



Escola de Doctorat

Formem investigadors



Doctoral student guide to the e-administration of University of Girona doctoral programmes

Centre d'Informació i Assessorament del Estudiants
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0. Before starting...

Welcome to the University of Girona School of Doctoral Studies.

Upon formal acceptance to the doctoral programme, doctoral students will receive an admission letter and a message with an explanation of how to create an account, a username and a password to access the e-services the University of Girona has made available to them.

Doctoral students will be provided with a username and a link, where they can enter the password for their account. This link will only be available during the seven days after they receive the admission letter. If their account is already activated, they will not have to change their password. If they do not activate their account in the time allowed, they should contact the Office of the Academic Secretary of the School of Doctoral Studies.

This account (which identifies them as doctoral students at the University) is necessary to identify them in all the procedures of this guide and must be carefully safeguarded. To identify themselves on the main website of the UdG <https://www.udg.edu/en/>, they should go to *La meva UdG*. Doctoral students who have another digital identity at the UdG (as a part-time professor or as a grant holder, for example) CANNOT use that username and password in relations with the School of Doctoral Studies.

The School of Doctoral Studies prefers to communicate with doctoral students by e-mail. Students should use the e-mail address they gave as contact information during preregistration. If they have changed their e-mail address, they should introduce the change in *La meva UdG* by accessing their transcript and going to *dades personals* (personal information). To make sure they receive messages from the School of Doctoral Studies, students should manage the junk/unwanted/spam options of their e-mail programme to define sec.edoctorat@udg.edu, dir.edoctorat@udg.edu, qual.edoctorat@udg.edu, acad.edoctorat@udg.edu and no-reply@udg.edu as trusted addresses.

When a procedural request has been made, students will receive a message from no-reply@udg.edu with a link to the notification of the decision to grant or deny the request. At any given time, they can also check the status of procedural requests to be decided and those already resolved, in their transcript by choosing *tràmits* (procedures), then the option *en execució*, and then *finalitzats*.

Doctoral studies are regulated by the Doctorate Regulations of the UdG, and the procedures of these regulations. Although this guide aims to accompany you in the correct application of these regulations and procedures, you can find the original document at the following link: <https://www.udg.edu/ca/ed/informacio-academica/normatives>

1. Enrolment (annual) and doctoral courses (when needed)

Description: Doctoral students are required to enrol and pay enrolment fees every year in order to exercise all their rights and responsibilities at the UdG, such as academic supervision, insurance and annual monitoring. If they do not enrol and pay fees during the corresponding enrolment period, they will be withdrawn from the programme. Doctoral students enrol via an online self-enrolment process: (<https://www.udg.edu/ca/estudia/Matricula/Programes-de-doctorat>). When they register for academic supervision of their thesis, they can also enrol for doctoral courses, if necessary, following prior consultation with the tutor or thesis supervisors.

When: Usually in September. See the calendar for each academic year (<https://www.udg.edu/ca/ed/Informacio-academica/Calendaris>)

Where: <https://gacad.udg.edu/Secretaria>

Prerequisites: For the first academic year, to have been accepted into the program. For the second year, you must have a signed **thesis agreement** and an approved **research plan** and **personal training plan**. For the following courses, you must have the annual monitoring report approved, which includes the **supervisor's report**. It is necessary to register every year until the presentation of the doctoral thesis.

More information: Before enrolling for courses, doctoral students should go through the courses offered by the School of Doctoral Studies each year with their thesis supervisor(s) and check the calendar, timetable, modality (face-to-face, online or hybrid) and language of instruction (<https://www.udg.edu/ca/ed/Formacio-transversal-i-especifica/Cursos-formatius>). Doctoral students are required to complete two (2) ECTS training credits, equivalent to 20 hours. These courses can be taken during any academic year before the doctoral thesis is submitted, but it is recommended to take them during the first two academic years.

Doctoral students who must take bridging courses (*complements formatius*) should follow the recommendations of the coordinator or the academic committee. These courses must be passed during the first academic year.

2. Other mandatory procedures

All doctoral students must complete these procedures at one time or another during their doctoral studies. The completed procedures are only valid upon approval by the School of Doctoral Studies.

2.1. Thesis agreement

Description: Designation of the researcher who will supervise the doctoral thesis, and acceptance of the thesis agreement, which defines the rights and duties of doctoral students, tutors and supervisors, and the Code of good practices. This agreement also includes the conflict resolution procedure and provides for aspects related to intellectual or industrial property rights that may arise during the completion of the doctoral thesis. In addition, it must inform of the need for the positive opinion of the Research Ethics and Biosafety Committee (CEBRUdG) in projects with people (processing of personal data) and also in those that use genetically modified biological agents or not, of risk to human, animal or plant health. The proposal must be validated by the tutor, the supervisor and the Academic Committee. The thesis agreement document is automatically generated in electronic format once the PhD student has entered the details of the (co)supervisors. If these are external to the UdG, you need to know the identity document number and the email address of the (co)supervisors to do this procedure.

Prerequisites: Being **enrolled**.

When: Doctoral students should submit the thesis agreement as early as possible after completing self-enrolment, but only after both the tutor and the supervisor(s) have given their approval. Students should remember that a thesis agreement is a prerequisite to submitting the **research plan** and the **training plan**.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Compromís de tesi doctoral* (Doctoral thesis agreement).

More information: Requisites to be a supervisor or a co-supervisor <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat> and the Code of Good Practices https://www.udg.edu/ca/portals/67/Informació%20acadèmica/CBP_EDUdG_20120503_CA.pd

[f?ver=2018-11-07-160145-057](https://www.udg.edu/ca/investiga/recerca-i-innovacio-responsable/hrs4r) and <https://www.udg.edu/ca/investiga/recerca-i-innovacio-responsable/hrs4r>

2.2. Research plan and personal training plan

Description: Single document that must include the **research plan** and the **personal training plan**. The **research plan** will include the proposed title of the doctoral thesis, with a description of the aims of the research and what is intended to be studied, the theoretical basis and background, the hypotheses and objectives, the methodology, the risks (if any are foreseen), the data management plan if applicable, the relationship of the thesis with the sustainable development goals, the work plan with schedule and the bibliography. The **personal training plan** will contain a forecast of the different training activities that will be developed during the doctoral thesis necessary to be able to carry out the research and achieve the competencies that are specific to the doctoral training. The plan will include training in transversal and specific courses offered by the Doctoral School equivalent to a minimum of two (2) credits, a forecast of possible mobility actions or stays, attendance at congresses, meetings, research seminars (both as a listener or speaker), planning for the preparation of scientific articles and publications, participation in open science and citizen science actions and their temporal planning relating this to research progress. Once the doctoral student has completed this, with the advice of the supervisor, the proposal must be validated by the tutor, the supervisor and the Academic Committee. It is part of the annual thesis **monitoring** process, and if it is not passed, it leads to the **definitive withdrawal from the doctoral program**.

Prerequisites: To be **enrolled** and have the **thesis agreement** approved by the Doctoral School.

When: Between the second fortnight of January and first fortnight of February of the first academic year, in a single call. If it is evaluated negatively, it can be amended only once before June. See the exact calendar for each academic year (<https://www.udg.edu/ca/ed/Informacio-academica/Calendaris>).

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Pla d'investigació de tesi doctoral i pla de formació persona* (Doctoral thesis research plan and personal training plan).

More information: Structure, scope and content of the research plan: <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Procediment-seguiment-tesis-i-carta-de-tesi>

2.3. Doctoral student's activity document (DAD, annual)

Description: The School of Doctoral Studies must have an individualised record of the activities carried out by doctoral students during the development of their doctoral thesis. This record is part of the annual thesis **monitoring** process. Information about the activities carried out by doctoral students is taken from the curriculum management application currently in use at the UdG and must first be entered by the doctoral students.

When: Every time doctoral students have new information to add (publications, research stays, projects, conferences, patents, courses, seminars, etc.) and certainly before the annual **monitoring report**.

Where: https://webgrec.udg.edu/grec_cat.html. Contact suport.grec@udg.edu if you have any access problems.

More information: Items to be included: <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Procediment-seguiment-tesis-i-carta-de-tesi>

2.4. Monitoring report of the researcher in training (annual)

Description: Confidential annual reports from doctoral students and from thesis supervisor(s).

Doctoral students who have a grant not funded by the UdG may submit the same report they submitted to renew that grant. In all other cases, the report must include a brief description of the **Research plan** activities carried out, the approximate percentage of the plan completed, an explanation of any significant shifts or changes in direction of the research, the timeline for the completion of the doctoral thesis, the monitoring activities carried out by the supervisor(s), and any other comments, such as problems with the project or personal issues, and those also carried out in relation to the **personal training plan** (transversal and specific training courses, mobility actions and research stays, giving seminars or other activities, indicating how they have contributed to the doctoral training and reflecting the changes or improvements compared to the initially planned personal training plan). The doctoral student report is confidential. The tutor and the supervisor(s) do not have access to it. Only the members of the academic committee can see it. However, students can decide to show it to their supervisors. Once doctoral students have uploaded their report, the academic committee takes it into account together with the supervisor report, to approve the monitoring. This approval is part of the annual thesis **monitoring** process, and without it, students will be **withdrawn from the programme**.

Prerequisites: To be **enrolled** and have the **research plan** and the **personal training plan**, or the **monitoring** report (as applicable) from the previous academic year approved by the Doctorate School.

Quan: Between the second fortnight of January and the first fortnight of February of the second and subsequent academic years, in one single call. If it is evaluated negatively, it can be revised only once before June. See the calendar for each academic year. (<https://www.udg.edu/ca/ed/Informacio-academica/Calendaris>).

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Informe de seguiment de tesi doctoral* (Doctoral thesis monitoring report).

More information: Structure and scope of the report. <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Procediment-seguiment-tesis-i-carta-de-tesi>

2.5. Review of the doctoral thesis

Description: Review of the doctoral thesis by anonymous expert reviewers, external to the UdG in order to guarantee its quality, prior to **submission** and defence before the examining board. Doctoral students request the review, with the approval of their supervisor(s), who must also submit a statement addressing ethical aspects of the thesis and verifying that it is not plagiarised. Within five business days, the academic committee of the doctoral programme will check that the thesis meets all the formatting requirements. If slight errors in format are observed, the review process will continue, and doctoral students will have to correct them before **submitting** the thesis. Serious errors will interrupt the review procedure, which doctoral students will have to restart when the errors have been corrected.

When: Upon completion of the doctoral thesis, when, in the opinion of the doctoral student and the supervisor(s), it is finished and follows the document formats defined at <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>. The UdG only accepts two doctoral thesis formats: traditional monograph or by compendium of publications. Each doctoral programme has additional compendium requirements on their own websites <https://www.udg.edu/ca/ed/Programes-de-doctorat>. Given the variable length of the review process and subsequent modifications, students should request the review no later than six months before the deadline for the **submission** of the thesis.

Documentation: Electronic file of the thesis in PDF format (maximum 100 Mb). It is necessary to indicate whether the international or industrial mentions (or both) are aspired to, if the thesis is a compendium of publications, if it is presented under joint supervision or if it is presented with confidentiality (proving that secrecy is absolutely essential for the success of the data

protection process or its transfer). If the thesis is presented as a compendium of publications, a document must also be attached with a report from the thesis supervisors indicating the suitability of this format and demonstrating the relevance of the specific contribution of the doctoral student in the publications presented; the acceptance by the co-authors of the publications, if any, that the doctoral student presents as part of the thesis; and the renunciation of the non-doctoral co-authors of the publications to present them as part of their doctoral thesis. In the event that the thesis is presented with data or information that is considered confidential, it will be necessary to attach the confidentiality commitments and, where appropriate, the confidentiality agreements signed with the companies. In addition, if there is a possibility of generating patents, you must also attach a report from the Office of Research and Technological Transfer of the UdG. In addition, when the doctoral student initiates the review process of this doctoral thesis, he or she must state that he or she is requesting to be subject to data protection processes. The Academic Committee will only accept this request when it is proven that secrecy is absolutely essential for the success of the protection or transfer process. Otherwise, the agreement will be notified to the doctoral student and the thesis supervisor(s) and the doctoral student will have to start the procedure again without stating this option in the request for review.

See model document templates at: <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Revisió de tesi doctoral* (Doctoral thesis review).

Prerequisites: In general, to be **enrolled** and have the **monitoring** of the previous academic year approved by the Doctorate School. There must be at least one approved monitoring report, the research plan and the personal training plan are not enough. The **DAD** must also be up to date. Once the doctoral student is enrolled, his or her thesis supervisor must inform the need for a positive opinion from the **Research Ethics and Biosafety Committee (CEBRUdG)** in projects with people (processing of personal data) and also in those that use biological agents, genetically modified or not, of risk to human, animal or plant health. **If the research requires an ethical evaluation report from the CEBRUdG, this favourable report should be attached at the time of the review.** The title of the thesis that is under review must match the title the Doctoral School has registered, which is in principle what has been defined in the **research plan**. If there has been a change of title, it must be noted with the **Canvi de títol de tesi doctoral** (Change of doctoral thesis title) procedure before starting the review process.

More information: Regulations on the review process <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat>, format criteria for traditional monograph theses and for theses by compendium of publications <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>. Each doctoral programme has additional requirements on their own website <https://www.udg.edu/ca/ed/Programes-de-doctorat>.

2.6. Submission/deposit of the doctoral thesis

Description: The submission of the doctoral thesis will be carried out only electronically and it is not obligatory to print any copy of the thesis. It is necessary to attach:

a) The electronic file in PDF format (1800Mb maximum). It does not need to be signed. The document cannot be blocked because it will be signed later by the Academic Management of the UdG. The file name must be as specified at <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>. In the case of doctoral theses prepared with the participation of companies in the doctoral program, or those that are subject to confidentiality agreements, or their content is subject to processes of protection or

transfer of technology or knowledge, because they may be patents or industrial secrets, a second electronic file of the encrypted doctoral thesis is required, which should allow the reader to get an idea of the work carried out. It will only be necessary to encrypt the elements that are indispensable to ensure the protection or transfer of the results.

b) An MS Word file with an informative summary of the thesis in Catalan and English of approximately one page.

c) A publishable image representative of the topic covered in the doctoral thesis, in Tiff format (optional).

d) The electronic file of the doctoral student's response to the reports of the external experts and the Academic Committee which clearly indicates the modifications introduced to the doctoral thesis, in PDF format.

e) Data of the doctoral student and of the doctoral thesis in the "Declaration of authorship" document with the necessary information for the publication and dissemination of the thesis in the TDX and DUGi institutional repositories.

f) If the doctoral thesis is presented as a compendium of publications and/or includes works published with restricted access, it will be requested, if applicable, that the publisher provides authorization for publication.

g) If the doctoral student aspires to the **international mention** in the doctoral degree, you must also attach the accreditation of the stay or stays of at least three months in one or more higher education institutions or research centre of a country other than Spain (or in the case of several stays, at least one of them will have a minimum duration of one month). This must be signed by the person in charge of the reception centre(s).

h) If the doctoral student wants to request the **industrial mention**, and this is not already recognized by the Generalitat of Catalonia or the Government of Spain, the doctoral student must provide a single PDF with all the supporting documentation of the circumstances described in the requirements set out in the Academic Regulations for Doctoral Studies, article 8.5.

i) If the thesis is submitted with data or information that is considered confidential, the provisions of article 14 of the Academic Regulations for Doctoral Studies must be taken into account.

j) Academic data for the introduction of thesis information in the TESEO data base.

k) Electronic Curriculum Vitae taken from the curriculum management application in use at the UdG.

Where: In *la meva UdG*, after accessing the transcript, section *tràmits* (procedures), *Dipòsit de tesi doctoral*.

Deadline: The thesis can be submitted within a maximum period of three months once the **review** reports have been received, and always within the limit of the submission period. If the doctoral student has **submitted his / her doctoral thesis** to the Doctoral School (which does not mean that he / she has started the **review** process) before the date limit for self-enrolment set in the academic calendar of the following year, he/she must pay, for **enrolment**, the amount corresponding to the administrative fees, in order to carry out the procedures for the presentation of the doctoral thesis. The doctoral student will be exempt from paying the amount corresponding to the **academic tutoring** fee.

3. Optional procedures

These procedures can be completed as needed by doctoral students. The completed procedures are only valid upon approval by the School of Doctoral Studies.

3.1. Change from a full-time to a part-time schedule of study

Description: At the time of enrolment, all students are full-time. Doctoral students must request authorization if they want to do part-time doctoral studies. In this case, the duration of the studies may be up to seven years instead of four, counting from the date of first registration to the date of **submission of the doctoral thesis**, and without taking into account any extension that may be granted. The proposal must be validated by the Academic Committee. Part-time dedication does not oblige the student to use the entire term, and the thesis can be submitted when it is finished and revised. An explanatory or supporting document must be attached.

When: At any time. The procedure only multiplies the time still available until the submission deadline by 7/4, counting from the moment the request is made. Therefore, if it needs to be done, it is worth doing it as soon as possible.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Canvi de dedicació en elaboració de tesi doctoral: de temps complet a temps parcial* (Change from full-time to part-time schedule of study).

Prerequisites: Almost all doctoral grants require full-time schedule of study.

More information: <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat>

3.2. Change from part-time to full-time schedule of study

Description: The inverse of procedure 3.1. This procedural request must be approved by the Academic Committee.

When: At any time, taking into account that the procedure multiplies the time still available until the submission deadline by 4/7, counting from the moment the procedure is done. This must be done immediately if the doctoral student holds a grant that requires this.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Canvi de dedicació en elaboració de tesi doctoral: de temps parcial a temps complet* (Change from part-time to full-time schedule of study).

Prerequisites: Almost all doctoral grants require full-time schedule of study.

More information: <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat>

3.3. Temporary medical leave from the doctoral programme

Description: Authorization to temporarily suspend doctoral studies for a period due to situations of temporary incapacity, birth, adoption, custody for the purpose of adoption, fostering, risk during pregnancy, risk during breastfeeding and gender violence or other medical reasons. The suspension period delays the **submission** deadline and implies the suspension of the doctoral student's rights and duties. The proposal must be validated by the Academic Committee. A supporting document justifying the leave must be attached.

When: At any time. If the leave is for more than 5 months during an academic year, there is the option of not **enrolling** and not submitting the **monitoring** report or **research plan** and **personal training plan** as appropriate. If the student requests leave for more than 5 months after enrolling, in order to be exempt from submitting the plan or report, he/she must request the cancellation of enrolment (The application can be downloaded at <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/tramits/detall?id=18> going to *Programes de doctorat*. To re-register for the following year, you must take into account the current academic calendar.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Baixa mèdica temporal del programa de doctorat* (Temporary medical leave from the doctoral programme).

Prerequisites: Almost all doctoral grants establish in which cases a medical leave can be requested and how to justify it. In all cases, the Office of Research and Technology Transfer (OITT) must be informed.

3.4. Temporary leave from the doctoral programme

Description: Authorization to temporarily suspend doctoral studies for a maximum period of two years for non-medical reasons. The suspension period delays the **submission** deadline and implies the suspension of the doctoral student's rights and duties. The proposal must be validated by the Academic Committee. An explanatory or supporting document must be attached.

When: At any time. If it is for more than 5 months during an academic year, it gives the option of not **enrolling** and not submitting the **follow-up report** or the **research plan** and the **personal training plan** as appropriate. However, it is recommended that if the leave is known to be of long duration that it is taken for full academic years (September 1 to August 31). If the student requests suspension for a period of more than 5 months after enrolling, in order to benefit from the exemption from presenting the plan or report, he/she must request the cancellation of enrolment (<https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/tramits/detall?id=18>). To re-register for the following year, you must take into account the current academic calendar.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Baixa temporal del programa de doctorat* (Temporary leave from the doctoral programme for other reasons).

Prerequisites: Almost all doctoral grants exclude this possibility.

3.5. Change of doctoral thesis title

Description: Modification of the doctoral thesis title in the **research plan** initially approved by the Academic Committee. Once done, the proposed request must be approved again by the Academic Committee.

When: At any time, but at the time of the **doctoral thesis review** procedure, the title of the thesis submitted for review must coincide with the title that is on record as approved by the academic committee. In other words, the title change procedure must be completed before the thesis review.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Canvi de títol de tesi doctoral* (Change of doctoral thesis title).

3.6. Permission for a stay abroad

Description: Permission to complete a stay outside Spain at an institution of higher education or a prestigious research centre. One of the requirements for the international mention on a doctoral degree certificate is a minimum stay of three months. This requirement can be met in one stay or in several periods, provided that they constitute the minimum requirement of three months in **one or more** higher education institutions or research centres outside of Spain (in the case of several stays, at least one of them will have a minimum duration of one month), which must be signed by the person in charge of the centre or reception centre(s.) This request must be approved by the academic committee. Requesting a stay abroad does not oblige doctoral students to subsequently apply for the mention. Therefore, it is recommended they complete the procedure whenever they want to do a research stay outside Spain, even if they have not yet decided to apply for the mention.

When: Preferably a few months before starting the stay.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Permís d'estada a l'estranger per obtenir la menció internacional* (Permission for a stay abroad).

More information: Regulations governing the requirements for the international mention <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat>. Doctoral students who have a contractual relationship with the UdG must also apply for the *llicència per estudis* (study leave) on the *La + Meva* web page, options *Gestions d'àmbit particular, Els meus tràmits, Llicència per estudis de més de set dies*.

3.7. Extension for the preparation of the doctoral thesis

Description: Doctoral students who enrolled for the first time from the academic year 2023-2024 have the right to a one-year extension, non-extendable, on the duration of the doctoral studies, counting from the first enrolment until the **submission** of the doctoral thesis. The proposal must be authorized by the Academic Committee. If the thesis has not been **submitted** by the deadline of the extension, the student will be **withdrawn from the doctoral programme**, even if the thesis had already been submitted for the **review** by experts. Those students who had enrolled for the first time prior to the 2023-2024 academic year have a 3-year deadline to do the thesis, an ordinary extension of one year, and an extraordinary extension of one year, which cannot be extended.

When: Before the current deadline for depositing the doctoral thesis expires.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *pròrroga per a l'elaboració de tesi doctoral* (extension to submit a doctoral thesis).

3.8. Change of thesis supervisor(s)

Description: Modifications in the supervision of the doctoral thesis: change of the supervisor or co-supervisors. This procedural request must be approved by the tutor, the outgoing and incoming supervisor(s) and the Academic Committee.

When: At any time, once the parties involved are all in agreement. If one party disagrees, the procedure cannot be done electronically, and the procedure defined in the conflict resolution procedure of the doctoral studies of the University of Girona must be followed (https://www.udg.edu/ca/portals/67/Informació%20acadèmica/procediment_resolució_conflictes_ED20111124.pdf?ver=2018-11-07-160145-273), with one of the parties involved entering a signed application through the UdG electronic register. <https://seu.udg.edu/serveis-de-la-seu/registre-electronic>. It is necessary to indicate where it says "exposo" (I present) and "sol·licito" (I request) that the request be addressed to the director of the Doctoral School.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Canvi de direcció de tesi doctoral* (Change of thesis supervisor(s)).

More information: Academic Regulations for the Doctoral Studies of the University of Girona <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat>, Conflict resolution procedure in doctoral studies at the University of Girona <https://www.udg.edu/ca/ed/Informacio-academica/Normatives> (by going to School of Doctoral Studies).

3.9. Defence by video conference.

Description: Public session. The evaluation and defence act must be held as a public session. For this, the reading of the thesis will be published on the website of the Doctorate School. The doctoral student and the thesis supervisors must provide the videoconference link to anyone who requests it.

When: Before the current deadline passes for submitting the doctoral thesis.

More information: Procedure for the reading and defence of doctoral theses by videoconference.

https://www.udg.edu/ca/Portals/1/Normativa/Procediment_defensa_tesis_videoconferencia_2024_CA.pdf) In order to be able to defend the thesis by videoconference, the doctoral student must submit a digitally signed application to the director of the Doctoral School either by means of a certificate ([Sol·licitud per defensar la tesi per videoconferència](#), sent to comissio.doctorat@udg.edu) or through an electronic form that the Doctoral School can make available for this procedure. Exceptionally, in the event that neither of the two alternatives is possible, it will be acceptable to sign manually and send the scanned application. The request, in all cases, must be accompanied by the approval of the defence by video conference by the members of the panel, the thesis supervisors and the thesis tutor. The request must be approved by the president of the academic committee of the doctoral program.

3. 10. Co-tutoring

Description: A doctoral thesis can be co-tutored between the UdG and one or more foreign universities or higher education institutions, through a co-tutoring agreement, with the aim of creating and developing scientific cooperation between research teams of the universities or higher education institutions involved and facilitate the mobility of doctoral students.

Students under co-tutorship must be enrolled at the UdG, and at the other higher education institutions that participate in the agreement, for each of the academic years for the duration of the doctoral studies and until the thesis is defended. They will be for all intents and purposes UdG students. The terms of payment of the enrolment will be explained in the co-tutoring agreement. If this is not the case, the full enrolment fee (administrative fees and academic fees) will be paid to the UdG as and when the thesis is defended there. If the thesis is not defended at the UdG, only the administrative fees must be paid for each academic year, except for one academic year in which full enrolment must be done, preferably the one in which the doctoral student will be undertaking the research stay at the UdG.

When: The co-tutoring agreement, which will always be for a single doctoral student, will be signed by the doctoral student, the thesis supervisors of each university and the corresponding rectors, and will be signed during the first academic year of the doctorate.

More information: <https://www.udg.edu/ca/ed/tesis-doctorals/tesis-cotutelades>

3. 11. Theses subject to data protection or technology transfer processes

Description: For theses that are affected by confidentiality agreements or subject to data protection or knowledge transfer processes, the Doctoral School establishes a procedure that guarantees both this protection and the quality of the review and submission process.

When: The doctoral student starting the review process of this doctoral thesis must state in the options of this application that the thesis contains data or information that is considered confidential information.

More information: <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat>

3.12. Application for degree certificate of equivalence

Description: Processing of a doctoral degree certificate of equivalence (in Catalan, Spanish and English) for graduates who have not yet received their final degree certificate and who need this

document to join professional associations or to submit it for administrative purposes. This procedure is not free of charge and is therefore subject to the current fees.

When: After obtaining the doctoral degree from the UdG.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Certificat substitutori del títol* (Degree certificate of equivalence).

3.13. Application for a certified electronic copy of a university diploma certificate (e-diploma)

Description: To obtain a copy of the diploma certificate, in PDF format and digitally signed, providing the same legal guarantees as the diploma certificate issued in paper format. This procedure is not free of charge and is therefore subject to the current fees.

When: After the final doctoral degree certificate from the UdG is available.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Sol·licitud de còpia electrònica autèntica de títol universitari* (Application for a certified electronic copy of a university diploma certificate).

3.14. Application to send an official diploma certificate

Description: Beginning of the procedure to send the diploma certificate to a Spanish Government delegation or sub-delegation (except that of Girona) or to an embassy or consulate general of Spain. This procedure is not free of charge and is therefore subject to the current fees.

When: After the final doctoral degree certificate from the UdG is available.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Sol·licitud d'enviament de títol oficial* (Application to send an official diploma certificate).

3.15. Notification or modification of bank details

Description: Opening a bank account or changing the account and/or account holder for the direct debit payment of bills issued by the UdG.

When: At any time.

Where: In *La meva UdG*, after accessing the transcript, in the *tràmits* (procedures) section, then *Comunicació o modificació de dades bancàries* (Notification or modification of bank details).

3.16. Document accreditation

Description: Accreditation of allowances or exemptions or other situations by presenting the documentation required in each case. The academic secretary of the Doctoral School must validate the documents submitted.

Accreditation through this means is definitive if the University of Girona can verify the originality or authenticity of the document submitted electronically. Otherwise, the University reserves the right to request the corresponding physical documentation.

When: At any time.

Where: In *la meva UdG*, in the transcript, section *tràmits* (procedures), *Acreditació documental*.

Typical timeline

