

DOCTORAL THESIS MODULE TRACKING

- Activities document**
- Research plan**

STUDENT GUIDE

**Postgraduate and Doctoral Studies Office
May 2019**

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COMPUTER MANAGEMENT TOOL

Students enrolled in doctoral programmes regulated by the RD 99/2011 have to complete a tracking process for their doctoral thesis through the computer module; **Doctoral Thesis Follow-Up**.

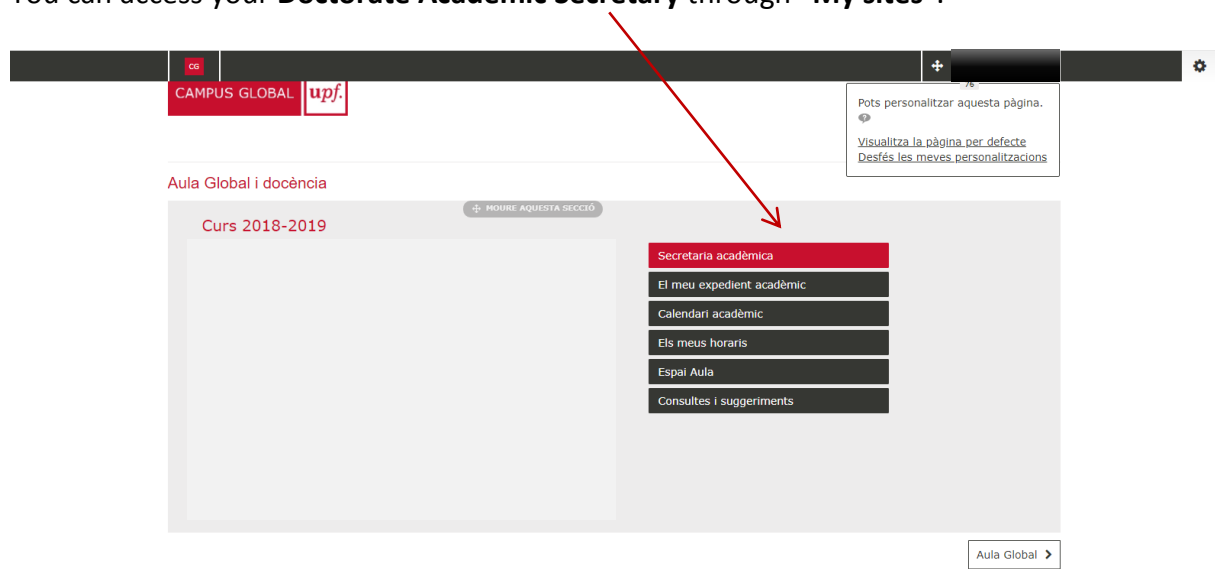
In this module, the doctoral student and the tutor/director of their doctoral thesis can interact.

1. Accessing the module

Accessing the **Doctoral Thesis Follow-Up** module can be done through **Campus Global**. The necessary steps you have to take are explained below:

<https://www.upf.edu/intranet/secretaria-doctorat/document-activitats-i-pla-recerca>

You can access your **Doctorate Academic Secretary** through “My sites”.



The screenshot displays the Campus Global interface. At the top, there is a navigation bar with the 'CAMPUS GLOBAL' logo and the 'upf.' logo. Below the navigation bar, the main content area is titled 'Aula Global i docència'. Underneath, there is a section for 'Curs 2018-2019'. A red arrow points to the 'Secretaria acadèmica' menu item, which is highlighted in red. Other menu items include 'El meu expedient acadèmic', 'Calendari acadèmic', 'Els meus horaris', 'Espai Aula', and 'Consultes i suggeriments'. A small tooltip is visible in the top right corner, and a 'Aula Global >' button is located at the bottom right of the main content area.

Once you have found your **Doctorate Academic Secretary** page, you can find the section called **Activities Document and Research Plan (only for students of the RD 99/2011)**.



Select the option **“Access your activities document and research plan”**.

🏠 / Document d'Activitats i Pla de Recerca

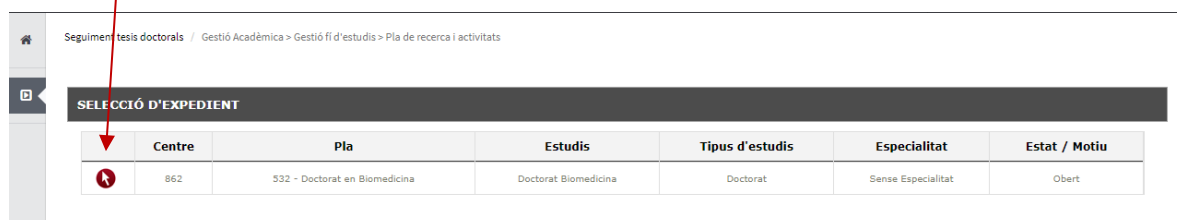
Document d'Activitats i Pla de Recerca

Accedeix al teu document d'activitats i al pla de recerca >>


- [Què és el Document d'Activitats i el Pla de Recerca?](#)
- [Guia: Mòdul Seguiment de Tesi Doctoral](#)


This will give you direct access to the **Doctoral Thesis Follow-Up** module.

Select your doctoral studies:



Seguiment tesis doctorals / Gestió Acadèmica > Gestió fi d'estudis > Pla de recerca i activitats

SELECCIÓ D'EXPEDIENT						
	Centre	Pla	Estudis	Tipus d'estudis	Especialitat	Estat / Motiu
	862	532 - Doctorat en Biomedicina	Doctorat Biomedicina	Doctorat	Sense Especialitat	Obert

Next, a screen should appear with the **thesis title**, if the secretary has already been informed of this area of study, or "thesis without a known title" if this information is still pending introduction. **Select** the modify icon 



LOCALITZACIÓ I SELECCIÓ D'INSCRIPCIÓ I SEGUIMENT

	Títol de la tesi
 	

 Tornar

Now you can access and complete your activities document and research plan. In point 3 of the manual you will find the necessary information to complete these two module tabs.

2. General information and management of the module tabs

The **Doctoral Thesis Follow-Up** module consists of five tabs managed by different types of users (doctoral student, tutor/director, secretary of the department/school, Postgraduate and Doctoral Studies Office). The five tabs are visible to all types of users but they cannot all make changes to them.

In this table you can find those responsible for maintaining the content of each tab:

MODULE TAB	USER RESPONSIBLE
Enrolment and tracking	Department/school secretaries
Information on the doctoral student and the thesis	Postgraduate and Doctoral Studies Office
Activities document	Department/school secretaries
Doctoral student research plan	Doctoral student and the tutor/director
Financing	Doctoral student and the tutor/director

Therefore, the maintenance of the content in the research plan and activities document tabs are the exclusive responsibility of the doctoral student and their thesis tutor/director.

3. Management of the activities document

What is the activities document?

The activities document is a personalised document where all the **training activities** are registered that will be carried out over the course of your doctoral studies. These activities have to be authorised by the thesis tutor/director.

The activities document **forms part of the documentation that you will present for your annual evaluation** by the Academic Committee for Doctoral Programmes. Therefore, it is very important that you keep the content up to date and that it has been supervised/authorised by your tutor/director.

What do you need to do in this module tab?

Introduce the training activities that you will carry out (both the activities outlined in the verification report of the doctoral programme and the complementary activities proposed by you). Afterwards, your tutor/director will enter their decision into this tab on whether to authorise or not authorise the proposed activities.

NOTE: In order to find out which training activities are the ones defined in the verification report for your doctoral programme, **you will need to contact the secretary, your tutor/director or the Director of the Doctoral Programme.**

WHAT DO YOU HAVE TO DO TO INTRODUCE THE TRAINING ACTIVITIES TO THE ACTIVITIES DOCUMENT?

1) Select the Activities Document tab and click add:

The screenshot shows a web interface for 'INSCRIPCIÓ I SEGUIMENT'. The breadcrumb trail is 'Seguiment tesis doctorals / Gestió Acadèmica > Gestió fi d'estudis > Pla de recerca i activitats'. The main content area has three tabs: 'INSCRIPCIÓ I SEGUIMENT', 'DADES DEL DOCTORAND I DE LA TESI', and 'DOCUMENT ACTIVITATS'. The 'DOCUMENT ACTIVITATS' tab is selected. Below the tabs are two buttons: '+ Afegir' and 'Imprimir'. Below these buttons is a table with the following structure:

	Curs acadèmic	Tipus d'activitat	Descripció	Revisió	Descarregar
	2017/18			Proposta acceptada	

The following window will open:

The screenshot shows a browser window titled 'Document activitats - Google Chrome' with the URL 'https://provesga.upf.edu/tcso/control/[mtoLook][mtoImprimir]nuevaVistaTutorDirectorDocActi'. The form contains the following fields and options:

- Curs acadèmic:** 2018/19-0
- *Tipus d'activitat:** 24 - Science in Action
- Descripció:** (empty text area)
- Data inici:** (calendar icon) (dd/MM/yyyy)
- Data fi:** (calendar icon) (dd/MM/yyyy)
- Text Menció:** Sense menció, Menció Doc. internacional, Menció Doc. industrial
- Entitat on es realitzarà l'activitat:**
 - Universitat
 - Departament/institució (dropdown)
 - Entitat registrada (text input)
 - Altra (text input)
 - País:** (dropdown)
- * Estat:** Proposta acceptada
- Observacions:** (text area)
- Arxius adjunts:** Adjuntar

At the bottom of the form are two buttons: Tancar and Afegir.

2) Select a Type of Activity from the drop-down list: You need to select the activities that belong to your doctoral programme. Before the description of each activity you can see the initials of the doctoral programme to which it belongs.

The screenshot shows a web browser window titled "Document activitats - Google Chrome" with the URL "https://provesga.upf.edu/tcso/control/[mtoLook][mtoImprimir]nuevaVistaTutorDirectorDocActi". The page is for the "Universitat Pompeu Fabra [ES]".

The form includes the following fields and sections:

- Curs acadèmic:** 2018/19-0
- * Tipus d'activitat:** A dropdown menu with a search icon. The dropdown is open, showing a list of activity types with their descriptions and initials. A red arrow points to this menu. The options are:
 - 24 - Science in Action
 - 25 - PhD Project Defence
 - 26 - Seminars in Biomedical Research at the PRBB
 - 27 - Sessions in Computing and Information Competences
 - 28 - Research Seminars, Courses and Conferences - Descripció variable
 - 29 - Research Stays - Descripció variable
 - 30 - Other Activities - Descripció variable
- Descripció:** A text input field.
- Data inici:** A date input field with a calendar icon and the format (dd/MM/yyyy).
- Text Menció:** A text input field.
- Universitat:** A radio button.
- Departament/institució:** A dropdown menu.
- Entitat registrada:** A text input field with a search icon.
- Altra:** A text input field.
- País:** A dropdown menu.
- * Estat:** A dropdown menu.
- Observacions:** A large text area.
- Arxius adjunts:** A section with an "Adjuntar" button (plus icon).
- Tancar:** A button with a minus icon.
- Afegir:** A button with a plus icon.

3) Introduce the description of the activity:

Curs acadèmic: 2018/19-0

* Tipus d'activitat: 29 - Research Stays - Descripció variable

Descripció: Anàlisi ...

Data inici: (dd/MM/yyyy) Data fi: (dd/MM/yyyy)

Text Menció: Sense menció Menció Doc. internacional Menció Doc. industrial

Entitat on es realitzarà l'activitat:

- Universitat
- Departament/institució
- Entitat registrada
- Altra

País: [dropdown]

* Estat: Proposta acceptada

Observacions: [text area]

Arxius adjunts: [button: + Adjuntar]

[button: Tancar] [button: Afegir]

The Description field is available in **Catalan, Spanish and English**.

Curs acadèmic: 2018/19-0

* Tipus d'activitat: 29 - Research Stays - Descripció variable

Descripció: Anàlisi ...

Data inici: (dd/MM/yyyy) Data fi: (dd/MM/yyyy)

Text Menció: Sense menció Menció Doc. internacional Menció Doc. industrial

Entitat on es realitzarà l'activitat:

- Universitat
- Departament/institució
- Entitat registrada
- Altra

País: [dropdown]

* Estat: Proposta acceptada

Arxius adjunts: [button: + Adjuntar]

[button: Tancar] [button: Afegir]

Castellà	Anàlisi ...
Català	Anàlisi ...
Anglès	Anàlisi ...

[button: Acceptar]

If you want to print the Activities Document in all three languages, you need to fill in the three fields. If not, the activity will only appear filled in in the language which you have entered.

4) Introduce the academic year and the start and end date of the activity (use the calendar icon):

The screenshot shows a web form for activity registration. The 'Data inici' and 'Data fi' fields have calendar icons. A calendar window is open, showing the month of March 2019. The form includes fields for 'Curs acadèmic', 'Tipus d'activitat', 'Descripció', 'Text Menció', and 'Entitat on es realitzarà l'activitat'. The 'Entitat on es realitzarà l'activitat' section has radio buttons for 'Universitat', 'Departament/institució', 'Entitat registrada', and 'Altra', along with a search icon and a 'País' dropdown. There are also 'Arxius adjunts' and 'Observacions' sections.

5) Enter the place where you will carry out the activity into the table; *ENTITY WHERE YOU WILL CARRY OUT THE ACTIVITY*:

- If the training activity is carried out **at the UPF**, select the **Department/School** section and look for the drop-down list of the corresponding department.
- If the training activity is carried out in a registered entity you can use the search engine to enter this entity. Consult your Department to find out which are the registered entities.
- If the training activity is carried out **outside of the UPF**, select the **Other** section and enter the name of the entity where you will carry out the activity. In this case, **you will also need to enter the country** using the drop-down list.

The screenshot shows the 'Entitat on es realitzarà l'activitat' section of the form. It has radio buttons for 'Universitat', 'Departament/institució', 'Entitat registrada', and 'Altra'. The 'Departament/institució' field has a dropdown menu. The 'Entitat registrada' field has a search icon. The 'País' field has a dropdown menu. There is also an 'Observacions' section with a text area.

You can add any comments that you consider to be relevant into the **Observations** field, **but you must keep in mind that they will appear on the printed version of the activities document.**

IMPORTANT: In order for the academic activity that you are entering to be registered correctly, the fields of **Type of activity**, **Description**, **Academic year**, **Start date** and **Entity** have to be completely filled out.

6) Click on Add:

Curs acadèmic 2018/19-0

*** Tipus d'activitat** 29 - Research Stays - Descripció variable

Descripció Anàlisi...

Data inici (dd/MM/yyyy) **Data fi** (dd/MM/yyyy)

Text Menció Sense menció Menció Doc. internacional Menció Doc. industrial

Entitat on es realitzarà l'activitat

- Universitat**
- Departament/institució**
- Entitat registrada**
- Altra**

País

*** Estat**

Proposta acceptada

Observacions

Ponents:...

Arxius adjunts

Curs acadèmic 2018/19-0

*** Tipus d'activitat** 24 - Science in Action

Descripció

Data inici (dd/MM/yyyy) **Data fi** (dd/MM/yyyy)

Text Menció Sense menció Menció Doc. internacional Menció Doc. industrial

Entitat on es realitzarà l'activitat

- Universitat**
- Departament/institució**
- Entitat registrada**
- Altra**

País

*** Estat**


Proposta acceptada


Arxius adjunts

Registre gravat correctament

Click **Close** and the proposed activity will be registered in the **Activities Document** tab.

 Afegir  Imprimir

 Hi ha canvis

	Curs acadèmic	Tipus d'activitat	Descripció	Revisió	Descarregar
  	2018/19	29 - Research Stays - Descripció variable	Anàlisi ...	Proposta acceptada	




7) Attaching documents to the training activity:

Once the activity is registered you can attach documents. Re-enter the activity using the modify icon.

DOCUMENT ACTIVITATS

Afegir Imprimir

Hi ha canvis

	Curs acadèmic	Tipus d'activitat	Descripció	Revisió	Descarregar
  	2018/19	29 - Research Stays - Descripció variable	Anàlisi ...	Proposta acceptada	

Click on the **Attach** icon.

Curs acadèmic: 2018/19-0

* Tipus d'activitat: 29 - Research Stays - Descripció variable

Descripció: Anàlisi ...

Data inici: (dd/MM/yyyy) Data fi: (dd/MM/yyyy)

Text Menció: Sense menció Menció Doc. internacional Menció Doc. industrial

Entitat on es realitzarà l'activitat

- Universitat
- Departament/institució
- Entitat registrada
- Altra

País:

* Estat: Proposta acceptada

Observacions: Ponents:...

Arxius adjunts: Adjuntar

Tancar Afegir

A window will open so that you can enter the name of the document in "Description of the Document" and search through the **Select archive** icon.

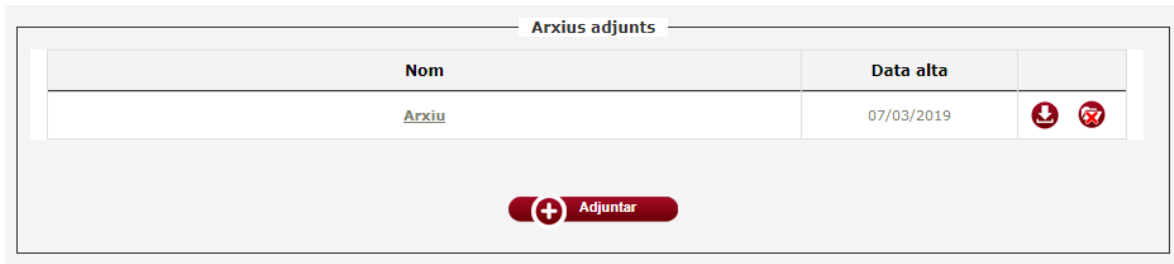
Fitxer

Descripció del document

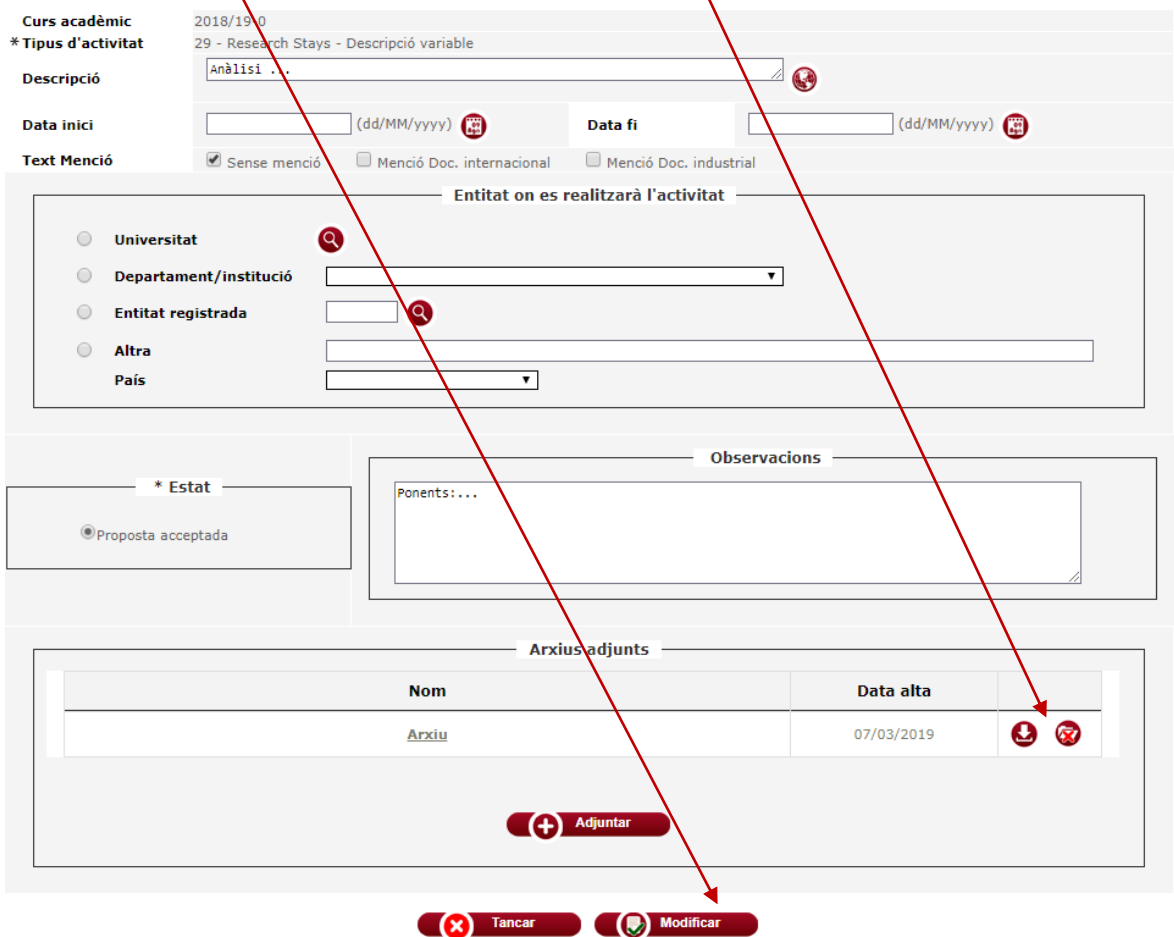
Seleccionar archivo Ningún archivo seleccionado

Tancar Acceptar

Once the document has been added, click **Accept**.



The document will be registered and you can **download or delete it**. Before exiting the activity window, click **modify** to save the changes.



Once you get to this point, **your training activity is in the PROPOSAL stage**. Afterwards, your tutor/director will assess it so that they can value it and make any changes to it in order to authorise it, not authorise it or report that the activity has been completed.

STAGES OF THE TRAINING ACTIVITIES

Training activities can be in four stages:

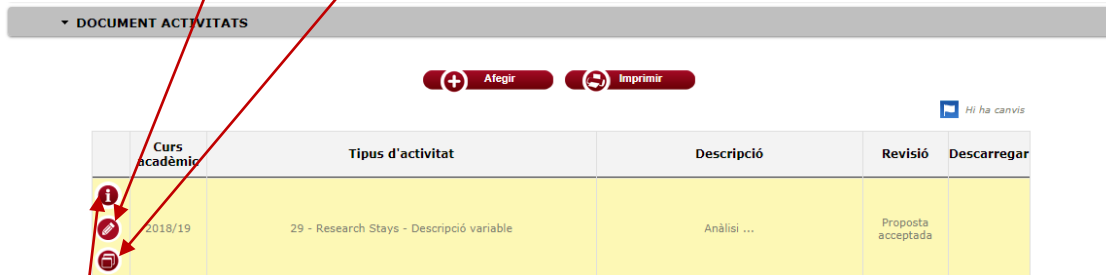
STAGE	DESCRIPTION
PROPOSAL	This will be <u>the automatic stage that appears</u> as soon as the student enters an activity.
ACCEPTED PROPOSAL	<u>The tutor/director will activate this option</u> if they consider the proposal to be suitable for the doctoral student's training.
COMPLETED	<u>The tutor/director will activate this option</u> when the doctoral student has completed the activity.
NOT ACCEPTED	<u>The tutor/director will activate this option</u> if they do not consider the proposal to be suitable for the doctoral student's training.

VERY IMPORTANT: You can only change or delete a proposed activity before the tutor/director has changed its stage. Once the tutor/director has changed the stage from **Proposal** to **Accepted Proposal**, **Completed** or **Not Accepted**, you can no longer make any changes or delete the activity, only consult it.

HOW TO MODIFY AND/OR REMOVE A TRAINING ACTIVITY

Remember that you can only consult, modify or duplicate a proposed activity before the tutor/director has changed its stage.

1) Enter your activities document and select the activity that you want to modify or duplicate from the list, using the modify or duplicate icon.



The screenshot shows a web interface for managing training activities. At the top, there is a grey bar with the text 'DOCUMENT ACTIVITATS'. Below this, there are two buttons: 'Afegir' (Add) with a plus sign and 'Imprimir' (Print) with a printer icon. To the right of these buttons is a small blue square icon with the text 'Hi ha canvis' (There are changes). Below the buttons is a table with the following columns: 'Curs acadèmic', 'Tipus d'activitat', 'Descripció', 'Revisió', and 'Descarregar'. The table contains one row of data for the academic year 2018/19, with the activity type '29 - Research Stays - Descripció variable' and the description 'Anàlisi ...'. The 'Revisió' column shows 'Proposta acceptada'. In the first column, there are three icons: an information icon (i), a delete icon (trash), and a duplicate icon (two overlapping documents). A red arrow points from the text above to the information icon.

Curs acadèmic	Tipus d'activitat	Descripció	Revisió	Descarregar
2018/19	29 - Research Stays - Descripció variable	Anàlisi ...	Proposta acceptada	



You can **consult** the training activities at any time using the information icon.


Remember to always click **Modify** to save the changes after making an alteration to the information of an activity.




HOW TO PRINT THE ACTIVITIES DOCUMENT

1) Click on the **Print** icon, located at the top of the activities page:

▼ DOCUMENT ACTIVITATS



	Curs acadèmic	Tipus d'activitat	Descripció	Revisió	Descarregar
  	2018/19	29 - Research Stays - Descripció variable	Anàlisi ...	Proposta acceptada	

IMPORTANT

-Only the activities marked as ACCEPTED PROPOSAL or COMPLETED will appear in the activities document.

-The activities that have not been correctly entered due to one of the obligatory fields not being complete, will not appear in the printed version of the activities document.

This is a model activities document of a UPF doctoral student:

Document d'activitats



Universitat
Pompeu Fabra
Barcelona

DOCUMENT D'ACTIVITATS DEL DOCTORAND
Universitat Pompeu Fabra

Programa de Doctorat: Doctorat en Biomedicina
Real Decret 99/2011, de 28 de gener, pel qual es regulen els ensenyaments oficials de doctorat.

Director/a (s/es) de tesi: Dr.

Nom _____ Departament _____ Entitat _____

Tutor/a: JordiAlonsoCaballero

Activitat:
Curs acadèmic _____
Dates: _____
Universitat o Entitat: _____
Estat: _____

Activitat: Research Stays

Descripció:	Anàlisi...
Curs acadèmic	2018/19
Universitat o Entitat:	
Estat:	Proposta acceptada
Observacions:	Ponents:...

4. Management of the research plan

What is the research plan?

The research plan is the personalised document that **includes the methodology that has been used, the objectives, the means and a development plan of the thesis**. While the doctoral thesis is being developed, **it can also serve as the document to record the research results**.

-This document **will form part of the documentation** that each doctoral student presents for annual evaluation by the Academic Commission.

-If the evaluation is negative, you will have six months to present a new research plan **(biannual revision)**. A second negative evaluation will result in the definitive end of the doctoral programme.

-You can publish as many evaluation documents as you want.

What will be in your annual research plan?

Your annual research plan will consist of **the set of documents** entered into the **Research Plan** tab of the **Doctoral Thesis Follow-Up** module.

HOW TO ENTER THE DOCUMENTS FROM THE RESEARCH PLAN

1) Select the Doctoral Research Plan tab:

▸ DADES DEL DOCTORAND I DE LA TESI

▸ DOCUMENT ACTIVITATS

▼ PLA DE RECERCA DEL DOCTORAND

+ Afegir

	Curs acadèmic	Revisió	Data document	Descripció	Descarregar
!					↓
✍					↓
📄					↓

▸ FINANÇAMENT

← Tornar

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

* Descripció

* Fitxer

* Data document (dd/MM/yyyy) Data acceptació (dd/MM/yyyy)

* Any Acadèmic ▼

* Revisió Primera revisió de l'any

Observacions

VERY IMPORTANT

-You can only attach ONE SINGLE document to each description. You need to enter as many descriptions to the Research Plan tab as there are documents that you want to publish.

3) Input the date of the document (use the calendar icon to help you):

The screenshot shows a web form with the following fields: "Descripció" (Pla de recerca), "Fitxer" (Adjuntar), "Data document" (07/03/2019), and "Any Acadèmic" (2018/19-0). A calendar pop-up is open, showing the month of March 2019. The date 07/03/2019 is highlighted in the calendar. The calendar has buttons for "Acceptar" and "Cancel·lar".

By default, the date will be the same as the date that you attached the file.

VERY IMPORTANT

- The acceptance date will be entered by your tutor/director.
- Once the tutor/director has entered the acceptance date, you can no longer change or delete the document in question.

4) Enter the academic year and the revision (evaluation):

FIRST REVISION: Each year, the Academic Commission for your doctoral programme will set an evaluation deadline for all its doctoral students.

Click on **First Revision** once the documents have been evaluated within this period.

BIANNUAL REVISION: In the case of the first research work being negatively evaluated, the doctoral student will be evaluated again during the six-month period and, to this end, the doctoral student will create a new research plan.

Click on **Biannual Revision** if you find yourself in this situation.

The screenshot shows a web form with the following fields: "Descripció" (Pla de recerca), "Fitxer" (Adjuntar), "Data document" (07/03/2019), "Data acceptació" (dd/MM/yyyy), and "Any Acadèmic" (2018/19-0). There is a calendar icon next to the "Data document" field. Below the form is a section for "Revisió" with a radio button for "Primera revisió de l'any" and a large text area for "Observacions".

IMPORTANT

The Academic Commission **will evaluate** the annual research plan along with the **documents that have the same academic year and the same revision period** (first revision or biannual revision).

5) You can enter observations, if appropriate, and click on Add to save them.

* Descripció: Pla de recerca

* Fitxer:

* Data document: 07/03/2019 (dd/MM/yyyy) Data acceptació: (dd/MM/yyyy)

* Any Acadèmic: 2018/19-0

* Revisió: Primera revisió de l'any

Observacions

Remember: if you want to upload more than one file, you have to create a new entry for each document.

The information that you are entering will appear in the window at the bottom of the screen.

PLA DE RECERCA DEL DOCTORAND

	Curs acadèmic	Revisió	Data document	Descripció	Descarregar
<input type="button" value="Editar"/> <input type="button" value="Eliminar"/>	2018/19	Primera revisió del curs	07/03/2019	Pla de recerca	<input type="button" value="Descarregar"/>

IMPORTANT

-You can modify or duplicate the documents in the Activities Document, as long as the tutor/director has not entered the acceptance date.

-Once the tutor/director has entered the date, you can only download and consult the document.

-**The tutor/director can also publish their evaluation report to the research plan tab.** In this case, an entry will be added with the attached report which will serve as the evaluation from the Academic Commission. They will need to **fill out** the description, **attach** the file to it, **enter** the acceptance date, **state** if it is the first revision or the biannual revision and **make** any necessary observations.