DOCTORAL STUDIES FOLLOW-UP GUIDE FOR STUDENTS

June 2024

Doctoral studies follow-up is managed through the SIGMA- Alumnos-Doctorado online application: http://sigma.uva.es/Inicio/Alumnos

Index

1. Introduction and general information about follow-up in the Sigma Doctorate application

- Anyone who is enrolled in a doctoral programme must <u>sign the thesis supervision commitment and carry out the follow-up of their doctoral thesis</u>.

- Doctoral thesis follow-up is conducted by means of a module of the Sigma academic software. This module allows the interaction of the following actors involved: doctoral student, tutor, and thesis supervisor. It consists of five sections managed by different types of users:

  1. Details of the person enrolled in the doctoral programme (student) and of the thesis (managed by the administrative section of the Doctoral School)
  2. Complementary training (this section will only be displayed if complementary training was required).
  3. Activities document (managed by the person enrolled in the doctoral programme (the student) and the tutor and thesis supervisor(s).
  4. Research plan and training plan of the doctoral student (managed by the person enrolled in the doctoral programme (the student) and the tutor and thesis supervisor(s)).
  5. Thesis supervisor report (managed by the person(s) responsible for the tutor and thesis supervisor(s)).
  6. Evaluation of the academic committee. Managed by members of the academic committee of the doctoral programme.

- All these users –as well as the administrative support staff of the doctoral programmes– can view and consult these five sections, but not all users can modify them.

- Although the application is compatible with any browser, <u>Mozilla Firefox is recommended.</u>

⚠ <u>VERY IMPORTANT</u>: when you enrol as a PhD student, an institutional email address is created: nombre.apellidos@estudiantes.uva.es, where you will receive all official notifications. It is essential to keep this active. You can find more information here: https://digital.uva.es/

2. Access to the doctoral follow-up module

Enrolment must be formalised <u>each academic year for the academic record to remain active</u>. Enrolment will entitle you to doctoral follow-up and to use the resources required for you to do your work, and will guarantee full compliance with the rights provided by the rules for doctoral students.

The username and password for access are the same as those used in other UVa applications:

- The user field consists of e+eight digits NIF+Letter NIF. (Example: e09876543c).
- If you do not have a NIF, the user has the format u+eight digits+letter.

If you have forgotten your password, you can retrieve it from the option _Recuperar contraseña_ (='Recover password') in the identity menu by clicking on Sigma UVa students from the main website of the university.

2.1. How to access the module

a. Access from the website of the Doctoral School: https://esduva.uva.es/

b. Access from this website: http://sigma.uva.es/Inicio/Alumnos

2.2. Access to the doctoral student academic records

You need to click on *"Seguimiento Doctorado"* (='Doctoral follow-up'):
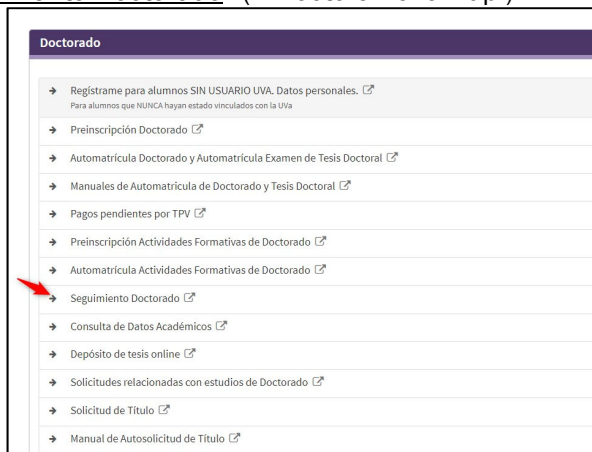
Log in, filling in your username and password:
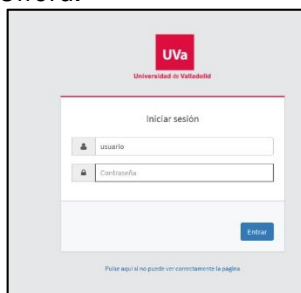
The following screen will appear:

Click on the arrow "570-Escuela de Doctorado":

In you can only consult.

To enter or modify any information, click on this icon:

This screen will appear:

⚠️ Attention: in this screen, we can see a very important detail: the deadline for depositing the thesis. You must deposit the thesis before this date or, if necessary, apply for an extension. For more information on how to apply for extensions, please visit the website of the Doctoral School: https://esduva.uva.es/en/phd-students/changes-withdrawals-and-extensions/

By clicking on this date you will be able to see if you are full time/part time, the extensions requested, etc.

3. Details: doctoral student and thesis

Here you will find information such as the name(s) of your tutor and thesis supervisor(s). It is compulsory to enter the title of the thesis, although you can change it at any time before submitting it.

It is important to check that the line or lines of research are correct:

You can access your full academic record by clicking on

4. Complementary training

If the academic committee of your PhD programme has asked you to take complementary courses, you will be able to check it in this section.

5. Doctoral activities document
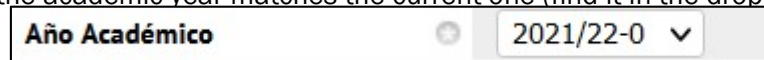
This tab is where the person enrolled in the doctoral programme (the student) will have to manage the training activities to be carried out during their studies. These activities must be validated by the tutor and thesis supervisor(s) and evaluated by the academic committee of the corresponding PhD programme.

This is a personalised document for doctoral students in which all the training activities carried out during the doctoral studies are recorded. It is also a part of the documentation to be reviewed by the academic committee of the doctoral programme for its annual evaluation.

5.1. How to record new activities
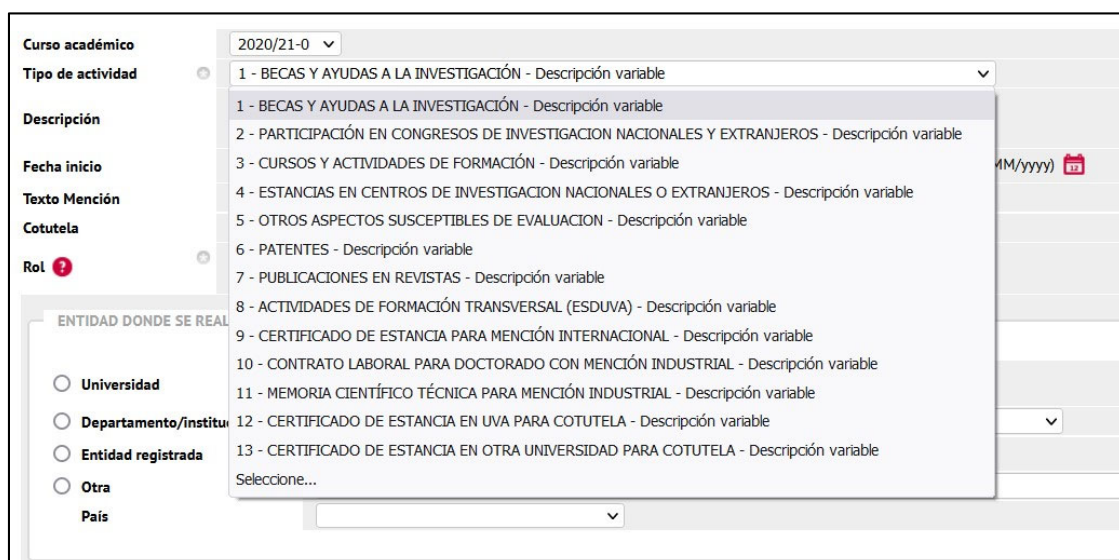
Training activity: it may be defined in the doctoral programme's verification report, proposed among the transversal activities offered by the Doctoral School, be of interest to you or suggested by your tutor and thesis supervisor(s), among other reasons. To enter and record the activity carried out, the procedure is as follows:

a) Click on the button at the top

b) Make sure that the academic year matches the current one (find it in the drop-down menu)

c) Select the type of activity in the drop-down list:

To fill in the fields: check ANNEX I

Once the activities have been recorded, the overview is as follows:

	Curso académico	Tipo de actividad	Descripción	Origen actividad	Última modificación	Revisión	Descargar
	2017/18	1 - BECAS Y AYUDAS A LA INVESTIGACIÓN - Descripción variable		Doctorando;	Doctorando; (4)	Validada	
	2017/18	2 - PARTICIPACIÓN EN CONGRESOS DE INVESTIGACION NACIONALES Y EXTRANJEROS - Descripción variable	Segunda actividad del año	Doctorando;	Doctorando; (4)	Propuesta aceptada	
	2017/18	5 - OTROS ASPECTOS SUSCEPTIBLES DE EVALUACION - Descripción variable	Actividad p Aquí se indica la descripción	Tutor; ALONSO, Maria Jose ( )	Tutor; ( )	Propuesta aceptada	
		2 - PARTICIPACIÓN EN					

The flag [flag icon] indicates that there are changes in the status. When you record a training activity,

it will appear as 'Proposal'. Then, when the tutor or thesis supervisor(s) revise it, they can change the status to 'Accepted Proposal', 'Validated' or 'Not Accepted', as appropriate.

In 'Origin activity', you can see by whom it has been proposed. It is also identified by colour codes. 'Last modification' indicates who has made the latest revision.

5.2. Training activities status

Once the activities have been recorded, their status can be:

- Proposed: this appears by default when you enter the activity. While it is in this status, the person enrolled in the PhD (the student) can make modifications by clicking on the pencil.

- Accepted proposal: the tutor or thesis supervisor(s) marks this option if they consider the proposal suitable for the PhD student's training. In this status, the person enrolled in the PhD (the student) can still modify the dates and the attached document by clicking on [Modificar button] before leaving.

- Validated: the tutor or thesis supervisor(s) mark this option when the activity is complete and when they consider it appropriate. In this status, the person enrolled in the doctorate (the student) can no longer modify it.

- Not accepted: the tutor or thesis supervisor(s) mark this option if they consider that the proposal is not suitable for the training of the person enrolled in the doctoral programme (the student).

The training activities can be checked by the tutor or the thesis supervisor(s). However, only one acceptance or validation is needed, which can be done either by the person responsible for the tutoring or thesis supervision, i.e. it is not necessary for everyone to enter acceptance or validation.

5.3. Consulting and modifying activities

To modify an activity in the doctoral activities document, click on [pencil icon]. (If it is not already validated)

To download a file, press [download icon]

5.4. Printing the activities document

The doctoral activities document can be printed by clicking on the button **Imprimir** located at the top of the activity list you have entered. The application will generate a PDF file.

⚠️ Important: the doctoral activity document will only include those activities which are in the "Validated" status.

Activities in the status of "Proposal", "Accepted proposal", and "Not accepted" will not be included. Nor will activities be included if they are incorrectly recorded because not all mandatory fields have been entered.

6. Research plan and training plan for doctoral students

The research plan and training plan is the personalised document that describes the methodology to be used, the objectives, the means and a timeline for writing the doctoral thesis. It is a SINGLE DOCUMENT. The system envisages only one plan per academic year. There will only be two plans if the thesis has been evaluated "with shortcomings". You have available the template to be used in the Doctoral School website: https://esduva.uva.es/doctorandos/gestion-academica/plan-deinvestigacion-y-evaluacion-anual/

This document –with the progress made– must be included each academic year and a reported thereon will be issued by the tutor or thesis supervisor(s). Before the end of the academic year, it will be evaluated by the academic committee of the doctoral programme.

If the evaluation reports shortcomings, the person enrolled in the PhD (the student) will have six months to submit a new research plan (second revision of the academic year), a report on which must also be issued by the tutor or thesis supervisor(s) and the academic committee. To do this, the student must be enrolled.
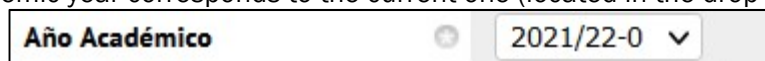
A second evaluation with shortcomings will lead to permanent withdrawal from the doctoral programme.

6.1. How to add the research plan and the training plan

Within the corresponding tab:

a) Using the button **Añadir** at the top

b) Enter the description and attach the document: **Adjuntar**

c) The research and training plan is saved with the date it is uploaded to the application.

Check that the academic year corresponds to the current one (located in the drop-down menu)

| Año Académico | ⊙ | 2021/22-0 ⌄ |

Before logging out, do not forget to click on **Añadir** to save it. Remember that there will be only one plan per academic year and it will be reflected in a single document.

6.2. How to consult or modify a record of the research plan and training plan. Download the attached document

To modify the registration of the research plan and the training plan, click on . This must be done before being evaluated, since it is not possible to modify it afterwards.

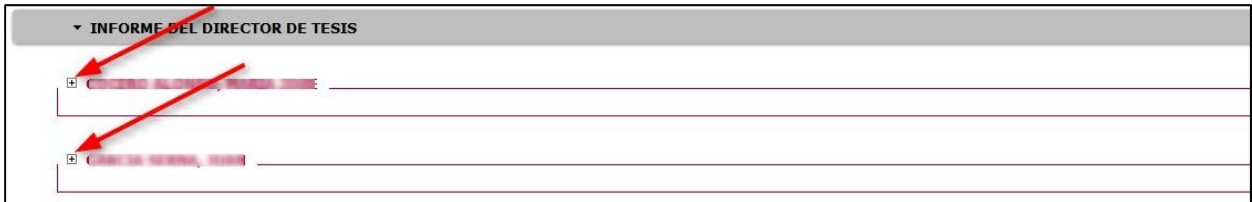To download the file, click on .

⚠ The date of acceptance is inserted by the application when the tutor or thesis supervisor(s) evaluates the research plan and training plan. This implies that, after the evaluation, the person enrolled in the doctoral programme (the student) will <u>not be able to delete or modify this record</u>, but will only be able to download the document and consult the information entered.

7. Report from the thesis supervisor

In this section, the tutor and thesis supervisor(s) will attach a document, issuing a report on the research plan and training plan, the training activities and the progress of the thesis in the academic year.

This evaluation can be done in two ways:

a) By clicking " + in the corresponding section, each person responsible for the tutoring and thesis supervision uploads a report and issues their evaluation (positive or negative):
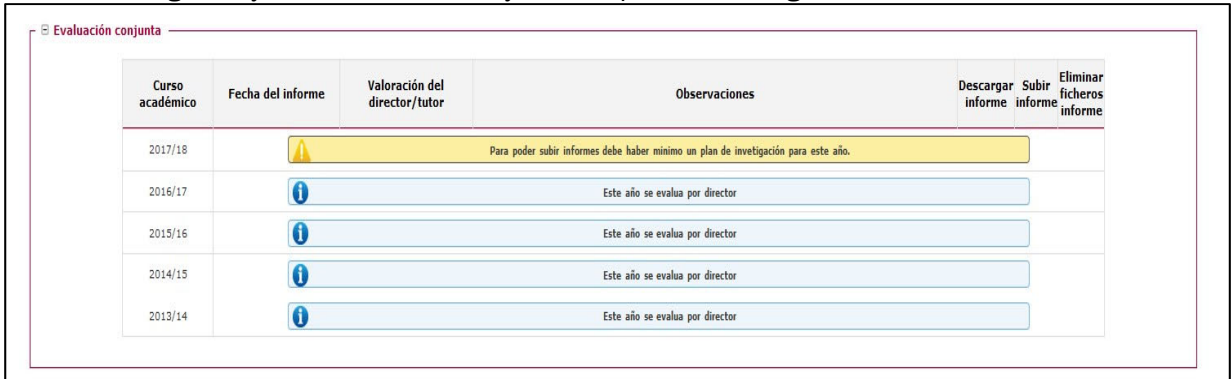

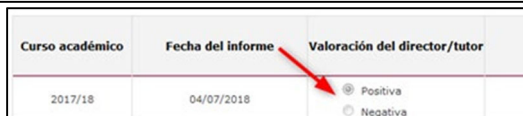b) With the prior agreement of the tutor and thesis supervisor(s), any of them uploads a joint report that must be signed by all of them and they issue a positive or negative evaluation:

The two options are mutually exclusive, i.e. if it is a joint report, the individual report is not necessary, whereas if they wish to make an individual report, the joint report is not necessary.

8. Evaluation by the academic committee

The academic committee of the doctoral programme will evaluate in this tab the research plan and the training plan and the doctoral activities document, together with the reports issued for this purpose by the tutor and thesis supervisor(s):

Curso académico	Descripción	Convocatoria	Evaluación	Observaciones	Fecha calificación	Documentación
2017/2018	Tutela Académica (primer año)	1	Sin calificación ▼ Sin calificación / EVALUACION CON CARENCIA / EVALUACION POSITIVA		-	🔴

Volver

In the academic calendar approved annually by the University of Valladolid and published on the UVa website, the deadlines for this annual assessment are approved.

Possible evaluation grades:

a) Positive evaluation

b) Evaluation with shortcomings:

- In the case of an evaluation with shortcomings –which will be duly motivated– the person enrolled in the doctorate (the student) will be evaluated again within six months from the date of the last evaluation.
- To this end, the person enrolled in the PhD (the student) will draw up a new research plan that must be uploaded to the SIGMA platform and which will appear as 'Second Revision'. Once again, the tutor and thesis supervisor(s) must evaluate and report on this plan.

⚠️ Important: a second evaluation with shortcomings will lead to permanent withdrawal from the doctoral programme.

9. Documentation

This section contains the commitment to supervise the thesis once it has been signed by all the parties involved (the doctoral candidate, the tutor, the thesis supervisor(s) and the coordinator of the doctoral programme).

1- This supervision commitment will always be signed at the start of your doctoral studies.

2- If you have made any changes to the tutoring or supervision of your doctoral thesis, a new thesis supervision agreement will be signed again, including these changes.

⚠️ Important: unless it is signed by all the actors involved, you will not be able to record training activities in your activities document.

FOR ANY QUERIES, PLEASE CONTACT THE DOCTORAL SCHOOL AT THIS EMAIL:
negociado.escuela.doctorado@uva.es

eSDUVa
Escuela de Doctorado Universidad de Valladolid

ANNEX I. Instructions for filling in the fields of the training activities

1. If the activity is a scholarship or a grant

Please fill in the following fields:

- Description: Name of the scholarship or grant

  The field is multilingual: by clicking on the icon , you can enter the description in Spanish and English. ⚠ Be careful with the wording, as what you enter will be included in several documents, including the certificate, and it is important that it reflects the details of the activity as accurately as possible.

- Enter the start and end date

- Entity where the activity will take place: this refers to the institution awarding the grant or scholarship

There are different cases:

a) If the entity is a "_University_"

  Click on the icon and choose the country and university.
  If it is a university institution, you must enter the name of the corresponding university.
  You can search for it with a search mask (=_"búsqueda con máscara"_):

Once you have chosen the university, a drop-down menu opens to search for the department:

b) If it is a "*registered entity*"

do not forget to enter the country and institution. You can also search for it with a search mask (="*búsqueda con mascara")* under "*Denominación*" (="Name"):

c) If the entity is <u>neither registered nor a university</u>, you must put the full name by clicking on "*Otra*" (="*Other*") and "*País*" (="*Country*") where this institution is located (without this data, it does not allow you to validate the activity)

• In the "*Observaciones*" (='Remarks') field you can add comments. It is important to remember that the text will appear in the printed version of the doctoral activity document.

⚠️ <mark>Do not forget</mark> to attach the document justifying the activity. Click on the button "*Adjuntar*" (='Attach').

A pop-up window will appear in which you have to enter the title of the document, upload the document, and accept.

To finish, do not forget to click on

The activity is registered in the list with the status 'proposed'. Your tutor and thesis supervisor(s) will receive an email informing them that there are updates in this file: only one of them need validate the activity.

2. If the activity is a conference, course, research stay or other

Fill in the following fields:

- Description: name of the conference, course, stay or others

- Fill in the following fields

- Enter the start and end date

- Entity where the activity will take place: you can follow the same instructions as in the previous section. Please note:

  ⚠ ONLY IF THE STAY TO BE ENTERED JUSTIFIES THE INTERNATIONAL MENTION (max. two stays in the same institution) MUST YOU CLICK ON THE CORRESPONDING BOX. NO OTHER ACTIVITY SHOULD BE MARKED WITH A MENTION.

  ⚠ TO JUSTIFY THE INTERNATIONAL THESIS CO-SUPERVISION, YOU MUST ATTACH THE CERTIFICATE OF THE STAY AND ALL THOSE ACTIVITIES RELATED TO THE SIGNED CO-SUPERVISION AGREEMENT AND CLICK ON THE CORRESPONDING BOX. NO OTHER ACTIVITY MUST BE MARKED WITH A MENTION

⚠️ TO JUSTIFY THE INDUSTRIAL DOCTORATE MENTION, YOU MUST ATTACH THE EMPLOYMENT CONTRACT AND THE SIGNED AGREEMENT AS TWO DIFFERENT ACTIVITIES and CLICK ON THE CORRESPONDING BOX. <mark>NO OTHER ACTIVITY SHOULD BE MARKED AS SUCH.</mark>

3. If the activity is a patent

Fill in the following fields:

- Start date and end date: the date on which it was registered.

- Entity where the activity will take place: you can follow the same instructions as in the previous section.

The country and centre fields must be filled in. You can also search for it with a search mask (= "*búsqueda con mascara*") in '*Denominación* (= "Denomination").

⚠️ <mark>In the observations field, you must indicate the <u>REGISTRATION NUMBER</u> of the patent</mark>

4. If the activity is a publication

Fill in the following fields:

- Description: Title of the article and/or journal in which it has been published
- Start date and end date: the date of publication or acceptance

In the *"Observaciones"* section (= "Remarks"), you must fill in all the data indicated below. It is necessary to differentiate between article, chapter or book. ISO 690:2010(E)

- *Journal article*

  Surname, First name. Title of the article. In: "Title of the serial publication"(*in italics). Date of publication, numbering (volume, issue number...), page range. Standardised identifier (DOI)

  Example:
  Surname Surname, First name. El Doctorado. In: Organic Chemistry, 2018, v.21, no. 2, pp 241-358. DOI: 11.111/acs.inor.1v11111

- *Publication of a book*

  Surname, First name. Title of the book (*in italics). Edition (*if not the first). Place: Publisher, Date of publication. ISBN

  Printed example:
  Surname Surname, First name. *El Doctorado*. 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22-

  Online example:
  Surname Surname, First name. *El Doctorado*. 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22 Available at: http://hdl.lXXXXXX

- *Publication of a book chapter/published contributions to conferences*

  Surname, First name. Title of the contribution. In: Name of author(s). Title of the book (*In italics). Edition (if not the first edition). Place: Publisher, Date of publication, Page range. ISBN (if available)

  Printed example:
  Surname Surname, First name. *El Doctorado.* 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22-

  Online example:
  Surname Surname, First name. *El Doctorado.* 4th ed. Sevilla: Doctor Editora, 2012. ISBN: 123-22 Disponible en: http://hdl.lXXXXXX

IF YOU HAVE ANY QUERIES, PLEASE CONTACT THE DOCTORAL SCHOOL AT EMAIL: negociado.escuela.doctorado@uva.es