

A guide for the PhD Student, the Director and Mentor.

The information in this document is intended only as orientation. It is extracted from the *Documento de Verificación del Programa de Doctorado en Física Aplicada y Tecnología* and from the *Reglamento de Doctorado de la USAL* (CG 25-10-11, 18-07-13, 26-06-2014, 29-01-205).

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List of abbreviations

DP	Doctorate Program (<i>Programa de Doctorado</i>)
PC	Program's Coordinator (<i>Coordinador del Programa</i>)
AC	Academic Commission (<i>Comisión Académica</i>)
DS	Doctorate School (<i>Escuela de Doctorado</i>)
TA	Training Activities (<i>Actividades de Formación</i>)
RAPI	Virtual Register of Training Activities (<i>Registro Virtual de Actividades</i>)
PhD	Doctoral Degree
USAL	University of Salamanca (<i>Universidad de Salamanca</i>)
IA	International Award (<i>Mención Internacional</i>)
EU	European Union (<i>Unión Europea</i>)
ECTS	European Credit Transfer System
FTS	Full-time student (<i>Estudiante a tiempo completo</i>)
PTS	Part-time student (<i>Estudiante a tiempo parcial</i>)

¿Where may I find information about the Doctorate Program?

- Coordinator's e-mail dfatech@usal.es
- USAL web page (<https://doctorado.usal.es/>)

Where you will find institutional information on the Program (forms, enrollment requirements, pre-registration and registration, cost, etc.)

- twitter (@dFaTech) and Facebook (<https://www.facebook.com/dfatech>)

At present discontinued.

What is a Doctorate Program (*Programa de Doctorado*) and what training activities are needed to complete it?

A Doctorate Program (DP) is a *corpus* of activities leading the student to the acquisition of the competences and skills needed to be awarded with the PhD title.

The main activity of the student is the development of his research, that will be complemented with other training activities (TA), **some of them compulsory**, the rest highly recommended.

The DP must be concluded with a public defence of the research (thesis dissertation) and the submission of the PhD thesis report. Full-time students (FTS) have three years to complete the Program, from start (date of the inscription to the first year) to conclusion, extensible to a maximum of five. Part-time students (PTS) have five years to complete the Program, from start (date of the inscription to the first year) to conclusion, extensible to a maximum of seven.

Prior to the thesis defence, the student needs to have completed a set of training activities. The documentation proving the completion of the training activities must be uploaded by the student to a virtual repository (RAPI)¹ during the academic year in which the training activity has been completed. Once uploaded, you have to notify the upload to your thesis advisor, so he can review your documents and activity and check the *revised* box in RAPI.

Near the completion of the thesis, the student should contact the PC to review RAPI. Please do it with enough time so you can correct the data and documentation in RAPI before the submission of the thesis. Before submitting the thesis report, all compulsory activities have to be finished and properly documented in RAPI, the PC will ask the student/advisor the reason if some of the recommended (non compulsory) activities are missing.

It should be understood that the requirements in training activities establish a *minimum quality* for the successful completion of the DP. The set of activities the student is expected to complete before the thesis defence are:

1. Attendance to research seminars. (**compulsory**)

Minimum requirements: 30 h including discussions

Supporting evidences: Certificate signed by the advisor ensuring the attendance for the minimum number of hours required. Alternatively, the certificate of attendance to each seminar from the organiser.

¹ <https://frontend.usal.es/RAPI?tipoEstudio=TCL>

When to up-load the documentation to RAPI: At the final year, prior to the submission of the thesis report if a single certificate, close after the seminar has been celebrated in case of certificates of attendance to particular seminars.

2. Regular follow-up meetings about the development of the student research with the advisors **(compulsory)**

Minimum requirements: 24 h

Supporting evidences: Certificate signed by the advisor ensuring the attendance for the minimum number of hours required.

When to up-load the documentation to RAPI: At the final year, prior to the submission of the thesis report.

3. Methodological or specialised courses **(compulsory)**

Minimum requirements: 6 h during the first two years (four in the case of part-time students)

Supporting evidences: Certificate of attendance to the courses.

When to up-load the documentation to RAPI: During the academic year when the course has been completed.

4. Attendance to congresses, workshops, etc. (strongly recommended)

Minimum requirements: 20 h during the first three years (five in the case of part-time students).

Supporting evidences: Certificate of attendance to the congress. Certificate of the presentation (when applicable).

When to up-load the documentation to RAPI: During the academic year when the congress has been celebrated.

5. Scientific publications or contributions to industry **(compulsory)**

Minimum requirements: 1 contribution.

Supporting evidences: Copy of the pdf of the final publication.

When to up-load the documentation to RAPI: During the academic year when the contribution has been published.

6. Secondment/s in other research center, industry or similar (strongly recommended)

Minimum requirements: 150 h.

Supporting evidences: Certificate from the hosting institution.

When to up-load the documentation to RAPI: During the academic year when the secondment has been published.

If the PhD research aims to apply for the international award (IA), It is compulsory a three month stay in a foreign institution.

What is the academic structure of the Program?

The Program includes the following academic institutions

- Academic Committee (AC).

Is the responsible of the definition, organisation and coordination of the Program, and responsible of the resolution of conflicts at first instance.

- Quality Committee.

Is the responsible of developing the internal system of quality assurance and of revision, analysis and proposition of improvements in the Program. .

- Program's Coordinator (PC)

Also president of the AC and member of the Quality Committee, in charge of supervising the correct development and design improvements to the Program.

- Doctorate School Committee at USAL

In charge of supervising the correct application of the regulation and protocols established by de Quality Agencies and of the resolution of conflicts at second instance.

- Thesis advisor.

In charge of supervising the research, activities and proper development of the thesis of the students.

- Mentor

Only required if the thesis advisor deos not belong to the DP team of researchers. In charge of supervising the quality of the thesis research and its adequateness to the internal rules and scope of the program.

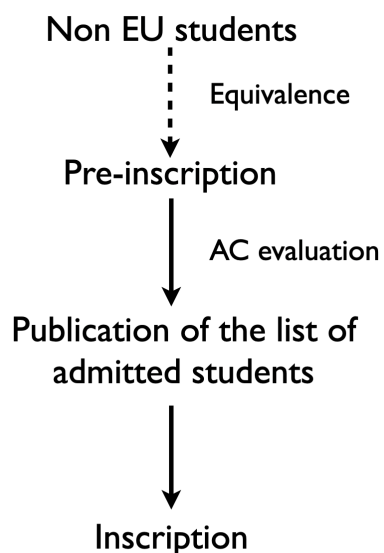
I would like to join the program. What should I do?

- First be sure you have the adequate academic requirements. The most common are:
 - ✓ To have an oficial spanish bachelor degree (Grado) and master degree, or the equivalent level from another country (after successful application to the **equivalence** request)
 - ✓ To have an oficial spanish degree, or equivalent, and obtained the degree of *Suficiencia Investigadora*.
 - ✓ To have an oficial spanish degree, or equivalent, and obtained the degree of *Diploma de Estudios Avanzados*.
 - ✓ To have another PhD degree.
 - ✓ To have a spanish university title, or from other country part of the European Space of High Education, that permits the access to a master degree and to have coursed al last 300 ECTS, 60 of them at the master level.
- Identify the research groups and lines that you would like to focus your PhD. Contact them and agree with one of them the future advising of your research. If you need information or support on this, ask the PC.
- Pre-registrate to the program during the period of time intended to this. You will find information on the process and opening period in <https://doctorado.usal.es/>
- Wait until the AC approves your pre-registration. This will happen after the pre-registration period is finished.
- Once the AC has accepted tour pre-registration, you may proceed to the registration to the program it is open. You will find information on the inscription process and opening period in <https://doctorado.usal.es/>

Procedures before and during your studies.

More information in <https://doctorado.usal.es/es/calendario-de-actividades>

- INSCRIPTION



Before inscription, you need the commitment of one professor of de DP as future advisor of your research.

If you have a non EU degree, you should pass successfully the procedure of equivalence.

- FIRST YEAR

During the first year the student should:

- 1- Register the activities in RAPI (<https://doctorado.usal.es/es/registro-actividades>). Inform your advisor to revise the activity and accept it.
- 2- Before April 13th, submission to the DS of the Research Plan (*Plan de Investigación*)

- SECOND AND FOLLOWING YEARS

- 1- Register the activities in RAPI (<https://doctorado.usal.es/es/registro-actividades>). Inform your advisor to revise the activity and accept it.
- 2- In June, upload to RAPI the Report of Activities and Research advance during the academic year, approved by your advisor.
- 3- In June, upload to RAPI the Evaluation Report signed by your advisor.

Both the Report of Activities and Research and the Evaluation Report are **compulsory** for the evaluation by the AC and the allowance to continue your PhD research in the next academic year.

Thesis submission and dissertation

More information in <https://doctorado.usal.es/es/deposito-defensa>.

- The thesis report and dissertation.

The doctoral studies finish with the submission of a thesis report and the defence of the research as a dissertation.

- Thesis report submission.

Some weeks/months before submission the student must contact the PC. He will review your RAPI and inform if the minimum is reached in order to proceed with the process of thesis submission and dissertation.

Prepare the following documentation

1- Request for submission (solicitud de depósito).

2- A pdf copy of your thesis report.

3- Request for the archive of the thesis report.

4- Proposal of the evaluation committee.

5- Request for the International Award (*Mención Internacional*) if you are considering this possibility.

Ask the PC to ask the approval of de AC for the documents. Once the documents are approved, the PC will contact you and return the signs documents.

Submit the documentation to the DS.

- Grading.

Immediately after the dissertation, the evaluation committee will grade the thesis as: *No Apta* (D), *Suficiente* (C), *Notable* (B) or *Sobresaliente* (A). In the later case (*sobresaliente*), each member of

the committee will emit a vote for the *Cum Laude Award* and a numerical grade (from 0 to 30) for the *Extraordinary Award*. After reviewing these secret votes, in few days, the DS will inform the student of the final grade.

