Unidad Sigma
Universidad Zaragoza
1542

MANUAL

DOCTORAL MANAGEMENT

TUTORS AND DIRECTORS OF DOCTORAL THESIS AND

COORDINATORS OF DOCTORATE PROGRAMMES RD

99/2011 and SUBSEQUENT AMENDMENTS

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Sigma Unit. Academic Vice-management

INDEX

1. GENERAL INFORMATION: MODULE TAB MANAGEMENT

The monitoring of the training process of students enrolled in doctoral programmes, which are regulated by RD 99/2011 and its subsequent amendments, is carried out by means of the research and training plan, as well as the doctoral student's activity document (DAD).

Annually, the programme's Academic Committee will evaluate the research and training plan and the subsequent follow-up plans, together with the activities document. A positive evaluation will be a prerequisite for continuing on the programme. In the case of a negative evaluation, the PhD student must be evaluated again within a maximum period of six months. In the event of a second consecutive negative evaluation, the PhD student will be withdrawn from the programme.

The tutors and directors of doctoral theses at the University of Zaragoza, which are regulated by RD 99/2011 and its subsequent amendments, must manage the training activities and the research and training plan through the Doctoral Management module of the SIGMA application. This module allows the interaction between the doctoral student and the tutor and supervisor of the doctoral thesis.

The module consists of seven tabs managed by different types of users (administrative section of the Doctoral School, doctoral student, tutor/director and Academic Committee). These users, as well as the programme coordinators and the administrative staff of the departments, can consult them, but not all of them can modify them.

The following list shows the tabs that make up the module and the persons responsible for maintaining the contents of each tab:

TAB	USER RESPONSIBLE FOR ITS MANAGEMENT
Registration	Administrative Section Doctoral School
Members of the selection board	Administrative Section Doctoral School
Thesis	supervisorsAdministrative Section Doctoral SchoolResearch and training plan
	Doctoral student, supervisor-tutor
Activity document	Doctoral student,
director/tutorReports and evaluation by the director/tutor	Director/tutor
Evaluation of the Academic Committee	Academic Committee

The maintenance of the contents of the research plan and the training plan, as well as the activities document, is the sole responsibility of the PhD student and his/her tutor and thesis supervisor.

2. ACCESS TO THE DOCTORATE MANAGEMENT MODULE

The Doctoral Management module can be accessed through the website of the Doctoral School of the University of Zaragoza: https://escueladoctorado.unizar.es/.
Or from: http://www.unizar.es > Doctorate.

Both links lead to access to the application:

Acceso a SIGMA para directores/as y tutores/as de tesis

Acceso a SIGMA para
Directores/as y tutores/as de tesis

Manual
Coordinador/a, tutor/a y director/a

Enter your PIN and password and press **Enter**.

In **Doctoral Management** you will find two menus:

■ **Doctoral Programme Coordinator**. If you are the coordinator of a doctoral programme, you will see the details of the doctoral students on your programme and you will be able to grade the supervision.

■ **Tutor/director**. If you are a tutor/director, a list of your doctoral students will appear. This list is structured in two parts:

▪ the list of doctoral students whose theses he/she supervises.

▪ the drop-down list of the doctoral students whose theses you tutor. To view the contents of this list, click on: **+Do you want to consult the theses you are tutoring?**

The following screen shows an example of the records of doctoral students, when accessing as tutor and director.
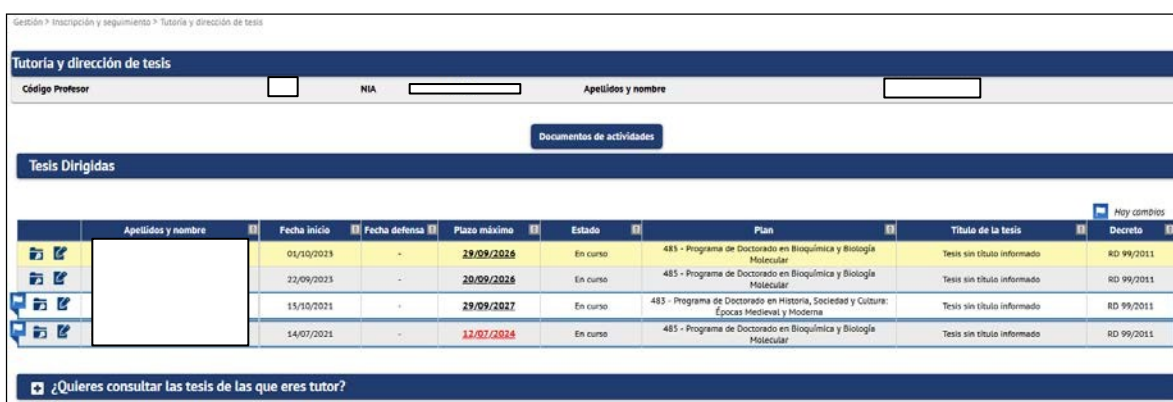
This list will also include records of doctoral students from theses prior to Royal Decree 99/2011, which will only be available for consultation, although it is possible that some records of former doctoral students may not even appear on the list.

VERY IMPORTANT: On the left of each PhD student's record there are two icons:
Consult and **Modify** .

- ■   **Consult.** By selecting this icon you can only consult the registration information.
- ■   **Modify**. By selecting this icon you can **enter data in the register and/or make modifications** (accept activities, download the research and training plan of the doctoral student, etc...).

The following pages provide a brief explanation of all the tabs and information necessary to manage and supervise the activities document and the research and training plan of the PhD student, to issue reports by the tutor and the director, and to qualify the academic supervision by the coordinator.

3. REGISTRATION

- ■   Responsible: Administrative section of the Doctoral School
- ■   Consultable: by all users

Once the PhD student is enrolled, the administrative section of the Doctoral School will use this tab to enter the information necessary to complete their academic record while they are studying for their doctorate.

The administrative offices of the doctoral programmes introduce, in the admission of the doctoral student, the tutor and thesis supervisor(s) assigned to them by the Academic Committee of the programme, as well as the lines of research. The tutor and the lines of research can be consulted in this tab. The supervisors in the Directors tab (section 5. Thesis supervisors).

In the Registration header, together with the student's identification data, you can consult the maximum date for completion of the thesis. By clicking on the date itself, a pop-up screen appears, ***Calculation of the maximum date of completion of the thesis***, in which the days used, regime, extensions, withdrawals, etc. are shown.

4. MEMBERS OF THE COURT

- ■ Responsible: Administrative Section of the School for Doctoral
- ■ Studies Consultable: by all users

Once the defence has been authorised, the administrative section of the Doctoral School will introduce the members of the examining board that will assess the thesis.

5. THESIS SUPERVISORS

- ■ Responsible: Administrative headquarters of each programme
- ■ Consultable: by all users

The administrative offices of the doctoral programmes enter the tutor and thesis supervisor(s) when admitting the PhD student, as well as the lines of research. The tutor and lines of research can be consulted in the Registration tab (section 3. Registration). The supervisors in this tab.

6. ACTIVITY DOCUMENT

- ■ Responsible parties: doctoral student, tutor and director
- ■ Consultable: by all users

The Doctoral Student Activity Document (DAD) is a record of all activities - stays, courses, publications, conference attendance or other - that are of interest to the doctoral student.

development of the doctoral student and that he/she carries out from enrolment to the deposit of the doctoral thesis.

The training activities are classified as: **generic (** G), **specific (** P), and
transverse (T).

The PhD student enters the proposed training activities in SIGMA. The tutor/director must accept (or not accept) and consider the activities entered by the PhD student in the Activity Document tab, using the Activity **Status** options.

STATUS OF TRAINING ACTIVITIES

Training activities can have four statuses:

- ■ **Proposal**: Marked by default when the doctoral student enters an activity.
- ■ **Accepted proposal**: The tutor/director marks this option if he/she considers the proposal to be suitable for the training of the PhD student.
- ■ **Completed**: The tutor/director marks this option when the student has completed the activity and has uploaded the proof of the activity.
- ■ **Not accepted**: The tutor/director marks this option if he/she considers that the proposal is not suitable for the training of the PhD student.

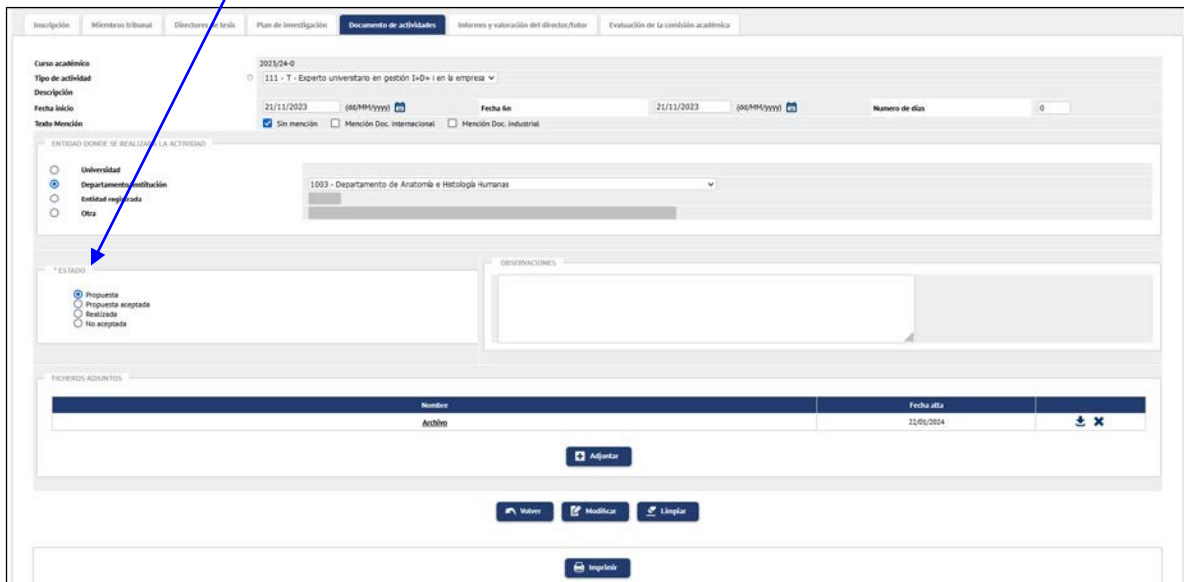## 6.1 Actions of the tutor/principal in the activity document

In this tab the tutor/principal has to proceed as follows:

- ■ Select the **Activity Document** tab**,** which is the tab that is already selected by default when you access the student's registration record.

■ **Select the activity**. To the left of each activity there are four icons: Consult, Modify, Duplicate and Delete. Using the ✎ **"Modify"** button, select the activity to be reviewed from the list of activities at the bottom of the screen. Pressing it will display the activity i n f o r m a t i o n at the top of the screen.

■ **Change the status of an activity.** The activity proposed by the PhD student will have the status Proposed. You must change it to **Accepted, Done or Not Accepted**. If the PhD student has already carried out the activity and has uploaded proof of the activity, check the Done option.

■ You can add comments in the **Remarks** field, but remember that they will appear in the printed version of the activity document.

■ **Attached files**. If the PhD student has attached documents to the activity, you can also download them by clicking on the name of the file or on the "Download" icon.

■ Press **Modify to save the changes**. The change of status can be display on the corresponding activity in the list at the bottom of the screen.

IMPORTANT: Once the tutor or director has changed the status of a **proposed activity** (to Accepted Proposal, Completed or Not Accepted), the PhD student will no longer be able to modify it, but will still be able to attach files to activities with the status Accepted Proposal.

6.2 Print the activity document

The activity document can be printed by clicking on the **Print** button at the top of the activity list. Another screen will appear where you click on **Generate**. The application generates a PDF file that can be downloaded and/or printed.

If you have added any comments in the Remarks field, these will appear in the printed version of the document.

IMPORTANT: **The activity document will only include those activities whose status is Proposal Accepted or Completed**. Activities with status Proposal and Proposal not Accepted will not be included in the printed version of the activity document.

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7. RESEARCH AND TRAINING PLAN

The research and training plan is submitted to the Academic Committee of the PhD programme before the end of the first year of enrolment, coinciding with the deadline indicated in the academic calendar. The research plan must include, at least, the title of the thesis, introduction and justification of the subject under study, working hypotheses, methodology and expected objectives, as well as the means and time schedule to achieve them. The personal training plan will contain a forecast of the different training activities that will be carried out during the doctoral thesis (courses, seminars, mobility actions, etc.).

These documents may be improved and detailed throughout their stay on the programme, by means of the follow-up reports that must be submitted from the second year of academic supervision onwards. The research plan, endorsed by the supervisor and the tutor, will be subsequently updated by means of the follow-up reports which, also endorsed by the supervisor, will be submitted each academic year, including the thesis defence year, within the established deadlines.

It consists of one or more documents entered by the PhD student in the Research Plan tab, for each academic year and review period (first review of the academic year or second review of the academic year).

- You can enter as many records as you need, with their description and attachment. Each new record will be displayed in the list at the bottom of the screen.
- If the evaluation is negative, the PhD student will have six months to submit a new research plan (second review of the course). A second negative evaluation will result in the definitive withdrawal from the programme.

7.1 Actions of the tutor/director in the tab Research plan

The tutor/director has to review the research and training plan that the PhD student submits as a result of his/her research for the annual assessment.

In the list at the bottom of the screen you will find the record or records with the research and training plan of the doctoral student, which will be identified with the Profile: Student and User: NIP of the doctoral student.

■   **Select the document** entered by the PhD student to be evaluated, using the **Download** icon ⬇ , located to the left of each record. The file with the document will open.

IMPORTANT: **When downloading it, the application will insert Date downloaded by the tutor/director**. This implies that the PhD student will not be able to delete or make modifications to the record, he/she will only be able to download the document and consult the information entered.

■   **The Query** button can be used to consult the data of the records entered by the doctoral student (Description, document, date of the document, etc.).

■   **Review**:

■   First revision of the course. The documents will be evaluated within this period.

■   Second review of the course. In the event that the first research plan has been negatively evaluated, the PhD student will be evaluated again within six months and must develop a new research plan.

8. REPORTS AND ASSESSMENT BY THE DIRECTOR/GUARDIAN

For the annual assessment of the PhD student by the Academic Committee of the Programme, **the tutor and the director must each issue their own report**.

- ■ **Evaluation of the director/tutor**. Mark **Positive** or **Negative**. When you do so, the message: *"The assessment has been updated successfully"* will appear.
- ■ **Upload report**. It will only be obligatory in the case of issuing an unfavourable report (Negative Assessment). If you have made a mistake when uploading it, you can delete it by ticking **Delete report files**.
- ■ **Date of report**.
- ■ Add **Remarks** if necessary.

In the event that the assessment is negative, a new record will be opened for re-assessment where appropriate.

9. EVALUATION OF THE ACADEMIC COMMITTEE

Annually, the programme's Academic Committee will evaluate the research and training plan and the doctoral student's activity document, together with the reports to be issued by the tutor and the director.

- ■ Positive evaluation. A positive evaluation will be a prerequisite for continuation in the programme.
- ■ Negative evaluation.
  - ■ In the case of a negative evaluation, which will be duly motivated, the doctoral student will be evaluated again within **six months from the date of the** last evaluation.

■ To this end, the PhD student will develop a new research and training plan.

■ In the case of a second negative evaluation, the PhD student will be permanently withdrawn from the programme.

The minutes must be previously generated by the Administrative Section of the Doctoral School, so that the Academic Committee can grade the doctoral student.

Upload the report under Documentation in case of negative assessment and Remarks if you think it is necessary.

The message *"Do you want to transfer the student's grade"* will appear, and if everything is correct, it will be accepted. The grade will be added to the student's file. The administrative section of the School will close the records of the graded doctoral students.

If the PhD student has not uploaded the research plan, only the following grades can be selected in the drop-down menu: "Negative evaluation" and "Not gradable due to drop".

In case of a negative assessment, a new record will be opened for re-evaluation where appropriate.