the description of each activity is preceded by the initials of the doctoral programme to which it belongs

3) Enter the description of the activity:

The screenshot shows the 'Activities document' tab in a web application. The 'Description' field is highlighted with a red arrow. The field contains the text 'Business inn...'. Below the description field, there are fields for 'Academic calendar' (set to '2013/14-0') and 'Start date' and 'End date' (both with date pickers). Below these, there is a section for 'Institution where the activity will take place' with radio buttons for 'Department/institution', 'Registered institution', and 'Other', and a 'Country' dropdown.

The Description field is **multilingual**: Catalan, Spanish and English.

This screenshot shows the same form as above, but with a multilingual input dialog open. The dialog has three rows for 'Castellano', 'Catalán', and 'Inglés'. The 'Inglés' row is selected and contains the text 'Business inn...'. There is an 'OK' button at the bottom of the dialog. The background form is partially obscured by the dialog.

If you want to print the Activities Document in three languages, you need to fill in the three fields. If you do not do it, the activity will only appear in the language you chose when you first entered the application.

4) Enter the academic year and the start and end date of the activity (use the schedule icon):

This screenshot shows the form with a calendar pop-up open. The 'Academic calendar' field is set to '2013/14-0'. The 'Start date' and 'End date' fields have date pickers. The calendar pop-up shows the month of January 2014. The 'Start date' field is highlighted with a red arrow. The 'End date' field is also highlighted with a red arrow. The calendar pop-up has 'Accept' and 'Cancel' buttons at the bottom.

5) State the place where the activity takes place in the ***SITE WHERE THE ACTIVITY TAKES PLACE*** box:

- a) If the educational activity takes place in the UPE, select the **Department/Institution** section and find the corresponding department in the drop-down list.
- b) If the training activity is carried out at a registered Institution, you can use the search engine to enter its name. Check with your department to see which institutions are registered.
- c) If the educational activity takes place outside the UPE, select the **Other** section and enter the name of the place where it takes place. In this case **the country should also be included** by selecting it from the drop-down list.

Institution where the activity will take place

☒ Department/institution ☐ Registered institution ☐ Other

Country

403 - Department of Economic and Business

* Administrative situation

☒ Proposal

Comments

You can add any comments in the **Comments** field, but remember that they will appear on the printed version of the activities document.

IMPORTANT: The academic activity being created is only recorded correctly if the **Type of activity, Description, Academic year, Start date** and **Department** fields are filled in.

6) Click on Insert:







The screenshot shows the 'Activities document' form. At the top, there are tabs: Monitoring, Board members, Thesis supervisors, Research plan, and Activities document. The form contains several sections:

- * Type of activity**: A dropdown menu showing '19 - ECO: Attendance to Conferences - Variable description'.
- Description**: A text field.
- Academic calendar**: A dropdown menu showing '2013/14-0'.
- Start date**: A date picker showing '26/02/2014'.
- End date**: A date picker showing '27/02/2014'.
- Institution where the activity will take place**: A section with radio buttons for 'Department/institution', 'Registered institution', and 'Other'. The 'Department/institution' option is selected, and a dropdown menu shows '403 - Department of Economic and Business'.
- * Administrative situation**: A section with a radio button for 'Proposal', which is selected.
- Comments**: A large text area.
- Attachments**: A section with a message: 'To attach files, you must register the activity first'.

 At the bottom of the form, there are three buttons: 'Back', 'Insert' (highlighted with a red arrow), and 'Clean'.

The suggested activity will be recorded in the **list** at the bottom of the screen.

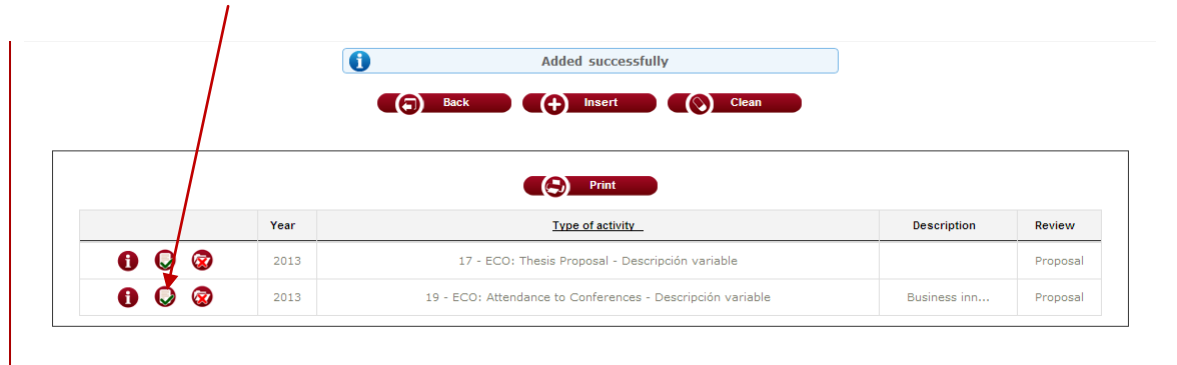
The screenshot shows the bottom of the screen with a table of activities. Above the table, there is a message: 'Added successfully'. Below the message, there are three buttons: 'Back', 'Insert', and 'Clean'. Below the buttons, there is a 'Print' button. The table has the following structure:

	Year	Type of activity	Description	Review
  	2013	17 - ECO: Thesis Proposal - Descripción variable		Proposal
  	2013	19 - ECO: Attendance to Conferences - Descripción variable	Business inn...	Proposal

A red arrow points to the first row of the table.

7) Attach documents to the training activity:

Once the activity has been registered, you can attach documents. Open the activity again, using the **Modify** icon ✓.



Click on the **Attach** icon.

Monitoring Board members Thesis supervisors Research plan **Activities document**

* Type of activity: 19 - ECO: Attendance to Conferences - Variable description

Description: [text area]

Academic calendar: 2013/14-0


Start date: 27/02/2014 (dd/MM/yyyy) End date: [date] (dd/MM/yyyy)

Institution where the activity will take place:

- ☒ Department/institution: 408 - Department of Economic and Business
- ☐ Registered institution: [text]
- ☐ Other: [text]
- Country: [dropdown]

* Administrative situation: ☒ Proposal

Comments: [text area]

Attachments: 

A window will open for you to enter the name of the document ('Description of Document') and to select it using the **Select file** icon.

Monitoring Board members Thesis supervisors Research plan **Activities document**

* Type of activity: 19 - ECO: Attendance to Conferences - Variable description

Description: [text area]

Academic calendar: 2013/14-0


Start date: 27/02/2014 (dd/MM/yyyy) End date: [date] (dd/MM/yyyy)

Institution where the activity will take place:

- ☒ Department/institution: 408 - Department of Economic and Business
- ☐ Registered institution: [text]
- ☐ Other: [text]
- Country: [dropdown]

* Administrative situation: ☒ Proposal

Comments: [text area]

Attachments: 

Modal window:

secreta... [url]

secreta... [url]

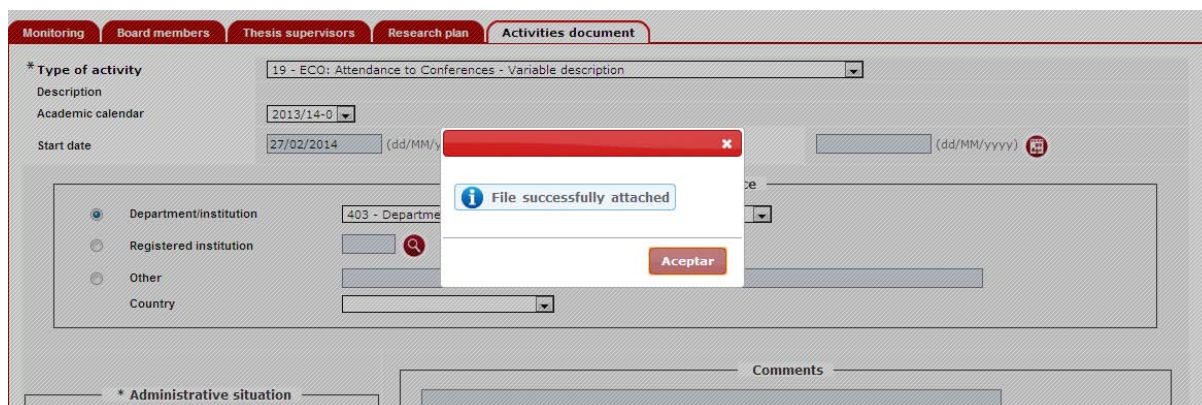
File:

Description of document: [text area]

Selecciona el fitxer Cap fitxer seleccionat.

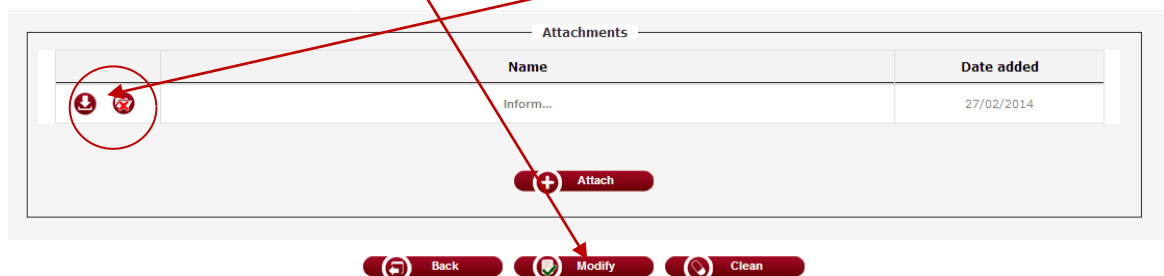
Close Accept

Once you have added the document, click on **Accept**.



The screenshot shows a web form titled 'Activities document' with tabs for 'Monitoring', 'Board members', 'Thesis supervisors', 'Research plan', and 'Activities document'. The form includes fields for 'Type of activity' (set to '19 - ECO: Attendance to Conferences - Variable description'), 'Academic calendar' (set to '2013/14-0'), and 'Start date' (set to '27/02/2014'). There are also sections for 'Department/institution', 'Registered institution', 'Other', and 'Country'. A red-bordered dialog box in the center displays the message 'File successfully attached' with an information icon and an 'Aceptar' button. Below the form, there are sections for 'Administrative situation' and 'Comments'.

The document will be registered, and you will be able to **download or delete** it. Before exiting the activity, click on **Modify** to save the changes.



The screenshot shows the 'Attachments' section of the form. It contains a table with two columns: 'Name' and 'Date added'. The table has one row with the name 'Inform...' and the date '27/02/2014'. To the left of the table, there are two red circular icons: a download icon and a delete icon, both circled in red. Below the table is a red button with a plus icon and the text 'Attach'. At the bottom of the form, there are three red buttons: 'Back', 'Modify', and 'Clean'. Red arrows point from the text in the previous block to these buttons: one to the download icon, one to the delete icon, and one to the 'Modify' button.

Name	Date added
Inform...	27/02/2014

At this stage, **the status of the educational activity is Proposal**. Later, the tutor/supervisor will open and evaluate it and change the status to approved, not approved or report that it has already been completed.

STATUS OF EDUCATIONAL ACTIVITIES



Educational activities can have four statuses:

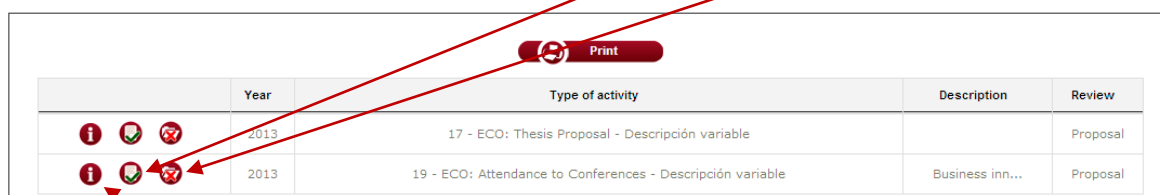
STATUS	DESCRIPTION
PROPOSAL	<u>Activated by default</u> when the student enters an activity.
PROPOSAL ACCEPTED	The tutor/supervisor activates this option if they consider the suggestion suitable for the education of the doctoral student.
FINALIZED	The tutor/supervisor activates this option when the doctoral student has completed the activity.
NOT ACCEPTED	The tutor/supervisor activates this option if they consider the suggestion not suitable for the education of the doctoral student.







VERY IMPORTANT: It is only possible to edit or delete a suggested activity when the tutor/supervisor has not changed its status. Once the tutor/supervisor has changed the status of the **Suggestion** to **Suggestion approved**, **Completed** or **Not approved**, it is not possible to edit or delete it; it can only be viewed.

CHANGING AND DELETING AN EDUCATIONAL ACTIVITY

Remember that it is only possible to edit or delete a suggested activity when the tutor/supervisor has not changed its status.

1) Open your activities document and select the activity to be edited or deleted from the list at the bottom of the screen, then click on the edit  or delete  icon

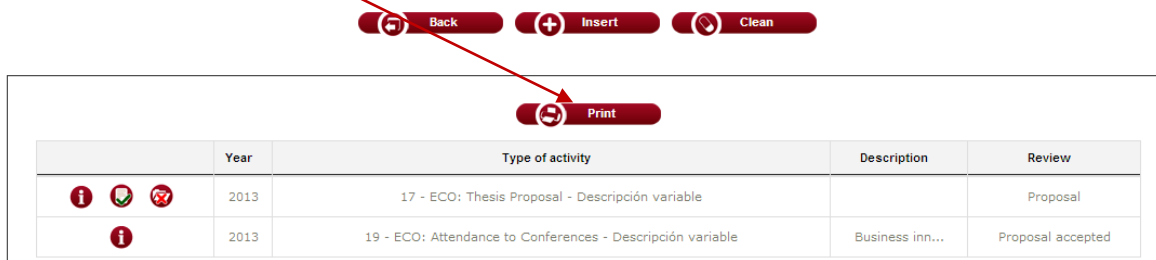


	Year	Type of activity	Description	Review
  	2013	17 - ECO: Thesis Proposal - Descripción variable		Proposal
  	2013	19 - ECO: Attendance to Conferences - Descripción variable	Business inn...	Proposal





Click on the **information** icon at any time to consult the training activities.

PRINTING THE ACTIVITIES DOCUMENT

1) Click on the **Print** option at the top of the activities list:



The screenshot shows a user interface for managing activities. At the top, there are three buttons: 'Back' (with a left arrow icon), 'Insert' (with a plus icon), and 'Clean' (with a trash can icon). Below these is a 'Print' button (with a printer icon), which is highlighted by a red arrow originating from the instruction text. Below the buttons is a table with the following data:

	Year	Type of activity	Description	Review
  	2013	17 - ECO: Thesis Proposal - Descripción variable		Proposal
	2013	19 - ECO: Attendance to Conferences - Descripción variable	Business inn...	Proposal accepted

IMPORTANT

—The **activities document will only include those activities whose status is SUGGESTION APPROVED or COMPLETED.**

—Activities that have not been reported correctly because data is missing from one or more obligatory fields will not be included in the printed version of the activities document.

This is an example of the activities document of a doctoral student at the UPF:



THE DOCTORAL STUDENT'S ACTIVITIES DOCUMENT Universitat Pompeu Fabra

PhD programme: Economics, Finance and Business # PhD

Reial Decret 99/2011, de 28 de gener, pel qual es regulen els ensenyaments oficials de doctorat.

Thesis Supervisor: Dr.

Name	Departament	Institution
	Economia i Empresa	Universidad Pompeu Fabra

Tutor:

Activity: ECO: Attendance to Conferences

Description:	Business inn...
Academic year:	2013
University or Institution:	Department of Economic and Business
STATUS:	Proposal accepted
Comments:

Pompeu Fabra University is public university. It is governed by the Organic Law on Universities, the Universities Law of Catalonia and such regulations implementing these laws as may be introduced by central government and the Generalitat de Catalunya, in the use of their respective powers, the law regulating the establishment of the University (Law 11/1990, of 18 June – DOGC/Official Gazette of the Generalitat de Catalunya no. 1008, of 22 June) and its Statutes. It is registered in the Registry of Universities, Centres and Qualifications (RUCT).

4. Management of the research plan

What is the research plan?

The research plan is the personalised document that **describes the method to be used, the objectives, means and a schedule for developing the thesis**. As the doctoral thesis is being developed, **it can also be the document that summarises research results**.

—This document **forms part of the documentation** that each doctoral student presents **for annual evaluation** by the Academic Committee.

—If the evaluation is negative, you will have six months to present a new research plan (**six-monthly review**). A second negative evaluation will imply expulsion from the doctoral program.

—You can publish as many supporting documents as you like.

What does my annual research plan consist of?

Your annual research plan will consist of a **series of documents** entered into the **Research plan** tab of the **Follow-up of the doctoral thesis** module that have been defined in the **same academic course and the same review period** (first review or six-monthly review).

ENTERING DOCUMENTS INTO THE RESEARCH PLAN

1) Select the Research plan tab:

Monitoring Board members Thesis supervisors **Research plan** Activities document

* Description

* File **Attach**

* File date 22/01/2014 (dd/MM/yyyy) Acceptance date (dd/MM/yyyy)

* Academic year 2013/14-0

* Review

☐ First review
☐ Six-monthly review

Comments

Back Insert Clean

2) Enter the description of the document you want to publish and attach the corresponding file:

Monitoring Board members Thesis supervisors **Research plan** Activities document

* Description Research 13/14

* File **Attach**

* File date 22/01/2014 (dd/MM/yyyy) Acceptance date (dd/MM/yyyy)

* Academic year 2013/14-0

* Review

☐ First review
☐ Six-monthly review

Comments

Back Insert Clean

VERY IMPORTANT

—Each description can only have ONE document attached. You should enter as many descriptions in the **Research plan** tab as documents you want to publish.

3) Include the date of the document (use the **calendar** icon):

The screenshot shows a web application interface with a form for adding a document. The form has tabs: Monitoring, Board members, Thesis supervisors, Research plan, and Activities document. The 'Research plan' tab is active. The form fields include: *Description (Research 13/14), *File (ResearchPlan2013.docx with an Attach button), *File date (22/01/2014 with a calendar icon), and *Academic year (2013/14-0). A calendar pop-up is open, showing January 2014, with the 22nd selected. The calendar has 'Accept' and 'Cancel' buttons. At the bottom of the form are 'Back', 'Insert', and 'Clean' buttons.

The default date will be the day the file was attached.

VERY IMPORTANT

- The **date of acceptance** will be entered by your tutor/supervisor.
- When the tutor/supervisor enters the date of acceptance, the document may no longer be edited or deleted.

4) Report on the academic year and review (evaluation):

Monitoring Board members Thesis supervisors **Research plan** Activities document

*Description Research 13/14

*File ResearchPlan2013.docx **Attach**

*File date 22/01/2014 (dd/MM/yyyy) Acceptance date (dd/MM/yyyy)

*Academic year 2013/14-0

*Review
☒ First review
☐ Six-monthly review

Comments

Back Insert Clean

FIRST REVIEW

Each year, the Academic Committee of your doctoral program will set a deadline for the evaluation of all doctoral students.

Click on **First review** when the documents have to be evaluated within this period.

SIX-MONTHLY REVIEW

In the event that the first research project has been evaluated negatively, the doctoral student will be re-evaluated within six months and, for this, the doctoral student must develop a new research plan.

Click on **Six-monthly review** if this is your case.

IMPORTANT

The Academic Committee **will evaluate** the annual research plan that includes **all documents for the same academic course and the same review period** (first review or six-monthly review).

5) Enter any comments considered necessary, and click on **Insert** to save them:

Remember: if you want to include more than one file you must create a new entry for each document.

The list at the bottom of the screen will display the information as it is entered.

	Year	Review	File date	Acceptance date	Description
	2013	First review	22/01/2014	-	Research 13/14

IMPORTANT

—As described in the activities document, **you can consult, modify or delete documents provided the tutor/supervisor has not entered the approval date.**

—Once the tutor/supervisor has reported the date, it is only possible to download the document and consult it.

The tutor/supervisor can also publish the evaluation report on the research plan tab. In this case, a new entry will be added and used for evaluation by the Academic Committee. It is necessary to **fill in** the description, **attach** the file, **report** the approval date, **state** whether it is the first or six-monthly review and **make** any necessary comments.