

Universitat
de Girona

Escola de Doctorat

Formem investigadors



Guide for thesis supervisors and tutors for the application of doctoral regulations and procedures at the University of Girona

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Version: November, 2024

Presentation by the School director

Dear thesis supervisor, co-supervisor or tutor,

I want to welcome you as a member, which you are, of the Doctoral School of the University of Girona (UdG), thanking you first of all for the key role you play in the success of theses and in the quality of the School as a whole. You are the point of reference for your PhD students to advise them on all the topics in this guide, which I hope will be useful to you. I ask you to read it carefully and keep it as a reference document for the future. Doctoral students have a separate trilingual guide for their needs, which you should encourage them to read. If you are the tutor of a thesis supervised by doctors from outside the UdG, you are also the point of reference to advise them, insofar as they are not familiar with the procedures of the UdG.

The Doctoral School of the UdG has a commitment to academic ethics, contained in the code of good practices in research and innovation ([el codi de bones pràctiques en recerca i innovació](#)) that I encourage you to read, and a commitment to quality, excellence and satisfaction of all its interest groups. As part of this last commitment, and as the person who best knows the needs of your PhD students, I also ask you to send me, through the coordinator, any suggestions regarding the improvement of doctorates at the UdG. You can also send them directly to the deputy director and quality manager (qual.edoctorat@udg.edu).

I encourage you to participate in all the School's activities and I ask you to encourage your PhD students to do the same. I am at your disposal for whatever you need, together with the entire team of the School and the coordinators of the doctoral programmes. I reiterate my thanks.

Finally, if you were familiar with the November 2021 version of the guide, the main changes have been, in section 6, the change in the dedication regime for students with disabilities; in section 7, the structure and content of the research plan and the training plan are modified; section 13 adds the requirement to have at least one approved monitoring report to submit the thesis for review; in section 14, the transition to electronic administration in the submission of the thesis and the modification of some deadlines; in section 15, the introduction of the gender perspective in the panels, the regulation of conflicts of interest and the possibility of defence by video conference; in section 16, the need for a meeting of the Academic Committee to validate the "Cum Laude" mention is removed; in section 22, the procedure for co-supervised theses defended in another university is better detailed; and section 23 specifies the requirements for the industrial mention by agreement of the Board of the Interuniversity Council of Catalonia.

Warmest greetings

Gerardo Boto
Director

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1. Definitions

Tutor: This will be a full-time professor at the UdG with a doctoral degree, with accredited research experience and linked to one of the research lines of the doctoral programme. Accredited research experience means a period of research activity recognized by the *Comisión Nacional Evaluadora de la Actividad Investigadora (CNEAI)* or the corresponding regional evaluation agency. The Doctoral School of the UdG, in accordance with the powers assigned by Royal Decree 99/2011 in article 12.2, establishes that the tutors of the UdG have a live research premium. The Academic Committee of the doctoral programme may establish additional requirements to be a thesis tutor. Likewise, if the committee deems it appropriate, it may assign the supervision of doctoral theses to full-time UdG professors with a doctorate who are considered active researchers even if they do not have an active research premium, as long as they have supervised or co-supervised a minimum of three defended theses or have three recognized research premiums. Researchers who cannot legally apply for a research premium must have merits equivalent to those required in each field to obtain a research premium. Emeritus professors cannot be appointed thesis tutors, although they may exercise their function until the completion of the theses they were tutoring at the time of their access to the emeritus position.

It is the tutor's responsibility to ensure the interaction of the doctoral students with the Academic Committee, to help them monitor the activities they carry out, through the review of the doctoral student's activity document (DAD), and to ensure that all academic aspects that affect the preparation, presentation and defence of the doctoral thesis are properly developed.

The assignment of the tutor is formalized when the Academic Committee of the programme accepts the doctoral student in the programme. The doctoral student may propose a tutor before the Academic Committee, which must approve or reject the proposal.

Supervisor: This will be a doctor with accredited research experience, regardless of the university, centre or institution where he/she provides his/her services. Accredited research experience means a period of research activity recognized by the *Comisión Nacional Evaluadora de la Actividad Investigadora (CNEAI)* or the corresponding regional evaluation agency. The Doctoral School of the UdG, in accordance with the powers assigned by Royal Decree 99/2011 in article 12.2, establishes that the supervisors of the UdG have a live research premium. The Academic Committee of each doctoral programme may establish additional requirements for being a thesis director. Likewise, if the committee considers it appropriate, and in a justified way, it may assign the supervision of doctoral theses to full-time professors of the UdG with a doctorate degree who are considered active researchers even if they do not have an active research premium, as long as they have supervised or co-supervised a minimum of three defended theses or have three recognized research premiums. Researchers who cannot legally apply for research premiums will have to prove merits equivalent to those required in each field to obtain a research premium. If the supervisor meets the requirements to also be a tutor, it is possible and even advisable that the two responsibilities coincide in the same person. It is understood that supervisors who do not work in Spanish universities are asked to have equivalent merits to those valued by AQU-Catalunya or the CNEAI for the research premiums. Before assigning external supervisors to the UdG, the tutor must consult with the coordinator and follow his/her or the Academic Committee's instructions.

The supervisor of the thesis is responsible for the guidance of the doctoral student in the research activities leading to the completion of the doctoral thesis, the coherence and suitability of the training activities, the impact and novelty of the subject of the doctoral thesis in its field and of the guide in planning and its adaptation, if applicable, to other projects and activities to which the doctoral student is linked. The thesis supervisor has the obligation to accompany and advise the doctoral student throughout the development of his or her thesis in all those tasks included in the research plan and in the personal training plan. The supervisor will also carry out the annual monitoring of the doctoral student. He/she will also ensure, if necessary, that the doctoral student obtains a favourable evaluation report from the UdG Research Ethics and Biosafety Committee (CEBRUdG).

The assignment of the supervisor is formalized at the moment of electronically signing the **thesis commitment**.

The Academic Committee keeps an up-to-date list of possible thesis supervisors for each line of the programme. If you are not part of it and meet the requirements, you can make an "Application for registration as thesis supervisor". You will find the application form at the following address:

<https://www.udg.edu/ca/estudia/tramits-normatives-i-preus/impresos>

Co-supervisor: The thesis may be co-supervised by a maximum of three supervisors for reasons of an academic nature, such as thematic interdisciplinarity or when it comes to programmes executed in national or international collaboration. If the thesis is co-supervised, at least one of the supervisors must have a live research premium or, in the case of external researchers, equivalent research experience, and the others may be active researchers in accordance with the regulations of the UdG, or have equivalent research experience.

Regulations for the consideration of active researchers of the UdG: <https://seu.udg.edu/portals/default/xmlxst/seu/normativa.aspx?ID=282>

The assignment of co-supervisors is formalized at the moment of electronically signing the **thesis commitment**.

2. Before starting. Pre-registration

Description: If you know a candidate who could do the doctoral thesis with you in the future and you are willing to be the supervisor or tutor, you can direct them to the webpage <https://www.udg.edu/ca/estudia/acces/acces-a-programes-de-doctorat> to consult the necessary documents and once you have them ready, do the online pre-registration. If you are registered as a tutor linked to one of the programme's research lines, the candidate can select you as their preferred tutor during pre-registration.

Deadlines: The pre-registration periods are usually from April to June and from July to October and can be consulted here: <https://www.udg.edu/ca/ed/Informacio-academica/Calendaris>.

What do I have to do? Guide future candidates. In addition, you can speak to the programme coordinator to let him/her know of your interest, for the purposes of the decision on the candidate's admission and the assignment of the tutor. If you are not on the list of tutors, but

meet the requirements to be on it, and want to be on it, ask the coordinator for future pre-registration processes.

3. My electronic relationship with the Doctorate School

In order to receive communications from the School correctly, you must first access your email programmes and within the Junk/Spam management options or equivalent, define sec.edoctorat@udg.edu, dir.edoctorat@udg.edu, qual.edoctorat@udg.edu, acad.edoctorat@udg.edu, coord.edoctorat@udg.edu and the address of your programme coordination, as trusted addresses.

Many of these communications will ask you to **validate or give your consent** to the management or reports of your PhD students. For example, if one of your PhD students has started the thesis commitment procedure and you need to validate it, you will receive the following email:

From: sec.edoctorat@udg.edu

To: [REDACTED]

Subject: Doctoral thesis commitment agreement for the student [REDACTED] pending tutor approval

The student [REDACTED] has started the procedure of supervision and undertaking of the doctoral thesis, and it is pending resolution. Access here the [tràmit](#) (procedure) to approve (or not) the supervision proposal and the clauses established in the thesis commitment.

Following the [tràmit](#) (procedure) link allows you to approve a procedure in one click or very few clicks. Please note that some procedures may need to be validated twice if you have the dual status of tutor and supervisor. In this case, after doing the first validation, you will receive a second message to do the second one, so only the second link will work for you. The link takes you directly to the screen where you need to take action. In the case, for example, of **Monitoring. Director's report**. (See **APPENDIX 1**).

Once you have entered the data or selected the relevant options in each procedure, it is important to press **Continue** and wait for the screen to refresh before closing the browser. The options and data you have entered will appear there. (See **APPENDIX 1**).

It should be remembered that in the terminology of the system, "administration" is everyone except the PhD student: tutor, supervisor, coordinator, etc.

It may happen that if you have too strict security settings on your computer, it won't allow you to access the link directly. Another option to access the procedures is to go to the **doctoral theses management application** where you can see all the procedures you have pending validation. Once identified in *La Meva UdG*, you will see the *Gestió de tesis* (Thesis management) option. If the option is not visible, you can add it to *Dreceres->Personalitza la meva UdG->Botons primera plana* (Shortcuts – Personalise). If you put this link in your browser's favourites you can always access it directly: <https://aserv2.udg.edu/Doctorat>

Once in the theses management application, the first thing you have to do is indicate whether you want to see the theses of which you are supervisor or of which you are tutor, within the *Visualitza com* (View as) option and by clicking *cerca* (search). In the *Tràmits* (Procedures) tab you can access all the procedures that you need to validate. If you get *No hi ha dades* (no data), it means that you do not have any that are pending validation.

In the *Llista de tesis* (Theses list) tab you will be able to access all your PhD students and consult their general data (including the deadline they have to submit the thesis), and all their follow-up history: **research plan and personal training plan**, history of annual **monitoring reports**, and the **doctoral student activities document (DAD)**, that is, the information that the doctoral student has entered in GREC about his/her research data.

As always, if the application does not work as expected, try accessing it with another Internet browser, for example the latest version of *Chrome* or *Mozilla*.

If there is more than one co-supervisor, in most procedures the request for validation is only sent to the one listed first in the thesis commitment. You can also check which supervisor is listed first in the **doctoral theses management application**, in the *Llista de tesis* (List of theses) tab, *Dades generals* (General data) tab.

4. My personal relationship with the Doctorate School

The persons of reference to resolve any question are the coordinator of your doctoral programme and the administration of the Doctoral School.

The coordinator's contact information is available on the website of each doctoral programme (<https://www.udg.edu/ca/ed/Programes-de-doctorat>).

The administration contact is:

Escola de Doctorat
Edifici CIAE, Campus Montilivi
C/ Maria Aurèlia Capmany, 38
Campus Montilivi
17003 Girona

Tel. 972 41 80 48 (Academic secretary)
Tel. 972 41 80 06 (Accounting secretary)
sec.edoctorat@udg.edu

5. Enrolment and doctoral courses

Description: Annual enrolment and payment are the prerequisite for the exercise of all rights and duties as a doctoral student at the UdG, such as academic supervision, insurance and annual assessment. Failure to complete these within the corresponding period will result in the

definitive withdrawal from the doctoral programme. Enrolment involves paying an annual fee. This fee is paid each year until the doctoral thesis is submitted. Therefore, at the time of submitting the thesis, the enrolment must be valid. The enrolment is always completed by the doctoral student electronically through auto-enrolment (<https://www.udg.edu/ca/estudia/Matricula/Programes-de-doctorat>). At the same time as the enrolment for the academic supervision of the thesis, the doctoral student enrolls, if applicable, in the **doctoral courses**, following consultation with the tutor or the supervisor.

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

Prerequisites: In the first academic year, the doctoral student must have been accepted into the programme and must have signed the **thesis commitment**. In the second year, the **research plan** and the **personal training plan** must be approved. In the following courses, the doctoral student must have passed the last **monitoring report** to be able to enrol until the presentation of the doctoral thesis.

What do I have to do? Remind the doctoral student at the beginning of each course to register at <https://gacad.udg.edu/secretaria/>, within the set deadlines. This can also be done from the "enrolment" file. Advise the student on the most suitable transversal doctoral courses and ensure that he/she takes them during the first two years (this term is not mandatory, but recommended). If you have proposals for new courses to add to the current offer (<https://www.udg.edu/ca/ed/Formacio-transversal-i-especifica/Cursos-formatius>), discuss them with your coordinator or the academic secretary.

More information: If the doctoral student wants to enrol in some of the transversal courses of the Doctoral School, he/she must first consult the calendar, schedule, modality (face-to-face, online or mixed), and language (<https://www.udg.edu/ca/ed/Formacio-transversal-i-especifica/Cursos-formatius>). In total, 20 hours of courses (2 credits) of transversal training are mandatory for the entire duration of the doctorate and can be taken any year and choosing topics that the supervisor and doctoral student have agreed upon; however, it is recommended to take these two courses during the first academic year. Having completed this minimum of 20 hours of transversal training courses is an indispensable requirement to obtain the approval of the Academic Committee to **defend** the doctoral thesis. Courses taken outside the Doctoral School's educational offer (<https://www.udg.edu/ca/ed/cursos-de-doctorat-i-activitats-formatives/reconeixement-daltres-activitats>) may be recognised. In this case, the approval of the corresponding Academic Committee is required and, therefore, it is recommended to consult with the coordinator in advance to ensure that the course will be recognized and can count towards the 20 mandatory hours of transversal training.

6. Thesis commitment

Description: This document will establish the functions, obligations and rights of the researcher in training, the supervisor and the tutor of the doctoral thesis and their relationship with the UdG. This commitment, which must be signed once the supervisor or supervisors of the thesis

have been determined, must include the conflict resolution procedure and must provide for aspects related to intellectual or industrial property rights that may arise in the field of doctoral programmes. It must also 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 biological agents, genetically modified or not, of risk to human, animal or plant health. The doctoral student initiates the procedure, and the thesis commitment document is automatically generated in electronic format once the doctoral student has entered the data of the (co)supervisors he/she proposes.

Deadline. Once the doctoral student has enrolled and before the deadline for submitting **the research plan and the personal training plan** expires, given that having the previously validated thesis commitment is a prerequisite to be able to enter the plans in the system. Considering that the thesis commitment is only valid when it has been electronically validated by all parties and the Academic Committee, it is best to propose and validate it as soon as possible.

What do I have to do? First of all, agree between all the parties involved who should be the (co)supervisors, one of whom may also be the tutor. Secondly, ensure that the doctoral student initiates the procedure in *la meva UdG*, in the file, section *tràmits* (procedures), *Compromís de tesi doctoral* (Doctoral thesis commitment). Then validate it as tutor, as (co)supervisor, or twice if you are both (co)supervisor and tutor, when requested from sec.edoctorat@udg.edu

More information. Code of Good Practice at the UdG within the framework of the HRS4R
<https://www.udg.edu/ca/investiga/recerca-i-innovacio-responsable/hrs4r>

7. Dedication regime

Description: At the time of enrolment, all doctoral students are considered to be full-time. The duration of the studies is four years, counting from the date of first enrolment to the date of the submission **of the doctoral thesis**. Part-time doctoral studies may be authorised. In this case, the duration of the studies will be seven years instead of four, counting from the date of first registration to the date of the submission of the doctoral thesis. Any proposed change of dedication must be validated by the Academic Committee. The part-time dedication may not require the full seven years to be completed, the thesis can also be submitted when it is finished and reviewed. The change is reversible: a part-time PhD student may be reauthorized to return to full-time at a later date.

Special case: students with disabilities. The duration of full-time studies for doctoral students who certify a disability of 33% or higher is 6 years and if the dedication is part-time, this duration is 9 years.

Deadline: The change of dedication can be done at any time. The effect of the change from full-time to part-time is to multiply by 7/4 the time still available until the **thesis submission** deadline, counting from the moment the change of dedication procedure is done. Therefore, if it is to be done it's worth doing it as early as possible. The change from part-time to full-time

(e.g. if a pre-doctoral grant has been obtained) is also possible and in this case the effect of the change is to multiply by 4/7 the time still available until the submission deadline.

Prerequisites: It should be noted that almost all **predoctoral grants** require full-time dedication.

What do I have to do? Advise the doctoral student on the most suitable dedication given his/her obligations in addition to the doctorate. If necessary, guide him/her on how to start the procedure in *la meva UdG*, in the file, section *tràmits*, (procedures), *Canvi de dedicació en elaboració de tesi doctoral: de temps complet a temps parcial* (Change of dedication in preparation of doctoral thesis: from full-time to part-time) or *Canvi de dedicació en elaboració de tesi doctoral: de temps parcial a temps complet* (Change of dedication to the preparation of a doctoral thesis: from part-time to full-time).

More information: Other possibilities that affect the maximum submission deadline are the situations of temporary incapacity, birth, adoption, guardianship for the purpose of adoption, foster care, risk during pregnancy, risk during breastfeeding and gender violence (or any other situation provided for in current regulations), **justified temporary absences** (up to 2 years) and extension (maximum one more year).

8. 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 proposal for the title of the doctoral thesis and presentation of the research plan with the description of what is intended to be studied, the theoretical basis and background, the hypotheses and objectives, the methodology, any foreseen risks, the data management plan if applicable, the relationship of the thesis with the objectives of sustainable development, 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 that may be necessary to be able to carry out the research and achieve the competencies specific to the doctoral training. The plan will include training in transversal and specific courses offered by the Doctorate School equal to a minimum of 2 credits, a forecast of possible mobility actions or research stays, attendance at congresses, meetings, research seminars (both as a listener and speaker), planning for the preparation of scientific articles and publications, participation in open science and citizen science actions and their temporal planning relating it to the progress of research.

The proposal must be validated by the tutor, the supervisor and the Academic Committee. It is part of the annual thesis monitoring process, in particular relevant to the first academic year of the doctorate. Failure to pass results in definitive withdrawal from the doctoral programme.

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

What do I have to do? Firstly, guide the PhD student in the preparation, structure and content of the research plan and the personal training plan. Secondly, if necessary, direct the doctoral student to start the procedure in *la meva UdG*, in the file, section *tràmits* (procedures), **pla de**

recerca de tesi doctoral i pla de formació personal (doctoral thesis research plan and personal training plan). Then validate it as tutor, as (co)supervisor, or twice if you are both (co)supervisor and tutor, when requested from sec.edoctorat@udg.edu.

Prerequisites: Have the **thesis commitment** approved by the Academic Committee.

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

9. Monitoring. Doctoral Student Activity Document (DAD)

Description: The Doctoral School must have an individual record of the activities carried out by the doctoral student during the course of his/her doctoral thesis. The PhD student must enter them in the GREC database or the one that replaces it. This is part of the annual thesis monitoring process.

Deadline: Every time the PhD student has new information to add (publications, research stays, projects, congresses, patents, courses, colloquiums, seminars, etc.), and prior to the **Report of the researcher in training**.

What do I have to do? If necessary, guide the doctoral student on the use of GREC at https://webgrec.udg.edu/grec_cat.html#contenidor1

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

10. Monitoring. The Researcher in Training Report

Description: Annual reports from the doctoral student. The proposal must be validated by the Academic Committee. This is part of the annual thesis monitoring process, and if it is not passed, it leads to the definitive withdrawal from the doctoral programme. All doctoral students, whether or not they have a pre-doctoral contract to do their thesis, must submit a report detailing the activities carried out following the **Research Plan** and **Personal Training Plan**, the approximate percentage of the research plan completed, the explanation of significant changes in the direction of the research, the forecast for the completion of the doctoral thesis; the activities of the personal training plan carried out (transversal and specific training courses, mobility actions and research periods, giving seminars, other activities), indicating how they have contributed to the doctoral training and reflecting the changes or improvements with respect to the initial personal training plan; follow-up activities by the supervisor(s), and other comments, such as project or personal issues. If the doctoral student has already submitted the thesis and received approval from the Academic Committee to defend it, there is no need to submit the monitoring report. It should be noted that the annual monitoring report written by the PhD student is **confidential**. The PhD student has every right not to show you the report

he/she has written if he/she deems it appropriate. If he/she wants to show it to you, he/she can, but he/she doesn't have to.

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

What do I have to do? If necessary, advise the doctoral student on the deadlines and the introduction of the report to *la meva UdG*, within the file, section *tràmits* (procedures), *Informe de seguiment de tesi doctoral* (PhD thesis monitoring report).

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

11. Monitoring. Supervisor's Report

Description: Once the doctoral student has submitted his/her report, the supervisor receives a notification from sec.edoctorat@udg.edu to independently prepare the supervisor's own report. The supervisor does not have access to the doctoral student's report because it could indicate, if this were the case, problems with the supervisor. In any case, the supervisor does not report on the doctoral student's report but on the student's progress in general.

The supervisor's report first consists of two closed questions: 1) Your assessment of the activities related to both the research plan and the personal training plan carried out by the doctoral student in this last year and their evolution during thesis development (on a "Very positive", "Positive", "Negative", "Very negative" scale); 2) The approximate degree of achievement by the doctoral student of the skills appropriate to the research he/she is carrying out (on a scale of "Excellent", "Very good", "Regular", "Insufficient"). Below this is an open text space to indicate 3) Other comments to add (possible problems in project development...). If the assessment is negative, this space must be used to indicate the precise reasons for the negative assessment and what needs to be amended specifically so that the assessment becomes positive.

The **researcher in training report**, the **DAD** and the **supervisor's report** are the information used by the Academic Committee to decide whether to approve the annual follow-up of the doctoral student.

What do I have to do? Enter the report when requested from sec.edoctorat@udg.edu.

More information: Monitoring procedure for doctoral theses at the UdG and List of competences. <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Procediment-seguiment-tesis-i-carta-de-tesi>

12. Monitoring. What happens if the assessment is negative?

Description: If the monitoring assessment is negative, it can be amended only once by presenting a second report from the researcher before June. See exact calendar for each academic year (<https://www.udg.edu/ca/ed/Informacio-academica/Calendari>). If the second evaluation is again negative, it leads to the definitive withdrawal from the doctoral programme.

What do I have to do? If the supervisor gives a negative evaluation of the doctoral student in his/her report, it is important that the section "Other comments to add (possible problems in the development of the project...)" contains the maximum detail and extent on the precise reasons for the negative evaluation and what needs to be specifically amended so that the evaluation becomes positive before June.

13. Format of the doctoral thesis

Description: The thesis **submitted for review** by experts must scrupulously comply with these format regulations (<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: the traditional thesis or monograph format and the thesis format as a compendium of publications. The body of the doctoral thesis will have clearly differentiated characteristics according to the chosen format.

Doctoral programmes differ in the minimum requirements that publications must have to be part of a compendium, which are indicated on the website of each programme (<https://www.udg.edu/ca/ed/Programes-de-doctorat>), ultra the requirements that are already defined in general (<https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>). In the case of theses for a compendium of articles, the PDFs of the publications edited by the publisher (as published) can be included in the thesis if they are open publications or if the doctoral student has obtained permission from the publisher to use the edited PDF in his/her doctoral thesis. Otherwise, the PDF edited by the publisher cannot be included in the thesis and the postprint version must be attached, which is the accepted version of the article, but which has not yet been edited by the publisher.

Deadline: Before submitting the thesis for peer review.

What do I have to do? Direct the doctoral student to the format regulations, which he/she must follow carefully and in detail.

More information: Criteria for the format of the doctoral thesis at the UdG and for presenting theses in electronic format <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral> and webpage of each doctoral programme <https://www.udg.edu/ca/ed/Programes-de-doctorat>.

14. Submitting the thesis for review by experts

Description: In order to guarantee the quality of a doctoral thesis prior to its submission, the doctoral student must request the Doctoral School to start the revision process when the doctoral thesis is finished. For this purpose, an electronic procedure must be started. In the application, it is necessary to indicate whether the **international mention**, the **industrial mention**, or both, is aspired to in the doctoral title and whether the thesis is presented as a **compendium of publications**. The request must be accompanied by the authorization to use curriculum data entered in the current curriculum management application at the UdG, and the electronic file of the thesis in PDF format (maximum 100 MB). The doctoral student must also inform if it is a **co-supervised** thesis or if he/she is asking to present it with data or information that is considered **confidential**. In the event that the research must obtain an ethical evaluation report from the CEBRUdG, this favorable report will be attached at the time of the review.

In the event that the thesis is presented as a compendium of publications, the following electronic files must also be attached:

- a) a report from the thesis supervisor(s) indicating the suitability of this format and demonstrating the relevance of the specific contribution of the doctoral student in the publications presented,
- b) the acceptance by the co-authors, if any, of the publications that the doctoral student presents as part of the thesis, and
- c) the renunciation of the non-doctoral co-authors of the publications to present them as part of their doctoral thesis.

If the thesis is presented with data or information that is considered confidential, Article 14 of the academic regulations of the Doctorate School must be taken into account.

Next, the supervisor (and if the supervisor is not from the UdG, also the tutor) will be asked for their consent to submit the thesis and a statement on ethical aspects and the absence of plagiarism in the doctoral thesis that is being reviewed. It should be remembered that the UdG offers its researchers plagiarism detection software and courses from the ICE and the Library to learn how to use it, in case thesis supervisors find it useful or necessary.

The Academic Committee of the doctoral programme will verify, within a maximum period of five working days from the approval of the thesis by the supervisor and the tutor, that the thesis meets the **format requirements of the doctoral thesis**. If minor format deficiencies are observed, the review process will continue, and the PhD student must correct them before submitting the thesis. Serious deficiencies will interrupt the review process, which the PhD student must restart once the deficiencies have been corrected.

The thesis must receive a report from two doctoral experts belonging to two different higher education institutions or research centres external to the UdG (the institutions cannot be from Spain in the case of **the international mention**). The experts will be appointed by the Academic Committee of the doctoral programme and must have a live research premium or equivalent research merits. In the event that there are publications derived from the thesis, none of the co-

authors of the publications may act as an expert in the revision of the doctoral thesis. In the case of inter-university doctoral programmes, neither of these two experts may be part of any of the universities participating in the programme. In the event that the student aspires to the international mention in the doctoral degree, it is necessary to consider, with respect to external experts, the aspects mentioned in point 8.4 of the academic regulations for Doctorate studies. And for doctoral students who aspire to the title of doctor in co-supervision with international mention, they must comply point 8.3.9 of the academic regulations for Doctorate studies.

The reports issued by the experts must refer both to the formal aspects of the doctoral thesis and to its adequacy to the theoretical framework, the objectives, the methodology, the results, the discussion, the conclusions and the references, and they must emphasize, where appropriate, the repercussions that the results may have in the scientific and social sphere. The reports must point out the aspects that are considered to be in need of amendment. Finally, taking into account the aforementioned aspects, it must be stated whether or not they are in accordance with the presentation and defence of the doctoral thesis.

The Academic Committee must ensure that the process of issuing expert reports is completed within a period of no more than two months, counting from the day following the date of appointment of the experts.

The Academic Committee must send a copy of the experts' reports to the doctoral student, the thesis supervisor(s) or the tutor. When **submitting the thesis**, the doctoral student must introduce the modifications proposed in the reports or, where appropriate, provide a response to the reports including the reasons why he/she considers that any modification cannot be incorporated. In the answer, any modifications made should be stated. Any format changes requested by the Academic Committee must also be introduced.

Special case: negative expert reports. If the two reports issued by the experts show that the thesis is not in a position to be defended, the process will be closed and the doctoral student and the supervisor(s) will be notified so that the thesis can be improved, and where appropriate, the review procedure subsequently restarted (within the maximum period of permanence in the doctoral programme). If one of the reports issued is negative, the Academic Commission will appoint a third expert. If this third expert also gives a negative report, it will lead to the closure of the process.

Deadline: The submission for review is made when the doctoral thesis is completely finished in the opinion of the doctoral student and the supervisor, and the format of the document is as defined at <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>. Considering the variable duration of the revision process and subsequent modifications, it is recommended to submit six months before the deadline for the final **submission** of the thesis. Once the experts' reports have been received, the maximum deadline for introducing changes, responding and submitting the thesis is three months, but always respecting the **deadline** for **submission**.

What do I have to do? If necessary, guide the doctoral student on how to start the procedure in *la meva UdG*, in the file, section *tràmits* (procedures), *Revisió de tesi doctoral* (Doctoral thesis review). It is not mandatory, but it would be advisable to pass the doctoral thesis through the

plagiarism detection programme (before doing so, it is advisable to remove from the doctoral thesis archive the chapters that correspond to research that is to be sent for publication).

Remember, if this is the case, that you must obtain the CEBRUdG ethical evaluation report prior to the thesis review request. Finally, give the go-ahead when requested from sec.edoctorat@udg.edu.

Prerequisites: In general, be enrolled and have the **monitoring** of the previous academic year approved by the Doctorate School. In any case, there must be at least one approved monitoring report (the research plan and personal training plan are not enough). You must also have an updated **DAD**. The title of the thesis that is subject to review must match the title of the Doctoral School, which is in principle what has been defined in the **research plan** and **personal training plan**. If there has been a change of title, the doctoral student must record this in *la meva UdG*, in the file, section *tràmits* (procedures), *Canvi de títol de tesi doctoral* (Change of doctoral thesis title) before starting the review process.

More information: In the event that the doctoral student aspires to the **international mention** or the **industrial mention** in the doctor's degree, it is necessary to keep in mind, with respect to external experts, the aspects mentioned in the academic regulations for Doctorate studies in sections 8.4. and 8.5.

15. Submitting the thesis

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

- a) The electronic file in PDF format of 100Mb maximum (unsigned or password protected). The file name must be as indicated 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 programme, or those that are subject to confidentiality agreements, or their content is subject to processes of protection or transfer of technology or knowledge (as they may be patents or industrial secrets), a second encrypted electronic file of the 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 discussed in the doctoral thesis, in Tiff format (optional).
- c) The electronic file of the doctoral student's response to the reports of the Academic Committee and external experts, clearly indicating the modifications introduced to the doctoral thesis, in PDF format.
- d) The data of the doctoral student and of the doctoral thesis in the "Declaration of authorship" document with the information necessary for the publication and dissemination of the thesis in the TDX and DUGi institutional repositories, and the academic data for the introduction of information of the thesis in the TESEO database.

e) If the student aspires to the **international mention** in the doctorate, he/she must also attach the accreditation of having completed one or more stays of a total duration of at least three months outside of Spain in one or more higher education institutions or prestigious research centres. In the case of several stays, at least one of them will have a minimum duration of one month. The stay and the activities must be endorsed by the thesis supervisor and authorized by the academic committee and signed by the person in charge of the reception centre. Once completed and validated by the host organization, this must be incorporated into the DAD.

f) If the student wants to request the **industrial mention**, in the case that it is not already recognized by the Generalitat of Catalonia, he/she must provide a single PDF with all the supporting documentation of the circumstances described in the requirements set out in article 8.5 of the academic regulations for Doctorate studies.

g) Publication authorization from the editor if the doctoral thesis is presented as a compendium of publications and/or includes works published with restricted access.

h) If the thesis is submitted with data or information that is considered confidential, the indications in article 14 of the academic regulations for Doctorate studies must be considered.

i) Electronic Curriculum Vitae taken from the current curriculum management application of the UdG.

Through a publication on the electronic notice board, the Doctoral School will open a period of public exhibition of 3 working days, counting from the day after the publication. During this period the thesis may be examined at the Doctorate School by those who certify the status of doctor, and within 2 working days, counting from the day after the last day of public exhibition, they may present the considerations deemed appropriate to the Doctoral School, which will forward them to the corresponding Academic Committee.

Deadline: The doctoral student must submit the thesis within a maximum period of three months after the **review** has been completed. If this deadline is exceeded, the procedure will be terminated and the doctoral student, the tutor and the supervisor or co-supervisors will be informed. In this case, if the doctoral student wants to defend the thesis, he/she will have to start the revision process again.

If the doctoral student has **submitted the doctoral thesis** to the Doctoral School (which does not mean having started the **review** process), he/she will have to pay the amount corresponding to the administrative fees (in terms of **enrolment**) before the end date of the automatic registration set in the academic calendar of the following year, in order to carry out the procedures for the presentation of the doctoral thesis, and will be exempt from paying the amount corresponding to the **academic tutelage** fee.

What do I have to do: If necessary, guide the doctoral student on how to start the procedure in *la meva UdG*, in the file, section *tràmits* (procedures), *Dipòsit de tesi doctoral* (Doctoral thesis submission). Approve the submission when requested from sec.edoctorat@udg.edu.

16. Authorization of the defence, composition, designation and appointment of the doctoral thesis panel

Once the period of public exhibition has passed and in the next monthly meeting according to the calendar, the Academic Commission of the doctoral programme will authorize, if applicable, the defence of the doctoral thesis. It will appoint the panel, naming a president, a member and a secretary, as well as two substitutes. The Doctoral School will send all members of the panel the notification of the appointment, an electronic copy of the thesis and the rest of the relevant documentation. It is not required, but the PhD student and the supervisor(s) may decide to send printed copies to the members of the panel if they consider it appropriate.

The panel will be made up of a majority of members external to the programme and the university where the thesis is defended (in the case of co-supervisors, see articles 8.3.6 and 8.3.7 of the academic regulations for Doctorate studies). Retired lecturers, lecturers on leave, lecturers in special services and honorary emeritus lecturers will be considered external members of the UdG, but not emeritus lecturers hired by the UdG. The secretary of the panel will be from the UdG, in order to simplify the procedure. In the case of inter-university doctoral programmes, the majority of members of the panel must be external to the universities participating in the programme. The active external members of the panel must belong to different higher education institutions or research centres.

Among the members of the panel there must be at least one woman, and there must be at least two when including the substitutes. Only with well-founded and objective duly motivated reasons may the Academic Committee, prior report, be exempt from compliance with this point.

The academic committee of the doctoral programme will designate the president, the secretary and the member, and substitutes, in accordance with the suitability derived from the curriculum vitae presented. The president will, in general, be the doctor with the highest accredited academic or research level. In the event that a member of the panel cannot sit on the panel for justified reasons, the president must replace him or her with one of the substitutes.

The members of the panel must notify the Doctoral School of the existence of possible conflicts of interest (Agreement of the Management Committee of the Doctoral School of June 28, 2021). The Academic Committee of the doctoral programme will evaluate these and, if it deems it appropriate, propose a new panel or replace the affected members with substitutes. Giving rise to a conflict of interests can be considered as: 5 research publications or 2 patents in the last 3 years with the supervisors of the thesis; having been a doctoral student or thesis supervisor of the thesis supervisors in the last 3 years; having a first- or second-degree family relationship with the PhD student or thesis supervisors; and any other circumstance that prevents an impartial evaluation of the thesis.

Neither the thesis supervisor(s) nor the tutor may be part of the panel, except for these presented within the framework of co-tutorship agreements with foreign universities that so provide. In case there are publications derived from the thesis, none of the co-authors of the publications can be part of the panel. If the doctoral student requests the **international mention** in the doctoral degree, at least one of the members of the panel must belong to a non-Spanish higher education institution or research centre, and that he or she is not in charge of the

research stay. In the case of theses under co-tutoring, the international member of the panel cannot belong to any of the universities involved in the co-tutoring agreement.

Deadline: Once the submission and public exhibition procedure has been completed, the defence and the panel will be approved at the next meeting of the Academic Committee according to the calendar (available at <https://www.udg.edu/ca/ed/Informacio-academica/Calendaris>). A minimum of 15 working days must elapse between the date of notification of the final authorization to defend the thesis and the date of the defence. Following notification of the final authorization to defend the thesis and the designation of the panel, the president of the panel must convene the act for defence and communicate this to the Doctorate School at least 15 working days prior to the date of the thesis defence. The president must also communicate whether the thesis will be defended in person or by videoconference. If it is by videoconference, the doctoral student must submit the relevant application, and the procedure established by the Doctoral School will apply.

(https://www.udg.edu/ca/Portals/1/Normativa/Procediment_lectura_defensa_tesis_doctorals_videoconfer%C3%A8ncia_2021_CA.pdf)

What do I have to do? The thesis supervisor(s) will propose the panel to the Academic Committee of the doctoral programme, justifying the curricular suitability of each of the members. This will be approved by the next Academic Committee according to the calendar (available at <https://www.udg.edu/ca/ed/Informacio-academica/Calendaris>). The coordinator will send the thesis supervisor the model for the panel proposal by email.

17. Defence of the thesis

Description: In general, the act of defending the thesis must be in person and must be held in a public session at any UdG centre or research centre attached to the UdG or joint research centre with the participation of the UdG, within the academic period established for the reading of theses and during the working day. In order for the defence of the thesis to begin, the presence of all the members of the panel and the doctoral student will be required.

Special case: Video conference. If authorized by the president of the Academic Committee, at the request of the doctoral student, the act of defence and qualification of the doctoral thesis may be undertaken with some or all of the mandatory assistants (panel, doctoral student) participating in a non-presential manner (via synchronous video conference), in accordance with the procedure established by the Doctoral School (<https://www.udg.edu/ca/estudia/tramits-normatives-i-preus/normatives/defensa-de-tesis-doctorals>).

The act of defence will consist of the presentation by the doctoral student of the research work carried out, the methodology used, the results and the conclusions, with a special mention of their original contributions. The members of the panel can ask the doctoral student all the questions they consider appropriate. Likewise, doctors attending the public defence event will be able to ask questions at the time and in the manner indicated by the president of the panel.

Special case: Data protection, confidentiality and transfer. Article 14 of the academic regulations for doctoral studies of the UdG regulates the procedure for authorization, defence and publication of doctoral theses that are subject to data protection or technology or knowledge transfer processes.

Special case: Delay due to exceptional causes. If the defence cannot be undertaken due to some justified circumstance or due to withdrawal, the president of the court may schedule a new call for the defence of the thesis (which must be held within a maximum period of 15 working days) and inform the Doctorate School of the date of the new call at least 2 working days in advance.

Economic endowment for costs derived from the defence: The theses that have requested the "international mention" and meet the requirements to be able to request it, will be allocated €800.00, the rest of theses will be allocated €600.00 (at the date of writing of this guide). With these amounts it will be possible to cover any expenses associated with the defence of the doctoral thesis such as printed copies of the doctoral thesis and the travel, accommodation and meals of the members of the panel. This endowment will be managed by the secretariat of the department or institute to which the thesis supervisor belongs or the one that appears first on the list of co-supervisors. In the event that the amount received is insufficient to cover all expenses, the supervisor must take care of the part that cannot be covered with the planned amount, for example with the amounts leftover from previous defences.

Deadline: The maximum period for defending the doctoral thesis is 4 months from the appointment of the panel by the Academic Committee. The act of defence of the thesis must be called by the president of the panel, who must also communicate the date of the defence to the Doctoral School, **with a minimum of 15 working days before the date of reading the thesis.** A minimum of 15 working days must elapse between the date of notification of the final authorization to defend the thesis and the date of the defence. The president must also communicate whether the thesis will be defended in person or by videoconference. If it is by videoconference, the doctoral student must submit the relevant application, and the procedure established by the Doctoral School will apply.

What do I have to do? Assist the president of the panel in what is needed for the proper functioning of the defence act and ensure that the call is made within the appropriate deadlines and that both the Doctoral School and the Department or Institute are aware of the act with the prescribed notice, and to manage the necessary travel and accommodation.

More information: Agreement from the Management Committee of the School of Doctorate which regulates the conflicts of interest of the members of the doctoral theses panels (<https://www.udg.edu/ca/ed/Informacio-academica/Normatives> in *Altra normativa pròpia rellevant* (Other relevant regulations)).

18. Grading the thesis

Description: Once the defence and viva of the doctoral thesis have been completed, the panel will issue a written assessment report. The board will issue the overall grade awarded to the thesis according to the following scale: "fail", "pass", "very good" and "excellent". The members of the panel may propose that theses graded with "excellent" be awarded the "cum laude" mention via a secret electronic vote.

The scrutiny of the votes cast by the members of the panel will take place at the Doctorate School and the result obtained will be recorded in the corresponding minutes signed by the academic secretary and the School's management. The "cum laude" mention will be awarded when the votes cast are unanimously favourable to the proposal.

19. Change of tutor, supervisor or co-supervisor

Description: Modifications in the supervision of the doctoral thesis: addition or removal of tutor, supervisor or co-supervisors.

Deadline: The change of supervisor or co-supervisors can be made at any time, once the parties involved are all in agreement. In this case, the doctoral student initiates the procedure electronically in *la meva UdG*, in the file, section *tràmits* (procedures), *Canvi de direcció de tesi doctoral* (Change of supervision of doctoral thesis). The proposal must then be validated by the tutor, outgoing and incoming supervisors and the Academic Committee.

If any of the parties does not agree with the change of supervisor or co-supervisors, the procedure must be done electronically using the standard application submitted in the electronic register of the UdG. The Academic Committee, with a prior hearing from all parties, may change the supervision of the doctoral thesis, if it considers that there are justified reasons. The electronic register can be accessed <https://apps.udg.edu/Registre/?formulari=Sollicitud>, if you have a digital certificate. It is necessary to indicate in the "I present" and "I request" sections that the request is addressed to the director of the School of Doctorate.

The change of tutor is processed in all cases by a signed application submitted to the Registry.

What do I have to do? Advise the PhD student on changes in supervision. If the change is agreed and online, validate it when requested from sec.edoctorat@udg.edu.

20. Conflict resolution procedure

Whenever possible, the doctoral student and his/her tutors and (co)supervisor(s) must try to resolve any conflicts they may have amicably. If this is not possible, the Doctoral School must be informed. The doctoral student or the thesis (co)supervisor(s) may do so by means of a request addressed to the director of the Doctoral School and delivered through a UdG Registration office. The Doctoral School will inform the corresponding Academic Committee of the doctoral programme of the existence of the conflict. The Academic Committee (or the subcommittee to

which it delegates it) will study the case and, if it deems it appropriate, will interview the different parties directly involved in the conflict (PhD student, Thesis supervisor(s), members of the research group...) and also other members of the university community who can provide data relevant to the resolution of the conflict. In less than three months after sending the request, the Academic Committee of the doctoral programme will resolve the conflict.

The complaint form can be downloaded at <https://www.udg.edu/ca/estudia/Tramits-normatives-i-preus/Impresos> by going to *Programes de Doctorat->Sol·licitud Estàndard*. You can also use the electronic register <https://apps.udg.edu/Registre/?formulari=Sollicitud> if you have a digital certificate. It is necessary to indicate in the "I present" and "I request" sections that the request is addressed to the director of the School of Doctorate.

More information: Conflict resolution procedure in the area of the doctorate and Code of Good Practices of the Doctoral School (<https://www.udg.edu/ca/ed/Informacio-academica/Normatives>, in the Doctoral School).

21. Extension of the submission deadline

Description: One year extension on the maximum duration of doctoral studies, counting from the first registration until the submission of the doctoral thesis. If the deadline for submission including the extension passes without the student having made the final submission of the thesis, the student will be withdrawn the doctoral programme, even if the thesis had already been submitted for review by experts. A single one-year extension can be granted for those who enrolled for the first time in 2023 or later; and a maximum of two extensions for those who enrolled for the first time before the year 2023. The request must be justified and the approved by the Academic Committee.

Deadline: Before the expiry of the current deadline for submitting the doctoral thesis.

What do I have to do? Advise the PhD student on the possibility or advisability of requesting an extension. If necessary, guide him on how to start the extension request procedure in *la meva UdG*, in the file, section *tràmits* (procedures), or in *pròrroga per a elaboració de tesi doctoral* (extension for preparation of doctoral thesis) or in *Segona pròrroga per a elaboració de tesi doctoral* (Second extension for the preparation of a doctoral thesis) for those who enrolled for the first time before 2023.

More information: Other possibilities that have an effect on the maximum submission period are suspensions due to situations provided for in the regulations, **temporary leave** and change of **dedication regime**. Once the one-year extension has expired, the submission period cannot be extended.

22. Withdrawal from the doctoral programme due to situations provided for in the regulations and temporary withdrawals by the doctoral student

Description: Doctoral students may be authorized to temporarily stop their doctoral studies for a period that can be justified, such as for situations of temporary incapacity, birth, adoption, custody for the purpose of adoption, foster care, risk during pregnancy, risk during breastfeeding and gender violence or any other situation provided for in current regulations or for other justified reasons (maximum 2 years). The time of withdrawal delays the submission deadline and implies the suspension of the rights and duties of the doctoral student. The proposal must be validated by the Academic Committee.

Deadlines: At any time. If the withdrawal is for five or more months during an academic year, this allows the option of not enrolling and not submitting the **monitoring report** or the **research and personal training plans** for that year. However, it is recommended that any withdrawal known to be of long duration and not conditioned by the determined duration of a medical problem, be made for "other reasons" and for full academic years (from September 1 to 31 of August). If the student requests withdrawal 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. To re-register for the following year, the current academic calendar must be taken into account.

Prerequisites: It should be noted that almost all pre-doctoral grants only cover withdrawals for medical reasons, and any withdrawal must be communicated to the OITT, in addition to the Doctoral School procedure described here.

What do I have to do? Advise the doctoral student on the possibility or even the convenience of requesting leave in certain cases. If necessary, guide him/her on how to start the procedure in *la meva UdG*, in the file, section *tràmits* (procedures), or in *Baixa mèdica temporal del programa de doctorat* (Temporary medical leave from the doctoral programme) or in *Baixa temporal del programa de doctorat* (Temporary withdrawal from the doctoral programme).

More information: Other possibilities that affect the maximum submission period are the **extension** and the change of the **dedication regime**.

23. International mention. Research stays

Description: The doctoral degree certificate may include the words "International Doctor" on the front, provided that the following circumstances are met:

a) That during the training period necessary to obtain the doctoral degree, the doctoral student has completed one or more stays of a total duration of at least three months outside of Spain in one or more higher education institutions or prestigious research centres, studying there or

doing research work there. In the case of several stays, at least one of them will have a minimum duration of one month. The stay and the activities must be endorsed by the supervisor of the thesis and authorized by the academic committee and signed by the head of the reception centre, through the correct application of procedures, and must be incorporated into the DAD.

b) That a part of the doctoral thesis (at least the summary and conclusions) has been written and defended in one of the usual languages for scientific communication in its field of study, and different from any of the official languages in Spain. This rule will not be applicable when the stays take place in another Spanish-speaking country and the reports and experts also come from there.

c) That the thesis has been read by at least two doctoral experts belonging to a non-Spanish higher education institution or research centre, in the review process. In the case of theses with a co-tutoring agreement defended outside the UdG, they must also be external to the other universities that are part of this agreement. These experts cannot coincide with the researchers who received the doctoral student and carried out tutoring or supervision of tasks in the host institution.

d) That at least one expert (with a doctorate degree) belonging to a non-Spanish higher education institution or research centre, and different from the one(s) responsible for the stay or stays mentioned in section a), has been part of the thesis evaluation board. In the case of theses with a co-tutoring agreement defended outside the UdG, they must also be external to the other universities that are part of this agreement.

The international mention is highly valued, not only for the future doctor but also for the supervisor and the university. The UdG aims to increase the percentage of theses that obtain this award. The **recognition for the task of supervising** the thesis is increased accordingly. In all cases, the Academic Committee of the doctoral programme will decide on the granting of the international mention in the doctoral degree.

Deadline: Section a) can be requested by the doctoral student in *la meva UdG*, in the file, section *tràmits* (procedures), *Permís d'estada a l'estranger per obtenir la menció internacional* (Permit to stay abroad to obtain the international mention). This should preferably be done a few months before starting the stay. The formalization of the request for the mention is made at the time of starting the **revision process** of the doctoral thesis in order for the Academic Committee to approve sections c) and d). The doctoral student must provide the supporting documentation in the submission procedure, consisting of a certificate issued by the researcher responsible for the stay in section a).

What do I have to do? Advise the PhD student on the possibility or even the desirability of requesting the mention. Provide international contacts so that a foreign researcher in a prestigious centre invites him/her to undertake a stay. Advise him/her to find financing for the stay. Inform him/her of the existing predoctoral mobility **grants** and encourage him/her to apply for them (see <https://www.udg.edu/ca/estudia/Beques-i-ajuts/Beques-i-ajuts-de-doctorat>). Advise the doctoral student who has a connection with the UdG to request a leave of absence from their department director through *La + Meva*, section *Gestions d'àmbit particular* (Personal management), *Els meus tràmits* (My procedures), *Llicència per estudis de més de set dies*

(License for studies for more than seven days). Finally, give the go-ahead when requested from sec.edoctorat@udg.edu.

24. Co-tutored theses

Description: A doctoral thesis can be co-tutored between the UdG and one or more foreign universities or higher education institutions, through an agreement, with the aim of creating and developing scientific cooperation between research teams of the universities or higher education institutions involved and facilitating the mobility of doctoral students. The minimum stay at each of the universities cannot be less than 6 months, and can be done in one single period or more than one. The co-tutoring agreement will be for a single doctoral student. This agreement must be signed during the first academic year of the doctorate. The Doctoral School has models of agreements available for doctoral students and thesis supervisors: <https://www.udg.edu/ca/ed/tesis-doctorals/tesis-cotutelades>

The regulations relating to co-tutored theses are contained in Article 8.3 of the academic regulations for doctoral studies at the UdG.

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

Enrolment for a co-tutored thesis that only requires payment of the enrolment fees can be done through the auto-enrolment application, <https://www.udg.edu/ca/estudia/Matricula/Programes-de-doctorat>. The doctoral student will be notified of the corresponding exemption, if applicable.

The thesis may be defended at any of the universities participating in the co-tutoring. The defence of the thesis will be carried out following the regulations of the university in which it is carried out and the corresponding report will be issued, with a certified or authentic copy sent to the other university or universities. In the event that the thesis is not defended at the UdG, the doctoral student must request defence authorization of the thesis to the academic committee of the doctoral programme of the UdG once the composition of the panel has been approved by the other university, and before the date of the **defence**. To request this authorization, which must be before the defence of the thesis, the doctoral student must complete the submission procedure by presenting the following documentation:

- a) an electronic file with the entire contents of the thesis in PDF format,
- b) a Curriculum Vitae in electronic format,

c) the document approving the composition of the panel by the other university (considering that the composition must conform to the legislation applicable to the university where the thesis is defended), and

d) the authorization of the defence at the other university.

With this documentation, the Academic Committee of the programme at the UdG will authorize, if necessary, within a maximum period of 30 working days, the subsequent defence at the other university.

In the event that the Academic Committee of the doctoral programme does not authorize the reading, or in the event that the doctoral student does not request this authorization (through the corresponding procedure and before the defence of the thesis), the doctoral student will not be able to apply for the title of doctor from the UdG.

Once the thesis has been defended at the other university, the thesis supervisor from the UdG must send the Doctoral School a copy of the documentation that accredits its reading, where the grade awarded in the established system in the country of the other university is recorded, together with the official record of the UdG that will have been supplied by the Doctoral School prior to the defence act. In the event that the grade awarded by the panel is the highest possible **grade** in the system established in the country of the other university, the panel may propose, by secret ballot, to award the thesis the "cum laude" mention by the UdG. **The thesis supervisor will have been provided with the instructions to be able to make this vote and will be responsible for making them available to the members of the panel.**

Doctoral students under co-tutoring will be considered, for all purposes, doctoral students of the UdG, this especially includes **enrolment**, the **research plan**, the **personal training plan** and **monitoring**.

Co-tutoring is highly valued not only for the future doctor (who obtains a double doctorate degree) but also for the University. The UdG aims to increase the percentage of theses with co-tutoring.

What do I have to do? Act as a promoter of a co-tutoring agreement, taking advantage of available international contacts. The model of the agreement form can be downloaded at <https://www.udg.edu/ca/ed/tesis-doctorals/tesis-cotutelades>. If the thesis is to be mainly developed or defended at the other university, especially guide the doctoral student on the necessary procedures at the UdG: **enrolment**, **research plan**, **personal training plan** and **monitoring**, and procedures prior to the **defence**. It will also be necessary to provide the instructions for the "cum laude" vote to the panel of the other university and then bring the supporting documentation of the defence to the UdG.

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

25. Industrial mention

Description: The doctoral degree certificate may include the mention "Industrial doctorate" on the front as long as the requirements detailed in the Academic Regulations of the UdG Doctorate School (article 8.5) are met. Specifically:

- a) That the thesis has developed a research project of industrial, commercial, social or cultural interest of an entity, public or private company or public administration. Universities, public research bodies (national or regional) and university hospitals are excluded. Exceptionally, this mention can be made in any of these institutions, except for universities, as long as the content of the thesis is eminently applied. The direct relationship between the doctoral thesis and the work carried out by the doctoral student in the entity or company must be formalized in a scientific-technical report that must be approved by the university.
- b) That an agreement has been signed between the entity, company or public administration and the university for the academic development of the doctoral thesis, which will establish, as a minimum, the obligations of the parties and the industrial property rights that may be generated.
- c) That the doctoral student has been contracted by the entity, company or public administration where the research project is carried out, for at least one year between the date of enrolment for the first year and the date of the defence of the thesis. It is necessary that a substantial part of the research takes place in the entity, company or public administration.

The doctoral student will have a thesis supervisor appointed by the university and a mentor appointed by the entity, company or public administration, who may also be, in certain cases, the thesis supervisor in accordance with what is established in this regulation. Under no circumstances may the mentor appointed by the company be part of the thesis evaluation panel.

The request for the industrial mention on the doctoral degree certificate will be made at same the time as the request for the revision of the doctoral thesis. In the event that the doctoral student has not already been granted the recognition of an Industrial Doctorate, within the framework of the call by the AGAUR-Generalitat of Catalonia or the corresponding Ministry, he/she must include the supporting documentation of the circumstances described in point 2 of this article at the same time he/she submits the doctoral thesis.

The industrial doctorate plan of the Generalitat of Catalonia requires the supervisor to be a member of a recognized current research group, to be a researcher of the ICREA programme or to have obtained a grant from the European Research Council (ERC).

<https://doctoratsindustrials.gencat.cat>

Deadline: The request for "industrial mention" is made at the time as the request for the **revision of the doctoral thesis**. If the student has not benefited from an industrial doctorate grant, the supporting documentation of the circumstances described above must be provided at the time of the submission **of the doctoral thesis**.

What do I have to do? Advise the PhD student on the possibility or even the convenience of requesting the "industrial mention" if the PhD student meets the requirements to be able to request it. Take advantage of the contacts you have with companies and institutions, and if you consider a transfer project of suitable duration and level for a thesis, consider it from the outset as an industrial doctorate and apply for the corresponding grants.

26. Grants for doing the doctoral thesis

Description: The European Union, the Spanish State, the Catalan Government, the UdG and other organizations or institutions call for grants to do the doctoral thesis. At European level, the most important are the predoctoral grants called by the European Research Council within the Marie Skłodowska-Curie Innovative Training Networks (ITN). At the level of the Spanish State, scholarships are offered for *Formación del Profesorado Universitario* (University Teacher Training) (FPU), *Ayudas para contratos predoctorales para la formación de doctores* (pre-doctoral contract grants for doctoral training) (FPI) and *Ayudas para contratos para la formación de doctores en empresas "Doctorados Industriales"* (contract grants for doctoral training in "Industrial Doctorates" companies) (DI). At Catalan level, there are *Ajuts per a la contractació de personal investigador novell* (Grants for the recruitment of new research staff) (FI), *Ajuts de suport a departaments i unitats de recerca* (Grants to support departments and research units) (FI-SDUR) and *Ajuts a Doctorats Industrials* (Grants for Industrial Doctorates) (DI). At the level of the UdG, *Ajuts per a la contractació d'investigadors en formació* (Grants for the recruitment of researchers in training) (IF-UdG) and *Ajuts per a la contractació d'investigadors en formació* (Grants for Researchers in Training funded by the Research Groups of the UdG) (IF-GR) are offered. Finally, it also offers grants to do the doctorate at Spanish universities and research centres.

Apart from the grants for doing the doctoral thesis, there are scholarship programmes that have pre-doctoral mobility grants for a research stay in a foreign institution. Among these are the FPU, FPI, and DI grants. The UdG makes an annual call for mobility grants for its research staff in training who do not have access to specific travel grants for their category or type of grant.

You can find more detailed information on the website: <https://www.udg.edu/ca/estudia/Beques-i-ajuts/Beques-i-ajuts-de-doctorat>

Deadline: Each grant has its own submission deadline.

What do I have to do? Advise the doctoral student on the possibility or the convenience of applying for a certain doctoral grant. Help in the preparation of the documentation.

27. Special doctoral awards

Description: As specified in article 15 of the Academic Regulations for Doctorate studies, awards will be announced provided that at least five theses have been read in the corresponding doctoral programme within the call period, and at least three of which have obtained the "cum

laude" mention. If the number of theses in a calendar year in a doctoral programme is less than five or there are not three theses that have obtained the "cum laude" mention, this number is added to that of the following year or years. If the number of theses aspiring to an extraordinary prize in a given doctoral programme is greater than ten, another prize may be awarded for every additional ten theses or fraction of ten.

All doctoral theses with the "cum laude" mention that have been read throughout the period set by the call can be submitted for the award.

For the awarding of prizes, the following will be assessed, among others: the publications derived from the thesis, the patents or knowledge transfer activities, the impact of the research in its field, the doctoral research stays carried out and the international mention. Each Academic Committee will propose the grading criteria, which will be made public at the time of the call. The judging panels that will award the prizes will be approved by the Delegated Commission for Research, Transfer and Doctorate at the proposal of the Management Committee of the Doctoral School and appointed by the rector. The supervisors or tutors of the theses that aspire to the prize or the co-authors of the publications derived from these theses may not be part of the judging panels.

What do I have to do? Advise the PhD student on the possibility of applying for the award when the call is published.

28. Recognition for the task of directing and tutoring doctoral theses

Description: The supervisor of a doctoral thesis submitted to the UdG and which leads to the title of doctor from the UdG may decide to have the work recognised by choosing one of these options:

a) Have up to €1,800 (dissertation without international mention) or €2,400 (dissertation with international mention) available for one or more of the following activities to be carried out throughout the current year or the year following the presentation of the thesis: 1) To invite visiting professors with the aim of collaborating in the teaching and/or research of the doctoral programme; 2) To buy research material; 3) To pay expenses generated by the thesis defence panel or by future thesis defence panels.

b) Accumulate recognition for each supervised thesis until you have the equivalent of 4 theses to apply for a sabbatical semester. A thesis with an international mention will be recognized as 1.33 theses. The recognition can be shared between the co-supervisions. For example, a thesis with two co-supervisors who agree on an equal distribution counts as 0.5 theses each (or 0.67 if it has an international mention).

The tutor of a doctoral thesis that leads to the title of doctor from the UdG and which is supervised by researchers external to the UdG, may have up to €500 available or accumulate, per thesis tutored, a recognition equivalent to 0.33 theses, for the purposes of requesting a sabbatical semester.

A supervisor of a thesis with an industrial mention will not be allowed to urge his doctoral student to ask for recognition of an international mention (even if it meets the conditions) instead of an industrial one in order to benefit the supervisor with a more favourable remuneration.

29. Timeline of the revision, submission and defence of the thesis

	PhD student	Supervisor	DAC/DS	Anonymous assessors	Panel	Deadline
Revision	Start the electronic procedure					
		Approve and sign ethical statement				
		May be required to suggest assessors	Revise format*			<5 natural days
			Invite assessors			
				Write reports		<2 months
	Revise thesis according to format and report recommendations					<3 months
Submission	Start the electronic procedure					
		Propose the panel and justify curricular suitability	Open the public exhibition			
			Public exhibition			=3+2 working days
Defence			Authorize the defence and approve the panel			Next monthly DAC meeting on the calendar
			Notify the panel, doctoral student and supervisor, and send the thesis to the panel			<5 working days

				President convenes defence with 15 working days prior notice. Notifies the DS	>15 working days <4 months
	Defence act	Defence act		Defence act	

30. APPENDIX I. STEP-BY-STEP PROCEDURE: THE DOCTORAL THESIS MONITORING REPORT

3. Pujada de l'informe del doctorand o doctoranda

Real: Codi UdG: DNI:

350130313 Programa de Doctorat en Ciències Humanes, del Patrimoni i de la Cultura 

Informe de seguiment de tesi doctoral

Estat del tràmit: en execució

1. Presentació de l'informe del doctorand o doctoranda

Curs acadèmic : 2023-24

Cal que adjunteu l'informe anual de seguiment de la tesi doctoral. Si gaudiu d'una beca per fer la tesi doctoral que no estigui finançada per la UdG, podeu entregar el mateix informe que heu hagut de presentar per renovar la beca.

En la resta de casos, l'informe ha d'incloure els apartats següents:

1. Descripció breu de les activitats realitzades seguint el pla de recerca durant el curs actual pel que fa al desenvolupament de la tesi. Indiqueu el percentatge aproximat d'acompliment del pla de recerca. Referiu si s'ha produït algun gir o algun canvi significatiu en l'orientació de la vostra recerca. Feu una previsió de la finalització de la tesi doctoral (màx. 1 pàgina).
2. Descripció de les activitats de seguiment realitzades pel/s director/s de la tesi doctoral (reunions periòdiques, seminaris de grup...) (màx. ½ pàgina).
3. Altres comentaris (possibles problemes en el desenvolupament del projecte o de caràcter personal amb els director/s o els companys de grup de recerca...) (màx. 1 pàgina).

Només s'accepten arxius de tipus PDF (màxim 10 Mb)

4. Pantalla d'espera per a l'estudiant

Real: Codi UdG: DNI:

350130313 Programa de Doctorat en Ciències Humanes, del Patrimoni i de la Cultura 

Informe de seguiment de tesi doctoral

Estat del tràmit: en execució

1. Presentació de l'informe del doctorand o doctoranda

2. Informe del director o directora de la tesi

El director o directora de la tesi doctoral ha d'emetre l'informe anual de l'evolució de la tesi.

5. Missatge de c/e al directora o directora

 14:5

Tràmit d'informe de seguiment de la tesi doctoral pendent del informe del director

L'estudiant ha iniciat el tràmit d'informe de seguiment de la tesi doctoral, i està pendent de resolució. Accediu al [tràmit](#) per entre el vostre informe com a director/a de la tesi.

6. Informe del director o directora

Rafel Guàrdia Wilson Codi UdG: 350130313 DNI: 483030313
350130313 Programa de Doctorat en Ciències Humanes, del Patrimoni i de la Cultura 

Informe de seguiment de tesi doctoral

Estat del tràmit: en execució Cancel·lar tràmit

1. Presentació de l'informe del doctorand o doctoranda Qui ho fa: Estudiant

2. Informe del director o directora de la tesi Qui ho fa: Administració Continuar

1. La valoració que feu de les activitats del doctorand o doctoranda en aquest darrer any i la seva evolució durant el desenvolupament de la tesi és:

Molt positiva Positiva Negativa Molt negativa

2. Indiqueu el grau aproximat d'assoliment per part del doctorand o doctoranda de les [competències](#) adequades a la recerca que porta a terme:

Excel·lent Notable Regular Insuficient

3. Altres comentaris (problemes en el desenvolupament del projecte, etc.):

Escriuiu aquí els comentaris

7. Missatge de c/e a la Comissió Acadèmica

 [rafael.guardia@udg.edu](#) [rafael.guardia@udg.edu](#) 14:57

Tràmit d'informe 2023-24 de seguiment de la tesi doctoral de l'estudiant [Rafel Guàrdia Wilson](#) (v)

L'estudiant [483030313](#) [Rafel Guàrdia Wilson](#) (483030313) ha iniciat el tràmit d'informe de seguiment de la tesi doctoral, i està pendent de resolució. Accediu al [tràmit](#) per resoldre la sol·licitud.

8. Resolució de la sol·licitud

Real·litzat: Codi UdG: DNI: 

350130313 Programa de Doctorat en Ciències Humanes, del Patrimoni i de la Cultura

Informe de seguiment de tesi doctoral

Estat del tràmit: en execució Cancel·lar tràmit

1. Presentació de l'informe del doctorand o doctoranda Qui ho fa: Estudiant
2. Informe del director o directora de la tesi Qui ho fa: Administració
- 3. Resolució de la Comissió Acadèmica** Qui ho fa: Administració Continuar

Cal resoldre la sol·licitud canviant l'estat a 'Concedida', 'Denegada' o 'Denegada amb petició de modificacions' i, en cas de denegació, motivar el sentit de la resolució.

Feu clic sobre els passos 1 i 2 per veure els informes aportats per l'estudiant i pel director o directora de la tesi.

Estat:

-- Selecciona el nou estat --

Escriviu aquí els motius de la decisió i, si escau, les modificacions a efectuar

Escriviu aquí els motius de la decisió i, si escau, les modificacions a efectuar

9. Missatge de c/e a l'estudiant

 Resolució del tràmit d'informe de seguiment de la tesi doctoral 14:5

El vostre tràmit d'informe de seguiment de la tesi doctoral ha estat resolt. Accediu al [tràmit](#) per conèixer el sentit de la resolució.

10. Pantalla final del tràmit

Real·litzat: Codi UdG: DNI: 

350130313 Programa de Doctorat en Ciències Humanes, del Patrimoni i de la Cultura

Informe de seguiment de tesi doctoral

Estat del tràmit: finalitzat

1. Presentació de l'informe del doctorand o doctoranda Qui ho fa: Estudiant
2. Informe del director o directora de la tesi Qui ho fa: Administració
- 3. Resolució de la Comissió Acadèmica** Qui ho fa: Administració

La sol·licitud del informe investigador ha estat: Concedida.

Data: 04/10/2023

Podeu presentar al·legacions a la secretaria acadèmica de l'Escola de Doctorat en el termini màxim d'un mes.
Podeu omplir l'enquesta de segon any de matrícula [aquí](#)