

# PhD Programme in Biomedicine Welcome Session 2019

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# PhD Programme in Biomedicine Welcome Session 2019

The contents of this doctoral programme have been verified by the Spanish National Agency for Quality Assessment and Accreditation ([ANECA](#)) who also awarded a **"Quality Label towards Excellence"** (MEE2011-0323) and by the Catalan Agency for Quality Assessment and Accreditation ([AQU Catalonia](#)) with a **"Quality Label towards Excellence"** qualification.



# PhD Programme in Biomedicine Welcome Session 2019

- Legal framework
- Entities involved
- Organization
- Requirements
- Format of the thesis
- Activities
- Annual evaluation
- Possible problems



## Legal framework for doctoral studies

The PhD Programme 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 doctorate studies RD99/2011 [http://www.boe.es/diario\\_boe/txt.php?id=BOE-A-2011-2541](http://www.boe.es/diario_boe/txt.php?id=BOE-A-2011-2541)
- The UPF Academic regulations for doctorate courses <https://www.upf.edu/web/seu-electronica/normativa-academica-dels-ensenyaments-de-doctorat>
- The PhD Programme in Biomedicine specific regulations <https://www.upf.edu/web/phd-biomedicine/regulations-and-government>



## Entities involved in the PhD Programme

- **In Spain, only Universities may award PhD degrees.**
- PhD programme in Biomedicine of the **UPF Department of Experimental and Health Sciences (DCEXS).**
- Even if you conduct your research outside the UPF-DCEXS or at another UPF department (e.g., TIC, ECON), **you are also a UPF-DCEXS PhD student.**
- Your UPF-DCEXS affiliation must be recorded within:
  - Scientific articles (DCEXS often not necessary).
  - **Your PhD thesis (UPF and DCEXS MUST APPEAR).**



## Entities involved in the PhD Programme

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

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



## Organization of the PhD Programme

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

- The UPF PhD School (<https://www.upf.edu/web/phd-school>) (UPF)
- The Postgraduate and Doctoral Studies Office (UPF)
- The Academic Commission of the PhD Programme (DCEXS)
- The Management Team of the PhD Programme (DCEXS)



# Organization of the PhD Programme

## The PhD School

(<http://www.upf.edu/escola-doctorat>)

- It is ultimately responsible for everything about doctoral studies at the UPF, from establishing their academic regulations, to admission of students, to acceptance of theses submissions, to awarding PhD extraordinary prizes.
- It rules all other organization levels and it is governed by a **Steering Committee** formed by a PhD School Coordinator and the coordinators of all the UPF PhD Programmes.



## Organization of the PhD Programme

### The Postgraduate and Doctoral Studies Office

<https://www.upf.edu/organitzacio/en/estructura/administrativa/opid.html>

- It is responsible for planning and coordinating administrative procedures such as admissions and registrations to all the PhD programmes at UPF.
- It is formed by UPF personnel who are experts in dealing with all the administrative and legal procedures involved throughout the PhD Programme.



## Organization of the PhD Programme

### **The Academic Commission of the PhD Programme**

<https://www.upf.edu/web/phd-biomedicine/governing-bodies>

- It is responsible for many aspects of the PhD Programme, such as defining training activities, granting time extensions and proposing thesis deposits and extraordinary prizes to the PhD School.
- It is formed by the DCEXS MSc Programme Coordinators, the Dean of the Faculty of Health and Life Sciences, the Deputy Director of DCEXS and the PhD Programme Coordinator, who chairs it and acts on its behalf.



## Organization of the PhD Programme

### The Management Team

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

- Coordination: Natàlia Ras.
- They are our front office available by email at ([phdprogram.cexs@upf.edu](mailto:phdprogram.cexs@upf.edu)) and physically between Monday to Friday **11:00** to **13:00** hrs.
- They can answer you any question about the PhD programme and they will be your link to every other UPF level.



## Organization of the PhD Programme

### Communication with the PhD Programme

- As a UPF PhD student you get an UPF email address of the style [xxx.yyy@estudiant.upf.edu](mailto:xxx.yyy@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.



## Essential 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>



## Essential requirements to obtain a PhD degree

### A PhD degree is awarded to students who:

- Have demonstrated a systematic understanding of a 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.

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

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



## Essential requirements to obtain a PhD degree

### **A PhD degree is awarded to students who:**

- Are capable of critical analysis, evaluation and synthesis of new and complex ideas.
- 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>



## Specific requirements of the PhD Programme

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

- There is no ECTS training programme but 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.**
- After **two consecutive negative evaluations**, the student will be **automatically withdrawn** from the PhD Programme.



## Essential requirements to obtain a PhD degree

Essential requirements to obtain a PhD degree

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

Principle VII. 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>



## Specific requirements of the PhD Programme

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

- 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.



## Specific requirements of the PhD Programme

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

- The Academic Commission may authorize a **first-year extension** upon a report by the thesis supervisor *justifying the need for it*.
- 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.
- Circumstances suitable for a temporary break cannot be considered for a time extension.



## Format of a PhD thesis

A doctoral thesis may be submitted in one of the following two formats:

- **A classical thesis book**, consisting of chapters written in a cohesive way.
- **A set of articles** preceded by an introductory chapter and followed by a discussion and conclusions chapter or chapters.

**Important:** next to the original research described in the thesis, the rest of the contents cannot be made out of copying & pasting from other sources, and especially not from other PhD theses.

**An international mention** can be obtained by doing a stage of a minimum of three months outside Spain in one research institution and meeting other legal requirements.



## Format of a PhD thesis

When a thesis is submitted as a **set of articles**:

- We discourage the submission of a set of articles where all of them are manuscripts in preparation because, as unfinished work, they often contain errors and lack coherence.
- If they are not published at the time of submission, we encourage depositing them in a preprint server such as arXiv (<http://arxiv.org>) or bioRxiv (<http://biorxiv.org>) and including the preprint citation reference in the thesis.



## Format of a PhD thesis

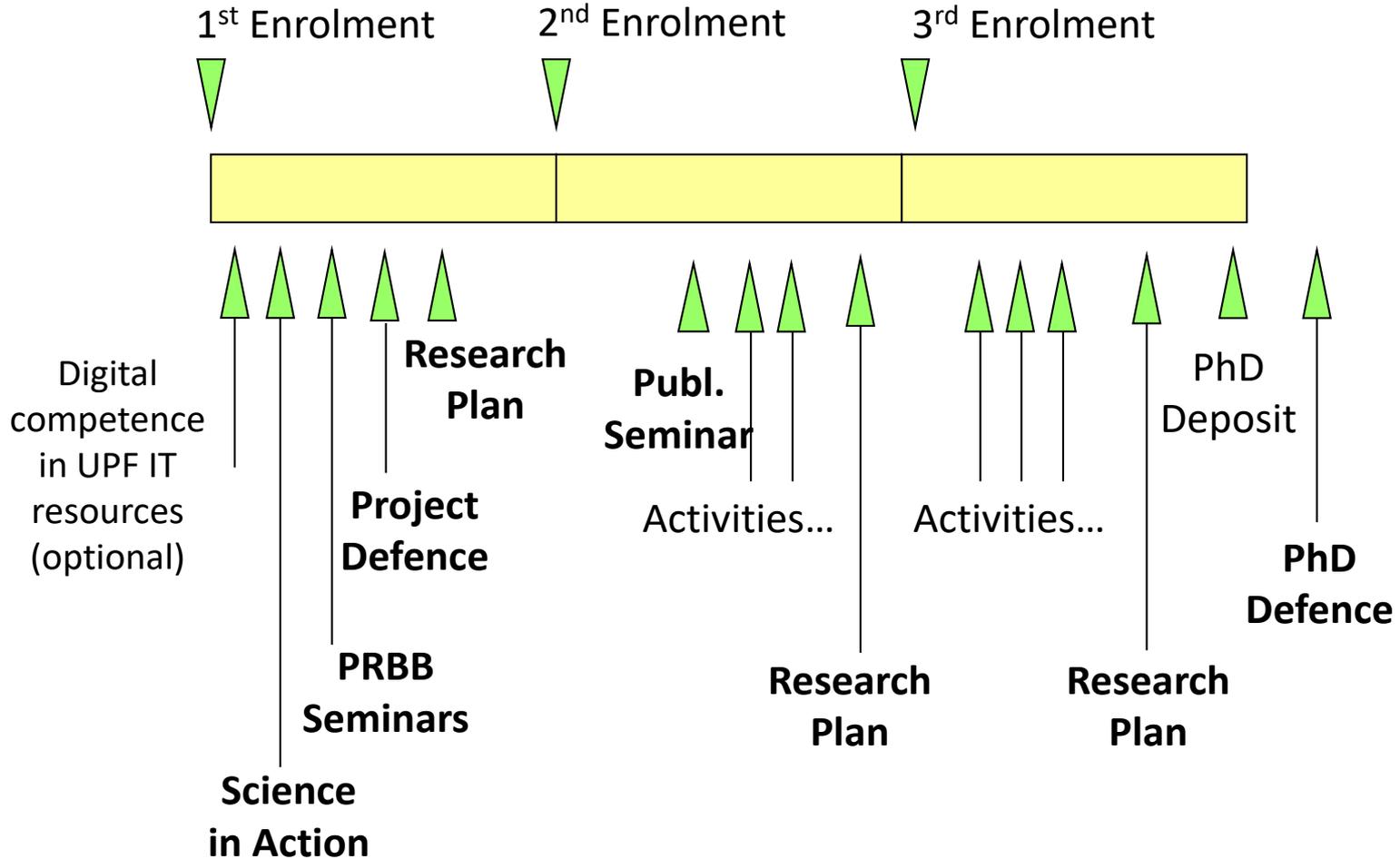
When a thesis is submitted as a **set of articles**:

- There cannot be two doctoral theses from two different doctoral students including the same set of articles.
- An article with two or more joint first authors can be used in more than one thesis when each PhD student has made a major research contribution on this article. This specific major contribution of each PhD student in the article must be **clearly described** in the manuscript of the doctoral thesis.
- **A doctoral thesis must include one or more original research contributions.**

While **review articles** are a valuable exercise of synthesis of a research field or problem, and can be included in the thesis as additional thesis material, they do not qualify as original research contributions



# Overview of the activities of the PhD Programme





## First year activities of the PhD Programme

### **First year compulsory training activities:**

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

### **First year optional training activities:**

- Digital competence with UPF IT resources.



# First year activities of the PhD Programme

## 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 our expertise.
- Written abstract summary in English of 300-400 words for each seminar essentially describing: **What was 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, 2020**. Please upload the abstracts in a **single PDF file** in the Activities Document webpage.



## First year activities of the PhD Programme

### Science in Action

- Course taught by Dr. Ero Jiménez and Dr. Maruxa Martínez at the PRBB.
- Introduction to scientific integrity and good practices in research.
- Get acquainted with the good scientific practice representatives in each PRBB institution.



## First year activities of the PhD Programme

### 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”.



## First year activities of the PhD Programme

### PhD Project defence

- A Committee of thesis must be proposed before **December 15th, 2019**, including at least one UPF researcher.
- Between **January and May 2020** a meeting with the thesis committee must be organized, in which the PhD project is presented by the student (30 minutes 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, 2020**.



# First year activities of the PhD Programme

## 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 project committee, 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, 2020**.



## First year activities of the PhD Programme

### Digital competence with UPF IT resources

- This is an optional training activity about how to access the basic IT resources available at the UPF, which you will need to carry out the compulsory training activities.
- The activity is entirely online through the UPF Moodle site called “Aula Global”.
- **It is highly recommended for students who join the UPF for the first time.**
- The PhD programme management team will not assist in how to use the UPF IT resources.



## Second and next years activities of the PhD Programme

### Second and next years compulsory activities:

- **Seminar on scientific publication** (second year).
- **Research plan**, uploaded before **May 31st**, even on the year in which you are submitting your thesis!!
- **Enrolment**, at each new academic course.
  - The start and end of the academic course is established by the UPF (around mid September).
  - The thesis submission must take place while being enrolled at the PhD Programme.
  - The thesis defence may or may not take place while being enrolled at the PhD Programme (but within a maximum period of about six months after thesis submission).



## Optional training activities

### Optional training activities:

- Research stays in a foreign institution. It may help to get an **International mention**.
- PRBB Intervals training activities.
- 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.



## Optional training activities organized by the UPF

Optional training activities organized by UPF/CLICK (CÍCLIKS):

- The UPF PhD School through the Center for Innovation in Learning and Knowledge (CLICK) organizes optional training activities for doctoral students.
- Consult: <https://www.upf.edu/web/clik/formacion-doctorandos>
- There are Intervals/CÍCLIKS optional training courses on scientific writing here at the PRBB for all doctoral students enrolled at the PhD Programme in Biomedicine.



## Annual evaluation by the PhD Programme

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

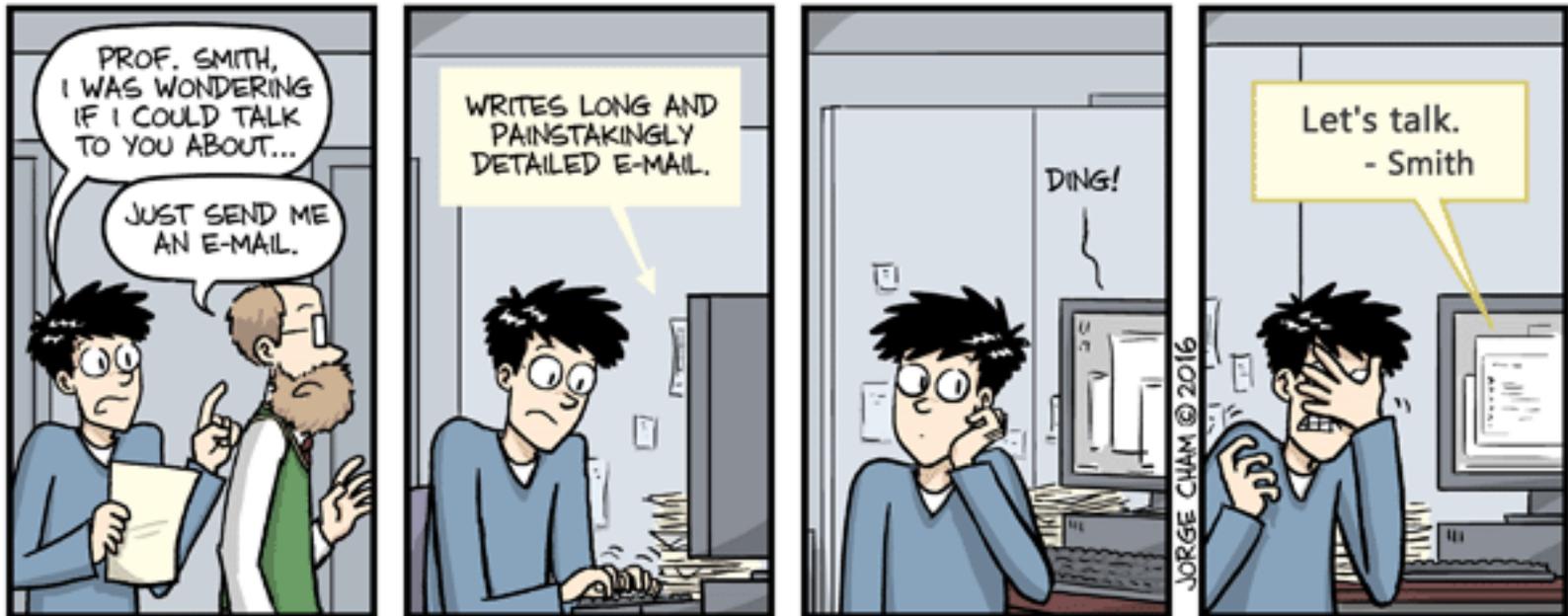
- By the thesis supervisor.
- By the Academic Commission.
- Evaluation can be positive or negative.
- After **one negative evaluation**, the student has **six months** to amend the missing or wrong items of the activities.
- After **two consecutive negative evaluations**, the student will be **automatically withdrawn** from the PhD Programme.



## Supervising the supervisor

Your supervisor must evaluate your activities every year in June.

Remind him/her !!!



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## Problems: 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](https://www.upf.edu/web/upfinclusio/sap_estudiants)
- DCEXS PhD Students Committee. To enhance collaboration and good working relationships, as well as promulgation of mentoring resources. **New !!!!**  
[phdstudentscommittee.cexs@upf.edu](mailto: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 Programme management team or with the Programme Coordinator.



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