Unidad Sigma
Universidad Zaragoza

MANUAL

DOCTORATE

RD 99/2011 AND SUBSEQUENT AMENDMENTS

May 2024

Sigma Unit. Academic Vice-management

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1. GENERAL INFORMATION: MANAGEMENT OF THE MODULE TABS

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 plan and the training plan and 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 In the event of a second consecutive negative evaluation, the PhD student will be withdrawn from the programme.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 registration of the activities that make up the DAD, the presentation of the research and training plans, as well as the monitoring plans and the qualification of the academic supervision are carried out through the computer module "Gestión Doctorado" of the SIGMA application, which can be accessed with the NIP and the administrative password.

The module consists of six 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:

	TABUSER RESPONSIBLE FOR ITS MANAGEMENT
Registration	Administrative Section of the Doctoral School
Members of the selection board	Administrative Section of the Doctoral School
Thesis	supervisorsDoctoral School Administrative
SectionResearch and training plan	Doctoral student and tutor/director
Document of activities	Doctoral student and
tutor/director Academic Committee evaluation	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 doctoral **student and his/her thesis supervisor.**

2. ACCESS TO THE DOCTORAL MANAGEMENT MODULE

The Doctoral Management module can be accessed through the Virtual Secretary's Office of the University of Barcelona.

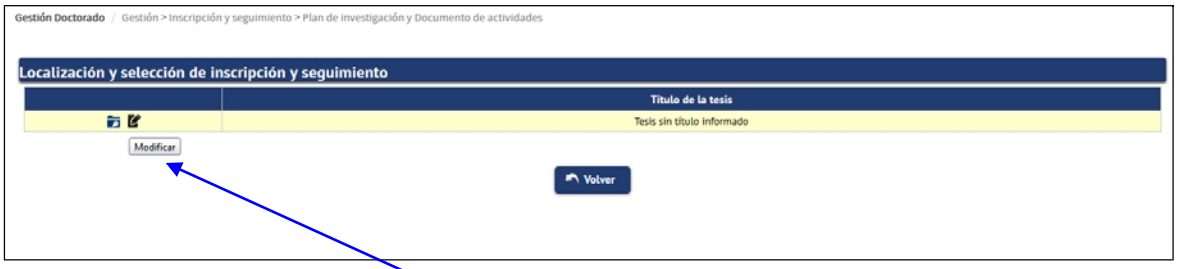
Zaragoza: http://www.unizar.es/secretaria_virtual.html > Doctoral Management > Activities Document and Research Plan.
Or from: http://www.unizar.es/ > Doctorate

Both links lead to access to the application.

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

	Centro	Plan	Estudios	Tipo de estudios	Especialidad	Estado / Motivo
	160	505 - Programa de Doctorado en Ordenación del Territorio y Medio Ambiente	PD Ordenación del territorio y m	Doctorado	Sin determinar	Abierto
	107	590 - Máster Universitario en Profesorado, especialidad en Geografía e Historia	Profesorado E.S.O.	Máster	Geografía e Historia	Abierto
	103	428 - Máster Universitario en Ordenación Territorial y Medioambiental	Ord. Territ. Medioambiental	Máster	Sin determinar	Cerrado por estar en posesión del título solicitado
	103	332 - Máster Universitario en TIGs para la OT: SIGs y teledetección	Sistemas de I. Geográfica y Tele	Máster	Sin determinar	Cerrado por estar en posesión del título solicitado
	103	410 - Graduado en Geografía y Ordenación del Territorio	Geografía Ordenación Territorio	Grado	Sin determinar	Cerrado por estar en posesión del título solicitado

Select the **centre 160** (Doctoral School) associated to your doctoral programme.



VERY IMPORTANT: On the left hand side of the "Location and selection of registration and Follow-up" there are two icons: **Consult** **and Modify** .

- **Consult**. By selecting this icon you can only consult the registration information.
- **Modify**. This icon must be selected to **enter data in the register** (enter the activities and the research and training plan) **and/or to make modifications**.

The following pages provide a brief explanation of all the tabs and information necessary to manage and monitor the activity document and the research and training plan of the PhD student.

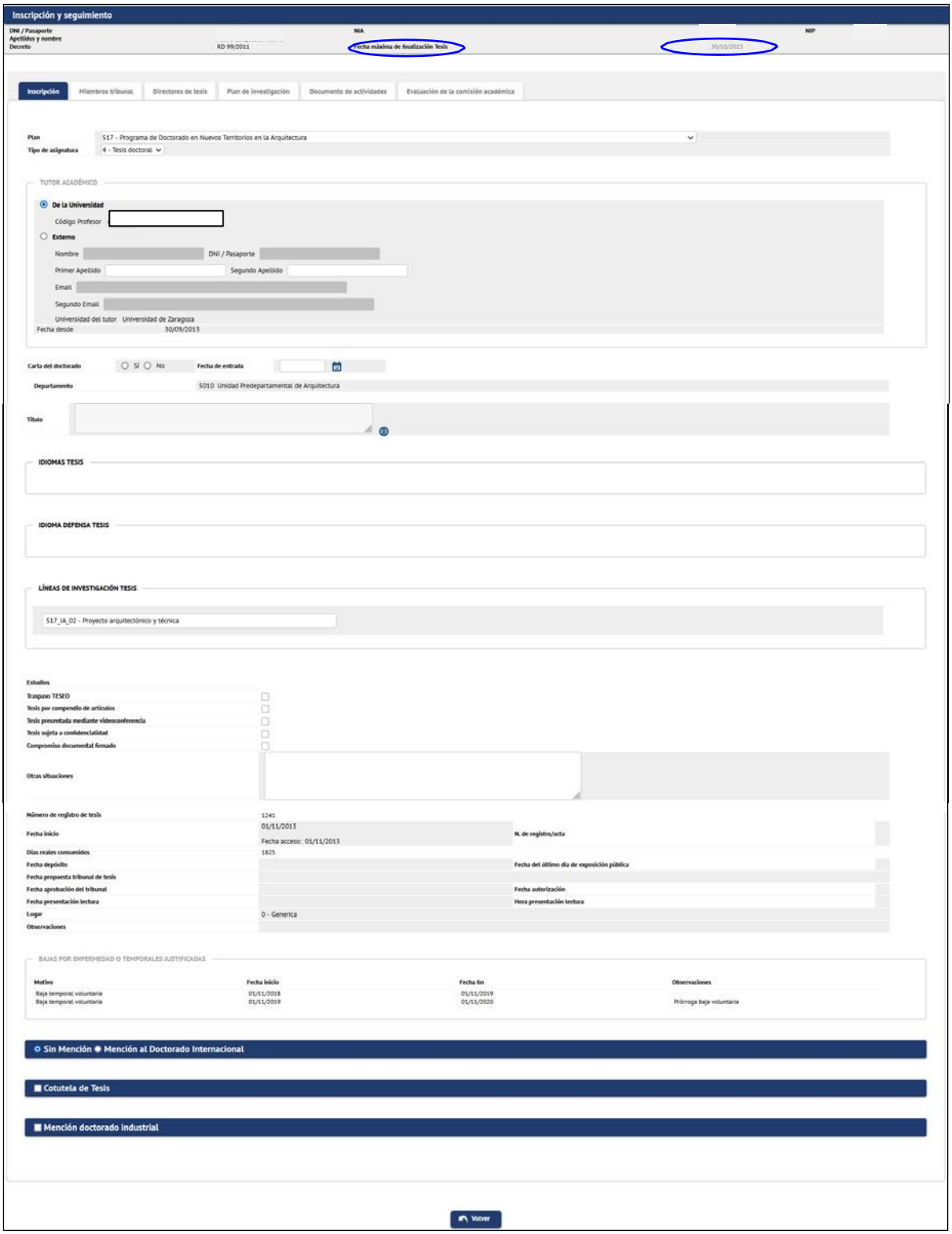
3. REGISTRATION

- Responsible: Administrative Section of the School for Doctoral Studies
- 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 lines of research can be consulted in this tab. The supervisors in the Thesis supervisors tab (section 5. Thesis supervisors).

In the header of this tab, together with the student's identification data, you can consult the maximum date of 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***, which shows the days used, regime, extensions, cancellations, etc.



4. MEMBERS OF THE COURT

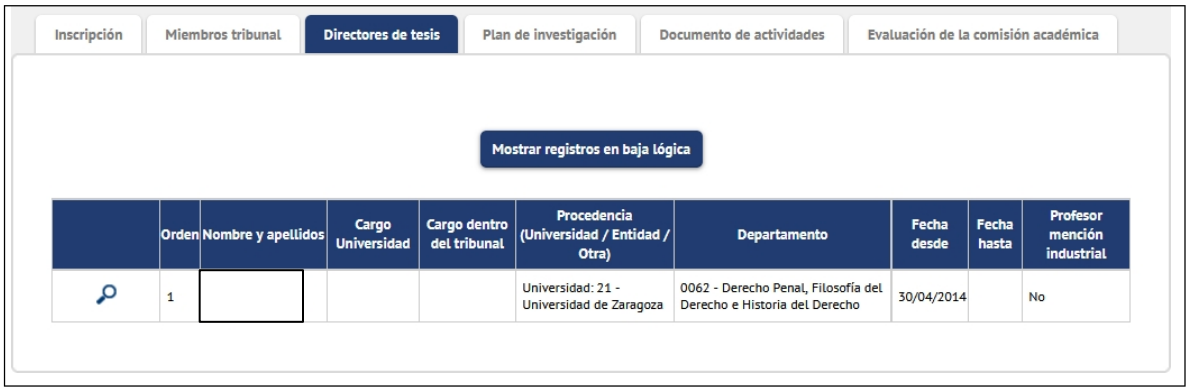
- Responsible: Administrative Section of the School for Doctoral Studies
- Searchable: by all users (this tab can only be accessed when the "Date proposed thesis panel" is entered).

	Tipo de miembro (suplente, definitivo, propuesta)	Convocatoria	Orden	Nombre y apellidos	Cargo Universidad	Cargo dentro del tribunal	Procedencia (Universidad / Entidad / Otra)	Departamento	Email	Fecha desde	Fecha hasta
	T	1	1			57 Presidente	Universidad: 21 - Universidad de Zaragoza	3013 - Departamento de Lingüística y Literaturas Hispánicas		07/02/2023	
	T	1	2			58 Secretario	Universidad: 17 - Universidad de Sevilla	-		07/02/2023	
	T	1	3			59 Vocal	Universidad: 04 - Universidad de Barcelona	-		07/02/2023	

5. THESIS SUPERVISORS

- Responsible: Administrative headquarters of each
- programme

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.



	Orden	Nombre y apellidos	Cargo Universidad	Cargo dentro del tribunal	Procedencia (Universidad / Entidad / Otra)	Departamento	Fecha desde	Fecha hasta	Profesor mención industrial
	1				Universidad: 21 - Universidad de Zaragoza	0062 - Derecho Penal, Filosofía del Derecho e Historia del Derecho	30/04/2014		No

6. ACTIVITIES DOCUMENT (DAD)

The doctoral student's activities document (DAD) is a record of all the activities - stays, courses, publications, attendance at conferences or others - that are of interest to the 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:

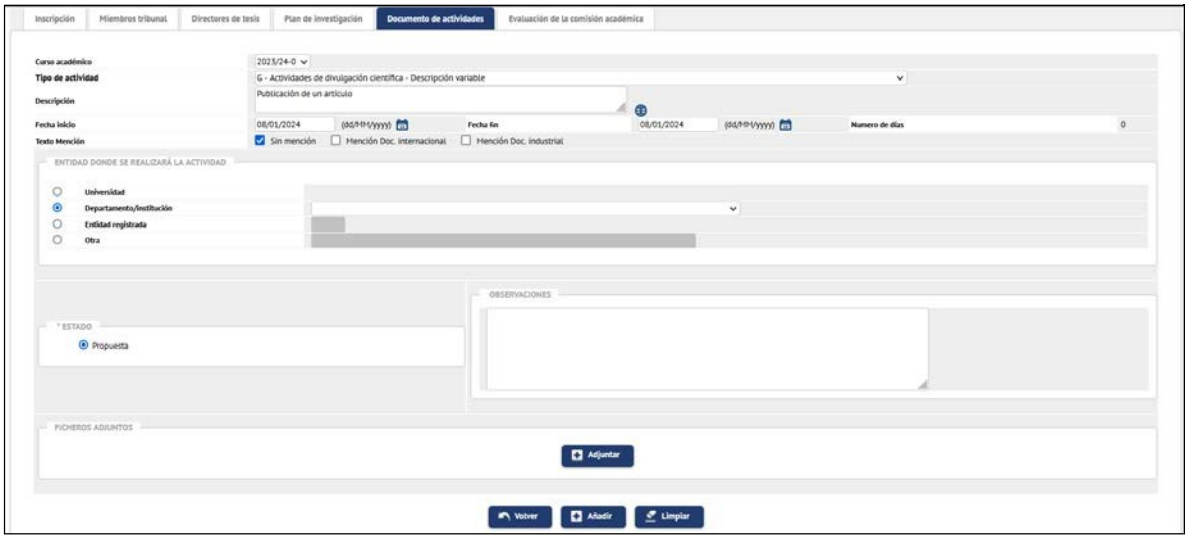
- **Proposal**: Marked by default when the **doctoral student** enters an activity.
- **Accepted proposal**: The **tutor/director** marks this option if **he/she** considers the proposal to be suitable for the PhD student.
- **Completed**: The **tutor/director** marks this option when the student has 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 PhD student.

6.1 Introduction of training activities

To register an activity the doctoral student must proceed as follows:

- Under **"Location and selection of registration and tracking"** select the **"Modify"** icon.

- Select the **Activity Document** tab, which is the default tab when you access the Registration and Tracking record:



- Select **Academic year** (the current one is displayed by default).
- Select **Activity Type** from the drop-down list. Activities can be **fixed or variable**. If a variable activity is registered, the description of the activity must be specified.

- Enter **Start date and End date**. You can also use the calendar icon.
- In **Entity where the activity will take place**, indicate the place where the activity will take place.

  If you cannot find the Department or Institution, select **Other** and enter the name and **Country** where it takes place.

- In **Remarks** you can add comments.
- **Attached files**. By clicking on this button you can attach the certificate or document proving that you have carried out the activity.
  - A pop-up screen will appear where you have to enter the "Document description", upload the document and accept.
  - The tutor, director and programme coordinator will be able to download these documents at a later stage.

Once you have filled in all the data, click on **Add**.

	Curso académico	Tipo de actividad	Descripción	Revisión	Mención Doctorado	Cotutela
	2023/24	G - Actividades de divulgación científica - Descripción variable	Publicación de un artículo	Propuesta	Sin mención	No
	2023/24	T - ACADEMIC ENGLISH - Descripción fija		Propuesta	Sin mención	No

Each proposed activity will be recorded at the bottom of the screen, with icons for consultation, modification, duplication and deletion.

At this moment, the status of the activity is **Proposal**. The tutor/manager will review it and change the status to **Proposal Accepted**, **Done** or **Not Accepted**, as appropriate.

Once the activity has been completed, **the PhD student must upload the proof of having completed it** (if it has already been registered, the student can attach it by clicking on the Modify button, a process explained in the following section). **The tutor/director** will change the status of the activity to Done, if applicable.

6.2 Consult, modify, duplicate or delete an activity

To consult, modify, duplicate or delete **proposed activities**, choose the activity from the

list at the bottom of the screen and click on the corresponding button according to the action you want to perform (consult, modify, duplicate, delete, respectively):

- **Modify.** To modify an activity, click on the corresponding button and the activity data will be displayed at the top of the screen to modify it and/or upload the proof of having carried it out. Then click on the "Modify" button to save the changes.
- **Duplicate**. By clicking on the icon, the data of the duplicated activity will be displayed at the top of the screen, modify the data as necessary and add it.
- **Delete**. The application will ask *"Are you sure you want to delete the activity? If you do, all activity documents registered with the activity will be deleted"*, and you accept it.

IMPORTANT: The PhD student can only **modify or delete an activity** if it is in **Proposed** status.
Once the tutor/supervisor has changed the activity from Proposal to Accepted, Not Accepted or Completed, the PhD student will only be able to consult it and/or download the attached documents, but in the status **Accepted Proposal he/she** will be able to **attach documents**.

6.3 Print the activity document

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

	Curso académico	Tipo de actividad	Descripción	Revisión	Mención Doctorado	Cotutela
	2022/23	G - Preparación y publicación de un trabajo de investigación - Descripción variable	Publicación artículo científico	Realizada	Sin mención	No
	2022/23	G - Preparación y publicación de un trabajo de investigación - Descripción variable	Publicación artículo científico	Realizada	Sin mención	No
	2023/24	G - Actividades de divulgación científica - Descripción variable	Publicación de un artículo	Propuesta	Sin mención	No
	2023/24	T - ACADEMIC ENGLISH - Descripción fija		Propuesta	Sin mención	No

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.

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.).

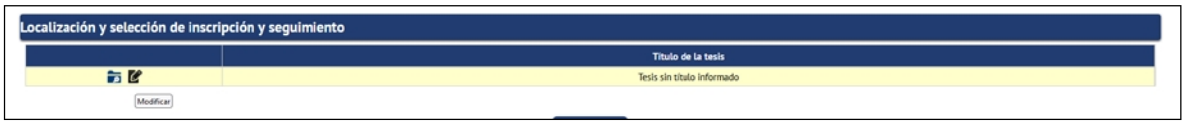
These documents may be improved and detailed throughout their stay on the programme, by means of the follow-up reports that must be submitted from the second year of academic supervision onwards. The research plan, endorsed by the supervisor and the tutor, will be subsequently updated by means of the 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 that the PhD student enters 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).

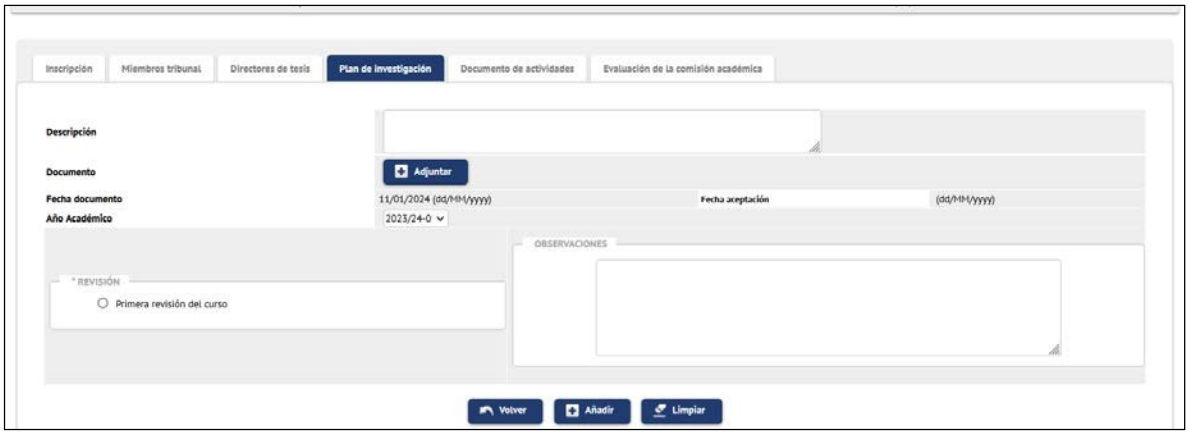
7.1 Introduction of the research and training plan

To enter the research and training plan, proceed as follows:

- Under **"Location and selection of registration and tracking"** select the **"Modify"** icon.



- Select the **Research Plan** tab:



- In the **Description** field, enter the name of the document.
- **Attach** the document. If you wish to include more than o n e , you must create a record for each document.
- Check the **Academic Year** as the default will be the current one.

  If you are doing the **2nd revision of a previous course**, you must indicate that course, not the current one.
- **Revision**: Indicate **First revision** of the course or **Second revision** of the course, as appropriate.
- Add **Remarks** if necessary.

Finally press **Add** to save the record.

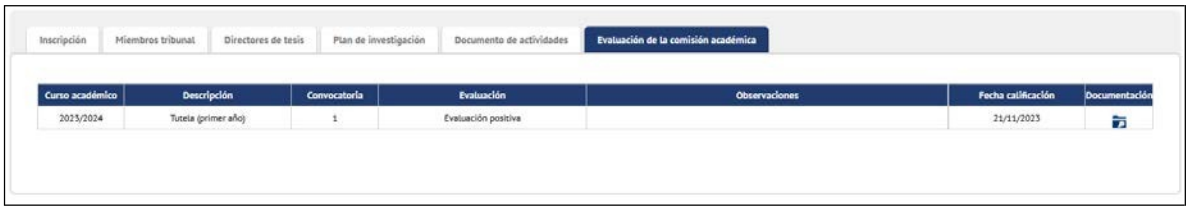
The record will be displayed at the bottom of the screen with icons to **Download** the document and **Consult**, **Modify** or **Delete** the record, depending on the action to be taken.

IMPORTANT: The **date of acceptance** is inserted by the application when the tutor/director downloads the student's research and training plan. This means that the PhD student **will no longer be able to delete or modify** this record, but only download the attached document and consult the information entered.

8. ANNUAL ASSESSMENT OF THE DOCTORAL STUDENT

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

This grade is entered by the programme coordinator in the tab "Evaluation of the academic committee".

QUALIFICATIONS A DOCTORAL STUDENT CAN OBTAIN

- 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 of 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.