UNIVERSITAT ROVIRA i VIRGILI

The Doctorate at the URV

The Chemical Science and Technology Doctorate Program

March 7, 2019

The Doctorate regulation in Spain

Regulated by the Royal Decree 99/2011

- Commitment agreement: supervisor, PhD student, institution
- Training activities defined in each program: transversal/specific activities
- Document of Doctoral Activities (DAD)
- Research Plan (PlaInv)
- Evaluation of the DAD and PlaInv by the thesis supervisor(s) and the Academic Committee (AC). **A new evaluation every year**
- The evaluation must be **positive to continue the program**

  In case of negative evaluation, the student is evaluated again within six months. 2 negative evaluations prevent him/her to continue the program
- Deadline for the thesis defense:

  Full time: **3 years from registration to Thesis submission**

  Deadline extension: 1 year (+ exceptionally 1 more), to be approved by the AC

Administrative and academic management

Management of doctorate programs

- **Administrative management 1**

  Postgraduate and Doctoral School / Doctoral and Research Unit

- **Administrative management 2**

  Official documents, certificates, diplomas: Campus Secretariat

- **Support to procedures**

  Department secretary's office

- **Academic management**

  Academic Committee of the program: defines, coordinates, monitors doctoral students, accepts submitted Theses, can mediate in conflicts, etc. The coordinator of the doctoral program chairs the AC.

- **Management Committee** of the Doctoral School: collegiate body

Management of doctorate programs

- **Administrative management 1**

Postgraduate and Doctoral School, EPD /

Doctoral and Research Unit, UDR

building N5, ground floor

- ✓ **Access and admission, general information**
  phd@urv.cat 977558831

- ✓ **Annual evaluation**
  phd.avaluacio@urv.cat 977559529

- ✓ **Deposit, defence and dissemination of doctoral Thesis**
  tesis@urv.cat

Management of doctorate programs

❑ Administrative management 2

Campus Secretariat for Academic Management, SGAC

building N3, ground floor

- ✓ **Registration**
  original documents
- ✓ **Registered Procedures**
  Extension of Thesis submission deadline
  Medical temporary leave
- ✓ **Certificates**
- ✓ **Issuance of the Doctoral Degree**

Administrative and academic management

Chemical Science and Technology Doctorate management

- **Support to administrative procedures**

  Department secretary's office: Faculty of Chemistry

  building N4, 3rd floor

  Beatriz Luque doctoratN4@urv.cat 977558599

- **Academic Committee**

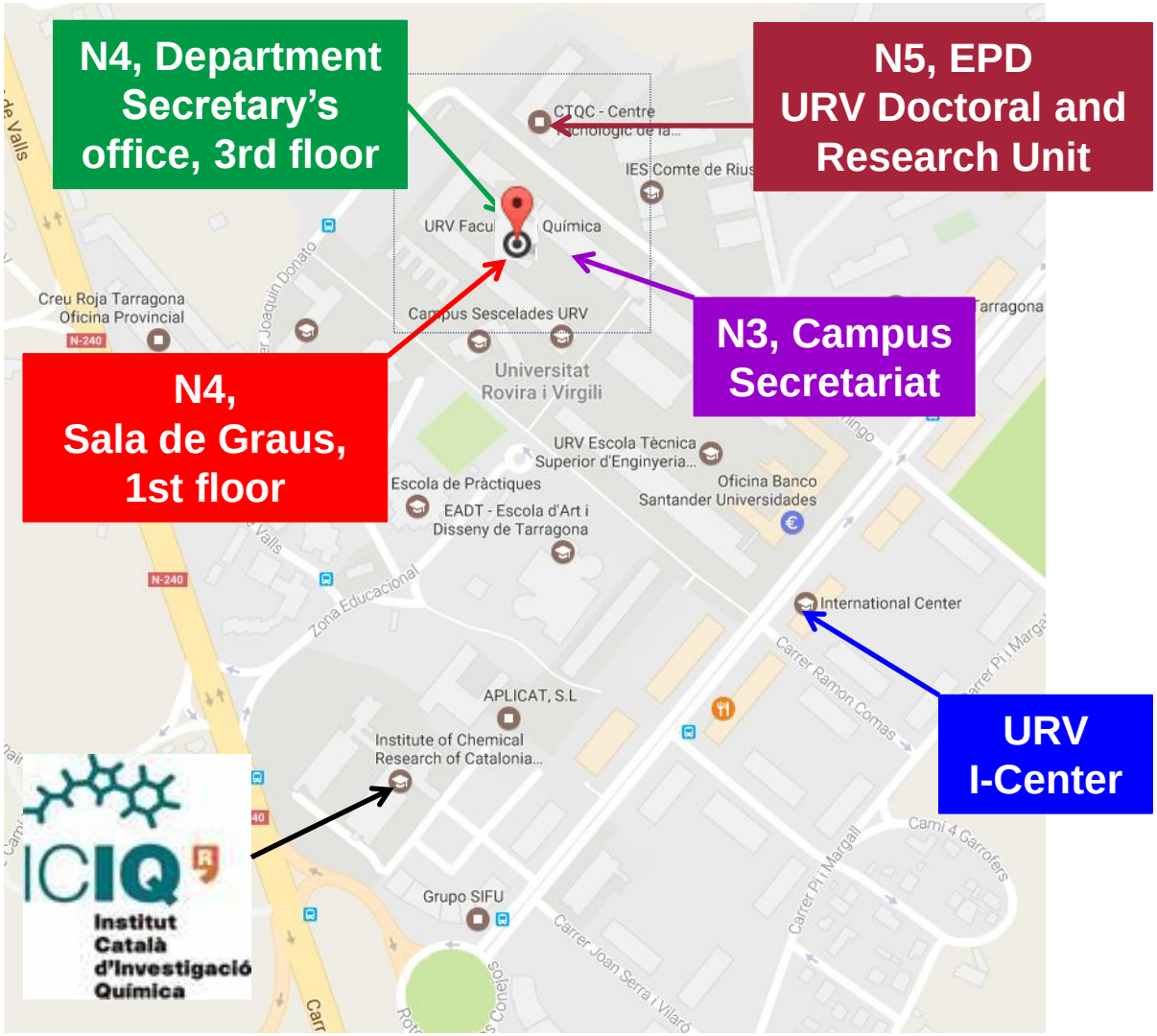
  Rosa Caballol, coordinator rosa.caballol@urv.cat

  Carme Aguilar Mar Reguero Antonio M. Echavarren

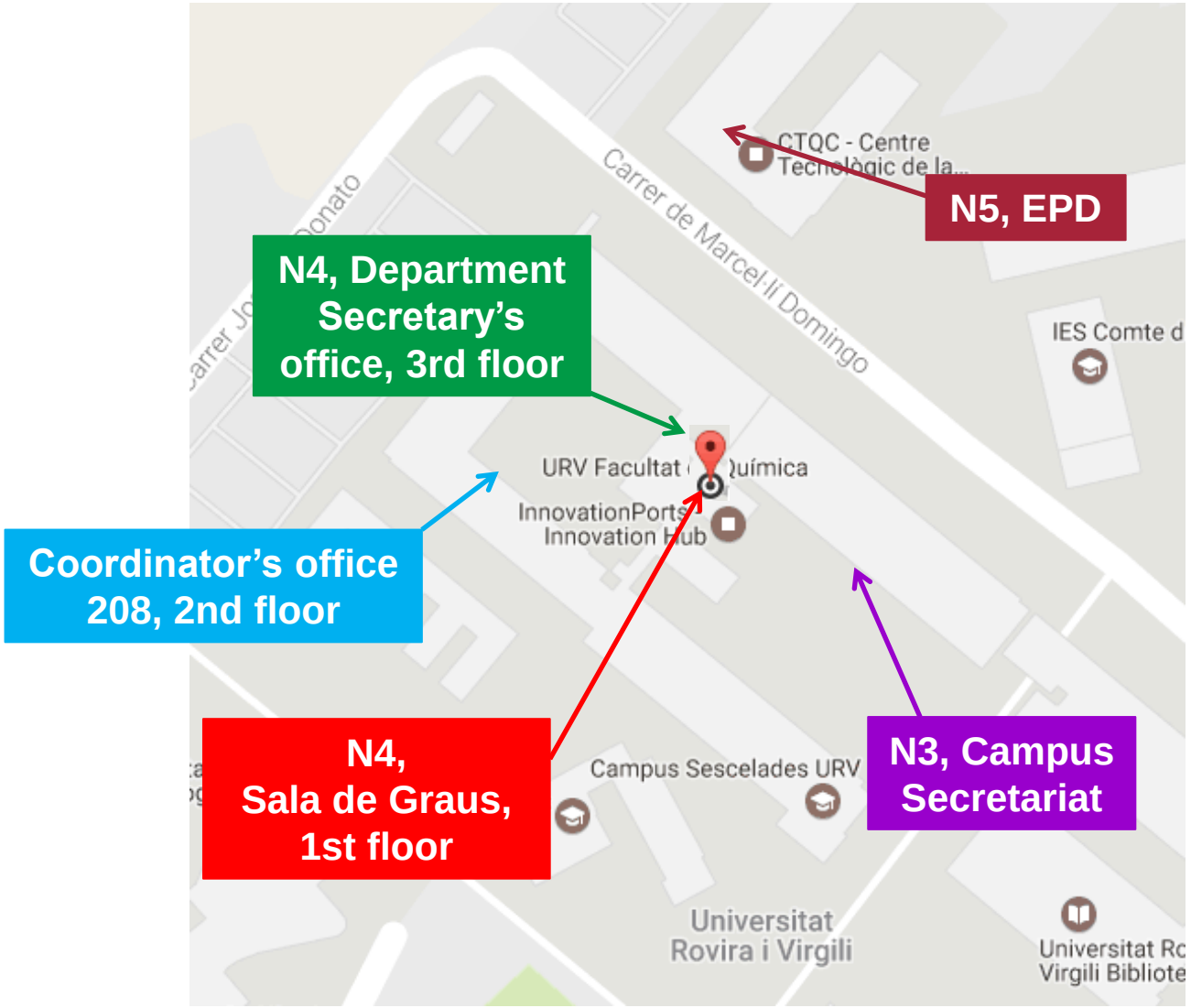
  Marina Galià Pilar Salagre Pau Ballester

Administrative and academic support

Campus Sescelades



Administrative and academic support

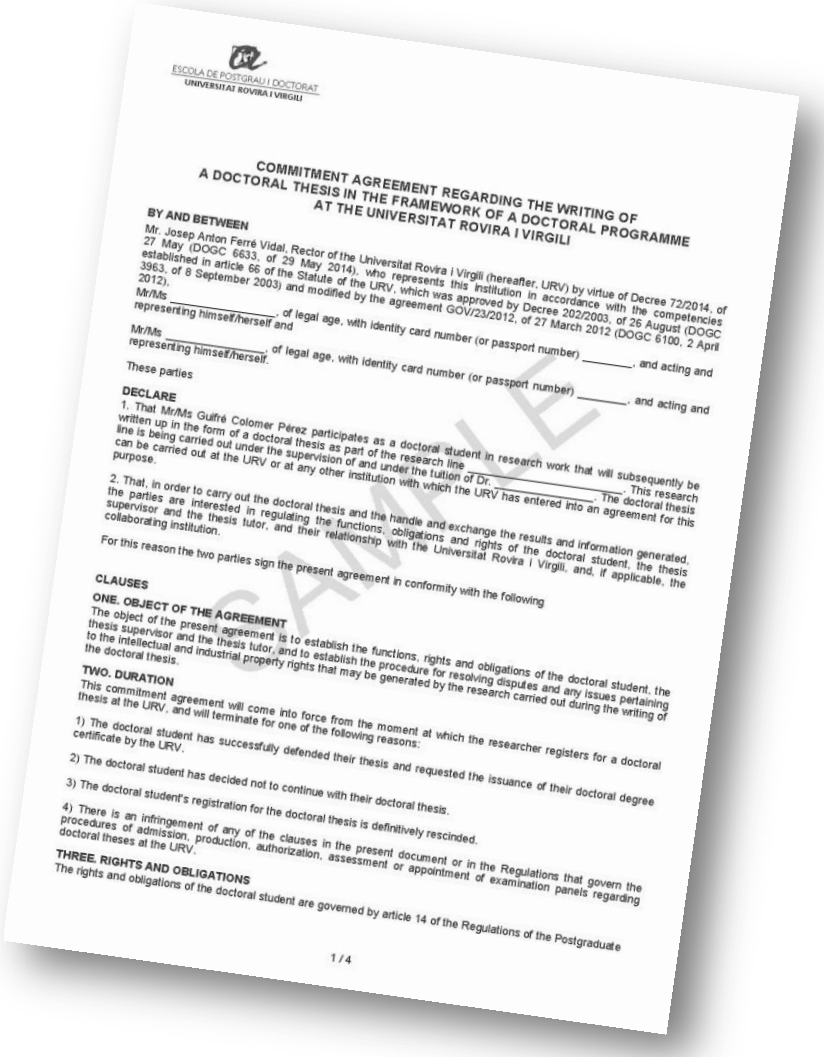


Supervision, monitoring and evaluation of PhD students

Commitment agreement

What is the commitment agreement?

A written agreement that draws up the framework of the relationship between the doctoral student, the thesis supervisor(s), the tutor and the URV, as well as the rights and duties of each part.



ESCOLA DE POSTGRAU I DOCTORAT
UNIVERSITAT ROVIRA I VIRGILI

COMMITMENT AGREEMENT REGARDING THE WRITING OF A DOCTORAL THESIS IN THE FRAMEWORK OF A DOCTORAL PROGRAMME AT THE UNIVERSITAT ROVIRA I VIRGILI

BY AND BETWEEN

Mr. Josep Anton Ferré Vidal, Rector of the Universitat Rovira i Virgili (hereafter, URV) by virtue of Decree 72/2014, of 27 May (DOGC 6633, of 29 May 2014), who represents this institution in accordance with the competencies established in article 66 of the Statute of the URV, which was approved by Decree 202/2003, of 26 August (DOGC 3963, of 8 September 2003) and modified by the agreement GOV/23/2012, of 27 March 2012 (DOGC 6100, 2 April 2012),

Mr/Ms _____, of legal age, with identity card number (or passport number) _____, and acting and representing himself/herself and

Mr/Ms _____, of legal age, with identity card number (or passport number) _____, and acting and representing himself/herself.

These parties

DECLARE

1. That Mr/Ms Guifré Colomer Pérez participates as a doctoral student in research work that will subsequently be written up in the form of a doctoral thesis as part of the research line _____. This research line is being carried out under the supervision of and under the tuition of Dr. _____. The doctoral thesis can be carried out at the URV or at any other institution with which the URV has entered into an agreement for this purpose.

2. That, in order to carry out the doctoral thesis and the handle and exchange the results and information generated, the parties are interested in regulating the functions, obligations and rights of the doctoral student, the thesis supervisor and the thesis tutor, and their relationship with the Universitat Rovira i Virgili, and, if applicable, the collaborating institution.

For this reason the two parties sign the present agreement in conformity with the following

CLAUSES

ONE. OBJECT OF THE AGREEMENT

The object of the present agreement is to establish the functions, rights and obligations of the doctoral student, the thesis supervisor and the thesis tutor, and to establish the procedure for resolving disputes and any issues pertaining to the intellectual and industrial property rights that may be generated by the research carried out during the writing of the doctoral thesis.

TWO. DURATION

This commitment agreement will come into force from the moment at which the researcher registers for a doctoral thesis at the URV, and will terminate for one of the following reasons:

1) The doctoral student has successfully defended their thesis and requested the issuance of their doctoral degree certificate by the URV.

2) The doctoral student has decided not to continue with their doctoral thesis.

3) The doctoral student's registration for the doctoral thesis is definitively rescinded.

4) There is an infringement of any of the clauses in the present document or in the Regulations that govern the procedures of admission, production, authorization, assessment or appointment of examination panels regarding doctoral theses at the URV.

THREE. RIGHTS AND OBLIGATIONS

The rights and obligations of the doctoral student are governed by article 14 of the Regulations of the Postgraduate

1 / 4

SAMPLE

Commitment agreement

What has to be done?

PhD student

- The PhD student, the thesis supervisor(s) and/or the tutor have to sign the commitment agreement
- The PhD student must hand in the original letter of commitment, duly signed, to the **department secretary's office** or to **EPD** before April 1st

Department/EPD secretary's office

- The department secretary's office sends the signed original commitment agreement to EPD
- EPD checks the signed letter of commitment and files it in the student's record

Training activities of the Chemical Science and Technology Doctorate

The CS&T Doctorate includes **compulsory and optional training activities**

Compulsory activities

1. **Attendance** and/or communications to conferences, courses, symposia, seminars, colloquia, etc. (DAD)
   At least 1 congress with presentation of results along the PhD
2. **Attendance to lectures and multidisciplinary seminars** (DAD)
   at least 6 lectures/year (average) to be included by the student in the DAD including title of the lecture/seminar, lecturer, date and place
3. **Publications** (DAD)
   At least 1 published or accepted paper before the thesis defense
4. **Midterm interview** with the Academic Committee

Training activities of the Chemical Science and Technology Doctorate

The midterm interview

- **Short informal meeting** of the PhD student with the Academic Committee during the second year, to facilitate a direct contact for a better knowledge of the PhD student scientific interests, his/her integration in the research group and in Tarragona, the Thesis progress, the potential problems found, either at the administrative level or in the research…
- Scheduled from March to June during the second year

Training activities of the Chemical Science and Technology Doctorate

Optional activities

5. **Training** on transferable skills (DAD)
6. **Project**: a prospective research project before the thesis defense
7. **Patents**, if any (DAD)
8. **Mobility** (DAD)

   Research mobility strongly recommended, not mandatory

   International stay **longer than 90** days

   → International Doctorate Mention
9. **Participation in projects** (DAD)
10. **Teaching collaboration** (DAD)
11. **Internships in companies** (DAD)
12. **Prizes, grants or other awards** (DAD)

Training activities of the Chemical Science and Technology Doctorate

The project

- A prospective research project, planned for 3 years, on a topic different from that of the Doctoral Thesis
- Before depositing the Thesis
- Written in English, maximum 3 pages including figures, tables and references. Line space 1.5, font size minimum 11
- Oral presentation in English, maximum 10 minutes, followed by questions by the committee (2 members)
- Grading: Excellent, Good, Sufficient, Fail
- Optional, merit (up to 10%) for the prioritization of candidates to be awarded the Doctorate Prize

Transferable skills training program

URV modules , "PROFID" courses

Block 1: Institutional Presentation & Introduction

Block 2: Training in Teaching Methodologies

Block 3: Research Training and Knowledge Transfer

Block 4: Training in Personal and Collaborative Skills

Block 5: Resources and Tools for Research

Block 6: Writing, communication, networking

Evaluation

The evaluation is done yearly

- The research activity
- The Document of Doctoral Activities (DAD)
- The Research Plan (PlaInv) 1st year, mandatory

Document of Doctoral Activities (DAD)

What is the Document of Doctoral Activities?

- The **Document of Doctoral Activities (DAD)** is a record of all relevant activities performed by the student during the doctoral Thesis: courses, communications in conferences, published papers, stays abroad...
- Each activity must be documented

Document of Doctoral Activities (DAD)

Which activities?

Many **training activities** can be implemented in the DAD via the **SAD platform**

- Attendance and/or communications to conferences, courses, symposia
- Attendance to lectures and multidisciplinary seminars
- Publications
- Patents
- Mobility
- Participation in projects
- Teaching collaboration
- Internships in companies
- Prizes, grants or other awards

Research Plan (PlaInv)

What is the research plan?

- The **Research Plan (PlaInv)** is a short description of the future PhD work, that **first-year** PhD students should include in the DAD. It must at least contain:
  - the title of the thesis (can be changed)
  - the aims
  - the methodologies and tools
  - the planning
  - some bibliography

  In our field, the research plan is written in close contact with the supervisor
- The PlaInv **can** be improved (changed or extended) throughout the doctoral Thesis every academic year.

Research plan (PlaInv) and DAD

What has to be done?

Complete the on-line application during the evaluation period, including the research plan and the activities

- *Prepare the Research plan with your thesis supervisor(s), only mandatory the first year*
- *Include your activities in the DAD, every year*
- *Justify these activities: prepare previously all the documents to be attached*

How?

Using the SAD platform in the intranet

When?

1st call: dead-line: April 30, 2019

2nd call: 18 June – 8 July, 2019

Do not forget to periodically revise your URV-student email !

Evaluation of PlaInv and DAD

- The **DAD is evaluated every year** by your supervisor(s) and the Academic Committee of the PhD program. The PlaInv is evaluated **the first year** and can be modified during the successive years.
- **A positive evaluation is required** to continue the doctorate program and to enroll in the following year.

1st call

In case of negative evaluation,

a second evaluation is required within 6 months

2nd call

A second negative evaluation prevents to continue on the program

Schedule for PlaInv and DAD evaluation process

First call

4 – 30 April

The PhD student fills the different parts of the on-line application and attach the documentary proofs. The record must be closed (*edition mode* to *revision mode*) once completed

3 – 15 May

The thesis supervisor(s) fills the on-line evaluation report

17 – 29 May

The Academic Committee fills the global evaluation report

5 - 6 June

Once approved by the EPD management Committee, reports are published on the intranet

Schedule for PlaInv and DAD evaluation process

Second call

18 June – 8 July

In case of a first negative evaluation, the PhD student fills the different parts of the on-line application and attach the documentary proofs

10 – 19 July

The thesis supervisor(s) fills the on-line evaluation report

22 – 30 July

The Academic Committee fills the global evaluation report

5 - 6 September

Reports published on the intranet

Get your ORC-ID!

What is it? How to access it?

ORCID

ORCID stands for **Open Researcher and Contributor Identifier**.

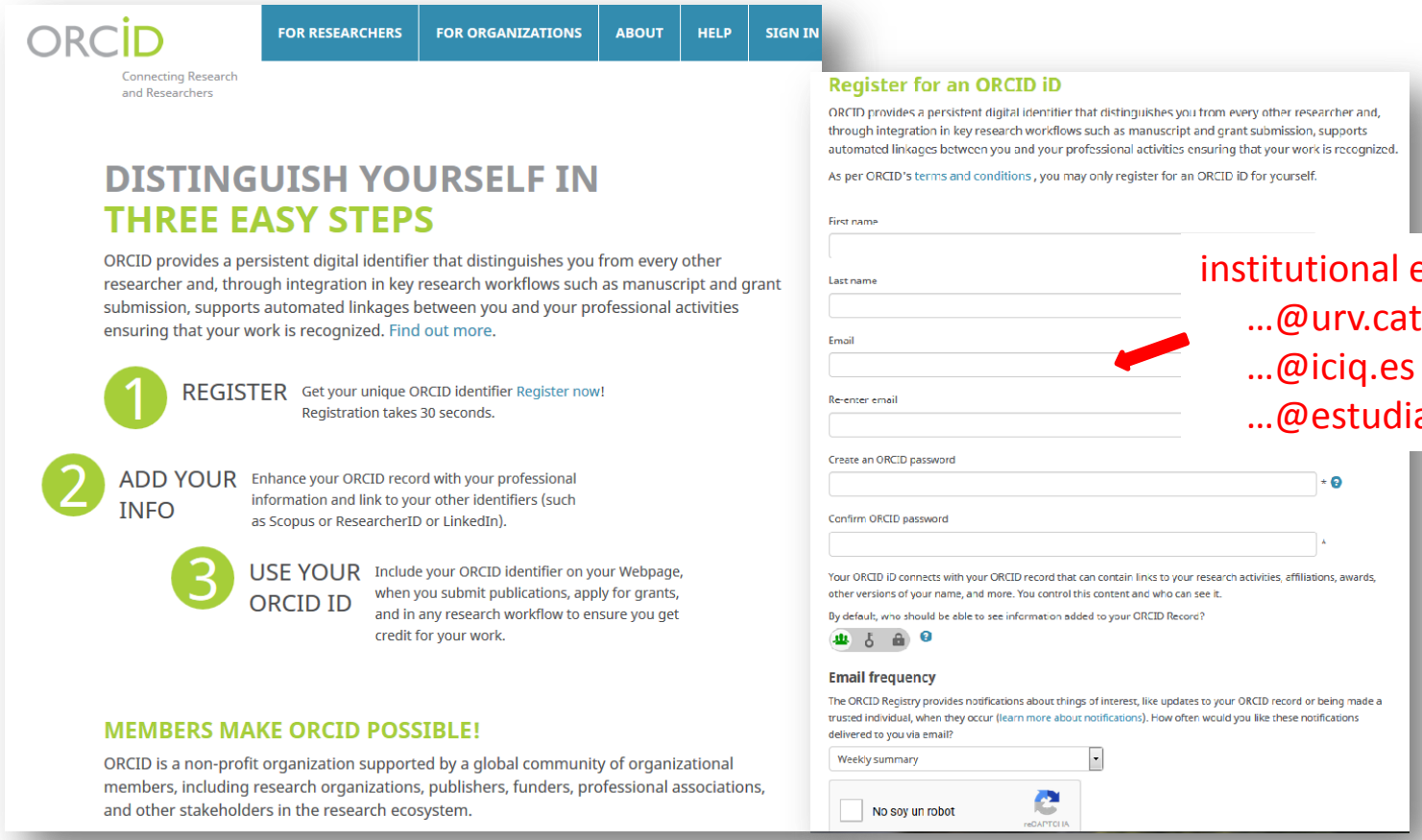
An ORCID is a 16 digit unique identifier.

It is a researcher ID that is increasingly being adopted around the world by publishers, research organizations and research funding bodies.

Comment it with your supervisor!

https://orcid.org

Get your ORC-ID!



institutional e-mail:

…@urv.cat

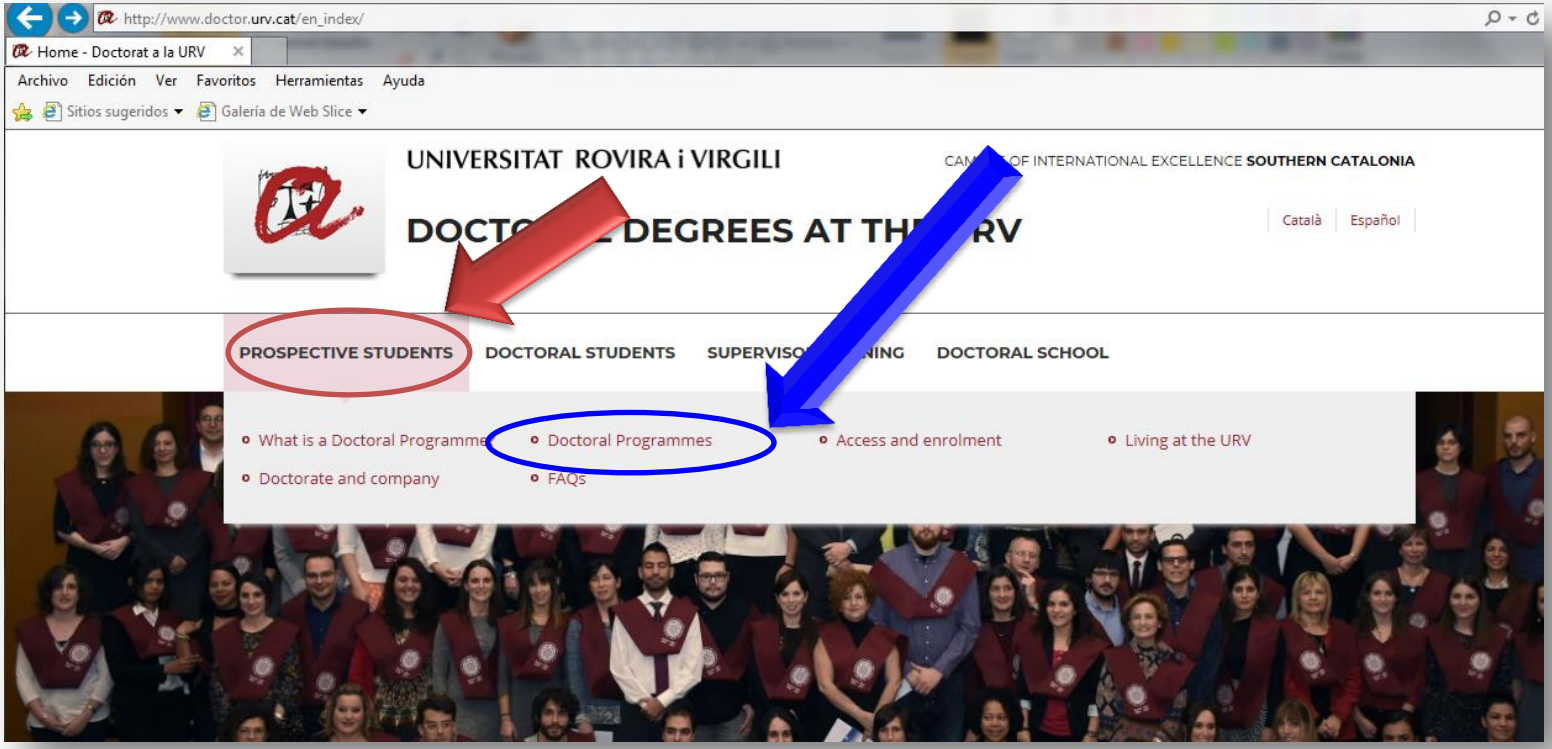
…@iciq.es

…@estudiants.urv.cat

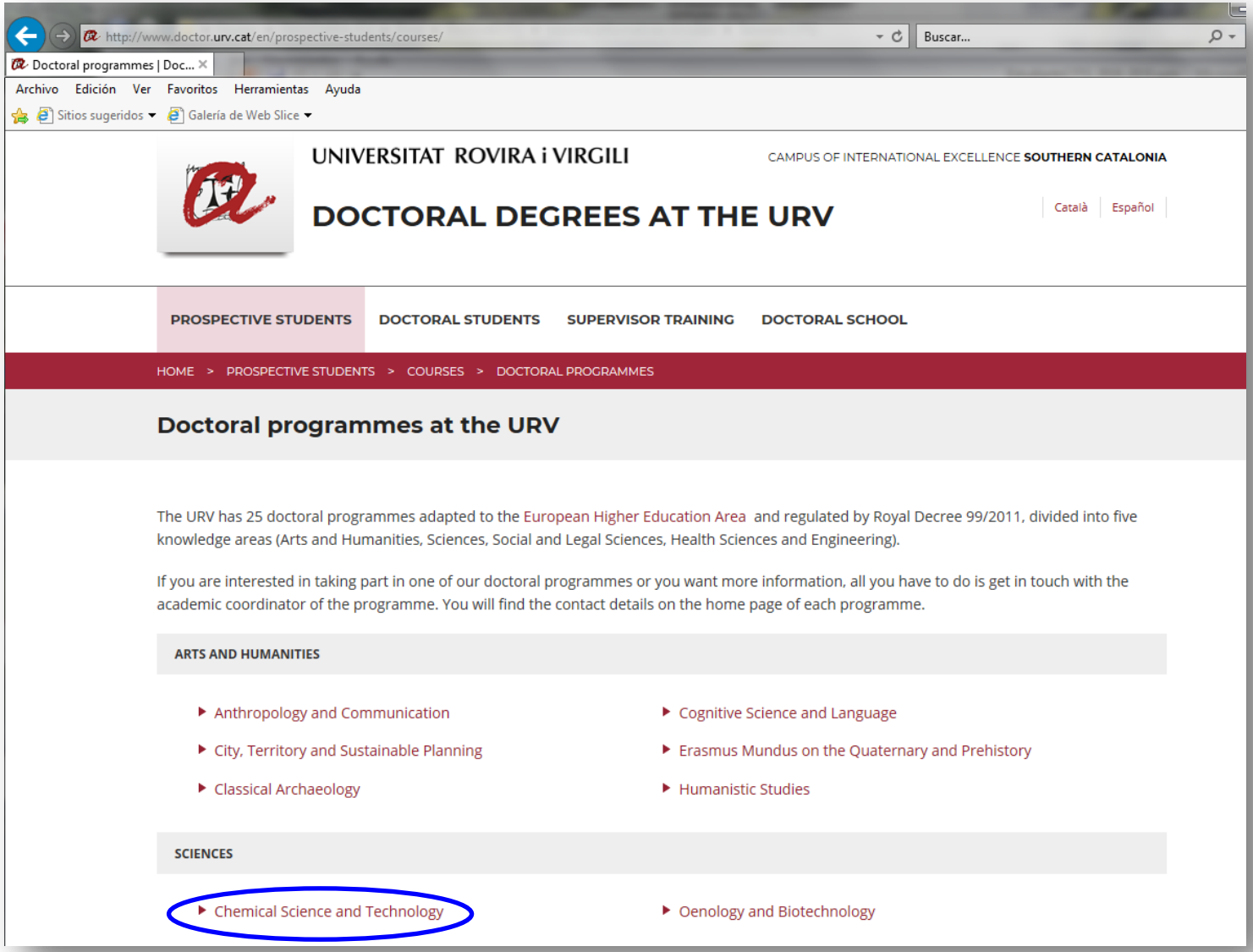
Please, send your ORCID to phd@urv.cat

The doctorate website

http://www.doctor.urv.cat/

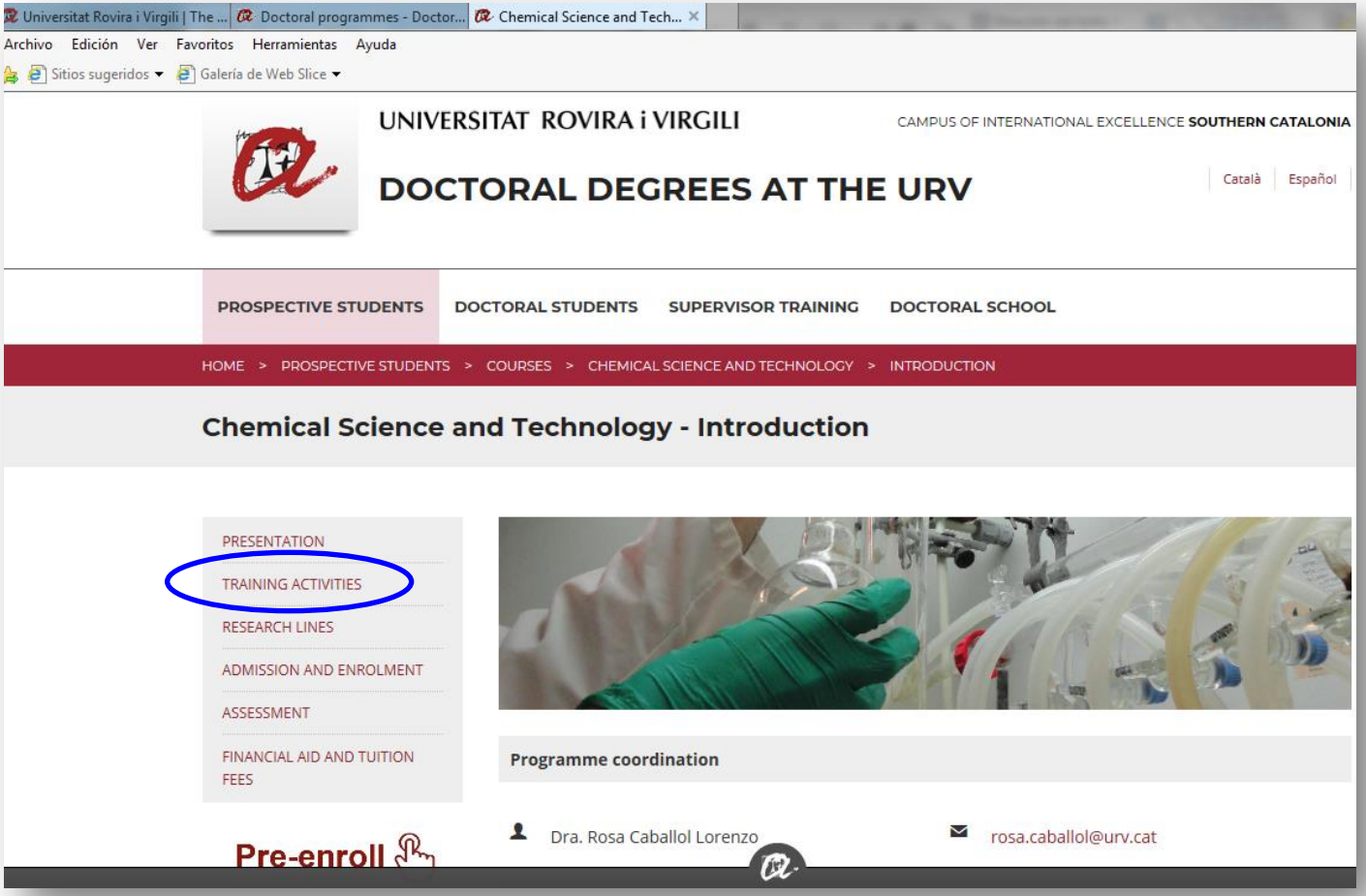


The doctorate website



The CS&T website

http://www.doctor.urv.cat/prospective-students/courses/7703/index



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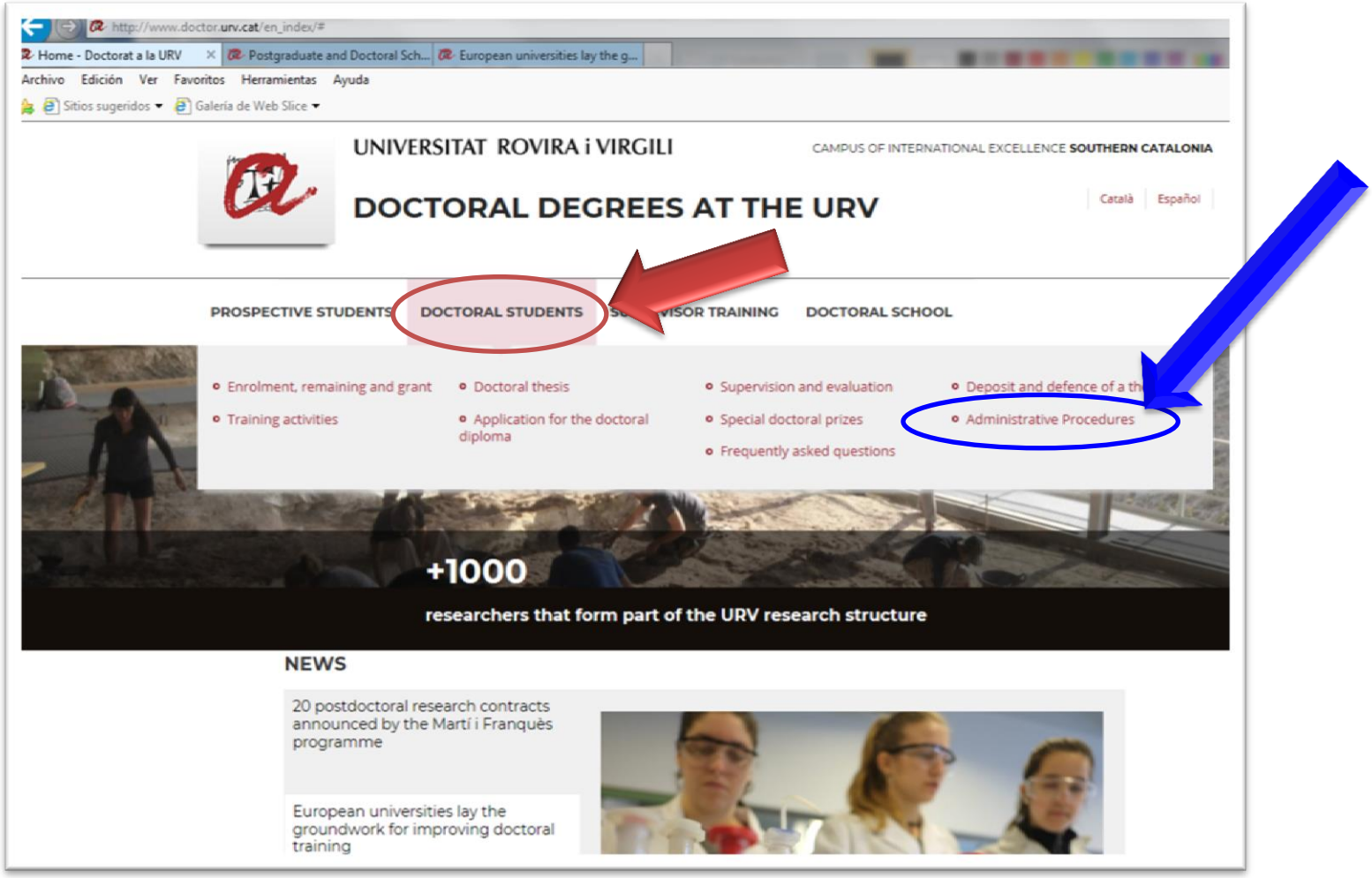

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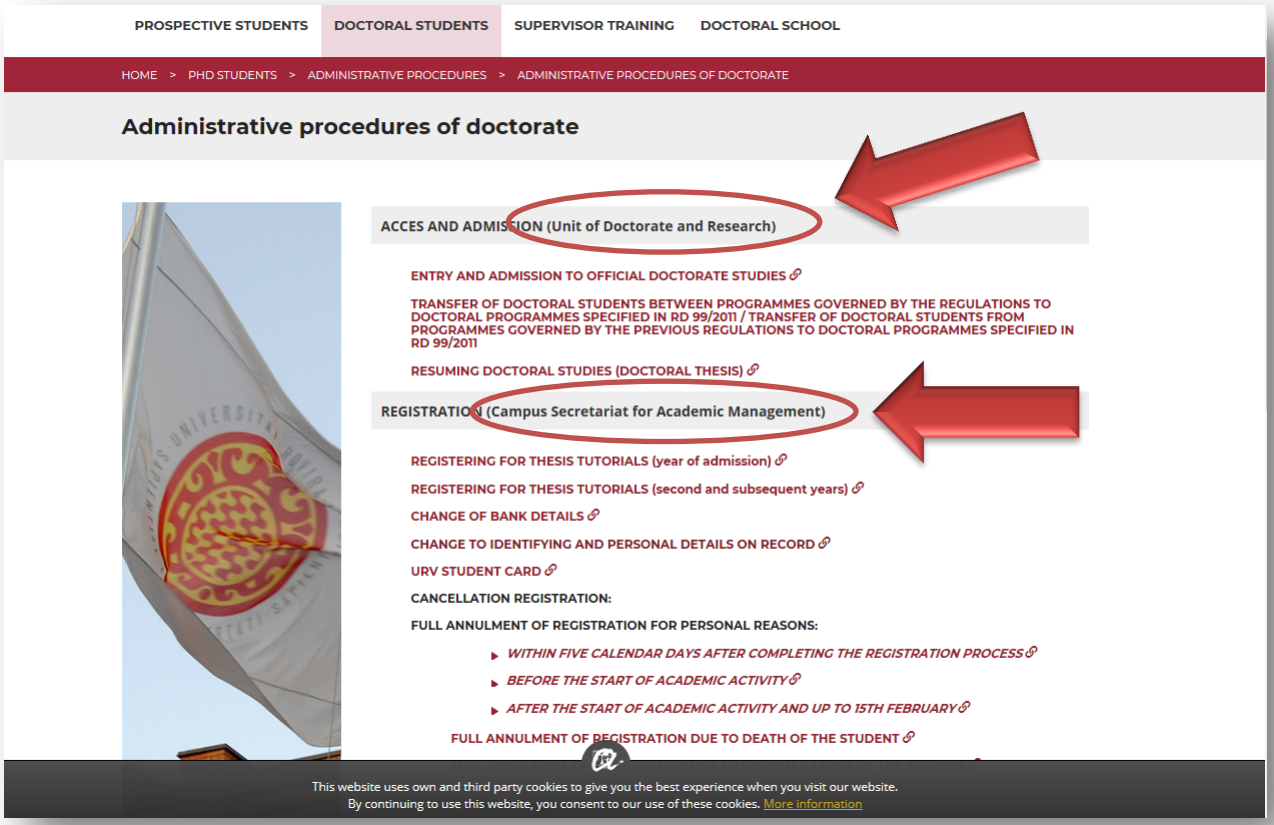

The doctorate website

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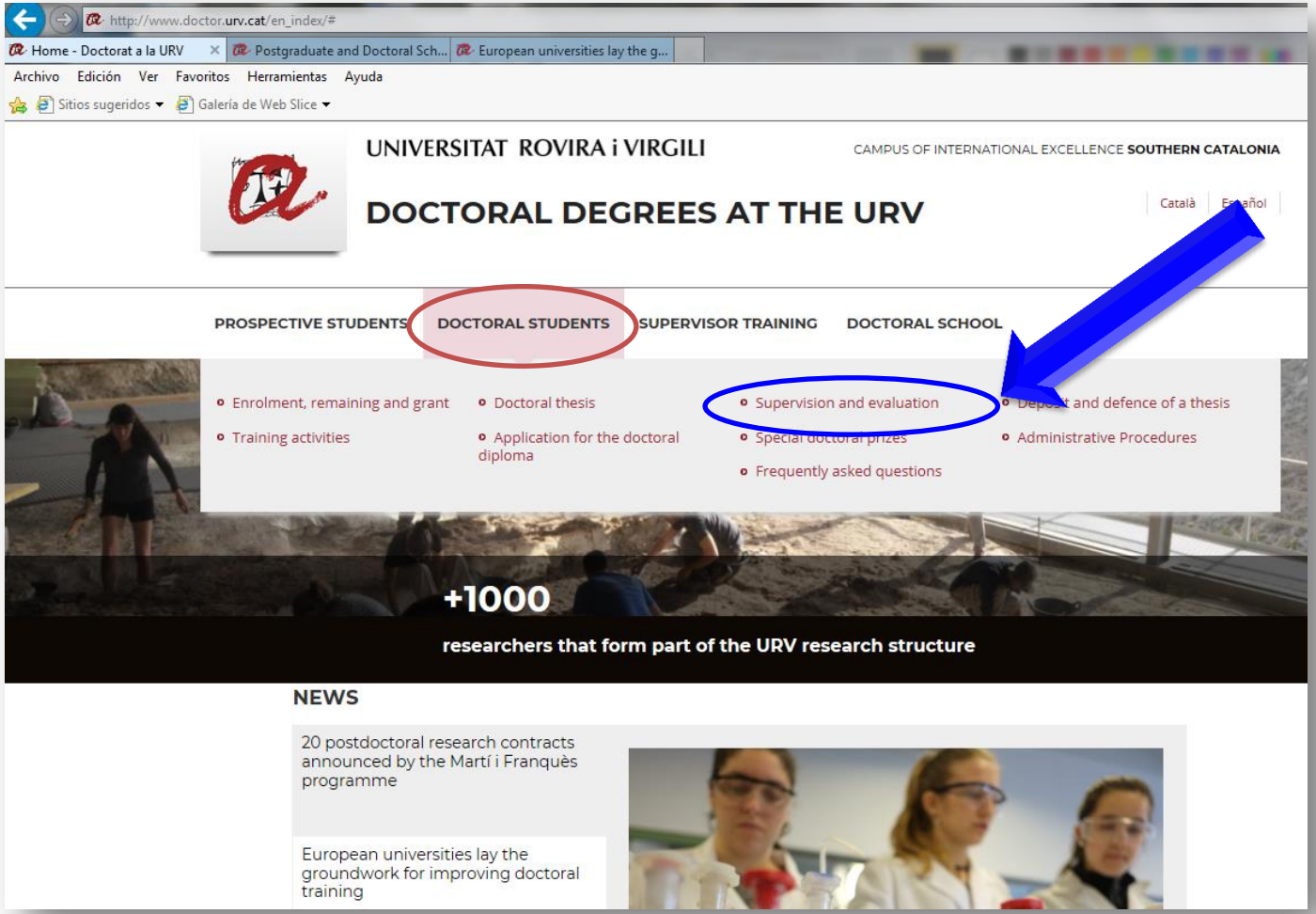
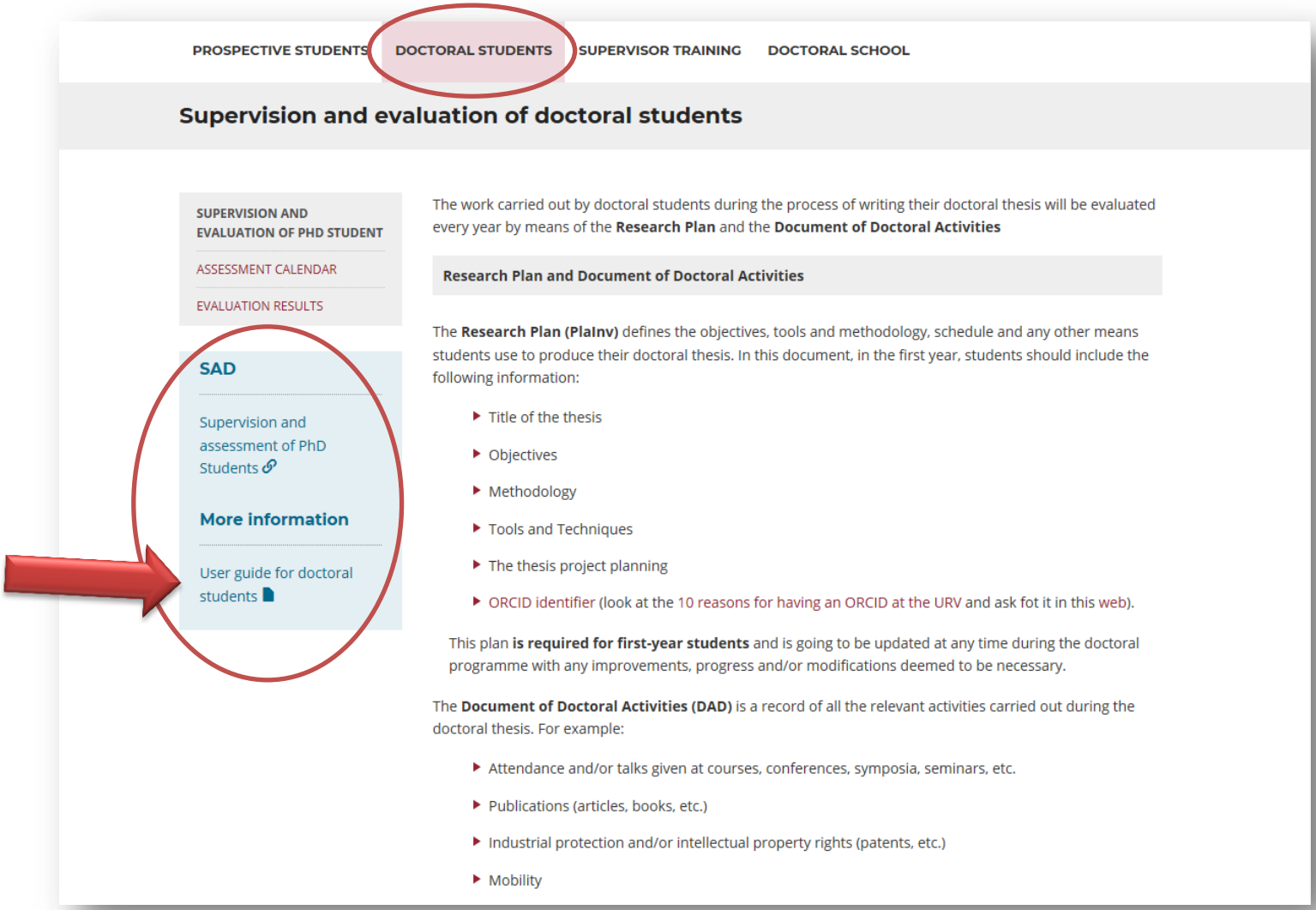


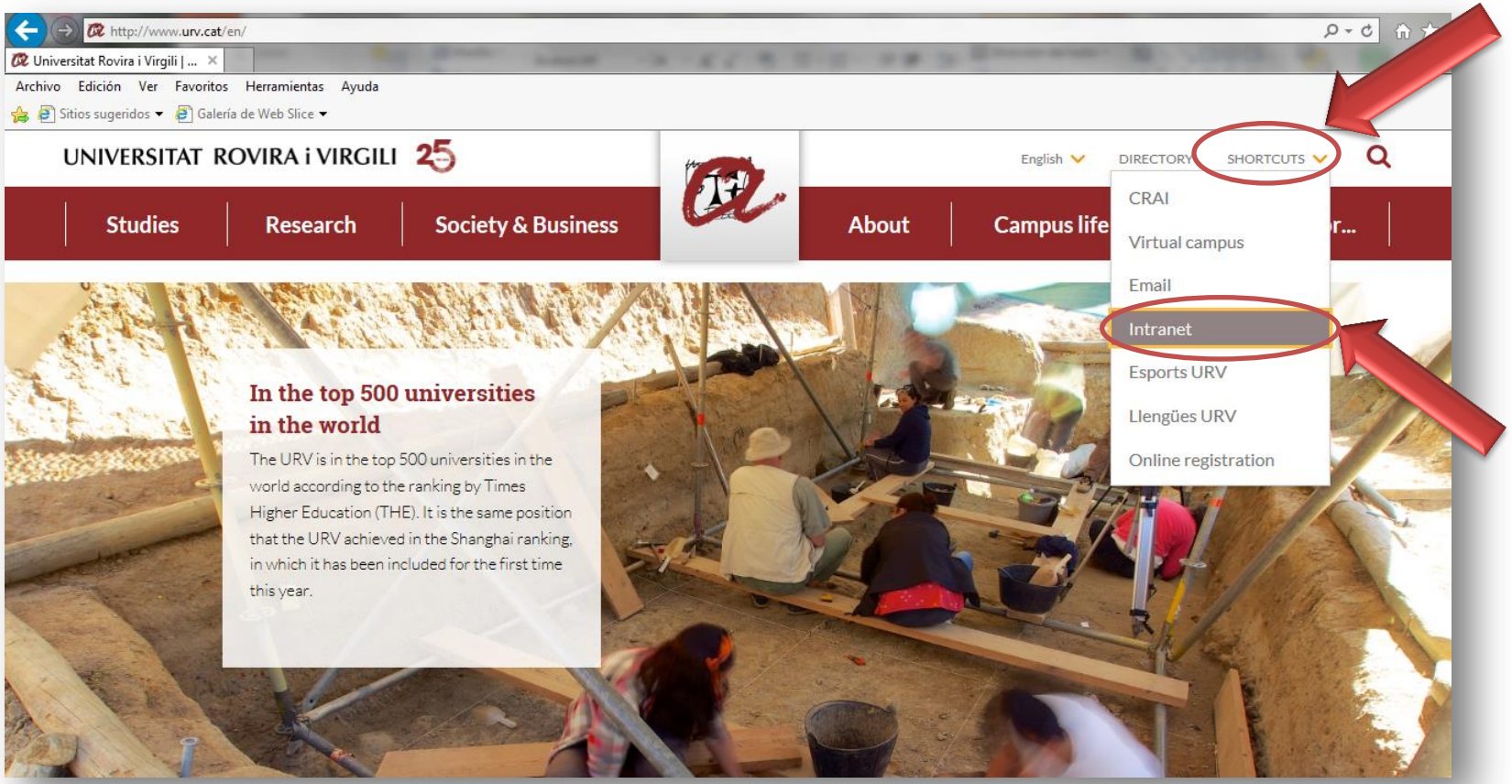
The doctorate website

http://www.doctor.urv.cat/en/phd-students/supervision-evaluation



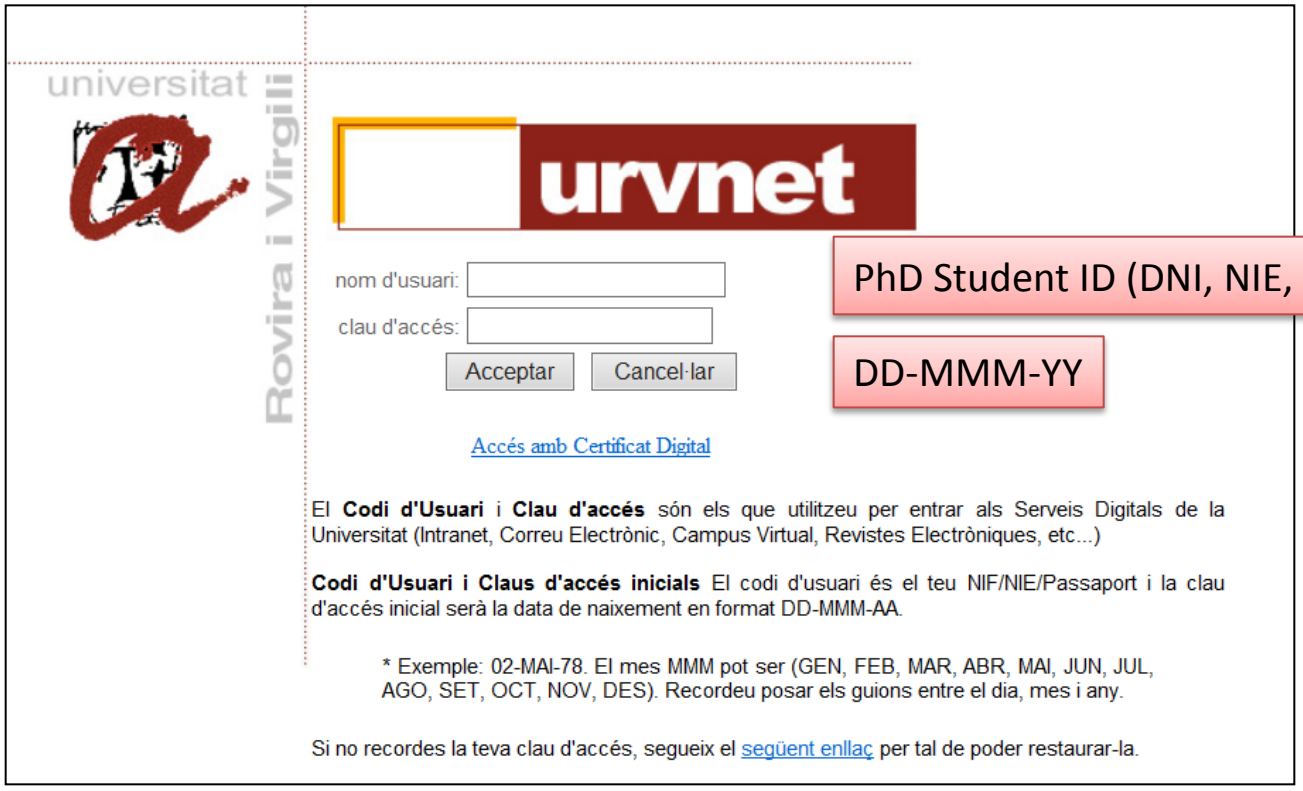
The PhD student website

http://www.urv.cat/



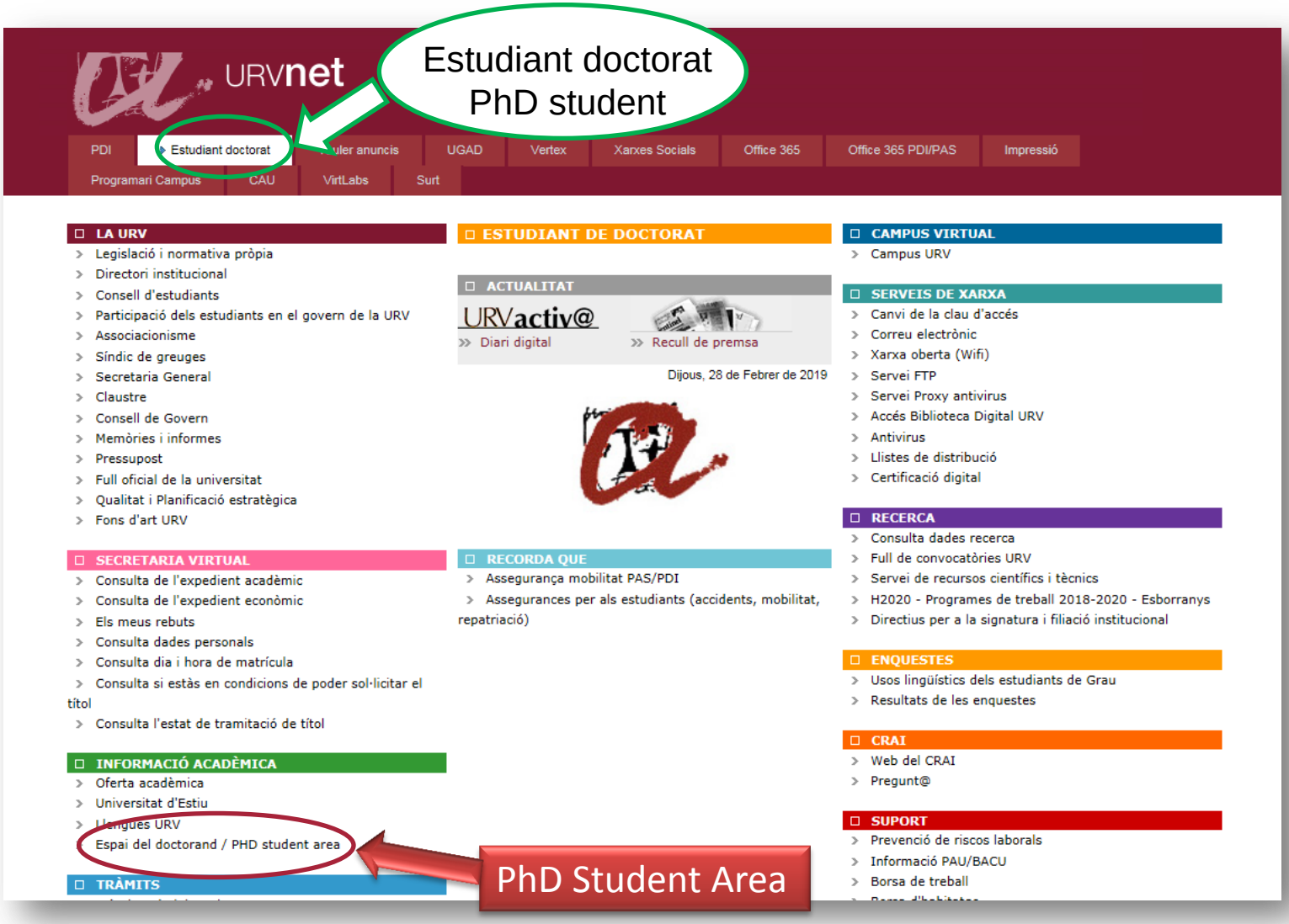
The PhD student website

Direct access to the intranet for doctoral students



The PhD student website

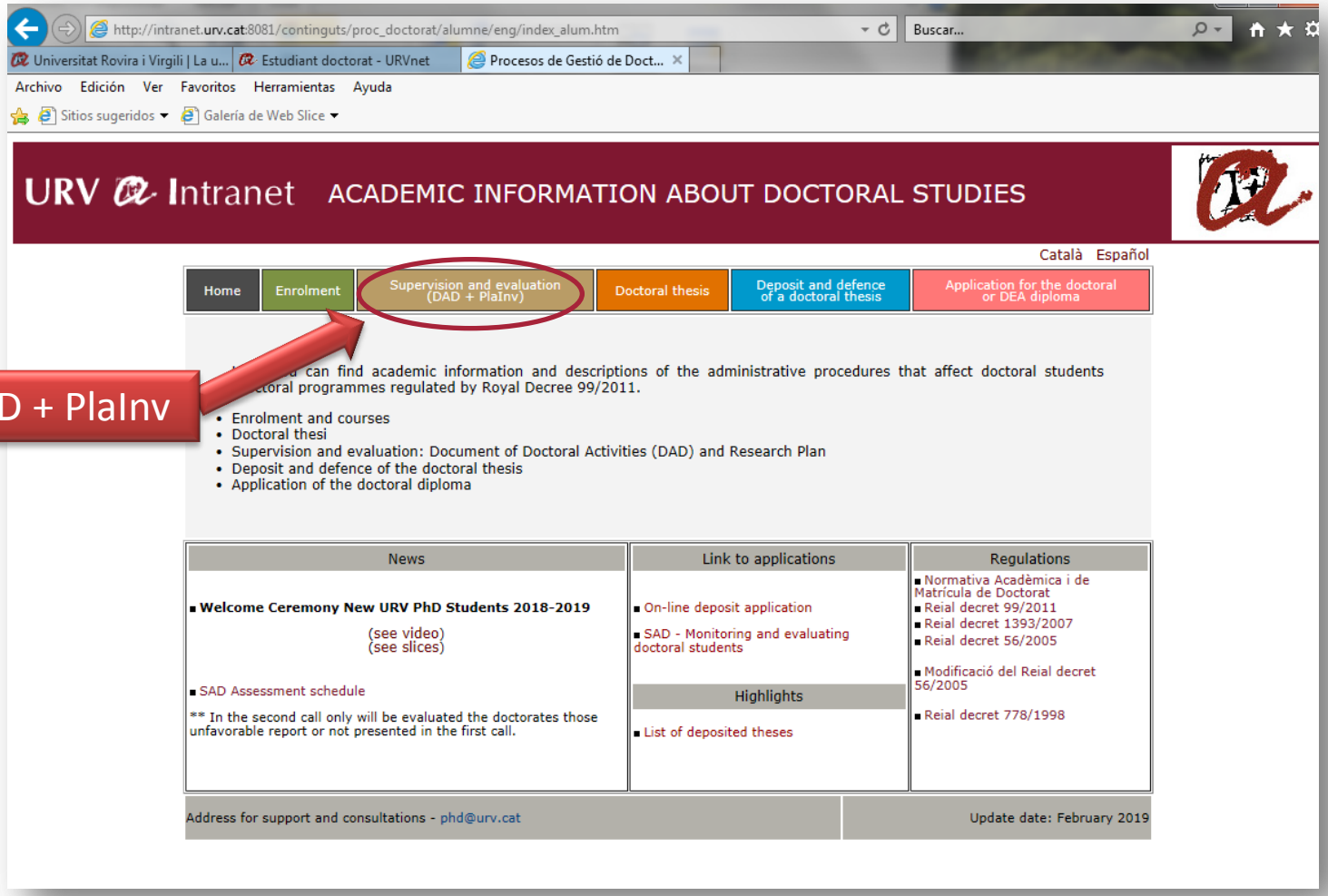
https://intranet.urv.cat/group/guest/estudiant-doctorat



The PhD student website

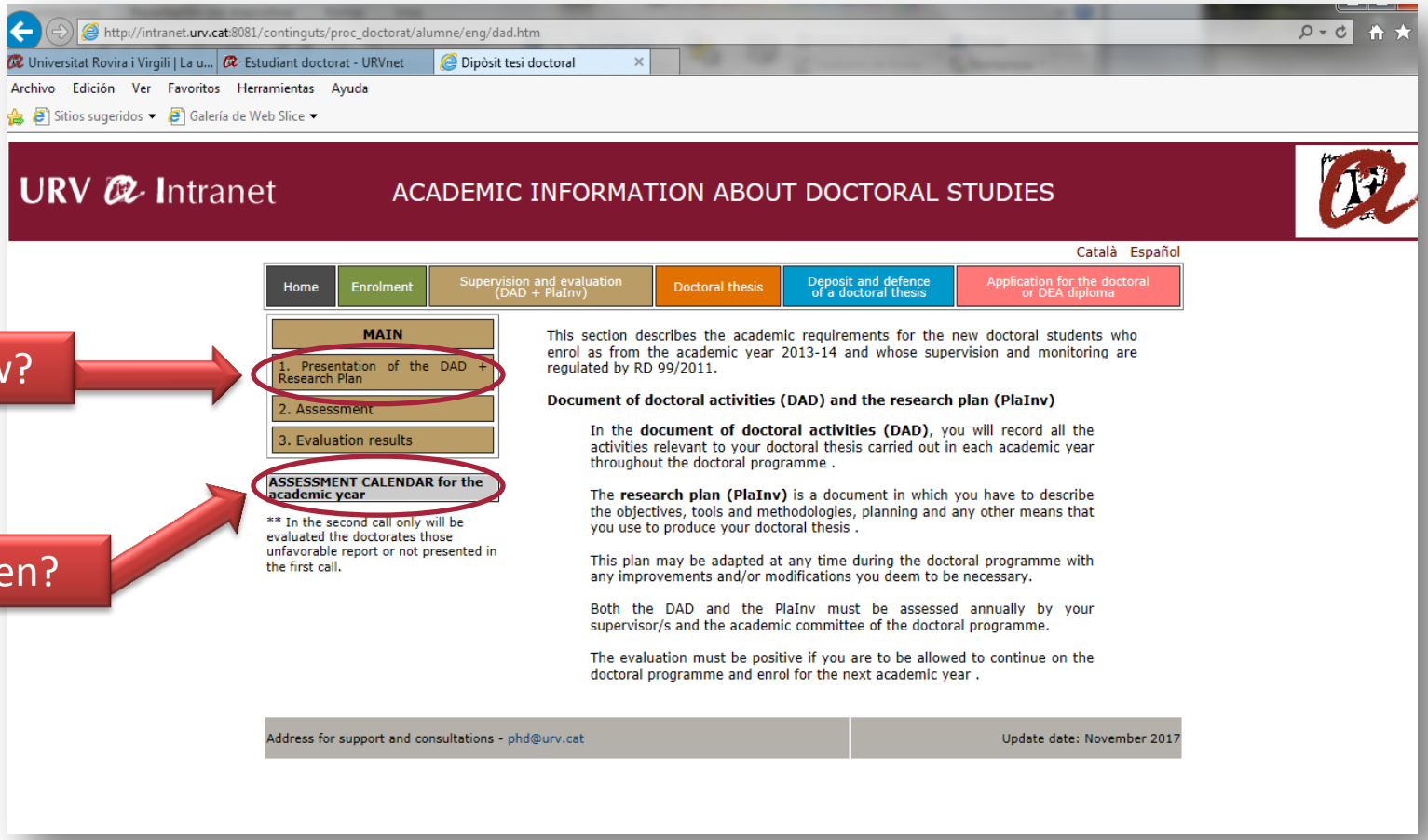
Evaluation procedure and platform

http://intranet.urv.cat:8081/continguts/proc_doctorat/alumne/eng/index_alum.htm



The PhD student website

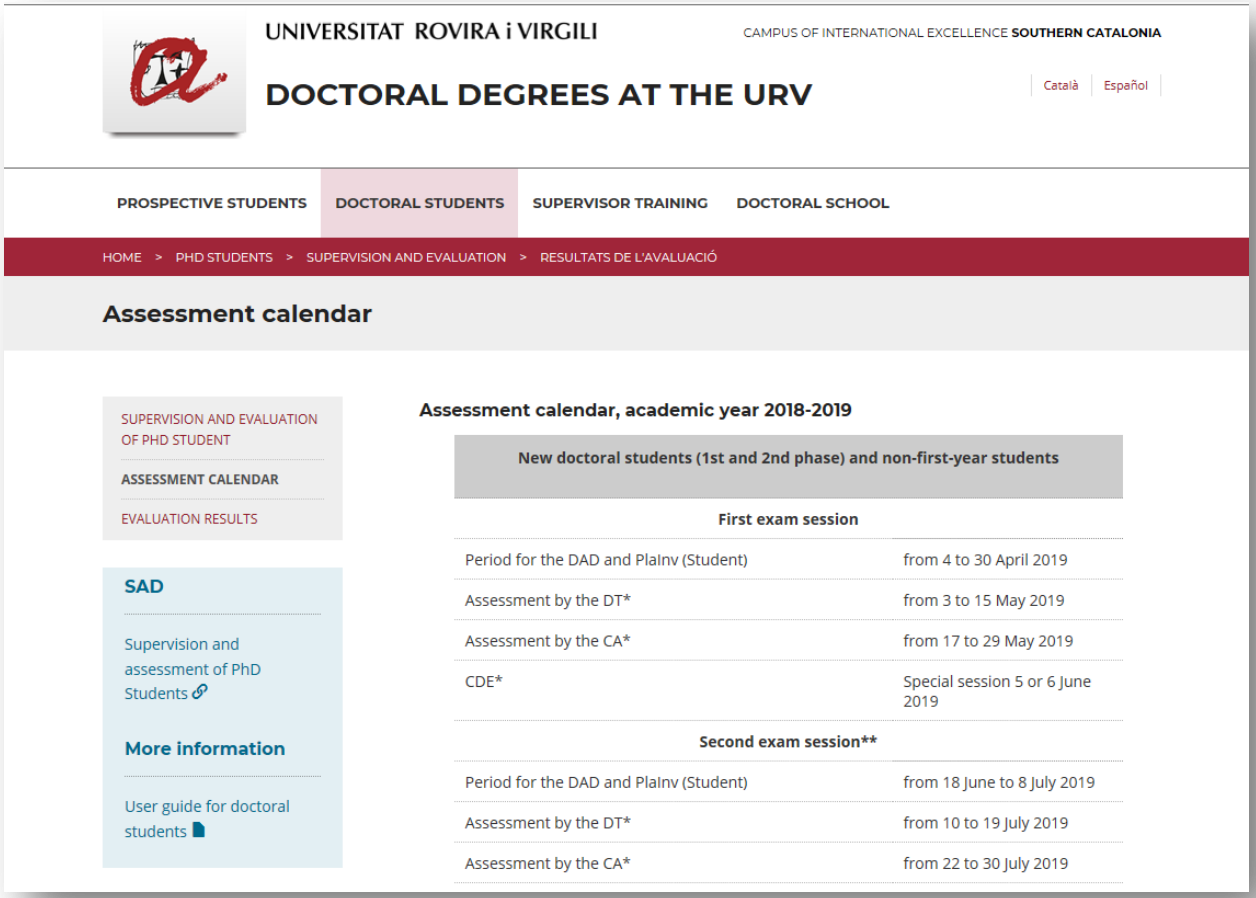
DAD and PlaInv



The PhD student website

DAD and PlaInv When?

http://www.doctor.urv.cat/en/phd-students/supervision-evaluation/calendari/



UNIVERSITAT ROVIRA i VIRGILI

CAMPUS OF INTERNATIONAL EXCELLENCE **SOUTHERN CATALONIA**

DOCTORAL DEGREES AT THE URV

Català | Español

PROSPECTIVE STUDENTS | DOCTORAL STUDENTS | SUPERVISOR TRAINING | DOCTORAL SCHOOL

HOME > PHD STUDENTS > SUPERVISION AND EVALUATION > RESULTATS DE L'AVALUACIÓ

Assessment calendar

SUPERVISION AND EVALUATION OF PHD STUDENT

ASSESSMENT CALENDAR

EVALUATION RESULTS

SAD

Supervision and assessment of PhD Students

More information

User guide for doctoral students

Assessment calendar, academic year 2018-2019

New doctoral students (1st and 2nd phase) and non-first-year students	
First exam session	
Period for the DAD and PlaInv (Student)	from 4 to 30 April 2019
Assessment by the DT*	from 3 to 15 May 2019
Assessment by the CA*	from 17 to 29 May 2019
CDE*	Special session 5 or 6 June 2019
Second exam session**	
Period for the DAD and PlaInv (Student)	from 18 June to 8 July 2019
Assessment by the DT*	from 10 to 19 July 2019
Assessment by the CA*	from 22 to 30 July 2019

The PhD student website

DAD and PlaInv

How?

URV Intranet ACADEMIC INFORMATION ABOUT DOCTORAL STUDIES

Català Español

Home | Enrolment | Supervision and evaluation (DAD + PlaInv) | Doctoral thesis | Deposit and defence of a doctoral thesis | Application for the doctoral or DEA diploma

MAIN

1. Presentation of the DAD + Research Plan

2. Assessment

3. Results

ASSESSMENT CALENDAR for the academic year

** In the second call only will be evaluated the doctorates those unfavorable report or not presented in the first call.

1. Monitoring and evaluating doctoral students (SAD)

URV launched SAD (Supervision and Assessment of Doctoral Students) at the academic year 2014-15, a new online platform that will allow doctoral students to record all the activities they carry out during their doctoral degrees and which will enable thesis supervisors and the academic committees to supervise and assess the students' work.

What can you do with SAD?

- Define all aspects of your research plan.
- Record all the activities that you carry out for your doctorate.
- Consult the result of the evaluations of their transcript made by the director and the academic committee.

How can I access SAD ?

- Because it is a web application, you will be able to access SAD from any device that has an internet connection by providing the user name and password that you use to access the URV intranet.
- To access the tool, enter the user name and password that you use to access the URV's intranet.
- You can Access SAD in a variety of ways :
  - By clicking on the following link : **Acces to SAD**
  - Or by clicking on the link available at the URV's intranet : **INTRANET - > TRÀMITS -> Acces to SAD**

How does the SAD platform work ?

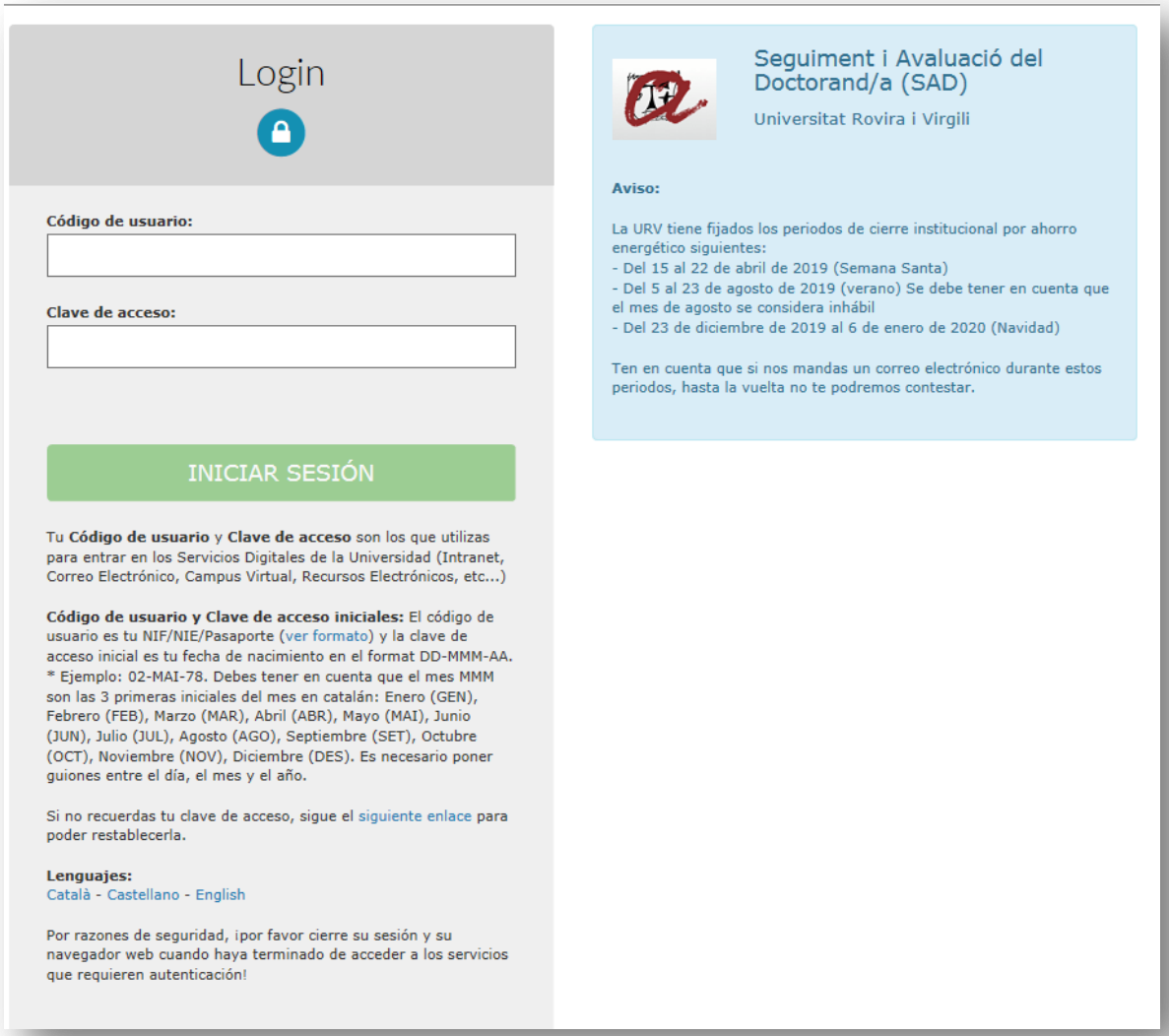
SAD user's guide

SAD and user guide

Address for support and consultations - phd.avaluacio@urv.cat

Update date: April 2018

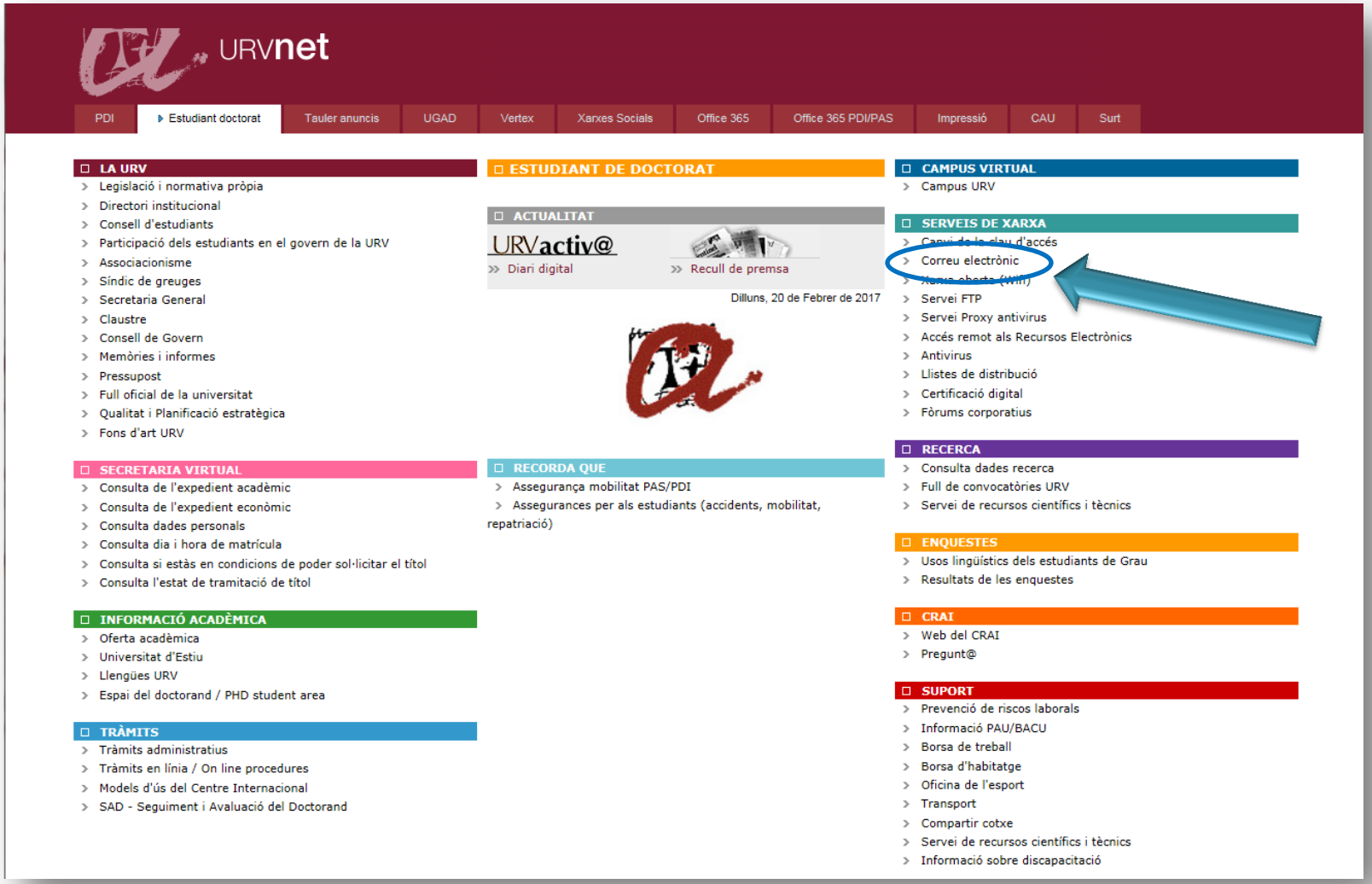
The research plan (PlaInv) and DAD



The PhD student website

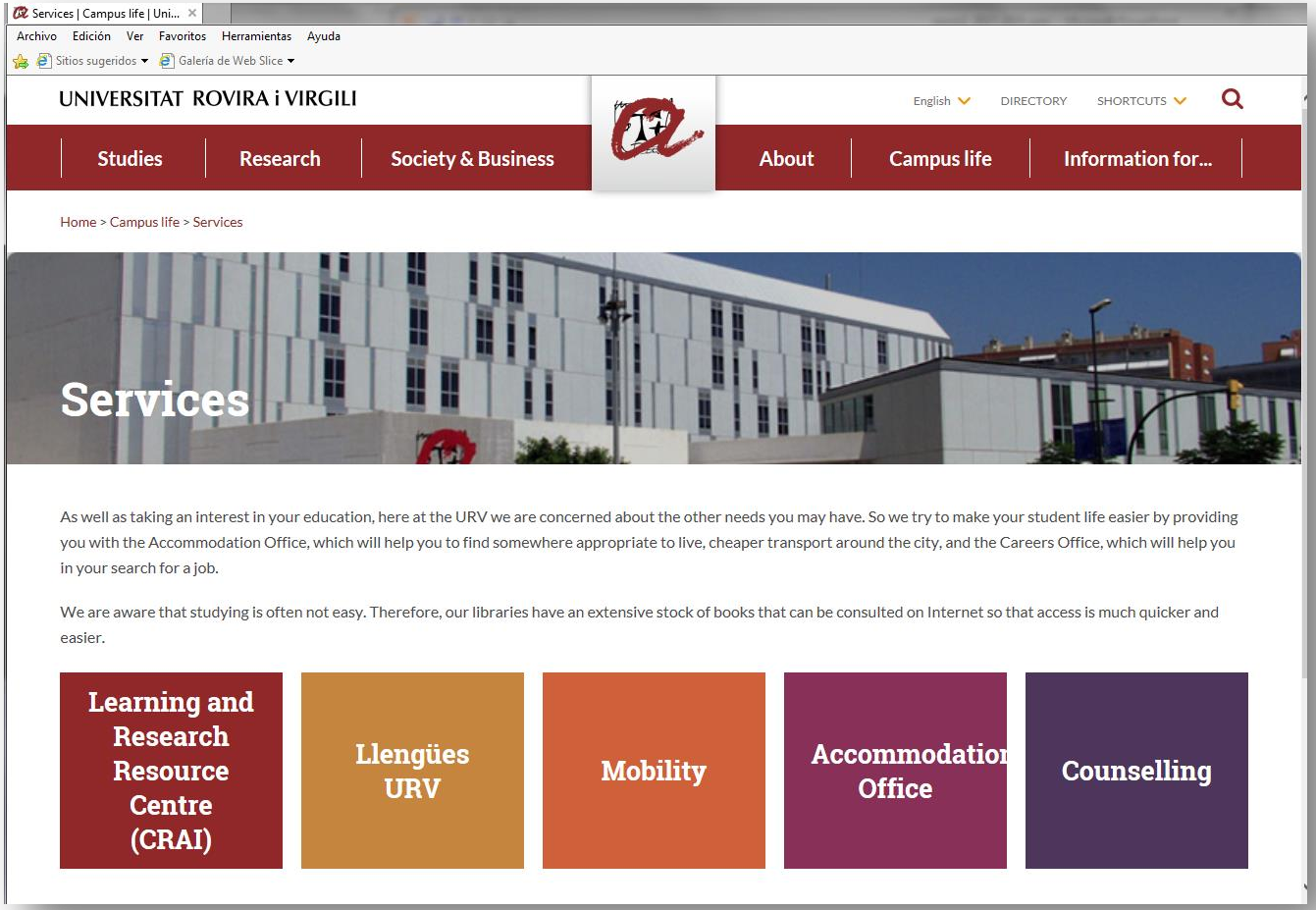
….@estudiants.urv.cat

Institutional e-mail

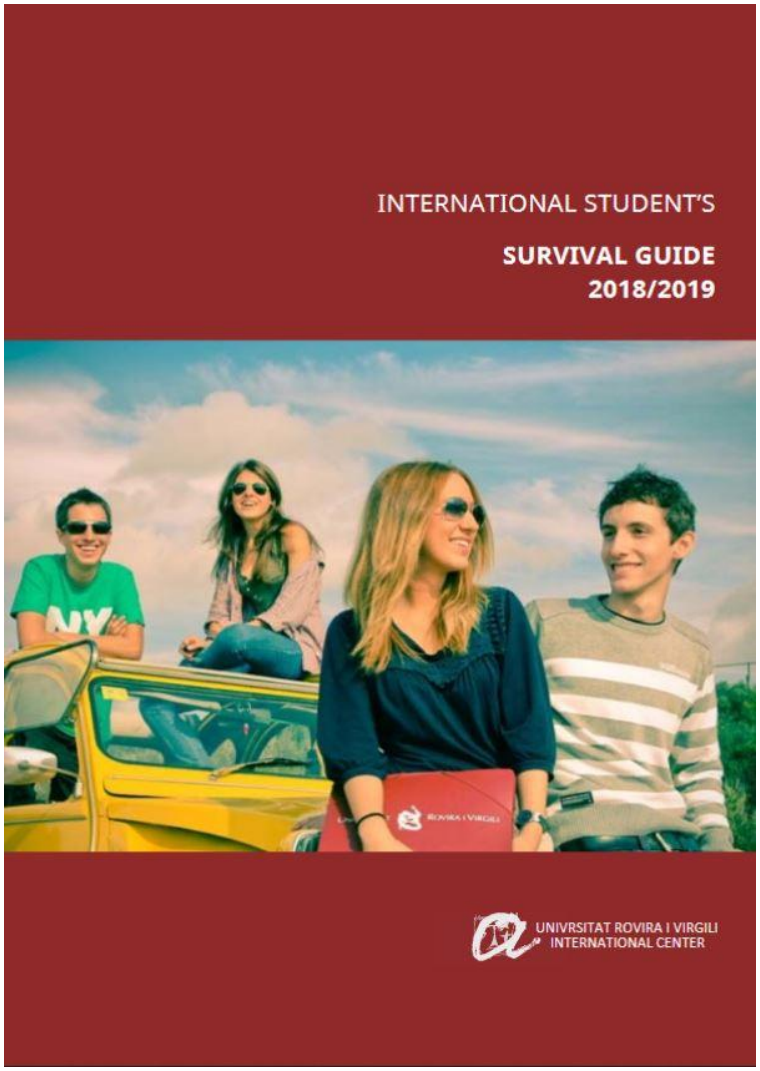


URV Services

http://www.urv.cat/en/campus-life/services/



URV Services



URV's International Center (I-Center)

Avinguda Països Catalans, 17-19
43007 **Tarragona** SPAIN

+34 977 55 81 29

Office hours
Monday to Thursday: 09.00-13.00 and 16.00-18.00
GET AN APPOINTMENT: 16.00-18.00

http://www.urv.cat/international/media/upload/arxius/Mobility/Guia/Survival%20Guide%20201819.pdf