MODULE FOR FOLLOW-UP OF DOCTORAL THESES

— Activities document
— Research Plan

STUDENT GUIDE

Postgraduate and Doctoral Studies Office
March 2014

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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.
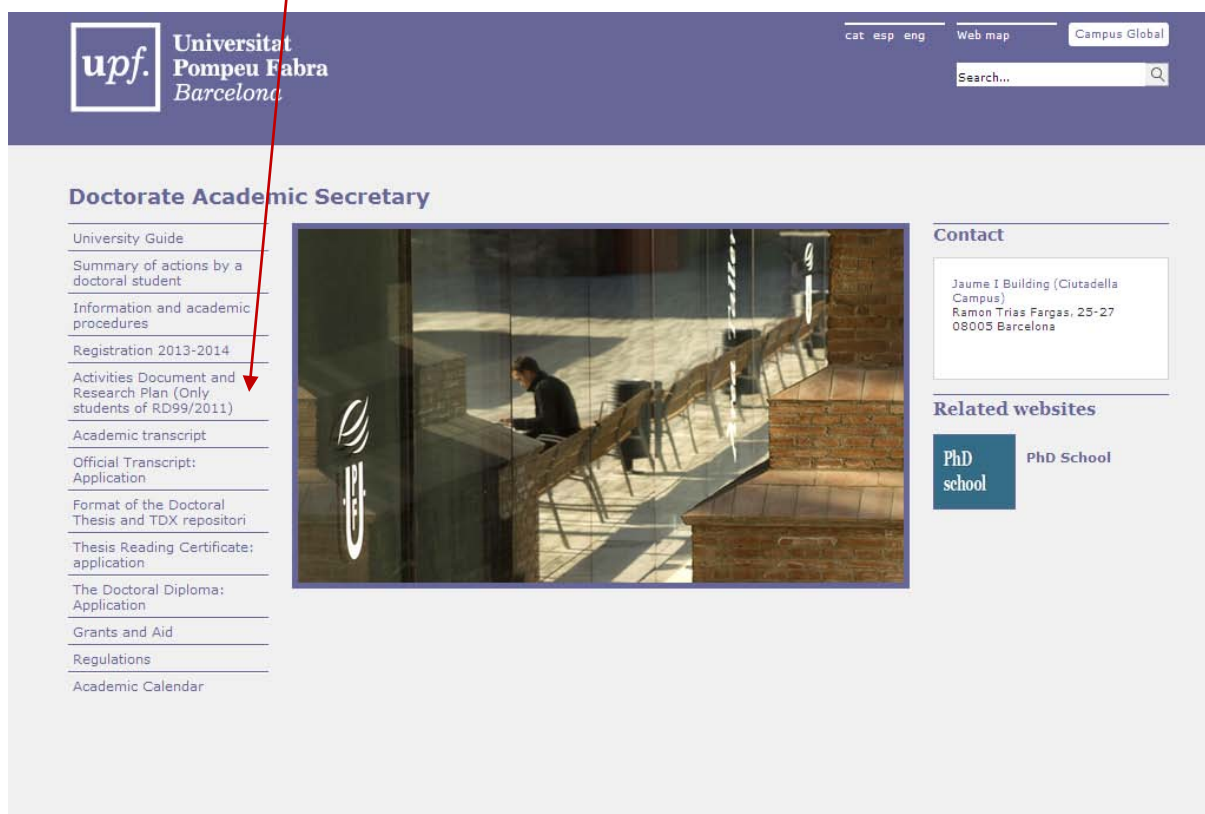
1. Accessing the module

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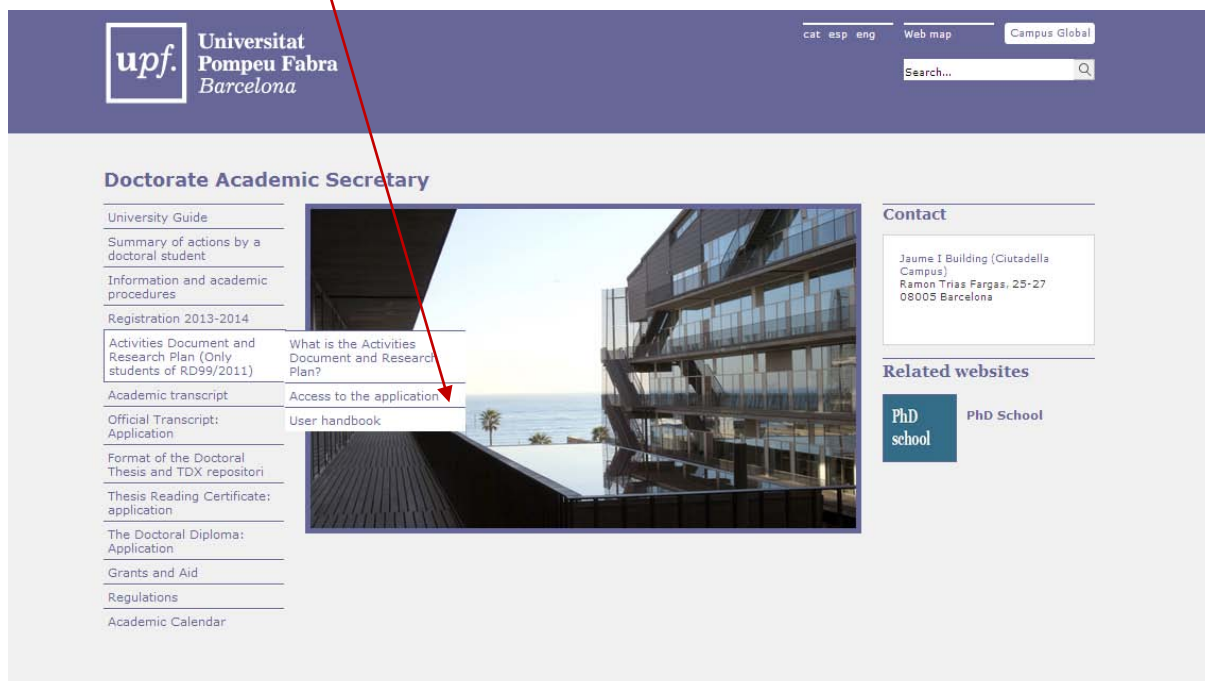
Enter your **Doctoral Academic Secretary**.

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**.

Select your doctoral studies:

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 ✔

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:

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

* Type of activity   Select...

Description

Academic calendar   2013/14-0

Start date   (dd/MM/yyyy)   End date   (dd/MM/yyyy)

Institution where the activity will take place

- ○ Department/institution
- ○ Registered institution
- ○ Other
- Country

* **Administrative situation**

◉ Proposal

Comments

Attachments

🛈 To attach files, you must register the activity first

[Back]   [Insert]   [Clean]

[Print]

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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

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

* Type of activity

Description

Academic calendar

Start date

Select...
12 - Science in Action - Fixed description
13 - Taller d'Història - Fixed description
14 - IUHJVV: Seminari de Recerca - Variable description
15 - IUHJVV: Taller d'Història - Variable description
16 - IUHJVV: Altres Cursos i Seminaris - Variable description
17 - ECO: Thesis Proposal - Variable description
18 - ECO: Research Seminars - Variable description
19 - ECO: Attendance to Conferences - Variable description
20 - ECO: Mobility - Variable description
21 - HUM: Seminari de Formació d'Humanitats - Variable description
22 - HUM: Taller de Doctorat - Variable description
23 - HUM: Defensa del Projecte de Tesi - Variable description
24 - BIO: Science in Action - Fixed description
25 - BIO: PhD Project Defence - Variable description
26 - BIO: Seminars in Biomedical Research at the PRBB - Variable description
27 - BIO: Sessions in Computing and Information Competences - Variable description
28 - BIO: Research Seminars, Courses and Conferences - Variable description
29 - BIO: Research Stays - Variable description
30 - BIO: Other Activities - Variable description
31 - COM: Seminari Temàtic i Metodològic dels grups de recerca - Variable description
32 - COM: Seminari de Presentació i Debat de projectes de tesis doctorals - Variable description

- ○ Department/institution
- ○ Registered institution
- ○ Other
- Country

* **Administrative situation**

◉ Proposal

Comments

Attachments

🛈 To attach files, you must register the activity first

[Back]   [Insert]   [Clean]

[Print]

3) Enter the description of the activity:

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

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):

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 UPF**, 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 UPF**, 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.

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

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.

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.

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

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.

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
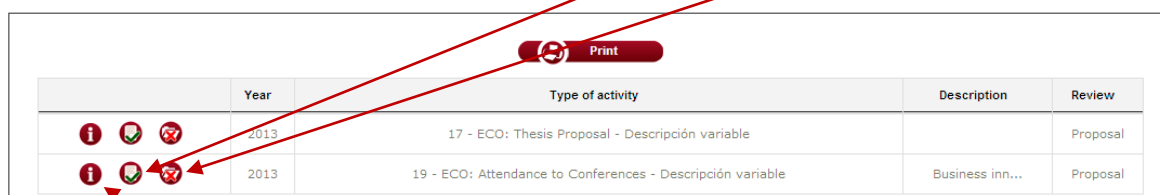
Educational activities can have four statuses:

STATUS	DESCRIPTION
PROPOSAL	**Activated by default 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
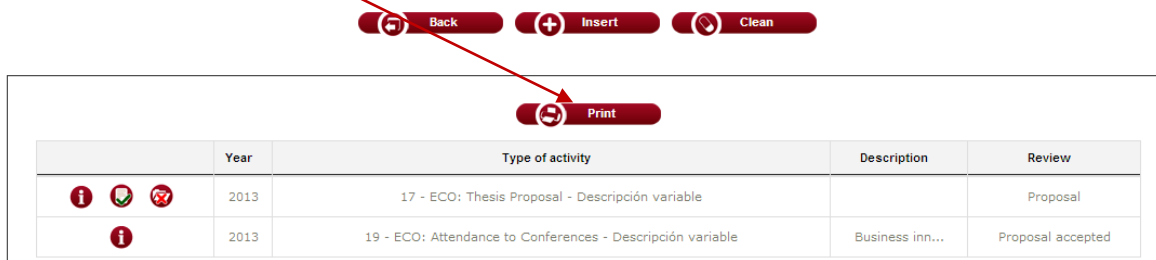
	Year	Type of activity	Description	Review
ℹ 🟢 🔴	2013	17 - ECO: Thesis Proposal - Descripción variable		Proposal
ℹ 🟢 🔴	2013	19 - ECO: Attendance to Conferences - Descripción variable	Business inn...	Proposal

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**:**

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:

Universitat Pompeu Fabra Barcelona

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:	....

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:

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

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 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):

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: <u>if you want to include more than one file you must create a new entry for each document</u>.

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

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.