Information on procedures for tutors and supervisors

Tutors/supervisors can access the tutored PhD students through Sigma on My applications > Third official cycle > Supervised theses. For any queries regarding the Programme's formalities, in addition to consulting the coordinator, secretary or member of the corresponding research line, our recommendation is to check the Procedure for the Doctoral Students Monitoring at the Universidad Autónoma de Madrid, approved by the Steering Committee on 15 September 2017, which provides a detailed and clear approach to how the PhD programmes work. Only tutors can access the Sigma platform (as an exception, supervisors can access it when they also act as tutors).

The main procedures for the tutors/supervisors within the framework of the PhD Programme are as follows:

Signature of the Learning and Good Practice Agreement

The supervisory tasks regarding each student will be set out in a document signed by the PhD Programme coordinator, the student, the tutor and the supervisor, in accordance with the Learning and Good Practice Agreement form. The formalities must be started by the student within the first three months of the initial enrolment.

Supervisor's report and validation of the student's activities (annual assessment of the tutoring)

Every year, the tutor/supervisor must, within the framework of the annual assessment of the subject called Academic Tutelage, carry out the following tasks:

- The thesis supervisor will draft a confidential report, which must be countersigned, where applicable, by the co-supervisor and tutor, regarding each tutored PhD student to be submitted to the Academic Committee before the corresponding assessment date. That report must be uploaded to the Sigma platform. The tutor/supervisor will use the Supervisor's Report form. To upload the document to Sigma, please check the Instructions for attaching the supervisor's annual report.

- Validate the PhD student's activities. The tutor/supervisor must click on the icon ("Modify") of each activity in the "Activities document" tab of the corresponding student in Sigma and select the status as applicable: 'Validated' / 'Not accepted'. As a prior status, the tutor/supervisor can register the status as 'Proposal accepted'.

The date for this assessment is not the same for all the PhD students; it depends on their enrolment date.

The activities document forms part of the documentation that the PhD students must submit to the Programme's Academic Committee for annual assessment. That is why its content must be updated. The activities proposed by the PhD students must be authorised by their thesis supervisor and validated by their tutor, who will periodically review the activities documents in Sigma of their tutored PhD students.

Assessment schedule for the tutelage work in the academic year 2020/2021

- Enrolled in June: the reports must be delivered by 30 April 2021 (provisional).
- Enrolled in October: the reports must be delivered by 1 September 2021 (provisional).
- Enrolled in February: the reports must be delivered by 22 December 2021 (provisional).

Authorisation for the PhD students' requests

The tutor/supervisor will be in charge of previously authorising and accepting the various requests from the PhD students (leave, extensions, changes in the mode of study, etc.).

Registering the thesis

Regarding the role of the tutor/supervisor in this formality, please check Information for PhD students on procedures on the website plus the indications stated in the sections on Submission of the PhD thesis and Documentation for the defence.

Other initiatives within the framework of the PhD Programme

The tutors/supervisors and the professors who form part of the areas and departments participating in the PhD Programme can organise training activities in accordance with that set out in the Training Activities document of the PhD Programme in Hispanic Studies: Language, Literature, History and Thought (pending update).