



## Instructions for Doctoral Students enrolled in Doctoral Programmes in

### Molecular Biosciences according to RD 99/2011

Once enrolled in the Doctoral Programme, the Doctoral Student must take the following steps to have certain documents validated by the Supervisor/Tutor and subsequently evaluated by the Academic Committee using the online application (Sigma Third Cycle):

1. **Sign the written commitment** (once a Supervisor has been assigned).
2. **Prepare and submit the Research Plan** (within the first 4 months).
3. **Prepare and submit the Doctoral Student's Annual Report** (at the time of each annual evaluation).
4. **Manage the Activities Document** (From the beginning and throughout the programme at the time of each annual evaluation).

For their part, the Supervisor and/or Tutor must:

1. **Sign the written commitment** (Supervisor(s) and Tutor).
2. **Review and validate the Research Plan** submitted by the student for evaluation in the first year (signed by the Supervisor and validated by the Tutor).
3. **Prepare and deliver the Supervisor's Annual Report** validated by the Tutor (at the time of each annual evaluation).
4. **Supervise and approve the activities carried out by the student via the Activities Document.** From the beginning and throughout the programme at the time of each annual evaluation. (Accepted by the Supervisor and validated by the Tutor).

To facilitate the task of monitoring the students enrolled in doctoral programmes under RD99/2011, there is a handbook available for tutors and supervisors similar to the one included on the following pages for Doctoral Students.

**Important: Students are reminded that communications from those responsible for managing the Doctoral Programme regarding administrative matters or monitoring and evaluation will be sent to the student's official e-mail address [estudiante.uam.es](mailto:estudiante.uam.es)**

# Summary of aspects that will be evaluated in each one of the tutorials of the doctoral programme in Molecular Biosciences:

For the annual evaluation of doctoral students, the programme's Academic Committee will evaluate the documents listed below, which must be completed and uploaded to the Sigma platform one month before the renewal of the annual registration (see deadlines at [https://www.uam.es/EscuelaDoctorado/\(es\\_ES\)-Evaluaci%C3%B3n-anual/1429099856877.htm?language=es&nDept=5&nodepath=Evaluaci%C3%B3n%20anual](https://www.uam.es/EscuelaDoctorado/(es_ES)-Evaluaci%C3%B3n-anual/1429099856877.htm?language=es&nDept=5&nodepath=Evaluaci%C3%B3n%20anual) ).

Doctoral students are responsible for ensuring that all documentation is correctly uploaded at the time of evaluation.

## For the tutorials:

- **Research plan.** This document, in the established format, must be uploaded to Sigma during the first six months after enrolment and will be evaluated in the first year, but may be modified during the programme.
- **Doctoral student's report**, briefly explaining how the thesis is progressing in relation to what is proposed in the Research Plan, following the established model.
- **Supervisor's report.** This is a confidential document to which the doctoral student should not have access. It should be prepared in the established format, signed and sent by the Supervisor (and, where applicable, the co-Supervisor) to the Tutor, who will sign it and upload it to Sigma.
- **Activities Document**, duly justified, uploaded by the student to Sigma. Activities validated by the Tutor (marking them as VALID) in Sigma.

The **minimum** number of activities required for each successive evaluation is:

1<sup>st</sup> tutorial: attendance at 6 seminars.

2<sup>nd</sup> tutorial: attendance at 10 seminars + course + scientific workshop + mini-review of topic.

3<sup>rd</sup> tutorial: attendance at 10 seminars + course.

## Instructions for managing doctoral studies (students) and using the SIGMA Third Cycle application

### Access to the Sigma Third Cycle application

The Sigma Third Cycle computer application can be accessed from the student's page in [Procedures and Formalities](#), by clicking on the [Sigma Services for Students](#) Link..

The passwords assigned to each student are the same ones used on the application form for admission to the doctoral programme.

Doctoral students must identify themselves by entering their ID and password. All the applications accessible to students will then appear.



The screenshot shows a web browser window titled 'Identificación - Internet Explorer'. The page header features the UAM logo and the text 'UNIVERSIDAD AUTÓNOMA DE MADRID'. Below the header, a green banner displays the date '26-02-2014' and the message 'Bienvenido/a al sistema de Gestión Académica'. The main content area is divided into two sections: a login form on the left and a technical requirements box on the right. The login form, titled 'Identificación', contains two input fields labeled 'Dni' and 'Contraseña', and a green 'Entrar' button. The technical requirements box, titled 'REQUISITOS TÉCNICOS:', lists the following specifications:

- Resolución pantalla recomendada: 1280 x 1024
- Máquina Virtual Java recomendada: Versión 1.7 en adelante. Para descarga de la última versión, pulsa [aquí](#)
- Navegadores recomendados: Microsoft Internet Explorer 9, Mozilla Firefox 21 y Google Chrome 26 o versiones superiores
- Tener activadas cookies y javascript en el navegador (pulsa [aquí](#) para saber como hacerlo)
- Adobe Reader XI o superior

Although this handbook is intended to assist students in the general management of their doctoral studies, we recommend that students consult the updated information related to the management of doctoral studies on the UAM website every year (academic admission deadlines, enrolment, evaluation, new rules or procedures, etc.). [http://www.uam.es/ss/Satellite/es/1242650957167/contenidoFinal/Informacion\\_General.htm](http://www.uam.es/ss/Satellite/es/1242650957167/contenidoFinal/Informacion_General.htm)



To access the thesis registration page you must enter "Sigma Third Cycle".



	Centro	Plan	Estudios	Tipo de estudio	Especialidad	Estado / Motivo
	102	400 - Graduado en Derecho	Derecho en Derecho	Grado	El plan no tiene especialidad	Cancelado por cambio de estudio simultaneidad
	104	818 - Programa de Doctorado en Matemáticas (RD 882/11)	POP en Matemáticas	Doctorado	El plan no tiene especialidad	Abierto
	102	244 - Derecho Abogado y Atención de empresas	Derecho Abogado y Atención de empresas	1º y 2º Ciclo	El plan no tiene especialidad	Cancelado por traslado a otra universidad o centro
	102	212 - Licenciatura en Derecho (plan 1998)	Derecho	1º y 2º Ciclo	El plan no tiene especialidad	Cancelado por adaptación

If all you have is the Doctoral Programme, "thesis registration" will appear automatically.

Once inside the application, attach the information and documentation necessary for monitoring and evaluating your progress.

The consultation icon (i) does not allow you to save any changes to the information displayed.



## General information and managing the module's tabs

The doctoral thesis module consists of five tabs managed by different types of users (Programme Administration, Doctoral Student and Tutor). The users, in addition to the Programme Coordinators, can view and consult the information but not everyone can modify it.

TAB	USER RESPONSIBLE FOR MANAGEMENT
I. Registration	Administration Section
II. Members of the Board of Examiners	Administration Section
III. Thesis Supervisors	Administration Section
IV. Research Plan	Doctoral Student and Tutor
V. Activities Document	Doctoral Student and Tutor

### **I. Registration**

Contains information on the registration of the thesis that has not been reported to the administration section: Programme, Tutor, thesis title, start and end date, etc.

It can be consulted by all users. The Doctoral Student cannot modify any information under this tab. If a change must be made, the student should contact the Doctoral Programme Coordinator or the School's Administration Department.

### **II. Members of the Board of Examiners**

Once the defence is authorised and the board of examiners is approved by the Academic Committee, the Doctoral Administration Section enters the information for the members of the board of examiners who will evaluate the thesis. It can be consulted by all users.

### **III. Thesis Supervisors**

This tab contains information on the Thesis Supervisor(s), once they have been officially named by the Doctoral Programme Coordinator and notified to the Administrative section so that the information can be entered. It can be consulted by all users.

### **IV. Research Plan and V Activities Document**

In these sections, Doctoral Students can upload the documents related to their Research Plan, Annual Report and Training Activities, as described in the sections below. Both Doctoral Students and Tutors are responsible for these items. The Tutor validates the documents provided by the student, and uploads the Thesis Supervisor's annual report.

These two tabs can be consulted by all users and their contents are the means by which the Academic Committee monitors and evaluates the Doctoral Student.

## 1. Sign and deliver written commitment to supervise the Doctoral Student

Proceed as indicated in: [Written Commitment to Supervise Doctoral Thesis](#)

Following official enrolment, the Programme's Academic Committee has six months to officially assign the Supervisor(s) of the student's doctoral thesis, in keeping with the terms of RD99/2011.

The written commitment cannot be processed until there is an official assignment of a Thesis Supervisor or Supervisors. The process to obtain the written commitment must be initiated by the Doctoral Student within one month of the official appointment of the Thesis Supervisor(s), and always before the evaluation of the first academic tutorial.

### [Model Written Commitment to Supervise Doctoral Thesis](#)

The printed document containing the original signatures of the Doctoral Student, the Tutor and the Supervisor must be sent to the Coordinators of the Doctoral Programme in Molecular Bioscience for signing, to the attention of the Secretary of the Department of Molecular Biology (for students enrolled in the Science Faculty) or the Department of Biochemistry (for students enrolled in the School of Medicine). Once signed by the Coordinator, this document is sent by the Secretary's office to the Centre for Graduate Studies to be signed by the Vice Rector for Graduate Studies.

Once the document has been signed, it is forwarded by the Centre for Graduate Studies to the Post-Graduate Administration Department of the corresponding Faculty for filing.

If a change of Tutor and/or Supervisor is authorised by the Academic Committee of the Doctoral Programme in Molecular Biosciences, a new Written Commitment to Supervise the Doctoral Student reflecting the change must be processed and signed.

The Doctoral Student may request a copy of the Written Commitment to Supervise the Doctoral Student from the Administration Department of the Faculty or School (until the document can be downloaded in the Sigma Doctoral Student Registration and Monitoring application).

(This document will be enabled in the computer application for monitoring Doctoral Students in the near future).

## 2. Research Plan

The Doctoral Student must formulate an initial Research Plan for the thesis project, which must be endorsed by the Thesis Supervisor, who will sign the physical document, which the student will then submit to the Tutor for validation in the SIGMA application. The Research Plan may be modified and improved during the process of developing the doctoral thesis.

There is a model Research Plan for the PhD in Biosciences at:

[Model Research Plan](#)

This Research Plan must be submitted by the Doctoral Student, based on the model, within the first six months of enrolment, by the deadline indicated in the academic calendar.

The Doctoral Student will register the Initial Research Plan in the University's Sigma academic management system, attaching the corresponding document. The student may attach as many versions of the Research Plan as needed until the acceptance date set by the Tutor/Supervisor appears. From then on, it will only be possible to consult this version, which will be subject to evaluation by the programme's Academic Committee in order to decide whether it is acceptable as is or whether modifications are needed for a positive evaluation.

### How to attach the Research Plan in the SIGMA Third Cycle application

When you log on, a screen will appear with a series of "tabs". To attach the Research Plan, choose the "Research Plan" tab.

The screenshot shows the SIGMA application interface. At the top, there is a navigation bar with the following tabs: 'Inscripción', 'Muestras laboral', 'Directores de tesis', 'Plan de investigación' (selected), and 'Documento de actividades'. Below the navigation bar, there is a sidebar with user information: 'DNI / Pasaporte', 'Apellidos y nombre', 'Asignatura', 'Tipo de asignatura', 'Plan', and 'Decreto'. The main content area is titled 'Plan de investigación' and contains the following fields: 'Descripción' (text input), 'Documento' (with an 'Adjuntar' button), 'Fecha documento' (calendar icon), 'Fecha aceptación' (calendar icon), and 'Año Académico' (dropdown menu). There are also two sections: 'Revisión' with radio buttons for 'Primera revisión' and 'Revisión semestral', and 'Observaciones' (text area). At the bottom, there are three buttons: 'Volver', 'Añadir', and 'Limpiar'. A red arrow points to the 'Fecha máxima de finalización Tesis' field in the sidebar.

In the "Description" field, enter the name of the Research Plan. *The following wording is recommended for the description:*

1<sup>st</sup> Submission (for the first document uploaded), 2<sup>nd</sup> Submission, 3<sup>rd</sup> Submission, etc.



A new window will appear, allowing you to "browse" your computer to locate the file.

Once the file has been selected, click "Accept" and you will return to the initial screen.

*Note: When you click "Attach", a pop-up window will open where you can attach the document. Browser pop-up windows must be enabled. If the file has been uploaded correctly, the file name will appear in the Research Plan tab. If the file name does not appear, click on "Attach" again.*

Once you've attached the document, use the calendar to mark the date of the document in the corresponding field and to indicate whether it is the "First submission" (the version to be reviewed by the Tutor for the first time). Only mark the "six-month review" if you must submit a new Research Plan because you did not pass the evaluation of the first-year Academic Tutorial. Select the relevant "academic year".

Use the "remarks" field if you wish to include comments.

Click on "add" (bottom centre).

If you did everything correctly, a new screen will appear with the message, "Registration successfully completed".

You can attach as many versions of the Research Plan as needed until the acceptance date set by the Tutor appears. From then on, it will only be possible to consult this version, which will be subject to evaluation by the Academic Committee. The different versions of the documents will appear at the bottom of the screen as a new field with the information on the added document. A series of icons will appear to the left that allow you to download the file; obtain information about it; modify or delete it.

The screenshot shows a web interface for a 'Plan de Investigación'. At the top, there is a header with 'Plan', 'Decreto: RD-98/2011', and 'Fecha máxima de finalización Tesis: 14/02/2016'. Below the header are tabs: 'Inscripción', 'Miembros Tribunal', 'Directores de tesis', 'Plan de investigación' (selected), and 'Documento de actividades'. The main form area includes a 'Descripción' text field, a 'Documento' section with an 'Adjuntar' button, a 'Fecha documento' date picker (set to 03/12/2013), a 'Fecha aceptación' date picker, and an 'Año Académico' dropdown (set to 2012/14-0). There are two sections: 'Revisión' with radio buttons for 'Primera revisión' and 'Revisión semestral', and 'Observaciones' with a large text area. At the bottom of the form are buttons for 'Volver', 'Añadir', and 'Limpiar'. Below the form is a table listing previous submissions.

	Año	Revisión	Fecha documento	Fecha aceptación	Descripción
	2013	Primera revisión	03/12/2013	-	Prueba
	2013	Revisión semestral	04/12/2013	20/12/2013	Prueba 2



### 3. Doctoral Student's Annual Report

Each year, the Doctoral Student must prepare a report to be submitted to the Academic Committee before the annual evaluation date. The Doctoral Student must upload the annual report, following the established model, to the Doctoral Student Management and Monitoring programme in SIGMA.

#### [Model Doctoral Student's Annual Report](#)

Among other things, this document will identify any changes to the initial Research Plan.

#### How to attach the Doctoral Student's Report

To attach the Doctoral Student's Annual Report, go to the Research Plan tab, and proceed in the same way as described above for the Research Plan document.

In the description field, type "Doctoral Student Report\_First Name\_Last Name(s)" and click on **(+) Attach**. A new window will appear, allowing you to "Browse" your computer to locate the file. Once the file has been selected, click **Accept** and you will return to the initial screen. Check the "first submission" or "six-month submission" box, as appropriate.

Include a "document date" in the corresponding field using the calendar and select the "academic year" in question. Use the "remarks" field if you wish to include comments". Click on **add** (bottom centre).

If you did everything correctly, a new screen will appear with the message, "Registration successfully completed". The Doctoral Student's Report is now available to the Tutor for validation and to the Coordination for evaluation by the Doctoral Programme's Academic Committee.

The Tutor is responsible for including the Supervisor's Annual Report for the evaluation of the student by the Academic Committee, also using the SIGMA Third Cycle application for doctoral Tutors.

#### [Model Supervisor's Report](#)

### 4. Activities Document

From the time of enrolment, the Doctoral Student must register all activities related to the doctoral thesis in his/her own personalised document in the UAM's academic management system, SIGMA. This Doctoral Activities Document (DAD) is subject to annual evaluation by the Doctoral Programme's Academic Committee.

[https://www.uam.es/EscuelaDoctorado/\(es ES\)-Actividades-del-doctorando/1429099856826.htm?language=es ES&nDept=5&nodepath=Actividades%20del%20doctorando](https://www.uam.es/EscuelaDoctorado/(es ES)-Actividades-del-doctorando/1429099856826.htm?language=es ES&nDept=5&nodepath=Actividades%20del%20doctorando) This computer application shows the types of activities offered by the programme, which are added based on the programme's verification report.

The Doctoral Programme in Molecular Biosciences offers the possibility of taking part in the following educational activities (together with the Doctoral Student's research work leading to the preparation of the Doctoral Thesis):

- **Activity 1: Attendance at research seminars.**
- **Activity 2: Attendance and participation in scientific workshops organised by the doctoral programme.**
- **Activity 3: Presentation of papers at national and international congresses or scientific meetings.**
- **Activity 4: National and international courses offering pre-doctoral training, skills development and introduction to university teaching.**
- **Activity 5: National and international scientific-technical specialisation courses.**
- **Activity 6: Papers for publication in books, websites and scientific journals.**
- **Activity 7: Research conducted during stays at other locations in Spain or abroad.**
- **Activity 8: Participation in other scientific communication and dissemination activities.**

Doctoral Students may propose any specific activities they consider valuable for their research, within each type of activity offered by the programme or recommended by their Tutors and/or Thesis Supervisors. Activities proposed by Doctoral Candidates must be authorised by the Thesis Director and validated by the Tutor, who will periodically review the Activities Document of his or her Doctoral Candidates in the SIGMA application.

The Activities Document will reflect the review status of each activity, which may be: Proposed/proposed and accepted/not accepted/completed.

The description of the activity, start and end date and the country and institution where it was carried out should all be noted. The remarks field should be used to record other pertinent information regarding activities (teaching hours for courses and workshops; title of the contribution or presentation; journal and title of the publication; name of the course for teaching collaborations, etc.).

Doctoral Candidates must accredit the activities carried out in each period (courses, seminars, meetings, conferences, lectures, papers, publications, etc.) and provide certifications and/or other supporting documents, uploading them to the University's Sigma academic management system.

Each year, the Doctoral Programme's Academic Committee will evaluate the Doctoral Activities Document submitted by the student, validated by the Tutor/Supervisor and by the Tutor according to the applicable regulations. The Activities Document can be printed out.

## **TRAINING ACTIVITIES OF THE DOCTORAL PROGRAMME IN MOLECULAR BIOSCIENCES**

**ACTIVITY 1: ATTENDANCE AT RESEARCH SEMINARS** Students must attend a minimum number of seminars each year (6 the first year, 10 the second year and 10 the third year), on topics related to Molecular Biosciences offered by UAM and Collaborating Institutions.

All participating centres in the doctoral programme offers series of seminars by prestigious international researchers which Doctoral Students can attend.

This is a compulsory activity for all students (full-time or part-time).

Details of control procedures

Attendance at these seminars must be endorsed by the Thesis Supervisor. The Doctoral Student should enter all data on attendance at research seminars in the Activities Document, which will be accepted and certified as completed by the Tutor. Attendance at seminars organised by UAM or any of the research centres affiliated with the doctoral programme will be certified in writing using the model that appears in the Annex at the end of this support document. These documents will be included in the Doctoral Student's record of activities.

#### **ACTIVITY 2: ATTENDANCE AND PARTICIPATION IN SCIENTIFIC WORKSHOPS ORGANISED BY THE DOCTORAL PROGRAMME.**

The Doctoral Programme will organise meetings of the programme's different areas of research with the aim of bringing together the Doctoral Students, their Supervisors and Tutors in a scientific setting.

At these gatherings, Doctoral Students will be able to present their projects and the results of their research activities to date. Such presentations will allow the students' activities to be monitored and evaluated. It is recommended that students (part-time and full-time) make at least two presentations at these meetings during the course of preparing their doctoral thesis. This is a mandatory activity for all students (part-time and full-time). This activity requires a physical meeting space and has an associated cost, which is not currently covered. Once the UAM's School of Doctoral Studies is created, we hope to be able to cover these types of activities.

#### **ACTIVITY 3: PRESENTATION OF PAPERS AT NATIONAL AND INTERNATIONAL CONGRESSES OR SCIENTIFIC MEETINGS.**

Students (part-time and full-time) must attend at least one national or international congress or scientific meeting on a topic related to Molecular Biosciences during the course of completing their doctoral thesis. At these congresses or meetings, students will make a scientific contribution in the form of an oral presentation or poster. This is a compulsory activity for all students (full-time or part-time).

##### **Details of control procedures**

Doctoral Students must include information on the presentations made at scientific meetings or congresses in the Activities Document, along with a certificate of attendance and/or the endorsement of the Supervisor of the doctoral thesis. This includes the title and date of the congress or meeting, the title and type of scientific contribution (oral presentation or poster), as well as the abstract of the work presented. This document will be added to the record of the Doctoral Student's activities.

#### **ACTIVITY 4: NATIONAL AND INTERNATIONAL COURSES OFFERING PRE-DOCTORAL TRAINING, SKILLS DEVELOPMENT AND INTRODUCTION TO UNIVERSITY TEACHING.**

Students (part-time and full-time) may attend specialised courses (national or international) designed to acquire and develop the skills needed to prepare, present, read and defend the Doctoral Thesis; to develop important skills for the workplace (e.g., project writing) and to enter the field of teaching at the university level.

UAM offers such courses as part of its Predoctoral Training Programme:

[https://www.uam.es/EscuelaDoctorado/\(es ES\)-Actividades-Formativas/1446783928451.htm?language=es ES&nDept=5&nodepath=Actividades%20formativas](https://www.uam.es/EscuelaDoctorado/(es ES)-Actividades-Formativas/1446783928451.htm?language=es ES&nDept=5&nodepath=Actividades%20formativas)

This is an **optional activity** for all students (full-time or part-time). Although these courses are not mandatory, students are advised to attend at least one of them while completing their Doctoral Thesis.

##### **Details of control procedures**

Doctoral Students should enter all documentation on attendance at these courses in the Activities Document (including certificate of attendance, title and summary of the course contents and number of hours), which will be

validated by the Tutor following the standard procedure.

#### **ACTIVITY 5: NATIONAL AND INTERNATIONAL SCIENTIFIC-TECHNICAL SPECIALISATION COURSES.**

Students (part-time or full-time) may attend specialised scientific-technical courses (national or international) in the field of Molecular Biosciences.

This is an **optional activity** for all students (full-time or part-time). Although these courses are not mandatory, students are advised to attend at least one of them while completing their Doctoral Thesis.

##### **Details of control procedures**

Doctoral Students should enter all documentation on attendance at these courses in the Activities Document (including certificate of attendance, title and summary of the course contents and number of hours), which will be validated by the Tutor following the standard procedure.

#### **ACTIVITY 6: PAPERS FOR PUBLICATION IN BOOKS, WEBSITES AND SCIENTIFIC JOURNALS.**

Students will actively participate in preparing and writing the articles that reflect the results of their research to be published in books, on websites and in prestigious international scientific journals.

An essential part of their training involves acquiring skills such as writing in English, conducting searches of pre-existing scientific information, effectively reviewing scientific literature, having the capacity to present the results in a synthesised fashion and knowing how to discuss the relevance and implications of the results in the context of their area of specialisation within the Molecular Biosciences. They should also learn the entire scientific publication process, including communications with reviewers and editors and the review of the final version of the article.

It is recommended that all students (full-time or part-time) take part in this activity. **There is no minimum number of publications required at the time of submission of the Doctoral Thesis, but it is an element that is considered in the grading of the thesis.** It is understood that there may be cases where the results obtained are subject to intellectual property protection, which means that they cannot be published.

**During the period of the 2<sup>nd</sup> tutorial, the student will prepare a mini review of his or her thesis topic. (Maximum 4 pages including bibliography; Font: Arial; Font size: 12; Spacing: 1.5)**

##### **Details of control procedures.**

Doctoral Students should include in the Activities Document information on the scientific works published (or sent for publication) in books, on websites or in prestigious scientific journals in which the Doctoral Student has some degree of collaboration (with the approval of the Supervisor of the doctoral thesis). Doctoral Students should briefly describe the degree to which they were involved in preparing and writing the paper. This document will be added to the record of the Doctoral Student's activities.

#### **ACTIVITY 7: RESEARCH CONDUCTED DURING STAYS AT OTHER LOCATIONS IN SPAIN OR ABROAD.**

**It is recommended that all students** spend at least three months at a different research centre than the one where they are studying for their PhD, preferably in a different country (to favour the international mobility of students).

The main purpose of these visits is to conduct part of the research, but they are also considered a key piece of the students' training, especially at foreign institutions, which allows students to learn about other educational

and research systems, access seminars and courses offered at other universities, improve their knowledge of a second language and create their own network of contacts. All of these are fundamental aspects in the Doctoral Student's education. Study abroad is also a pre-requisite to obtain the "*International Distinction*" along with the doctoral degree, which all students in the programme are encouraged to pursue. It is understood that it will be difficult for most part-time students to study abroad for long periods of time, so in these cases shorter stays or dividing the time into several different periods will be considered.

#### **Details of control procedures**

The Doctoral Programme's Academic Committee will be informed of the details. The student will work under the supervision of a professor or researcher at the host centre, who will issue a final report on student's work and performance during his or her time there. This report will reflect not only the research activities but also any other educational activities during the stay (such as attending or hosting seminars, attending specialised courses), as well as the training in specific techniques received by the student.

The Doctoral Student's Tutor will include this report in the Activities Document, together with a personal evaluation on the outcome of the stay. All relevant documentation will be added to the Doctoral Student's Activities Document.

### **ACTIVITY 8: PARTICIPATION IN OTHER SCIENTIFIC COMMUNICATION AND DISSEMINATION ACTIVITIES.**

Students (part-time and full-time) may participate in various communication and scientific dissemination activities in the field of Molecular Biosciences.

This is an **optional activity** but highly recommended for all students (full-time and part-time).

#### **Details of control procedures**

Doctoral students should include information on scientific communication and dissemination activities (including a brief summary and the number of hours) in the Activities Document. This documentation will be validated by the Tutor in the SIGMA application using the standard procedure.

**The Activities Document is part of the documentation that the Doctoral Student must submit to the Programme's Academic Committee for the annual evaluation. It is therefore important that the contents be kept up to date and that it is authorised and reviewed by the Tutor/Supervisor.**

#### **How to report the educational activities in the DAD**

The **Activities Document** tab is where the Doctoral Student manages the educational activities to be completed for the Doctoral Programme.

The types of activities that the Doctoral Student must complete as part of the Doctoral Programme are shown at the bottom of the screen.

Año	Tipo de actividad	Descripción	Revisión
2013	2 - Asistencia a seminarios de formación transversal - Descripción variable		Propuesta aceptada
2013	3 - Estancias en otras universidades o centros de investigación - Descripción variable		Propuesta aceptada
2013	3 - Asistencia o participación en seminarios avanzados de doctorado - Descripción variable		Propuesta aceptada
2013	4 - Asistencia a jornadas, congresos o sesiones temáticas - Descripción variable		Propuesta aceptada

The specific activities that Doctoral Students propose to carry out can be completed by the students themselves, who may attach as many documents as necessary.

Doctoral Students should propose the activities agreed with the Thesis Supervisor/Tutor, since the Activities Document shows the ones that have been validated as "completed" by the Thesis Tutor.

To report activities, use the dropdown list in the "Types of Activities" field. This dropdown list shows all activity types. Select an activity from this list.

Once you've chosen a type of activity, you can enter:

- Description of the activity
- Academic year when it will be completed. By default, the current academic year is shown.
- Start and end date of the activity
- Department, institution or centre where the activity will be carried out. Choose one of the following 3 options:
  - o 1. Department/Institution: If it is a UAM department or institution
  - o 2. Registered Entity: If it is a Spanish University. The © icon will be searched if it is an entity registered in the database.
  - o 3. Other: all other Entities. There is a text box to write in the name of the Entity. For this option, you must indicate the country where the Entity is located, selecting it from the dropdown list.

In the remarks field you can add any information that you consider appropriate to include in the Activities Document (teaching hours in courses and conferences; title of the contribution or presentation; journal and title of the publication; name of the subject in teaching collaborations, etc.), but remember that it will appear in the printed version of the DAD.

Click on **+add** to register the proposed activity so that it appears on the list at the bottom of the screen, with the consult, modify and delete icons.

**IMPORTANT:** The academic activity has been correctly registered if the fields: Type of activity, Description (for variable types of activities), Academic year, Start date, End date and Entity where the activity will take place are filled in.

### Uploading files for an activity.

Doctoral students must accredit the activities carried out in each period (courses, seminars, meetings, conferences, lectures, papers, publications, etc.) and provide the certifications and/or other supporting documents, uploading them in the computer application.

Once an activity is registered, you can select it using the Modify icon

When you do so, a new window appears with the **Attach** button. Enter a description of the document and search for the location of the file in question using the **Browse** button. Once selected, click **Attach** so that the activity is displayed in the Doctoral Student's Activities Document.

These documents can later be downloaded by the Tutor and the Programme Coordinator.

	Nombre	Fecha alta
	Documento A	16/01/2014
	Documento B	16/01/2014



The status of the activities registered by Doctoral Students will always be "proposed" until the Tutor changes them to "accepted", "rejected" or "completed", as appropriate.

What are the "statuses" of the educational activities?

There are four statuses for educational activities:

STATUS	DESCRIPTION
Proposed	Activated by default when the Doctoral Student enters an activity.
Proposal accepted	The Tutor activates this option if he/she considers the proposal suitable for the Doctoral Student.
<b>Validated</b>	The Tutor activates this option when the Student has completed the activity.
Not accepted	The Tutor activates this option if he/she considers that the proposal is not relevant to the Doctoral Student's education.

A proposed activity can only be modified or deleted if the Tutor has not changed the status. Once the status of the proposed activity changes to Proposal Accepted, Completed or Not Accepted, the Doctoral Student will not be able to modify or delete it and will only be able to view it and download the attached files.

Modifying or deleting an activity

To delete or modify a proposed activity, proceed as follows:

- Select the activity you wish to modify or delete from the list at the bottom of the screen. Click on the Modify or Delete icon, depending on the action you wish to perform.
- You can consult the activities at any time by clicking on the information icon.

Print the Activities Document

Click on **Print** at the top of the list of activities. The application generates a PDF file. *The Activities Document will open in a pop-up screen, so you must disable pop-up screen blocking in your browser.*

**IMPORTANT:** The printout of the Activities Document only includes activities whose status is "Proposal Accepted" or "Completed", i.e. activities that have been accepted by the Tutor or completed. Activities shown as "Proposed" and "Not Accepted" will not appear in the printed version of the document.

Activities that were not correctly registered because not all required fields were filled in are not included in the document.

Entidad donde se realizará la actividad

Departamento/Institución: 300 - Departamento de Matemáticas

\* Estado: Propuesta aceptada

Observaciones:

Ficheros adjuntos:

Volver Limpia

Imprimir

	Año	Tipo de actividad	Descripción	Revisión
	2013	3 - Asistencia a seminarios de formación transversal - Descripción variable		Propuesta aceptada
	2013	2 - Estancias en otras universidades o centros de investigación - Descripción variable		Propuesta aceptada
	2012	5 - Asistencia y participación en seminarios avanzados de doctorado - Descripción variable	Prueba 2	Realizada
	2012	4 - Asistencia a jornadas, congresos y sesiones temáticas - Descripción variable		Realizada
	2013	2 - Estancias en otras universidades o centros de investigación - Descripción variable	Probando	Propuesta
	2013	3 - Asistencia a seminarios de formación transversal - Descripción variable	Tema 1	Propuesta aceptada

Internet local 100

**IMPORTANT:** Once the Activities Document is generated, the Doctoral Student must send a copy to the Thesis Supervisor for registration and as supporting documentation for his/her report.

## 5. Evaluation

Each academic year, there will be a deadline for the evaluation of all Doctoral Students, which will be published on the Doctoral School's calendar:

[https://www.uam.es/EscuelaDoctorado/\(es\\_ES\)-Evaluaci%C3%B3n-anual/1429099856877.htm?language=esES&nDept=5&nodepath=Evaluaci%C3%B3n%20anual](https://www.uam.es/EscuelaDoctorado/(es_ES)-Evaluaci%C3%B3n-anual/1429099856877.htm?language=esES&nDept=5&nodepath=Evaluaci%C3%B3n%20anual)

The evaluation is performed by the Doctoral Programme's Academic Committee to determine whether the quality of the thesis is being maintained.

Students enrolled in the doctoral programme undergo an ordinary evaluation at the end of each annual academic tutorial period. Students who pass this evaluation may enrol for the next academic tutorial period on the appointed dates.

### **For the first academic year, the evaluation will take into account:**

The Research Plan (1<sup>st</sup> submission), which must be submitted within the first six months after enrolment. If it is not accepted, the Doctoral Candidate will receive feedback within three months of submission so that it can be corrected following the Academic Committee's instructions.

At the end of each tutorial period, and one month before annual registration, students must submit:

The Doctoral Activities Document (DAD): In the evaluation of the Programme activities completed in the first year, it will not be necessary for the minimum objectives established by the Programme for each activity to be met.

Supervisor's Evaluation Report: Evaluates the advances made in the development of the project and the Supervisor's comments on the Doctoral Candidate's progress.

The Doctoral Candidate's Annual Report: Evaluates the progress made in the development of the project.

**In the second and third year (and successive years if approved) the evaluation will include:**

The Doctoral Activities Document (DAD): Fulfilment of the annual objectives determined by the Programme for each of the activities.

Supervisor's Evaluation Report: Evaluates the advances made in the development of the project and the Supervisor's comments on the Doctoral Candidate's progress.

The Doctoral Candidate's Annual Report: Evaluates the progress made in the development of the project.

**What is the grading system?**

- Positive evaluation
- Negative evaluation

Consequences of a negative evaluation

In the case of a negative evaluation, which will be duly justified by the Academic Committee, the Doctoral Student will be re-evaluated within six months of the last evaluation date on an extraordinary basis.

If the negative evaluation refers to the Research Plan, the Doctoral Candidate must prepare a new Research Plan (six-month review).

**IMPORTANT:** If the student receives a second negative evaluation of the work carried out during an academic year, the Doctoral Student will be definitively dropped from the programme.

