PhD Programme in Biomedicine
Welcome Session 2016

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http://www.upf.edu/phd-biomedicine
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](http://www.ehea.info)).
- The PhD Programme in Biomedicine own regulations ([https://www.upf.edu/phd-biomedicine/regulations](https://www.upf.edu/phd-biomedicine/regulations)).
The PhD Programme in Biomedicine at the UPF is organized at four levels:

- The PhD School.
- The Postgraduate and Doctoral Studies Office.
- The Academic Committee of the PhD Programme.
- The Management Team of the PhD Programme.
The Management Team
(http://www.upf.edu/phd-biomedicine)

-Natàlia Ras and Sònia Gandul.

-They are our front office available by email at (phdprogram.cexs@upf.edu) and physically between Monday to Friday **11:00 to 13:00** hrs.

-They can answer you any question you may have about the PhD programme and will be your link to every other organization level.

- They will communicate with you through your UPF email address. Check it regularly!!!
The Academic Committee
(https://www.upf.edu/phd-biomedicine/regulations/governing_bodies.html)

- It is responsible for many aspects of the PhD Programme, such as defining training activities, authorizing time extensions and proposing thesis deposits and extraordinary prizes to the PhD School.

- It is formed by the CEXS MSc Programme Coordinators, the Dean of the Faculty of Health and Life Sciences, the Deputy Director of CEXS and the PhD Programme Coordinator, who chairs it and acts on its behalf.
The Postgraduate and Doctoral Studies Office

- 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.
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.
There are four entities involved in a PhD

- The PhD student.

- The institution where the research is conducted.

- The supervisor(s), aka thesis director(s).

- The tutor (always a UPF researcher).
“The core component of doctoral training is the advancement of knowledge through original research.”

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

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 the Academic Committee are required to remain in the PhD Programme.
The legal framework that follows from the EHEA guidelines enforces the following requirements:

- An international mention can be obtained by doing a stage of a minimum of three months outside Spain in a research institution and meeting other legal requirements (see here).

- 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 Committee may authorize a first year extension upon a report by the thesis supervisor *justifying the need for it*.

- The Academic Committee 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.
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._
Learning outcomes of the PhD Programme

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

- A classical thesis book, consisting of chapters written in a cohesive way. 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.

- A set of articles preceded by an introductory chapter and followed by a discussion and conclusions chapter or chapters.
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 as long as 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 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

1\textsuperscript{st} Enrolment

- Library Sessions
- Science in Action
- PRBB Seminars

2\textsuperscript{nd} Enrolment

- Research Plan
- Project Defence
- Activities...

3\textsuperscript{rd} Enrolment

- Activities...
- Research Plan
- PhD Deposit
- PhD Defence
First year activities of the PhD Programme

First year compulsory activities:

- Enrolment and Document of Commitment

- Seminars in Biomedical Research (PRBB).

- Sessions in digital competences (Library Sessions).

- Science in Action.

- PhD project defence.

- Research Plan.
First year activities of the PhD Programme

Enrolment and Document of Commitment

- Students must enroll (aka register) to the PhD Programme during the first year. The date of first enrollment starts determines the deadline for thesis submission.

- Students who are waiting for a scholarship acceptance may register once the acceptance has been officially published.

- A document of commitment must be signed by the PhD student, the supervisor(s) and the tutor and be submitted before November 30th, 2016.
Seminars in Biomedical Research (PRBB)

- Compulsory attendance to **10 seminars** (free choice) among those taking place at the PRBB.

- Written abstract summary in English of 300-400 words for each seminar.

- The **deadline** for submitting the abstracts of the 10 seminars is **May 31st, 2017**. Please upload the abstracts in a **single PDF file** in the Activities Document webpage.
Sessions in digital competences

- Two sessions offered by the UPF Mar Campus Library (resp. Mar Garreta) about getting acquainted with the UPF library system, the UPF IT system, scientific publication search and management (Mendeley).

- You must register to this sessions as there are limited places, by going to the programme website and following “Academic Activiies > 1st Year Students > Sessions in digital competences”.

- Sidenote: those of you already enrolled in the programme need to make the UPF card at the library before October 21st (10am to 2pm, 3pm to 5pm). Bring along DNI/NIE/Passport.
First year activities of the PhD Programme

Science in Action

- Course offered at the PRBB by Dr. Maruxa Martínez, Dr. Ero Jiménez and Dr. Jordi Camí.

- Introduction to scientific integrity and good practices in research.
PhD Project defence

- A project (aka thesis) committee must be proposed before **December 15th, 2016**, including at least one UPF researcher.

- **Between January and May 2017** 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 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”.
PhD Project defence

- 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 thesis committee is formed by 3 researchers, where
  + one is from the PhD student institution (the secretary).
  + one is from the UPF.
  + at least one is from a different institution.

- The secretary of the committee must hand a report to the programme secretariat before **May 31st, 2017**.
First year activities of the PhD Programme

Research Plan

- Short description of the PhD project, which can be the same as the summary abstract provided to the project committee.

- It must be uploaded in the Activities Document webpage before May 31st, 2017.
Second and third year compulsory activities:

- 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).
  + Students enrolling well after the start of the academic course may end up enrolling once more than years in the programme. (We will try to change this).

- Research plan, uploaded before May 31st.
Annual evaluation by the PhD Programme

Every year the academic activities are evaluated:

- By the thesis supervisor.

- By the Academic Committees.

- 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.
How to access the “Activities Document”

1) Enter at UPF web address (www.upf.edu) and access to the campus global

To access the “Campus Global” the first time you need to request access at https://www.upf.edu/universitat/en/campusglobal/acces
Your personal code will be UXXXX. Default password will be your birthdate.
How to access the “Activities Document”

2) Access to the PhD Academic Secretary
How to access the “Activities Document”

3) Access to the “Activities Document and Research Plan”

Follow the link “Activities document and research plan”. 
How to access the “Activities Document”

Launch the “Activities Document” application.
How to access the “Activities Document”

Launch the “Activities Document” application.
How to access the “Activities Document”

From the application: select your doctoral studies
How to access the “Activities Document”

From the application: a new window with a (possibly blank) thesis title will appear. Press the “Modify” button.
How to access the “Activities Document”

From the application: in this new window you will be able to select your “Activities Document” and “Research Plan”.

[Image of a computer screen showing a web page with options for monitoring item selection, including “Activities Document” and “Research Plan”]
How to access the “Activities Document”

From the application: in this new window you will be able to update your “Activities Document” and “Research Plan”.

A “User handbook” with detailed instructions is available at “Academic Activities > 1\textsuperscript{st} year students > User handbook” from http://www.upf.edu/phd-biomedicine
Supervising the supervisor

Your supervisor must evaluate your activities during the month of June. Remind him/her !!!