PhD Programme in Biomedicine
Welcome Session 2017

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PhD Programme in Biomedicine
http://www.upf.edu/phd-biomedicine
There are five entities involved in the PhD Programme:

- The PhD student.
- The institution where the research is conducted.
- The supervisor(s), aka thesis director(s).
- The tutor (always a UPF researcher).
- The CEXS/UPF managing the doctoral studies (admission, enrolment, evaluation, thesis submission and defence).
The PhD Programme in Biomedicine at the UPF is bound to the following legal framework:

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

- The UPF PhD School ([https://www.upf.edu/escola-doctorat](https://www.upf.edu/escola-doctorat)).
- The Postgraduate and Doctoral Studies Office.
- The Academic Committee of the PhD Programme.
- The Management Team of the PhD Programme.

We are the PhD programme of the **UPF Department of Experimental and Health Sciences (CEXS)**. Any procedure you do about your PhD is linked to the UPF and the CEXS.
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 about the PhD programme and they will be your link to every other UPF level.

- They will communicate with you through your **UPF email address. Check it regularly!!!**
The Academic Committee
https://www.upf.edu/web/phd-biomedicine/governing-bodies

- 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
(\url{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.
“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.

- 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.
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.
Learning outcomes of the PhD Programme

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 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 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

1\textsuperscript{st} Enrolment

Project Defence

Science in Action

PRBB Seminars

2\textsuperscript{nd} Enrolment

Research Plan

Publ. Seminar

Activities…

Research Plan

3\textsuperscript{rd} Enrolment

PhD Deposit

Activities…

PhD Defence

PRBB Seminars
First year compulsory activities:

- Enrolment and Document of Commitment
- Seminars in Biomedical Research (PRBB).
- Science in Action.
- PhD project defence.
- Research Plan.
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, 2017.
Seminars in Biomedical Research (PRBB)

- Compulsory attendance to 10 seminars (free choice) among those listed at https://www.upf.edu/web/phd-biomedicine/seminars-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, 2018. 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 offered at the PRBB by Dr. Maruxa Martínez and Dr. Ero Jiménez.

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

- A project (aka thesis) committee must be proposed before **December 15th, 2017**, including at least one UPF researcher.

- **Between January and May 2018** 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”.
First year activities of the PhD Programme

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.
  + we recommend to have one from a different institution.

- The thesis committee will elaborate a report and it must be uploaded to the activities document before May 31st, 2018.
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 to the Activities Document webpage before **May 31st, 2018**.
First year activities of the PhD Programme

First year optional activity:

- Online session on managing the access to the UPF library and the UPF intranet (Campus Global/Aula Global/Activities Document)

- The PhD secretariat will not attend any question about using the UPF library and intranet. In case of doubt you should follow the online session and/or contact the UPF help desk (CAU).
Second and next years compulsory activities:

- Enrolment, at each new academic course.
  
  + The start and 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).

- Research plan, uploaded before May 31st, **even on the year in which you are submitting your thesis!!**

- Seminar on scientific publication (second year only).
Optional training activities organized by UPF/CLICK (CICLICKS):

- 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/click/formacion-doctorandos](https://www.upf.edu/web/click/formacion-doctorandos)

- We are working to have Intervals/CICLICKS optional training courses on scientific writing here at the PRBB for all doctoral students enrolled in the PhD Programme in Biomedicine (i.e., irrespective of whether they are PRBB residents).
Every year the academic activities are evaluated:

- By the thesis supervisor.

- By the Academic Committee.

- 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 the application interface with options for monitor 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 > 1st year students > User handbook” from http://www.upf.edu/phd-biomedicine
Supervising the supervisor

Your supervisor must evaluate your activities every year in June. Remind him/her !!!
Annual evaluation by the PhD Programme

PhD Symposia

- We encourage PhD students to organize PhD Symposia at their host institutions.

- This year PhD students at CEXS organize their first PhD Symposium
  [https://sites.google.com/view/cexsphdstudentsymposium1/home](https://sites.google.com/view/cexsphdstudentsymposium1/home)

- Deadline for submitting a poster ends forthcoming Friday, October 20th. If you are a second year, or older, CEXS PhD student consider submitting one!! If you are a first year CEXS doctoral student register and come to meet you CEXS fellows!