SUPERVISION AND ASSESSMENT OF THE DOCTORAL STUDENT (SAD)

USER GUIDE FOR DOCTORAL STUDENTS

I. INTRODUCTION

The work carried out by doctoral students during their doctoral degrees must be evaluated annually. The SAD (Supervision and Assessment of Doctoral Students) is a new **online platform** that will allow doctoral students to complete their Doctoral Student Activities Document (DAD) and Research Plan (PLAINV) online and which will enable thesis supervisors and the academic committees to supervise and assess their doctoral students.

II. IT REQUIREMENTS TO ACCESS THE SAD

To access SAD you need to have:

- A computer with an internet connection.
- A printer to print out the Doctoral Student Activities Document (DAD) and the Research Plan (PLAINV).
- The following browsers (or more recent versions):
  - Internet Explorer: 11.
  - Firefox: 52 or more recent.
  - Chrome: 60 or more recent.
  - Safari: 9 or more recent.
  - Microsoft Edge: 40 or more recent.
- **The compatibility view deactivated if you use Internet Explorer**.
- **Javascript** activated in the browser.
- **Cookies** activated in the browser.
- **Acrobat Reader**.

Observations

If you do not have a computer with an internet connection, you can complete the DAD and the PLAINV on any computer in the computer rooms at your faculty or school. The opening times

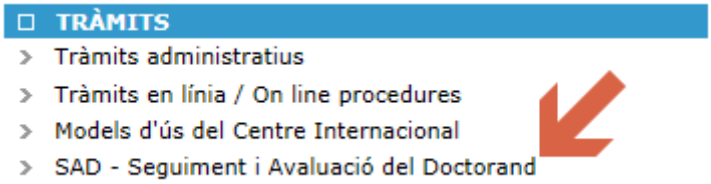
for these computer rooms are available at each faculty or school (Monday to Friday, not including bank holidays).

To reduce the likelihood of any browser problems, when working on a personal (i.e. non-URV) computer, we recommend that you use the specified versions of Firefox or Internet Explorer, as these are supported by the Computer Resources Service.

If you do not have a printer, you can print out using one of the printers in the computer rooms of your faculty/school.

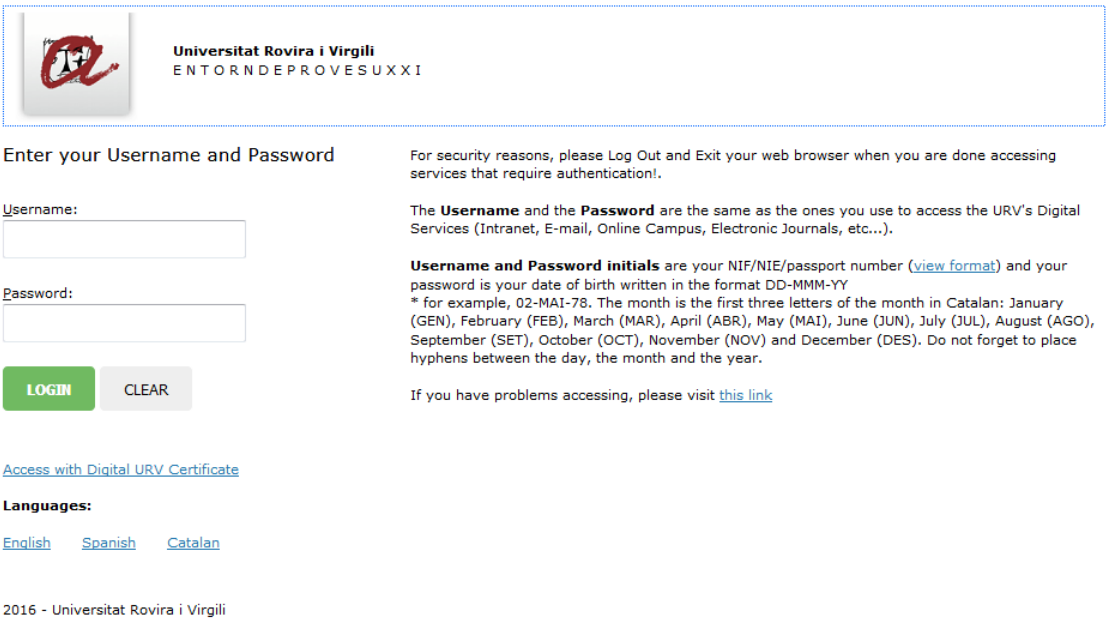
III. ACCESS (USERNAME AND PASSWORD)

To access the SAD program you must go to **URV's Intranet** (https://intranet.urv.cat/) and then to "**Tràmits"**, using the same username and password that you use to access the intranet, email, etc.



Remember: The period for submitting the DAD and PLAINV is specified in the assessment calendar of the Postgraduate and Doctoral School:

http://www.doctor.urv.cat/doctorands/seguiment-i-avaluacio/en_calendari/



The SAD is available in **3 languages** (Catalan, Spanish and English). You can select the language from the menu at the top of the page.

You will see that the SAD program is divided into **various tabs** in which you will find the following information:

- **HOME**: This tab has various sections:
  - Information on the student's academic transcript (full/part time, deadline for thesis deposit, doctoral programme). Click on "More information" to access your contact and registration details, your research line, your tutor, your supervisor and the coordinator of the programme that you are studying on. This section will also show any incidents relating to your academic transcript (temporary leave of absence, extension, etc.).
  - Alerts/Notifications: This will contain information and useful links for the annual evaluation.
- **DOC. ACTIVITIES**: Here you can add details about all the activities that you carry out in relation to your thesis during each academic year (attendance at courses, conferences, seminars, colloquiums, etc.; publications in articles, books etc.; protection of industrial and/or intellectual property (patents, etc.); mobility visits; participation in projects; teaching collaborations; in-company work experience; prizes, grants and other awards).
- **RESEARCH PLAN**: Here you can provide all information regarding your doctoral thesis research plan; that is, the title, the objectives, the methodology, the tools and techniques used, planning regarding stages of preparation, etc. You must also list your unique, personal researcher number (ORCID: https://orcid.org/). During the FIRST YEAR YOU MUST OUTLINE YOU RESEARCH PLAN. You can then improve or modify the plan in subsequent years.
- **EVALUATION**: here you can consult your thesis supervisor's assessment of the content of your DAD and PLAINV and the grades awarded to you by the academic committee of your doctoral programme.

Doctoral students in the second or subsequent year of their doctoral studies and who completed their DAD and PLAINV in previous academic years can consult the information that they submitted and the result of the assessment.

IV. REGISTERING DAD ACTIVITIES

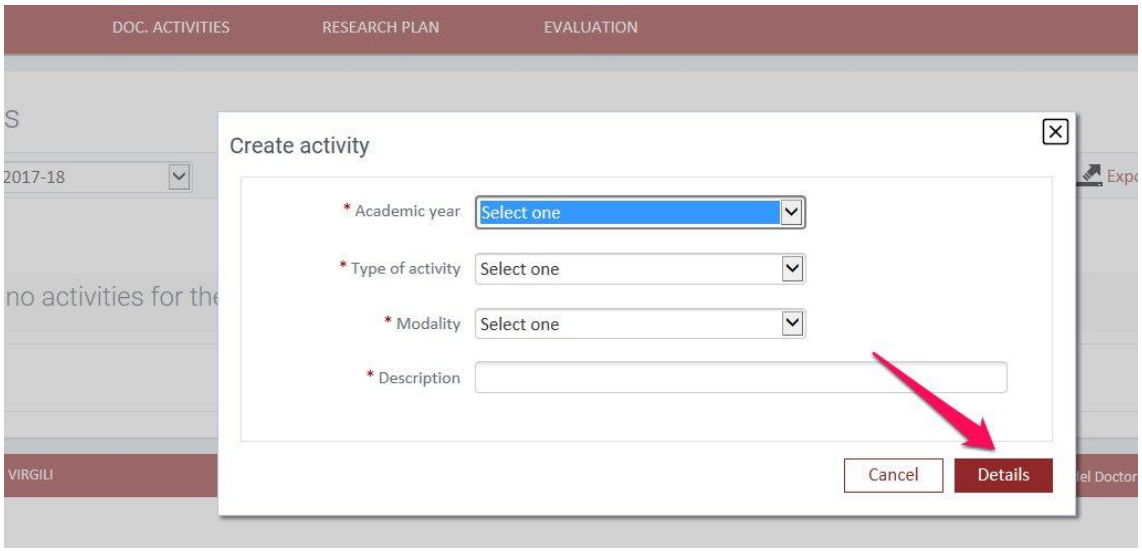
To record the training activities that you have carried out during the academic year you must click on the tab "DOC. ACTIVITATS" and follow these instructions.

You can check your activities from previous years either by choosing the relevant year from the dropdown menu or selecting the option "All".

Creating and describing the content of activities

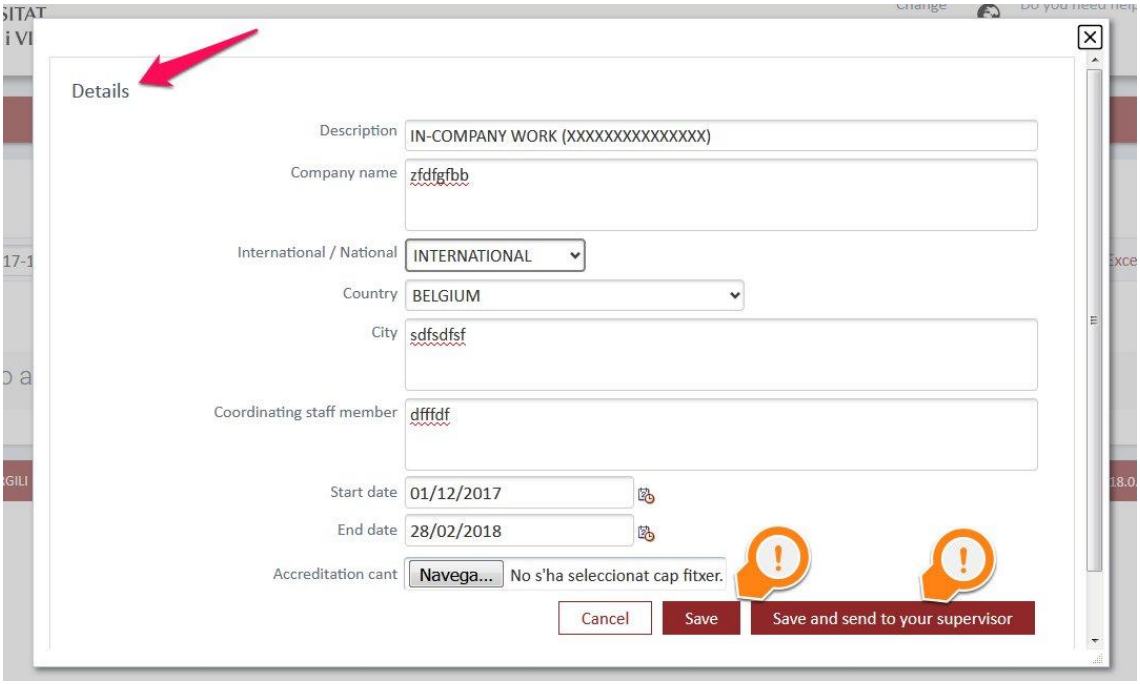
Click on the **tab "DOC. ACTIVITIES"** and select the **current year** on the drop down menu and click on "**Create**" to create the activity:

To create an activity, select the **current academic year**, the **type of activity** and the **modality** (choose "individual activity") on the dropdown menus. In the **description** section, you must give a brief description of training activity that you are recording. Once you have finished, **click on "Details"** and provide the details required on the next page.



Once you have provided the details of the activity, click on:

- **SAVE**: to save the information in so that **you can modify it at a later date** (the information will be saved as "Editing").
- **SAVE AND SEND TO YOUR SUPERVISOR**: to save the information so that **it cannot be modified or deleted** (the information will be saved as "Reviewing").



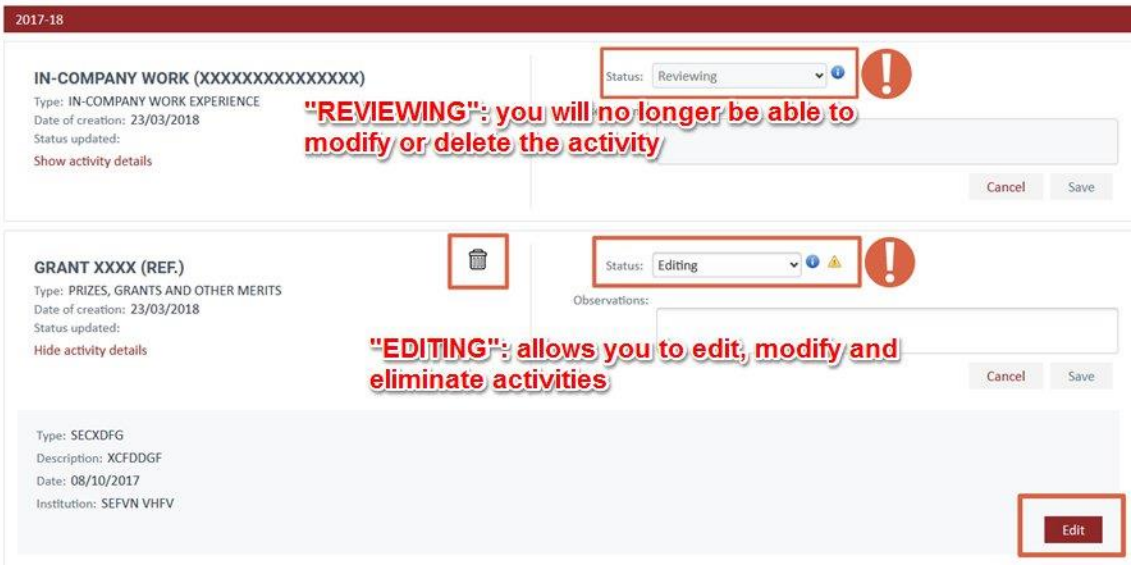
What does the activity status mean?

Changing the status of the activity allows your DAD and PLAINV to be sent to the supervisor for review. If you do not change the status, the supervisor will not know that they can see the information.

- **Editing**: while you are entering the details of your activities, you should ensure that the status is "Editing" (click "Save" when you want to save the activity details). **This status allows you to edit, modify and eliminate activities**. When you have finished entering your activities, you can change their status one by one on the dropdown menu to "Reviewing" and click on "Save". If the status of any of your activities is "Editing", the application shows the symbol ⚠ next to the activity status menu and on the tab "DOC. ACTIVITATS" (⚠ DOC. ACTIVITIES).
- **Reviewing**: when you have completely finished the description of activities and are sure that you do not need to make any further changes, you must change the status from **"Editing" to "Reviewing"** and click on "Save". **Once you have done this you will no longer be able to modify or delete the activity**.

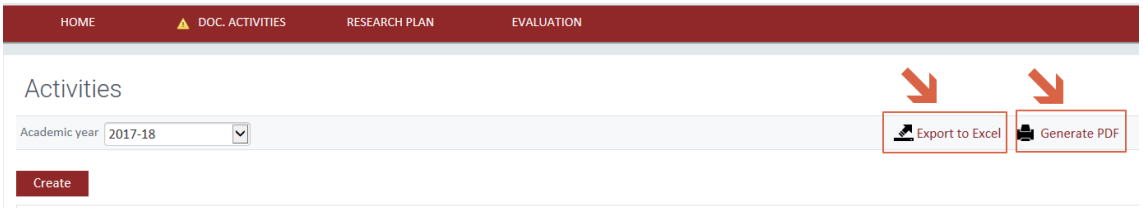
IMPORTANT: YOU CAN NO LONGER MODIFY OR DELETE ACTIVITIES IF THEIR STATUS HAS BEEN CHANGED TO "REVIEWING".

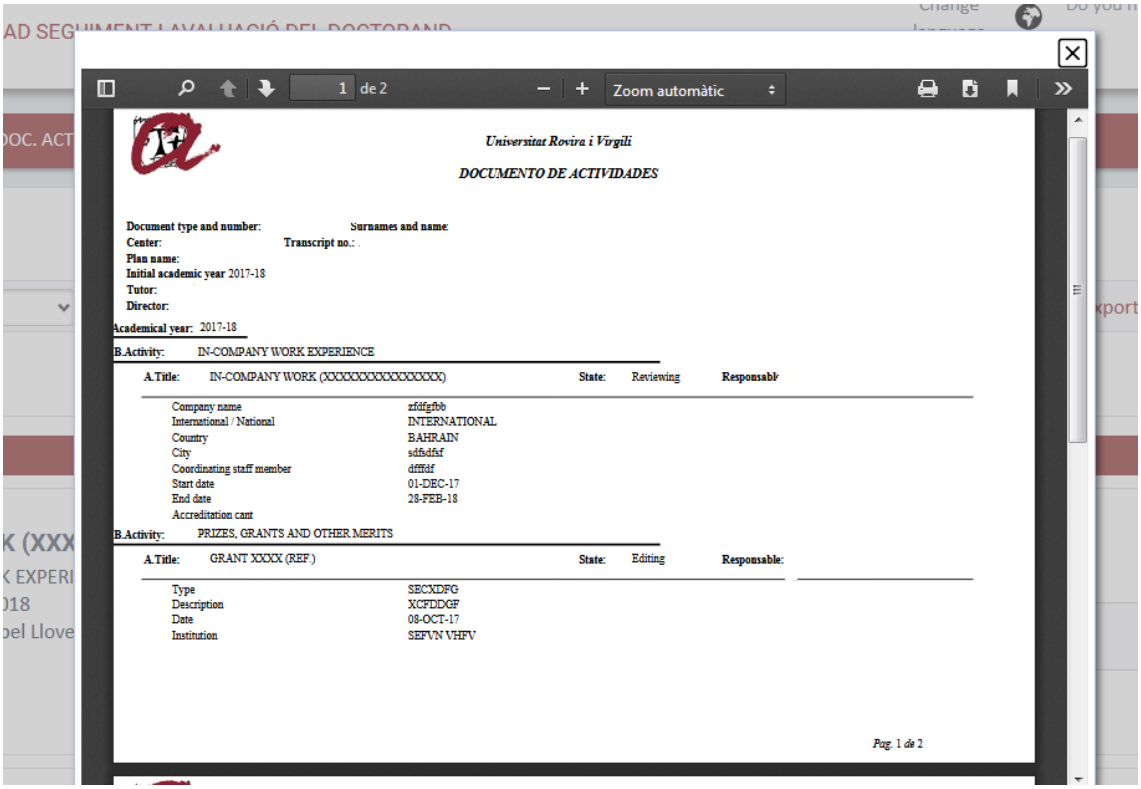
You should keep the status of an activity as "Editing" until you are sure that you no longer need to make any changes to it. When the activity is ready, BEFORE THE DEADLINE, change the status to "Reviewing" so that your supervisor can evaluate it.



Printing the content of the DAD

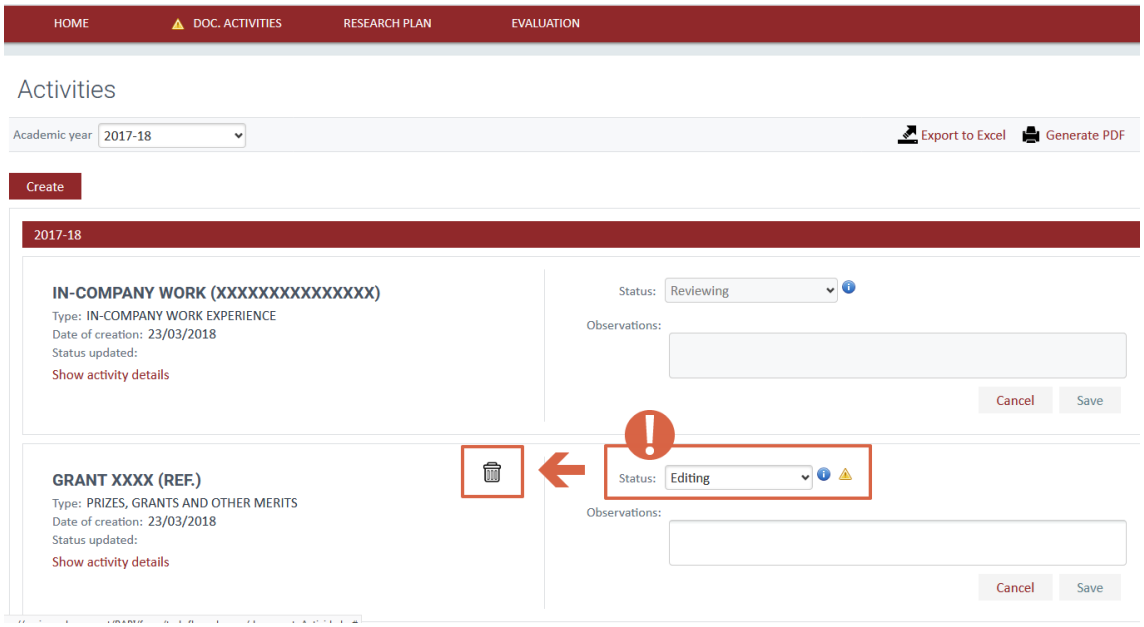
You can obtain a copy of your DAD in PDF format or export the information in an Excel document. To do so you must click on the corresponding icons and download the document that is generated (this takes a few seconds):





Deleting activities

If you have reviewed the DAD and think you need to remove an activity, click on the bin symbol  . Remember that **you can only delete an activity if its status is "Editing"**. If its status is "Reviewing", the bin symbol will not appear:



Sending the DAD to the supervisor for review and assessment

Once you have entered all the activities and they have all been completed, you can send the DAD for review and assessment by the supervisor. Remember that you must **change the status of all the activities from "Editing" to "Reviewing"**.

Once you change the status to "Reviewing", you will no longer be able to modify or delete these activities. From this moment, your supervisor will be able to see and review the content of all your activities.

You will know that the status of all your activities is "Reviewing" because the ⚠ will disappear from activity status dropdown menu and from the "DOC. ACTIVITIES" tab.

Remember: The deadline for sending your activities for assessment to your supervisor is specified in the assessment calendar of the Postgraduate and Doctoral School: http://www.doctor.urv.cat/doctorands/seguiment-i-avaluacio/en_calendari/

After the deadline, you will be able to access the SAD program but **you will not be able to modify any information or send activities for assessment.**

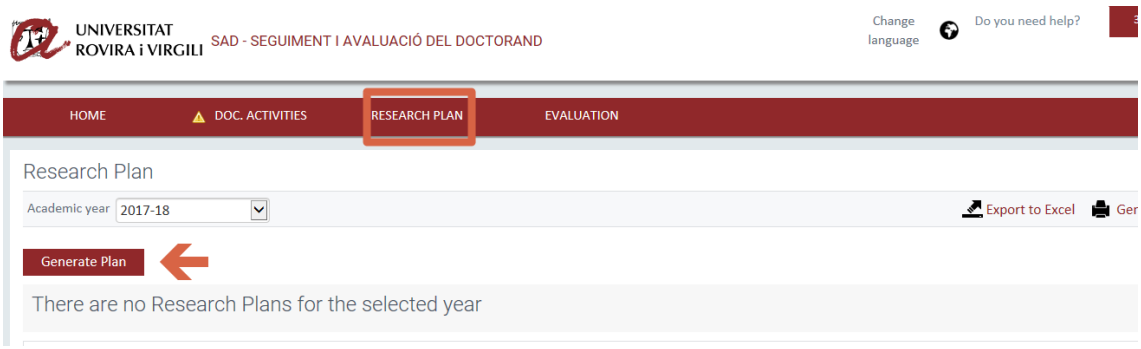
V. REGISTERING THE RESEARCH PLAN (PLAINV)

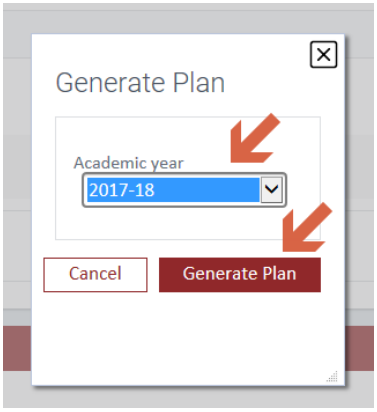
First-year doctoral students MUST generate a PLAINV and add all content to it (thesis title, objectives, tools, methodologies, planning, ORCID).

Non-first year doctoral students can find the content of their PLAINV from previous years by choosing "All" from the dropdown menu "Academic year". You can copy it in order to improve it or extend it for the current academic year.

Creating and describing the content of the PLAINV (compulsory for first-year doctoral students)

First you select the **current academic year** and then create the activity by going to the **"Research plan" tab** and **clicking on "Generate plan"** both on the first screen and in the subsequent window that opens:





The Research Plan template will appear, showing all the sections that you have to complete. The sections automatically appear with the status "Editing" so that you can complete them:

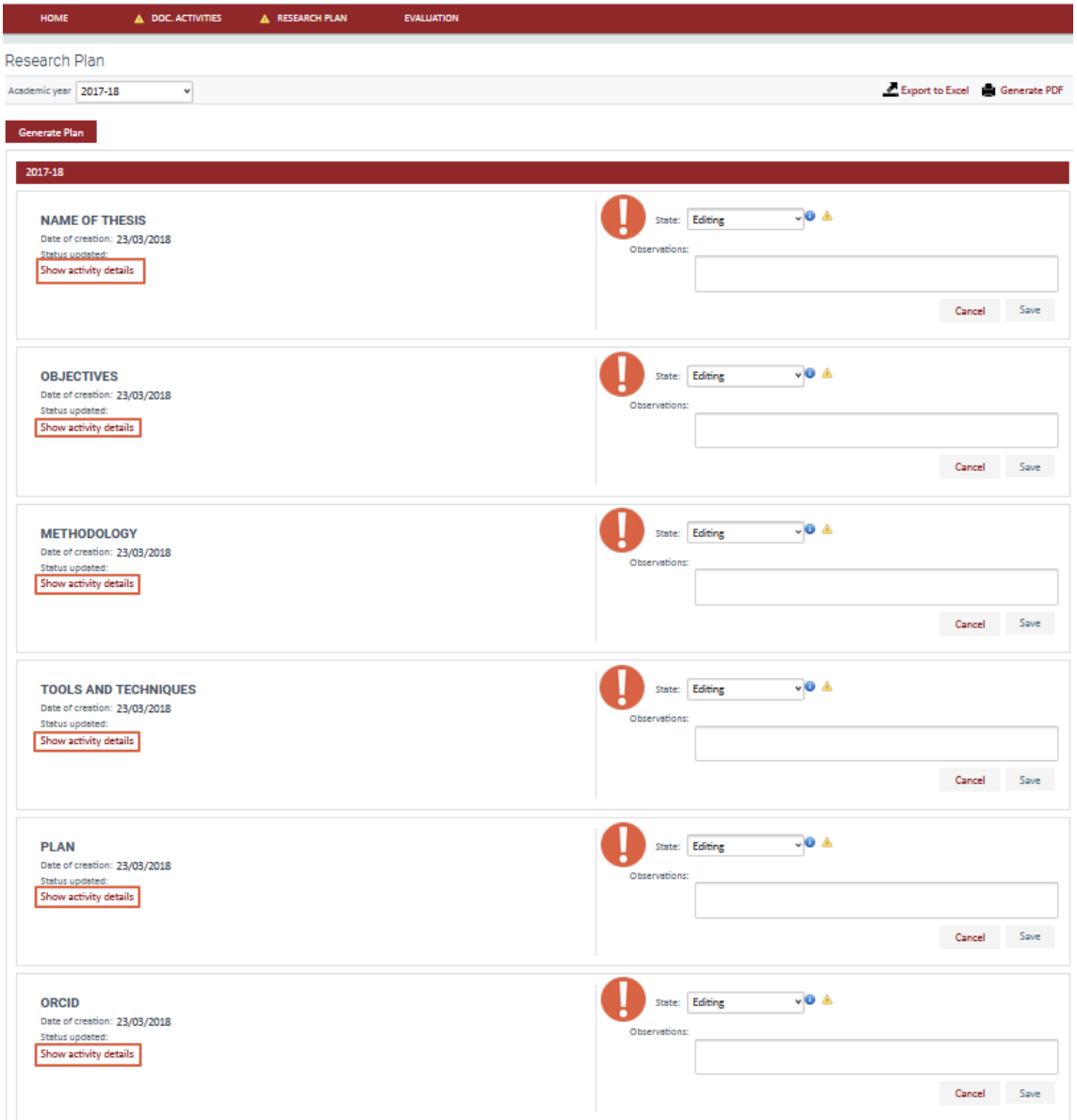
1. Thesis title (provisional)
2. Objectives
3. Methodology
4. Tools and techniques to be used
5. Planning (stages of preparation)
6. ORCID (you must register at the website https://orcid.org/ and enter your ORCID into your research plan; https://orcid.org/0000-0000-0000-0000).

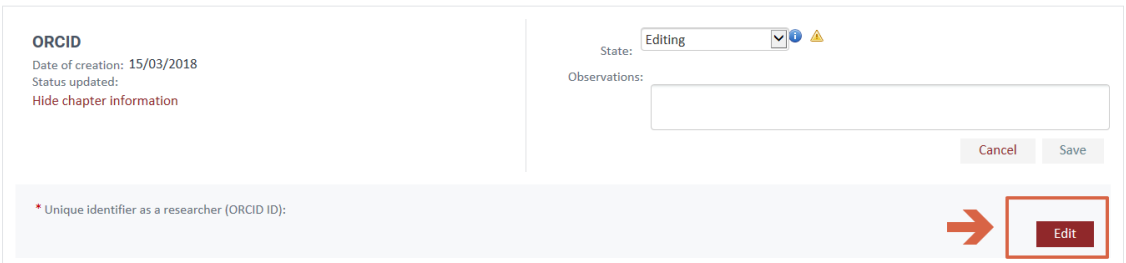
To complete each section, you must click on "**Show activity details**" and then on "**Edit**". This will open up a new screen where you can enter the details of each section of the PLAINV. You will find that you have a certain amount of freedom to change font, create links, etc. Remember that the information is stored on a database and that only a certain formats are accepted (for example, you cannot use tables, images or graphics).

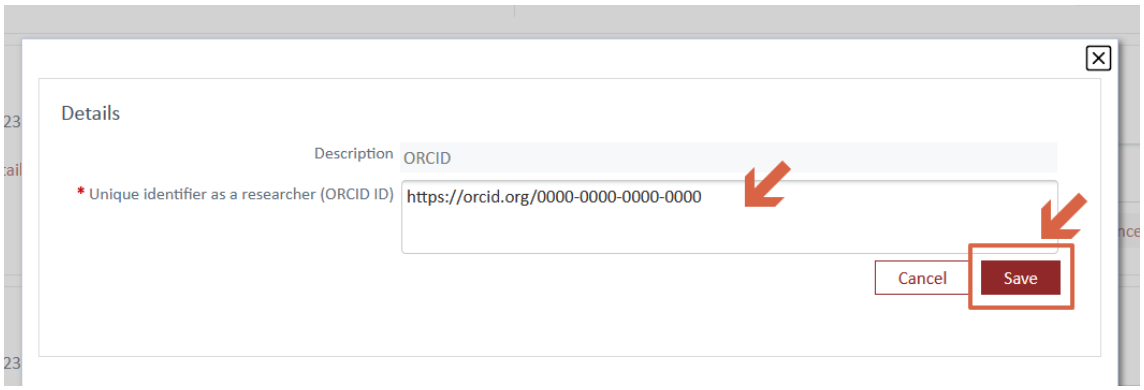
Once you have completed the section, click on "**Save**".

You must repeat these steps for each section of the PLAINV.

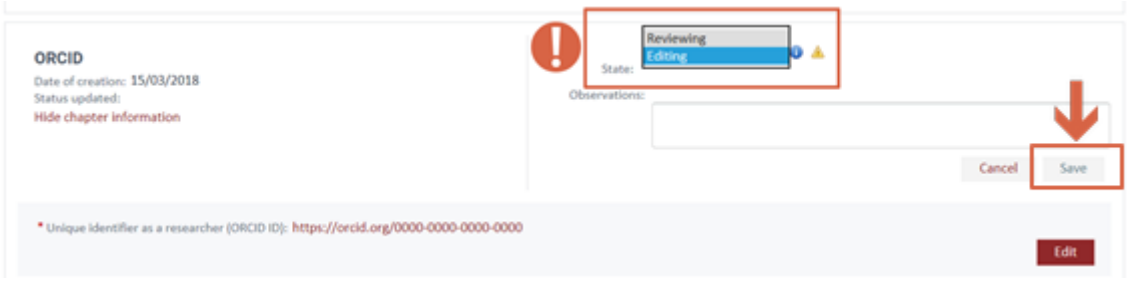
Before the deadline for submitting the SAD, remember **to change the status of each section of the PLAINV from "Editing" to "Reviewing"** to let your supervisor know that he/she can review the sections that you have finished.







Before the deadline, you must **change all sections of the PLAINV to "Reviewing" and click on "Save"** for each section (once you have done this you will no longer be able to make any modifications).



What is the status of the Research Plan?

Changing the status of the activity allows the DAD and the PLAINV to be sent to the supervisor for review. If you do not change the status, the supervisor cannot see or review the information.

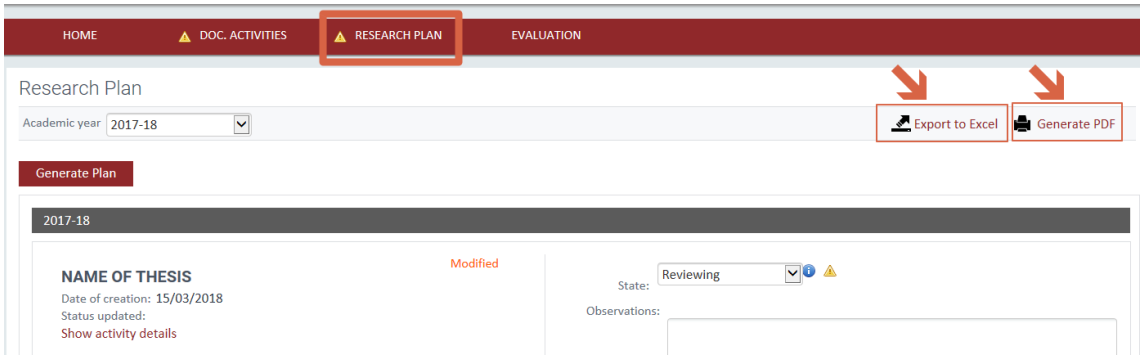
- **Editing**: while you are entering the information, you should ensure that the status of the sections of your Research Plan is "Editing" (click "Save" when you want to save the activity details). **This status allows you to edit and modify each section of your PLAINV.** When you have finished entering all the information, you can change their status one by one on the dropdown menu to "Reviewing" and save. If the status of any of the sections is "Editing", the application shows the symbol ⚠ next to the section status menu and on the tab "RESEARCH PLAN" (⚠ RESEARCH PLAN).
- **Reviewing**: when you have completely finished the description of each section and are sure that you do not need to make any further changes, you must change the status from "Editing" to "Reviewing" and click on "Save". **Once you have done this you will no longer be able to modify the section.**

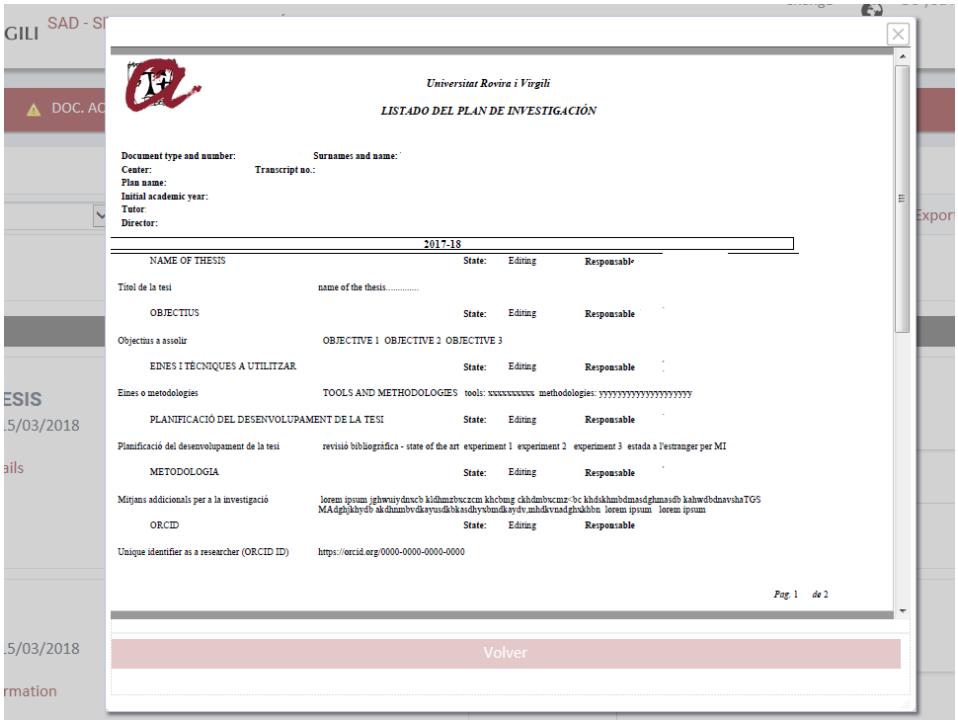
IMPORTANT: YOU CAN NO LONGER MODIFY SECTIONS IF THEIR STATUS HAS BEEN CHANGED TO "REVIEWING".

You should keep the status of an activity as "Editing" until you are sure that you no longer need to make any changes to it. When the section is ready, AND BEFORE THE DEADLINE, change the status to "Reviewing" so that your supervisor can evaluate it.

Printing the content of the PLAINV

You can obtain a copy of the PLAINV in pdf format or export it as an Excel document. To do so, click on the corresponding icons and download the document that is generated (this takes a few seconds):





Sending the PLAINV to the supervisor for review and assessment

Once you have entered all the information and the sections have all been completed, you can send the PLAINV for review and assessment by the supervisor. Remember that you **must change the status of each section of the PLAINV from "Editing" to "Reviewing" before saving the document**.

If you have correctly changed the status of your sections to "Reviewing", your supervisor will be able to see your PLAINV and will evaluate it during the period specified in the evaluation calendar.

You will be able to see that the status of all your sections is "Reviewing" because the ⚠ symbol will disappear from the section status menu and from the "RESEARCH PLAN" tab.

Remember: The deadline for sending your research plan to your supervisor for revision is specified in the assessment calendar of the Postgraduate and Doctoral School: http://www.doctor.urv.cat/doctorands/seguiment-i-avaluacio/en_calendari/

On the day after this period expires, you can access the SAD and look at the information, but you will **not be able to modify or send your PLAINV** to your supervisor for revision.

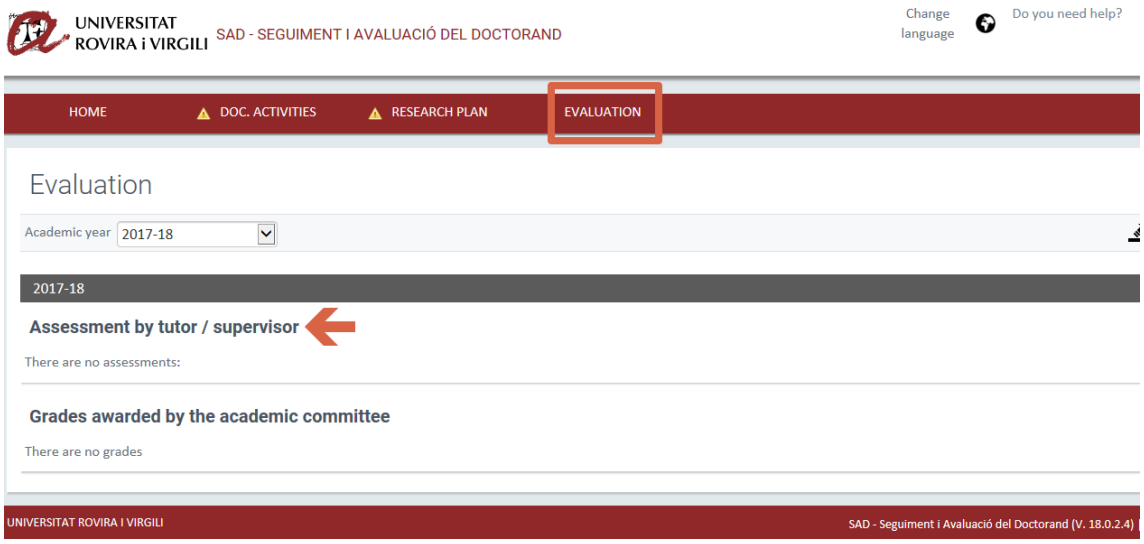
VI. SUBMITTING THE DAD AND THE PLAINV FOR ASSESSMENT BY YOUR SUPERVISOR

To submit your DAD and PLAINV to your thesis supervisor you should change the status of all sections and of all activities from **"Editing" to "Reviewing"** as indicated in the previous sections.

Your supervisor will access the SAD (during the period specified in the assessment calendar) and, if you have correctly changed the status of the activities from **"Editing" to "Reviewing"**, will review and assess your DAD and PLAINV.

IMPORTANT:
- Before the deadline, you must change the status of all the activities and sections that you wish to submit from **"Editing" to "Reviewing"**.
- If you do not CHANGE THE STATUS of the activities and sections, your supervisor will not know that you have finished adding the content of the DAD and PLAINV to the SAD program.

Once the thesis supervisor has completed the assessment of your DAD and PLAINV, you can **check your supervisor's assessment by clicking on the "Evaluation" tab and then on "Assessment by tutor/supervisor"**.



VII. FINAL ASSESSMENT OF THE DAD AND PLAINV (ACADEMIC COMMITTEE)

Finally, once the thesis supervisor has assessed the DAD and the PLAINV, the academic committee will review your DAD and PLAINV and your supervisor's evaluations before giving the

final evaluation during the specified period. You can consult this by clicking on the **tab "Evaluation" and then on "Grades awarded by the academic committee"**.