

fulfill your PhD
activities
submission in
5 steps

1. Enter Campus Global
 2. From the Home-page, Go to the section:
Aula Global and teaching
 3. You should find there a link to:
Doctorate Academic Secretary
 4. Enter at the “**Activities Document and Research Plan**” Section and Inform your compulsory activities
 5. Optional activities to enrich your PhD curriculum
-

1. Enter Campus Global

1st of all -> enter at the UPF main webpage

2nd > Access to the University online campus (CAMPUS GLOBAL) by clicking at the upper right corner of the official web and informing your User Name & Password

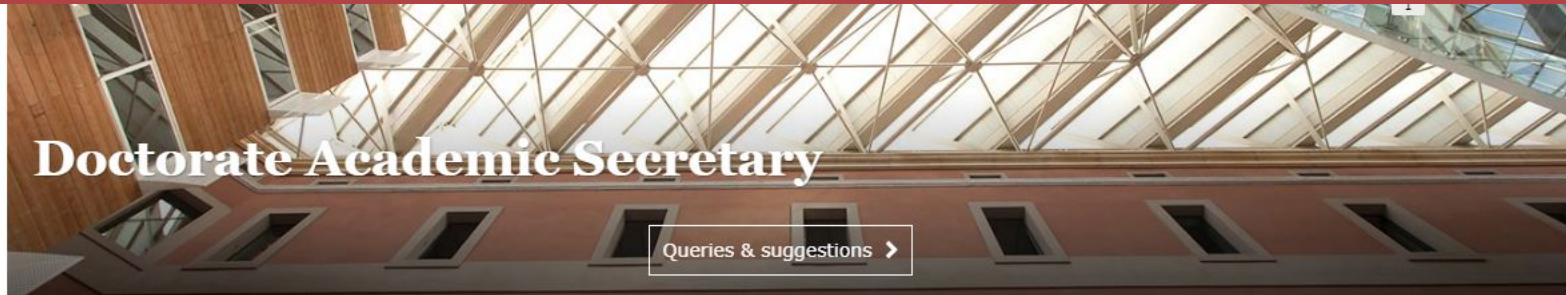
** In case this is your 1st time and you don't know yet your user and password codes, please follow the instructions indicated here: You don't know or can't remember your code? The program will automatically give you a U (user) code that will last until the end of your studiet at the UPF. By defect, your password will be your complete birth date in the following form: ddmmyyyy. Entering by 1at time will give you the opportunity to change and personalize your password.*

2. Enter at the Doctoral Secretary & your Activities Document

1. From the UPF Campus Global Home-page, Go to the section:
Aula Global and teaching
2. You should find there a link to:
Doctorate Academic Secretary
3. Enter at the “Activities Document and Research Plan” Section and Inform
your 1st year compulsory activities

* **IMPORTANT:** Either if you enter at the PhD academic sec. Doctores / Activities Document using the campus global access or by any of the PhD web pages direct links you should have your campus global open on a annexed tab; otherway the informatic program won't recognize you. Once you are inside the Doctorate Academic Secretary, you can enter to your personal file by: Activities Document & Research Plan > Access to the application

You should see this:



Information about the
doctorate



Procedures



Format of the Doctoral
Thesis and TDX
repositori



Activities Document
and Research Plan



Your academic
transcript

Highlights



 / [Activities Document and Research Plan](#)

Activities Document and Research Plan

[Acces to your activities document and research plan > >](#)

- [What is the Activities Document and Research Plan?](#)
- [User handbook](#)

4. Informing your 1st year compulsory activities

1st > SELECT ACTIVITIES DOCUMENT TAB

(*all the compulsory activities are organized by the UPF 408 departm)

Please, ensure that you click at the green stick button in order to introduce changes at your file.

CODE

24 Science in Action



(assess by the course professor)

you just need to inform the starting and ending dates once you have done the course. You need to click at the 'add' button and 'safe' button to correctly register your activity.

* in case you have attended Science in Action on a UPF master, please inform this

25 PhD Project Defence



inform the starting and ending dates and UPILOAD your 'committee report' signed by the 3 committee members.

26 Seminars in Biomedical Research at the PRBB



inform the starting and ending dates and UPLOAD a single pdf document containing at least 10 abstracts written in english.

27 Sessions in Computing & Information Competences



1st Academic year:

Session: "**Digital Competence**" (optional course, available through the UPF Aula Global)

2nd Academic year:

Session: "**Scientific Publication**"(mandatory) (assess by the course professor) inform the starting and ending dates once you have done the course.

RESEARCH PLAN

1st > SELECT RESEARCH PLAN TAB

ANNUAL COMPULSORY ACTIVITY

UPLOAD your personal research progress report approved and validated by your thesis supervisor.



This document should contain an abstract about the progress of the ending academic year as well as your future objectives and planning for the coming academic year, including:

the methodology, objectives, resources and planning for the production of the thesis.

You must present this report annually by the end of may, during all your doctoral student's time in the program.

5. Optional activities to enrich your PhD curriculum

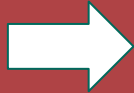
You will also have to introduce any other activities you have attended along the year in order to enrich your PhD curriculum. Ensure they are directly connected with your thesis research (or with your training as a researcher) and that you have proof of attendance.

28 Research Seminars, courses & conferences



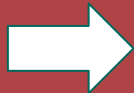
UPLOAD a pdf copy of your activity certificate + ask your thesis supervisor to do the online validation of the activity

29 Research Stay



Inform the starting and ending dates, country, city and institution & UPLOAD a pdf copy of your stay certificate as well as a brief report about your stay results shortly after the stay + ask your thesis supervisor to do the online validation of the activity

30 Other activities



UPLOAD a pdf copy of your activity certificate + ask your thesis supervisor to do the online validation of the activity

- Who will have access to my file?

On MAY →

PhD students are responsible for uploading and informing the attendance to the PhD activities.

On JUNE →

1st to 15th of June:

Your thesis supervisor, yearly before the end of June, will have to evaluate your student's Research Plan and activities

16th to 31st of July:

The PhD program academic commission will assess the student's progress based on your thesis supervisor evaluation.

On SEPTEMBER → PhD students will receive an email with the qualification obtained.