



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

DOCTORAL STUDENTS_UVIGO

2023-2024 year

<p>ASSIGNMENT OF THE THESIS SUPERVISOR <i>Art. 10 Reg. Estudos Doutoramento Uvigo CG 27/02/2020</i></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: Virtual Secretariat https://seix.uvigo.es/uvigo.sv/ 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 <i>Art.32 Reg. Estudos Doutoramento Uvigo CG 27/02/2020</i></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-term student, proposal submission 7th February 2nd-term student, proposal submission 30th April Place of delivery: Secretariat DOMAR (domar@campusdomar.es) 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 DOMAR.</p>
<p>RESEARCH PLAN_PI <i>Art. 31 Reg. Estudos Doutoramento Uvigo CG 27/02/2020</i></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>Documentation: https://seix.uvigo.es/uvigo.sv/ (Student must cover the sections of the Research Plan)</p> <p>Deadline: 1st year students (1st term period), send CS evaluation before 1th April; 1st year students (2nd term period) and continuation students, before 31th May</p> <p>Place of delivery: Virtual Secretariat https://seix.uvigo.es/uvigo.sv/ Secretaría DOMAR (domar@campusdomar.es)</p> <p>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), reporting changes to domar@campusdomar.es • 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.</p>
<p>DOCUMENT OF TRAINING ACTIVITIES_DAF Art. 30 Reg. Estudos Doutoramento Uvigo CG 27/02/2020</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)</p> <p>Deadline: Before 30th April</p> <p>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)</p> <p>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 II) 2. Send the template to negociadoposgraocc@uvigo.es (with a copy to domar@campusdomar.es and to the PFA). The file should be named following the example below: <i>LastName1, Name (2023_24)</i> 3. Upload the supporting documents to the virtual secretary, NUMBERED the following example: <i>Nº of training activity + type + LastName1</i> <i>EX.: 1_CFA3_Sánchez</i> <i>2_paper_Sánchez</i> <i>3_paper_Sánchez</i> <i>4_poster_Sánchez</i> 4. The Posgraduate Secretariat will review the supporting documentation, verifying that it is complete or requesting that it be completed, if necessary. 5. The PFA must favorably evaluate the PhD students' DAF through Virtual Secretariat (only those that appear in the template). 6. The DOMAR Secretariat verifies that the DAF has been reviewed by the Postgraduate Secretariat and by the PFA and refers to the CAPD. 7. The CAPD will approve, if applicable, the recognition of the doctoral student's training activities, including in the Virtual Secretariat of the student the date of the CAPD where it was approved. 8. In case of non-recognition of any AF, the student will be informed of the reasons for non-recognition 9. This procedure will be performed annually.

	<p>IMPORTANT: Training activities will NOT be reviewed or approved once the 1000 hours required for reading the thesis have been reached (CAPD 27/05/2019).</p>
MINUTES OF THE FOLLOW-UP COMMITTEE	<p>From the 2nd year, 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: http://domar.campusdomar.gal/documentacion/ (Supervisor must send the minutes of the Follow-up Committee)</p> <p>Deadline: 31 de May</p> <p>Place of delivery: Secretaría DOMAR (domar@campusdomar.es)</p>
ANNUAL EVALUATION	<p>Annually, the CAPD will approve the annual evaluation after the supervision of the SC minutes, previously sent by the director, and the DAF. Subsequently, the PFA will be notified to create the annual evaluation in the SV: https://seix.uvigo.es/uvigo.sv/</p> <p>A positive evaluation will be an essential requirement to continue the program. In the case of a negative evaluation, which will be duly motivated, the doctoral student must be evaluated again within a period of six months, for which a new research plan will be developed. In the case of a new negative evaluation, it will cause a permanent withdrawal from 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) • PhD thesis (PDF format) • 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/) • More: https://www.uvigo.gal/es/estudiar/organizacion-academica/eido-escuela-internacional-doctorado/tesis <p>Deadline: In each CAPD held, the thesis deposits received at DOMAR will be processed up to one week before the meeting.</p> <p>Place of delivery: Secretariat DOMAR</p> <p>Observations: The procedure must follow the following steps:</p> <ol style="list-style-type: none"> 1. The CAPD reviews the documentation and authorizes the submission of the PhD thesis. 2. After that, the deposit of the PhD thesis is made in the EIDO. <p>It is important to bear in mind that after the submission of the PhD thesis by the doctoral student, there are a series of procedures that the CAPD and the EIDO Commission must carry out (https://www.uvigo.gal/uvigo_es/centros/vigo/eido/teses/). In summary:</p> <ul style="list-style-type: none"> • Public presentation of the thesis: 10 working days from the review by the EIDO.

	<ul style="list-style-type: none"> • Approval of the admission for processing and Jury members by the Permanent Commission of the EIDO (1 monthly meeting) • EIDO authorizes the defense of the thesis. • The PhD thesis defense is convened (president of the tribunal): at least 10 working days in advance from the notification of the EIDO. <p>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 150 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. • One scientific paper in a reference journal in their field of research. Students enrolled in the Program from the 2018-19 academic year (included) must be the first signatory of the publication. • 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
<p>OTHER PROCEDURES <i>Reg. Estudos</i> <i>Doutoramento Uvigo</i> <i>CG 27/02/2020</i></p>	<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> <p>RESEARCH STAYS AND OCEANOGRAPHIC FIELDWORK</p> <p>Place of delivery: DOMAR Secretariat (domar@campusdomar.es)</p> <p>Documentation:</p> <ul style="list-style-type: none"> • Student request indicating destination center, duration dates and responsible researcher. • Favorable report from the director • Acceptance of the destination center (only in the case of stays).

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.

ANNEX I: Template of Recognition of training activities course 2023-2024

STUDENT: **Student's name**

ACTIVITY TO RECOGNIZE	ACTIVITY INFORMATION	PROPOSED HOURS	RECOGNISED HOURS
Advanced Training Courses DOMAR CFAs	<i>Course title:</i> <i>ECTS N°:</i> <i>Start/end date:</i>		
Transversal Training Courses DOMAR CFTs	<i>Course title:</i> <i>ECTS N°:</i> <i>Start/end date:</i>		
Further training: seminars, workshops, research courses	<i>Organizing entity:</i> <i>Course Title:</i> <i>N° ECTS</i> <i>Start/end date:</i>		
Communications to Congresses	<i>Name of the congress:</i> <i>Title of the communication:</i> <i>National/International: Oral/Poster:</i> <i>Locality (Country), Year</i>		
Indexed publications, JCR	<i>Author 1, Author 2.... Year.</i> <i>Article title:</i> <i>Journal, volume, pp.:</i> <i>Quartile journal:</i>		
Other publications	<i>Autor 1, Autor 2.....</i> <i>Título artículo:</i> <i>Revista, volumen, págs.:</i> <i>Año:</i>		
Books and chapters	<i>Author 1, Author 2.....</i> <i>Book title:</i> <i>Chapter title, pages:</i> <i>Editorial:</i> <i>ISBN:</i> <i>Year:</i>		
Patents			

Training stays and collaboration in research centres	<i>Name of institution, Locality (Country), Start/end date: Duration: (in weeks if applicable)</i>		
Oceanographic, scientific fieldtrips archaeological excavations...	<i>Fieldwork name: Work area: Start/end date: Duration: (in weeks if applicable)</i>		
Outreach activities	<i>Name of activity: Place (if applicable): Date: Duration:</i>		
Defense of the Research Plan and Annual Evaluations			
Attendance to Student's day	<i>Place: Year:</i>		

DIRECTIONS:

- Training activities will NOT be reviewed or approved once the 1000 hours necessary for the defense of the thesis have been reached (CAPD 27/05/2019).
- Add as many rows as necessary to the table and delete those that do not correspond in each request
- The recognition of the "Defense of the Research Plan and Annual Evaluations" will be assigned when the doctoral student has completed the defense of the IP plus two favorable annual evaluations

STEPS TO REQUEST TRAINING ACTIVITIES	
1. Send the template to negociadoposgraocc@uvigo.es (with copy to domar@campusdomar.es and the PFA) with the following denomination: Surname1, First Name (2023-24)	2. Upload the receipts to the virtual secretariat NUMBERED, following this scheme: Nº merit + type + Surname1 Ejms: 1. CFA3_Sánchez 2. Paper_Sánchez 3. paper_Sánchez 4. Poster_Sánchez

Annex II: Criteria for the recognition of training activities in 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 and collaborations (*) in research centres	The stay must be documented and have the approval of the director. It will be considered as collaboration when the stay is carried out in research centres within the Autonomous Community of Galicia. 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.	Training stays: 40 h/week 8 h/day Collaboration: 4 h/week Max. 30 p.m. continuous collaborations of more than a week.
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
Outreach activities (*)	There must be certification of the activity and be authorized by the thesis director.	Max. 15 h
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

(*) approved in the local CAPD on 28/07/2021