

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

June 2020 version

0. Before starting...

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 user name 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 of 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/ca/>, they should go to *Identificació* (Log in), enter with their username and password, and then click on their name to access *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 pre-registration. 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 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 procedures, then the option *en execució*, and then *finalitzats*.

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 **suspended from the programme**. Doctoral students enrol via

an online self-enrolment process (<https://www.udg.edu/en/estudia/Matricula/Programes-de-doctorat>). When they register for academic supervision of their thesis, they can also enrol for doctoral courses, if necessary.

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

Where: <https://gacad.udg.edu/secretaria/>. In the second and subsequent years, also by accessing the student transcript and going to *matricula* (enrolment).

Prerequisites: In the first year, having been accepted into the programme; in the second year, having the **thesis agreement** and the **research plan** approved; in the third and subsequent years, having the **monitoring report** from the previous academic year approved.

Additional information: Before enrolling for courses, doctoral students should go through the courses offered each year with their thesis supervisor(s) and check the calendar, timetable and language of instruction (<https://www.udg.edu/en/ed/Formacio-transversal-i-especifica/Cursos-formatius>). During doctoral studies, students are required to complete two (2) ECTS training credits, equivalent to 20 hours. These required courses are free and can be taken during any academic year before the doctoral thesis is submitted. Doctoral students who must take bridging courses should follow the recommendations of the coordinator or the academic committee.

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 teaching staff who will supervise the doctoral thesis; acceptance of the thesis agreement, which defines the rights and responsibilities of doctoral students, tutors and supervisors, and of the Code of Best Practices of the School of Doctoral Studies. This procedural request by the student must be approved by the tutor, the supervisor(s) and the academic committee. The thesis agreement is automatically generated in electronic format once the doctoral student has introduced the information about the supervisor(s), including identity document numbers and e-mail addresses if they are external to the UdG.

Prerequisites: Being **enrolled**.

When: Doctoral students can submit thesis agreement online as of the day after 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 a **research plan**.

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

Additional information: Requirements to be a supervisor or a co-supervisor <https://www.udg.edu/en/estudia/Tramits-normatives-i-preus/Normatives/Normativa-dels-estudis-de-doctorat> and the Code of Good Practices of the School of Doctoral Studies <https://www.udg.edu/en/ed/Informacio-academica/Normatives> (by going to School of Doctoral Studies).

2.2. Research plan

Description: Proposal for a doctoral thesis title and submission of the research plan with the hypothesis or problem to be answered or studied, the theoretical basis, the background, the methodology, the anticipated limitations, the work plan and timeline. The research plan is proposed by doctoral students in consultation with their supervisor(s). Subsequently, it must be

approved by the tutor, the supervisor(s) and the academic committee. Having a research plan approved is part of the thesis **monitoring** process. Doctoral students whose plans are not approved will be **suspended from the programme**.

Prerequisites: Being **enrolled** and having the **thesis agreement** approved by the School of Doctoral Studies.

When: Second half of January and first half of February of the first academic year. If the plan 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 procedures section, then *Pla de recerca de tesi doctoral* (Doctoral thesis research plan).

Additional 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_ang.html. Contact suport.grec@udg.edu to resolve any access problems.

Additional information: Items to be included <https://www.udg.edu/en/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. 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 **suspended from the programme**.

Prerequisites: Being **enrolled** and having the **research plan or the monitoring report** (as applicable) from the previous academic year approved by the School of Doctoral Studies.

When: Second half of January and first half of February of the second and subsequent academic years. If it is evaluated negatively, it can be revised only once before June. See the calendar for each academic year (<https://www.udg.edu/en/ed/Informacio-academica/Calendaris>).

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

Additional information: Structure and scope of the report
<https://www.udg.edu/en/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/en/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/en/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 and remember that, within two months of that deadline, the review will no longer be possible.

Documentation: Electronic copy of the thesis in PDF format. The application should indicate whether an international or industrial mention has been requested for the doctoral diploma, if the thesis is a compendium of publications, if it is jointly supervised or whether it is submitted in compliance with confidentiality protection measures. In this latter case, the corresponding confidentiality agreement must be included. If the thesis is submitted as a compendium of publications, the following electronic files should be presented with it:

a) a report from the thesis supervisor or supervisors indicating the suitability of this format and demonstrating the relevance of the specific contributions of the doctoral student in the publications,

b) the acceptance by the co-authors, if any, of each of the publications the doctoral student submits as part of the thesis, and

c) the renouncement by the co-authors who do not have doctorates to submit them as part of their doctoral theses.

See document template regarding b) and c):

https://www.udg.edu/ca/Portals/3/Info_academica/A4.Conformitat_coautor_en.pdf

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

Prerequisites: In general, being **enrolled** and having the **research plan or the monitoring report** (as applicable) from the previous academic year approved by the School of Doctoral Studies. If requested during the first academic year, the **research plan** must be approved and the **DAD** must be up to date. The title of the thesis to be reviewed must match the title on record at the School of Doctoral Studies, which is normally the one defined in the **research plan**. If the title has been changed, doctoral students must make a record of this through the **Change of doctoral thesis title** procedure before the review process can begin.

Additional information: Regulations on the review process
<https://www.udg.edu/en/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/en/estudia/Tramits-normatives-i-preus/Normatives/Criteris-de-format-de-la-tesi-doctoral>. Each doctoral programme has additional compendium requirements on their own websites <https://www.udg.edu/en/ed/Programes-de-doctorat>.

2.6. Submission/deposit of the doctoral thesis

Description: Until electronic submission is operational, permanently bound, printed copies of theses will continue to be presented in person at the School of Doctoral Studies. If the **international mention** has been requested for the doctoral diploma, accreditation of the stay must be attached. It is not required to print more than one copy of the thesis.

The application form can be downloaded from <https://www.udg.edu/en/estudia/Tramits-normatives-i-preus/Impresos> by going to Doctoral theses, then Application for depositing thesis, where the required documents are listed. If doctoral students live far from Girona, their supervisor or tutor may submit the thesis in their name by bringing a permanently bound, printed copy, signed by the doctoral student, to the School of Doctoral Studies with all the required documents.

Deadline: Doctoral students may submit the thesis within a maximum period of three months after the **review** reports have been received, and always before the submission deadline. If doctoral students have **submitted their thesis** before the start of enrolment established in the academic calendar for the following year, they must only pay the amount corresponding to the administrative fees and will not be required to pay for *tutela acadèmica* (academic supervision).

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 considered full-time and must have authorisation to study part time. Part-time doctoral studies, from enrolment to **submission of the thesis**, may be as long as five years (instead of three) without taking into account any possible extensions. This procedural request by the student must be approved by the academic committee. Part-time students are not required to dedicate all five years to the doctorate; the thesis can be submitted as soon as it is finished and reviewed. An explanatory or supporting document must be attached.

When: At any time, taking into account that this procedure multiplies by 5/3 the time remaining from the moment it is approved until the submission deadline. Therefore, if it has to be done, it is worth doing it as soon as possible.

Where: In *La meva UdG*, after accessing the transcript, in the 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.

Additional information: <https://www.udg.edu/en/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 this procedure multiplies by 3/5 the time remaining from the moment it is approved until the submission deadline. Doctoral students who hold a grant that requires it must do it immediately.

Where: In *La meva UdG*, after accessing the transcript, in the 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.

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

3.3. Temporary medical leave from the doctoral programme

Description: Authorisation to temporarily suspend doctoral studies for a medically justifiable period. The **submission** deadline is postponed and doctoral student rights and responsibilities are suspended. This procedural request must be approved by the academic committee. An explanatory or supporting document must be attached.

When: At any time.

Where: In *La meva UdG*, after accessing the transcript, in the 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. If this procedural request is approved, the Office of Research and Technology Transfer (OITT) must be informed of it.

3.4. Temporary leave from the doctoral programme for other reasons

Description: Authorisation to temporarily suspend doctoral studies for a maximum of one year, extendable up to one more year. The **submission** deadline is postponed and doctoral student rights and responsibilities are suspended. This procedural request must be approved by the academic committee. An explanatory or supporting document must be attached.

When: At any time. If the leave extends beyond five months during an academic year, the student is given the option of not **enrolling** and not presenting either **the monitoring report** or the **research plan**, as applicable. It is recommended, however, that long leaves be taken for full academic years (from 1 September to 31 August).

To re-enrol, students should consult the current academic calendar.

Where: In *La meva UdG*, after accessing the transcript, in the 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. This procedural request must be approved 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 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 **at the same institution**. 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 procedures section, then *Permís d'estada a l'estrange per obtenir la menció internacional* (Permission for a stay abroad).

Additional information: Regulations governing the requirements for the international mention <https://www.udg.edu/en/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.

3.7. First extension to submit a doctoral thesis

Description: One-year extension of the maximum length of doctoral studies, from the first enrolment to the **submission** of the doctoral thesis. This procedural request must be approved by the academic committee. Doctoral students who exceed the submission deadline and all possible extensions without having **submitted** the thesis will be **suspended from the programme**, even if the thesis had already been submitted for expert **review**.

When: Before the current doctoral thesis submission deadline expires.

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

3.8. Second extension to submit a doctoral thesis (exceptional)

Description: Exceptional extension of a second year of the maximum length of doctoral studies (counted from the first day of enrolment to the **submission** of the doctoral thesis) authorised by the academic committee. Doctoral students who exceed the submission deadline and all possible extensions without having **submitted** the thesis will be **suspended from the programme**, even if the thesis had already been submitted for expert **review**. An explanatory or supporting document must be attached.

When: Before the first doctoral thesis submission deadline extension expires.

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

3.9. 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 completed electronically and must be done following the procedure defined in the Academic Regulations for the Doctoral Studies of the University of Girona: one of the parties involved must submit a signed paper application form to an office of the UdG's General Registry. An example of the application can be downloaded from <https://www.udg.edu/en/estudia/Tramits-normatives-i-preus/Impresos> by going to Doctoral degree programmes, then Standard request.

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

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

3.10. Application for a 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. The certificate is issued on paper and must be picked up from the *Secció de Gestió Acadèmica* (Academic Management Section). 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 procedures section, then *Certificat substitutori del títol* (Degree certificate of equivalence).

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

Description: Obtaining 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 procedures section, then *Sol·licitud de còpia electrònica autèntica de títol universitari* (Application for a certified electronic copy of a university diploma certificate).

3.12. 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 procedures section, then *Sol·licitud d'enviament de títol oficial* (Application to send an official diploma certificate).

3.13. 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 procedures section, then *Comunicació o modificació de dades bancàries* (Notification or modification of bank details).

Typical timeline with an extension

•September or December of year 1. Enrolment
•October or January of year 1. Thesis agreement
•January or February of year 1. Research plan
•September of year 2. Enrolment
•January or February of year 2. DAD + Monitoring report
•September year 3. Enrolment
•January or February of year 3. DAD + Monitoring report
•Before the submission deadline. Application for first extension
•September of year 4. Enrolment
•January or February of year 4. DAD + Monitoring report
•6 months before the submission deadline. Review of the thesis by experts
•In a maximum of 3 months. Changes to the thesis as suggested by the experts
•Within the maximum time limit. Submission of the thesis