



**GUIDE OF ADMINISTRATIVE PROCEDURES IN DOCTORAL STUDIES
(RD99 / 2011)**

DOCTORAL STUDENTS_UVIGO

2019-2020 year

<p>ASSIGNMENT OF THE THESIS SUPERVISOR Art. 10 Reg. Estudos Doutoramento Uvigo CG 07/02/2017</p>	<p>Documentation: http://domar.campusdomar.gal/documentacion/ (Commitment of PhD supervision) Deadline: Currently, the doctoral student must submit a letter of recommendation from their thesis supervisor with the registration Place of delivery: Secretariat DO * MAR Observations: With the student's enrollment, attach the declaration of commitment of PhD Supervision, where the supervisor declares to fulfill the requirements to be able to direct a doctoral thesis. The thesis director must be appointed, with the approval of the CAPD.</p>
<p>DOCUMENTARY SUPERVISORY COMMITMENT_CDS Art.32 Reg. Estudos Doutoramento Uvigo CG 07/02/2017</p>	<p>This document constitutes the commitment assumed by the UVIGO, the doctoral student, its tutor and its thesis supervisor and the coordinator of the doctoral program. Documentation: https://seix.uvigo.es/uvigo.sv/ (endorsement CDS by student) Deadline: 1 month after the end of the registration period Place of delivery: Postgraduate Secretary (Experimental Sciences building) Observations: The student will sign the CDS in Virtual Secretariat. This document establishes a defined sequence of signatures: student-PFA-coordinator</p>
<p>APPOINTMENT OF THE FOLLOW-UP COMMITTEE_CS</p>	<p>Each student has a Follow-up Commission that is in charge of guiding the doctoral student throughout his/her thesis, arbitrating discrepancies and assessing the progress of the thesis works annually in the Annual Evaluation. This CS, specific for each student, is appointed by the Academic Committee at the proposal of the thesis supervisor. Documentation: http://domar.campusdomar.gal/documentacion/ (Proposal of follow-up committee_CS) Deadline: 1st year students (1st enrollment period), before 7th February 1st year students (2^o enrollment period), before 26st June Place of delivery: Secretariat DO * MAR Observations: The CS will be formed, in addition to the supervisors by two researchers from different institutions and, whenever possible, from a Galician and a Portuguese institution belonging to DO*MAR.</p>
<p>RESEARCH PLAN_PI Art. 31 Reg. Estudos Doutoramento Uvigo CG 07/02/2017</p>	<p>The doctoral student will elaborate a research plan that will include a review of the state-of-the-art of the subject of the doctoral thesis, the objectives, the tasks for the achievement of the objectives and a schedule of the tasks. This plan can be improved and detailed throughout your stay in the program and must be endorsed by the authorized profile (PFA) that may be the tutor or the supervisor. This thesis project is qualified according to the existing regulations in each of the universities in which students are enrolled. If a positive evaluation is not obtained, the project will have to be presented again with all the modifications suggested by the Follow-up Committee.</p>

	<p>Annually, the doctoral student will present and defend again before the Follow-up Committee the tasks completed according to the schedule of the Research Plan, difficulties to conclude them in the case of delays in the achievement of the program, training activities carried out and the proposal of activities and tasks of the thesis for the following year, especially if they differ from the initial schedule..</p> <p>Documentation: https://seix.uvigo.es/uvigo.sv/ Deadline: 1st year students (1st enrollment period), send CS evaluation before 1th April; 1st year (2^o enrollment period) and continuation students, before 29st May Place of delivery: Virtual Secretariat Observations: 1st year students must create the PI (v1.0). The student of continuation of studies can:</p> <ul style="list-style-type: none"> • Keep the PI, if there are no changes (v1.0) • Modify the PI (v1.1 and following) • Create a new plan, when the evaluation has been negative (v2.0) <p>Indicate the line of research approved by the CAPD in the admission process. From the 2nd year, the PI and the DAF will be evaluated jointly.</p>
<p>DOCUMENT OF TRAINING ACTIVITIES_DAF Art. 30 Reg. Estudos Doutoramento Uvigo CG 07/02/2017</p>	<p>Once enrolled in the program, the personalized activities document will be materialized for each student. It will register all the activities of interest for the development of the doctoral student and will be regularly reviewed by authorized profile (PFA) and supervised annually by the Academic Committee</p> <p>Documentation: https://seix.uvigo.es/uvigo.sv/ http://domar.campusdomar.gal/documentacion/#formularios (DAF Template) Deadline: Before 30th April Place of delivery: Virtual Secretariat. In the Postgraduate Secretariat (Experimental Sciences building) the supporting documentation will be delivered together with the training activities template (negociadoposgraocc@uvigo.es with copy to domar@campusdomar.es) Observations: The procedure must follow the following steps</p> <ol style="list-style-type: none"> 1. The doctoral student will present the training activities, including in the DAF template, a proposal for recognition of hours according to criteria defined in the DOMAR program (see annex I) 2. The Posgraduate Secretariat will review the supporting documentation, verifying that it is complete or requesting that it be completed, if necessary. 3. The PFA must favorably evaluate the PhD students' DAF through Virtual Secretariat 4. The DOMAR Secretariat verifies that the DAF has been reviewed by the Postgraduate Secretariat and by the PFA and refers to the CAPD. 5. The CAPD will approve, if applicable, the recognition of the doctoral student's training activities. 6. They will be included in the Virtual Secretariat of the student including the date of the CAPD where it was approved. 7. In case of non-recognition of any AF, the student will be informed of the reasons for non-recognition. 8. A period of 3 days will be established from the communication of the acknowledgments for the presentation of claims 9. This procedure will be performed annually. <p>Training activities will NOT be reviewed or approved once the 1000 hours necessary for the deposit of the thesis have been reached (CAPD 05/27/2019).</p>
<p>ANNUAL EVALUATION</p>	<p>Annually, the CAPD will supervise the PI and the DAF and will have to supervise the reports and the minutes of the CS, which for this purpose must issue the PFA. The positive evaluation will be an indispensable requirement to continue the program. In</p>

	<p>the case of a negative evaluation, which will be duly motivated, the PhD student must be re-evaluated within a period of six months, for which he will develop a new research plan. In the case of a new negative evaluation, the student will not be able to continue in the program.</p>
THESIS DEPOSIT	<p>After finishing the doctoral thesis and with the approval of the director and the Follow-up Committee (act for the defense of the thesis), the doctoral student will request the thesis deposit, together with the documentation required by the University.</p> <p>Documentation:</p> <ul style="list-style-type: none"> • Minutes of the follow-up committee on the thesis deposit (http://domar.campusdomar.gal/documentacion/#formularios) • TC-24 Application for admission to process for the defense of thesis • TC-25 Proposal of the Doctoral Thesis Jury (<i>This form must be accompanied by the TC 32 corresponding to each proposed member</i>) • TC-32. Jury Members data (https://www.uvigo.gal/uvigo_es/centros/vigo/eido/formularios/) <p>Place of delivery: Secretariat DO * MAR</p> <p>Observations: For the deposit of the thesis the doctoral student must meet the following requirements:</p> <ul style="list-style-type: none"> • A minimum of 200 hours of advanced training courses (CFAs) • A minimum of 350 hours (to choose) of the advanced training courses + transversal training (CFTs). • One research paper, as first autor (since 2018-19 academic year) in a reference journal in their field of expertise. • 1000 hours of training activities of those recognized by the program • The positive evaluation of all the Annual Evaluations and Activities Document (DAF). • The favorable report from the Follow-up Committee and director/s
OTHER PROCEDURES <i>Reg. Estudos</i> <i>Doutoramento Uvigo</i> <i>CG 07/02/2017</i>	<p>Drop-outs, data modification, change tutor, director, dedication</p> <p>Place of delivery: Postgraduate Secretary (Building Experimental Sciences) (negociadoposgraocc@uvigo.es with copy to domar@campusdomar.es)</p> <p>Observations: Go directly to the administrative services in order to indicate the procedure according to the corresponding procedure. In relation to the stays in other research centers, these must be approved by the tutor and the academic committee before the completion of the stay.</p>

important

For the signing of documentation by the coordination of the doctoral program (scholarship reports, thesis deposit documentation, etc.), two procedures are established for the signature:

1. If all the signatories (doctorate, tutor, director) have a digital signature, the document will be signed within 24 hours of your request.

2. If the signatories do not have a digital signature and the document must use the handwritten signature of all signatories, the signature of the documentation will take place every FRIDAY in the DOMAR Secretariat. It is the responsibility of the doctoral student to meet the necessary deadlines for the delivery of this documentation considering this point.

To expedite the administrative procedures RECOMMENDS TO DOCTORATE, TUTORS AND SUPERVISORS THAT OBTAIN THEIR DIGITAL SIGNATURE.

Recognition of training activities DOMAR

Activity	Observations	Recognised hours
Advanced training courses DOMAR	Each CFA equals 4 ECTS, including the face-to-face activity (20-25 hours) and the student's own activities linked to the course definition (75-80 hours).	100 h
Transversal training courses DOMAR	Each CFT equals 1 ECTS, including the face-to-face activity (10-12 hours) and the student's own activities linked to the definition of the course (20 hours).	25 h
Complementary Formation: seminars, workshops, research courses	Activities authorized by the thesis supervisor will be recognized, provided they are related to the content of the doctoral thesis or aspects of a methodological nature. They must be activities directed to research with a level equivalent to the CFA or CFT (taught by doctors), or their convenience and quality be justified by the thesis director.	According to the activity duration Exceptions: Languages courses máx. 100 h On-line courses máx. 50h/course, 100 h total
Communications to conferences	The participation (not the simple attendance) in conferences with high academic consideration will be valued. A certificate of attendance and presentation of the work must be presented. The equivalence will depend on the level of the congress (national or international). Participation in virtual congresses will also be scored.	National conference 25 h International conference 50 h Virtual conference: - national 15 h - international 30 h
Research papers on JCR	A minimum of 200 hours is required in publications, being that the weighting for a JCR article. When the doctoral candidate is not the first author, he/she will be penalized with 20% less.	Q1 300 h Q2 250 h Q3 225 h Q4 200 h
Other publications	In the case of journals not indexed in the JCR, a correction coefficient of 0.50 will be applied, in those journals with an anonymous review process, or 0.75 if, having an anonymous review process, the article is written in a language of scientific interest (English language). When the doctoral candidate is not the first author, he/she will be penalized with 20% less.	Between 100 and 150 h
Book (B) and book chapters (BC)	The participation of the student in the publication of books or book chapters will be valued. They must be published by recognized publishers. When the doctoral candidate is not the first author, he/she will be penalized with 20% less.	International: B 300 h; BC 200 h National: B 100 h; BC 50 h Local: B 30 h; BC 10 h
Patents	The active participation of the student in the development of a patent will be valued	In operation 200 h In development 50 h
Training stays in research centres	The stay must be documented and have the approval of the director. The stays carried out in the university in which the student is enrolled, or to which the principal director belongs, will not be considered. Prior authorization must be requested from the Academic Commission.	40 h/week 8 h/day
Oceanographic and scientific campaigns, archaeological excavation, etc	There must be certification of the activity and be authorized by the thesis director. The main results will be included in the annual evaluation or a results report will be made. Prior authorization must be requested from the Academic Commission.	40 h/week 8 h/day
Research plan defense and annual evaluations	It will be assessed the positive evaluations of both the research plan and the annual evaluations	100 h
Student's day	Attendance to at least one student's day will be assessed	50 h