



ESCOLA DE DOCTORAT

GUIDE FOR DOCTORAL STUDENTS ON TRACKING THE PROGRESS OF A DOCTORAL THESIS

Managing your Activities Document and Research Plan

Vic, November 2017

Table of contents

1 Tracking a doctoral thesis	2
2 Access to the module	2
3 Management of your Activities Document.....	4
3.1 How to register training activities in the Activities Document.....	4
3.2 Status of training activities	8
3.3 How to modify or eliminate a training activity	9
3.4 Printing the Activities Document.....	9
4 Management of your Research Plan.....	10
4.1 How to enter documents into the Research Plan	11

Please bear in mind that this document is published for your guidance. Screen captures and specific texts in the application are subject to revision and may not fully coincide with those items shown here.

1 Tracking a doctoral thesis

As a student enrolled in a doctoral programme, you should track progress of your doctoral thesis through the "Tracking your doctoral thesis" module, which is the IT management tool of doctoral studies.

This module allows you to interact with your tutor / supervisor and the Academic Committee of the Doctoral Programme.

There are seven tabs, each managed by different users who, depending on their permissions, can either only consult them or also modify their content.

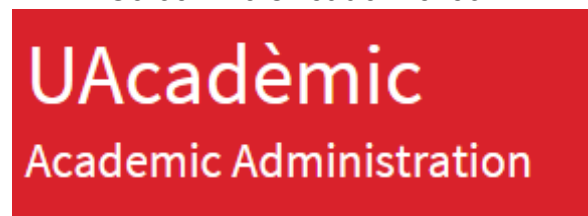
The person responsible for maintaining the content of each tab is as follows:

TAB	PERSON RESPONSIBLE FOR MAINTENANCE
Registration and follow-up	Academic Administration
Thesis and student details	Academic Administration / Doctoral College
Finance	Doctoral student
Activities document	Doctoral student and tutor / supervisor
Research plan	Doctoral student and tutor / supervisor
Report of thesis supervisor	Tutor / supervisor
Academic Committee Assessment	Academic Committee of the Doctoral Programme

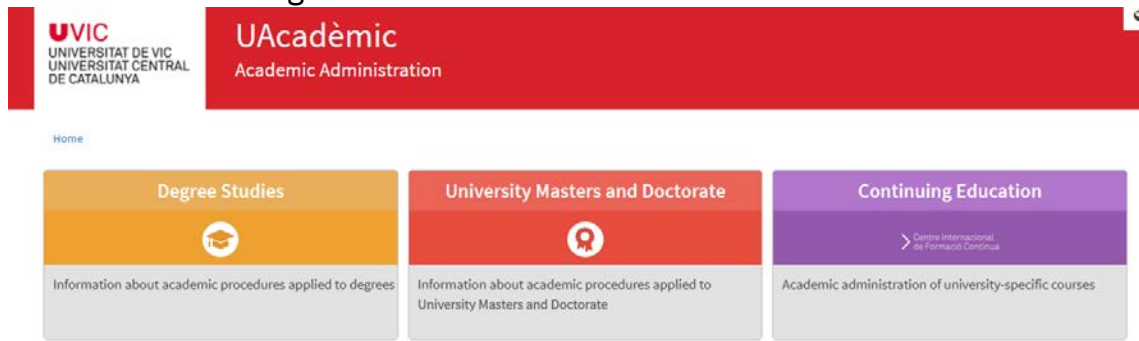
2 Access to the module

Enter the Virtual Campus.

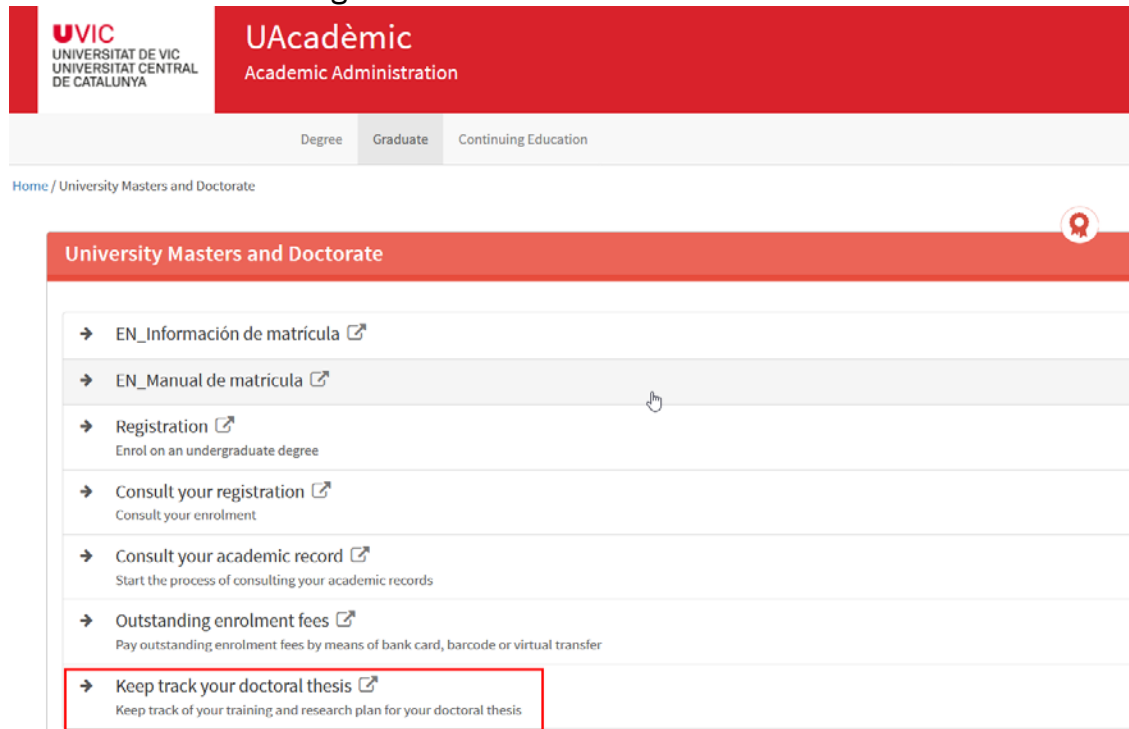
1. Select the UAcadémic icon.



2. Select Master's Degrees and Doctoral Studies.



3. Select "Tracking a doctoral thesis".



4. Select your doctoral studies.

Study selection						
	Center	Plan	Studies	Type of studies	Specialization	Status / Reason
	11	204 - Law, Economics and Business	Law, Economics and Business	Doctorat	None	Abierto

You should see a screen with the Thesis title. Maybe this field has already been filled in by Academic Administration. If not, you will see "Untitled thesis".

5) Select the Modify icon.

Monitoring item selection	
	Thesis title
	Thesis Untitled

Now you can complete your Activities Document and Research Plan.

On the Registration tab you will find data that Academic Administration has entered into the system, such as:

- Tutor

- Provisional title of the thesis
- Start date (registration date first tutorial supervision)
- Thesis supervisor(s)

Other information:

- Deadline for completion of the thesis (3 years from registration for the first tutorial supervision in the case of full-time doctoral students and 5 years for part-time doctoral students)
- Doctoral programme

You cannot modify any information on this tab. If you wish to change any details, please contact the coordination team of the doctoral programme.

3 Management of your Activities Document

Your Activities Document is a record of all the training and research activities that you will carry out throughout your doctoral training. All activities must be authorised by your tutor / supervisor.

You will submit this document annually during the tracking period. It will be checked by the Academic Committee of the Doctoral Programme, so please keep it up-to-date, incorporating all accreditations of activities you have carried out and making sure that it is authorised by your tutor / supervisor.

3.1 How to register training activities in the Activities Document

1. Select Activities Document tab.

The screenshot shows a web interface with several tabs: Monitoring, Board members, Thesis supervisors, Research plan, **Activities document** (highlighted with a red circle), Financing, and Evaluation of the academic commission. Below the tabs is a form with the following fields:

- Academic year: 2017/18-0
- Type of activity: Select...
- Description: [Empty text box]
- Start date: [Empty text box] (dd/MM/yyyy)
- End date: [Empty text box] (dd/MM/yyyy)
- Number of days: 0
- Mention: Sin mención, Mención Doc. internacional, Mención Doc. industrial
- Cotutela:

2. Select a type of activity from the drop-down menu.

Monitoring Board members Thesis supervisors Research plan **Activities document** Financing Evaluation of the academic commission

Academic year: 2017/18-0

Type of activity: Select.

Description: Select.

Start date: (dd/MM/yyyy)

End date: (dd/MM/yyyy)

Number of days: 0

Mention: Sin mención Mención Doc. internacional Mención Doc. industrial

Cotutela: University Department/institution Registered institution Other Country

- 1 - Ethics on research workshop - Variable description
- 2 - Welcome session for new doctoral studies - Fixed description
- 3 - How to draw up a Research Plan - Variable description
- 4 - Systematic Review Workshop - Variable description
- 5 - Intellectual and Industrial property - Variable description
- 6 - Choose where to publish - Variable description
- 7 - Open Science: Publish in open access - Variable description
- 8 - Practical review of the designs of qualitative studies in the social and health field - Variable description
- 9 - Research data - Variable description
- 10 - Survival Bibliometry - Variable description
- 11 - Mendeley: Manager of bibliographic references - Variable description
- 12 - Mendeley: beyond the bibliography - Variable description
- 13 - Doctoral Thesis Workshop - Variable description
- 14 - Academic writing workshop - Variable description
- 15 - Before and after the thesis defence - Variable description
- 16 - Curriculum and accreditations - Variable description
- 17 - Tools for qualitative research - Variable description
- 18 - Tools for quantitative research: basic and advanced statistics - Variable description
- 19 - Estado de recerca - Variable description

You will see that some doctoral programmes have their own activities, identified with the initials of the doctoral programme before the title of the activity.

3. Enter the description of the activity.

Monitoring Board members Thesis supervisors Research plan **Activities document** Financing Evaluation of the academic commission

Academic year: 2017/18-0

Type of activity: 1 - Ethics on research workshop - Variable description

Description: (dd/MM/yyyy)

Start date: (dd/MM/yyyy) End date: (dd/MM/yyyy)

Number of days: 0

Mention: Sin mención Mención Doc. internacional Mención Doc. industrial

Cotutela:

The Description field is a multi-language field in Catalan, Spanish and English. If you want to print your Activity Document in three languages, you must fill in all three fields. If you do not, the activity will only be described in the language you use to enter the information.

Castellano	
Catalán	
Inglés	Ethics

4. Select the start and end date of activity (using the calendar icon).

Monitoring Board members Thesis supervisors Research plan **Activities document** Financing Evaluation of the academic commission

Academic year: 2017/18-0
 Type of activity: 1 - Ethics on research workshop - Variable description
 Description: Ethics
 Start date: (dd/MM/yyyy) End date: (dd/MM/yyyy) Number of days: 0
 Mention: Sin mención
 Cotutela:

Entity selection options:
 University
 Department/institution
 Registered institution
 Other
 Country

CALENDARIO - Google Chrome
 Segur | https://uacademic.uvic.cat:2443/tcso...
 2017 November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

 Accept Cancel

5. Include details of whether you will obtain specific accreditation, such as an international mention, an industrial doctorate mention or co-supervision.

Academic year: 2017/18-0
 Type of activity: 1 - Ethics on research workshop - Variable description
 Description: Ethics
 Start date: (dd/MM/yyyy) End date: (dd/MM/yyyy) Number of days: 0
 Mention: Sin mención Mención Doc. internacional Mención Doc. industrial
 Cotutela:

6. Include details of where the activity is carried out in the ENTITY WHERE THE ACTIVITY WILL BE PERFORMED box.

a) If the training activity is carried out at UVic-UCC, select the University section , click on the magnifying glass and enter University of Vic in the Description field. Then click OK.

Entity selection options:
 University
 Department/institution
 Registered institution
 Other

* ADMINISTRATIVE SITUATION
 Proposal

Search of the Universities
 Country: [dropdown]
 Description: [text field]
 (?) search with mask *
 Back Accept

b) If the training activity is carried out outside UVic-UCC, select Other and give the name of the entity where you will carry out the activity. In this case, also state the country using the drop-down menu.

INSTITUTION WHERE THE ACTIVITY WILL TAKE PLACE

Entity selection options:
 University
 Department/institution
 Registered institution
 Other
 Country

7. You can add comments in the Observations field, but you bear in mind that they will also appear in the printed version of the Activities Document.

A screenshot of a web form. On the left, there is a section titled '* ADMINISTRATIVE SITUATION' with a radio button selected for 'Proposal'. To the right, there is a large yellow rectangular text area labeled 'COMMENTS' at the top. A mouse cursor is pointing at the bottom right corner of this text area.

8. You can also attach documents related to the activity, such as the programme, the attendance certificate, etc., by clicking on the Attach icon.

A screenshot of a web form. On the left, there is a section titled '* ADMINISTRATIVE SITUATION' with a radio button selected for 'Proposal'. To the right, there is a large yellow rectangular text area labeled 'COMMENTS' at the top. Below this, there is a section labeled 'ATTACHMENTS' containing a button with a plus sign and the text 'Attach'. A red box highlights the 'Attach' button, and a mouse cursor is pointing at it.

Give the name of the document in the Description of the document field. Find it on your computer using the Browse button.

A screenshot of a file selection dialog box. The title bar says 'FILE'. There is a text field labeled 'Description of document' with the text 'Tria un fitxer' entered. Below the text field, there is a preview of the selected file with the text 'No s'ha triat cap fitxer'. A red circle highlights the text 'Tria un fitxer'. At the bottom, there are two buttons: 'Close' and 'Accept'. The 'Accept' button is highlighted with a red box.

When you have uploaded the file, it will appear in the lower part of the dialogue. From here you can download it or delete it.

A screenshot of a web form showing the 'ATTACHMENTS' section. It contains a table with the following data:

















	Name	Date added
	a	28/11/2017

Below the table, there is an 'Attach' button.

9. Click on Insert and the activity will be saved.

A screenshot of a bottom navigation bar with three buttons: 'Back', 'Insert', and 'Clean'. The 'Insert' button is highlighted with a red circle and a mouse cursor is pointing at it.

The proposed activity will be in the list at the bottom of the screen.

	Academic year	Type of activity	Description	Review
   	2017/18	2 - Welcome session for new doctoral studies - Fixed description		Proposal
   	2017/18	3 - How to draw up a Research Plan - Variable description	Com elaborar un Pla de Recerca/Investigació?	Proposal
   	2017/18	5 - Intellectual and Industrial property - Variable description	Propietat intel·lectual	Proposal accepted
   	2017/18	1 - Ethics on research workshop - Variable description	test	Proposal

IMPORTANT:

At this point, the status of your activity is a PROPOSAL. Your tutor / supervisor will examine it and modify its status as authorised, not authorised or completed.

3.2 Status of training activities

Training activities have four possible states:

STATE	DESCRIPTION
PROPOSAL	Activated by default when you enter an activity.
ACCEPTED	Your tutor / supervisor will activate this option if they consider the proposal suitable for your formation.
VALIDATED	Your tutor / supervisor will activate this option when you have carried out the activity.
NOT ACCEPTED	Your tutor / supervisor will activate this option if they do not consider the proposal suitable for your training.


IMPORTANT:








You can only modify or delete a proposed activity while your tutor / supervisor has not modified its status. Once your tutor / supervisor has changed the status from Proposal to Accepted, Validated or Not accepted, you will not be able to make any modification or eliminate it.


All the activities that you introduce into your Activities Document will be displayed as you enter them in the final version of the Activities Document. So please make sure that you supply the correct information.

3.3 How to modify or eliminate a training activity

You can only modify or delete a proposed activity while your tutor / supervisor has yet to modify its status.

1. Enter your Activities document and select the activity you want to modify or delete in the list at the bottom of the screen, using the modify icon  or delete icon.

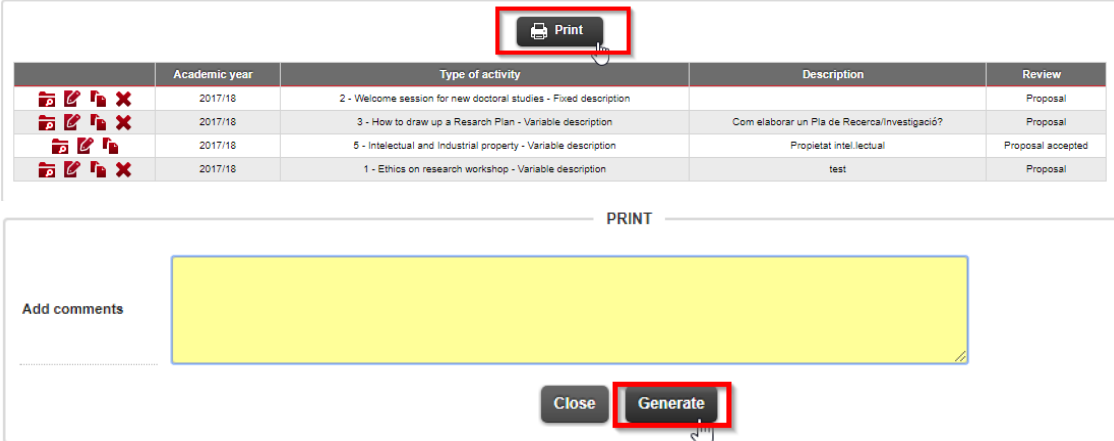
	Curso académico	Tipo de actividad	Descripción	Revisión
   	2017/18	1 - Curso de ética sobre la investigación - Descripción variable	Curs d'ètica sobre la recerca	Propuesta
  	2017/18	5 - Propiedad intelectual e industrial - Descripción variable	Propietat intel·lectual	Propuesta aceptada

Clicking on this icon  to consult a training activity at any time.

















2. Remember to click on the save icon to register any changes you make to a training activity.

3.4 Printing the Activities Document

1. Click on the Print button at the top of the activities list, and then on Generate.



The screenshot shows a web interface for managing training activities. At the top, there is a 'Print' button highlighted with a red box. Below it is a table with the following data:

	Academic year	Type of activity	Description	Review
   	2017/18	2 - Welcome session for new doctoral studies - Fixed description		Proposal
   	2017/18	3 - How to draw up a Resaroh Plan - Variable description	Com elaborar un Pla de Recerca/Investigació?	Proposal
   	2017/18	5 - Intellectual and Industrial property - Variable description	Propietat intel·lectual	Proposal accepted
   	2017/18	1 - Ethics on research workshop - Variable description	test	Proposal

Below the table, there is a 'PRINT' button. Underneath, there is a section for 'Add comments' with a large yellow text area. At the bottom of this section, there are two buttons: 'Close' and 'Generate', with the 'Generate' button highlighted by a red box and a mouse cursor.

IMPORTANT

Only validated activities will be included in the Activities Document.

This is the model of the Activities Document used at UVic-UCC:

DOCUMENT D'ACTIVITATS DEL DOCTORAND
DOCUMENTO DE ACTIVIDADES DEL DOCTORANDO
THE DOCTORAL STUDENT ACTIVITY REPORT
Universitat de Vic - Universitat Central de Catalunya

Doctorand:
Doctorando: [Nom doctorant](#) [1º Cognom doctorant](#) [2º Cognom doctorando](#)
Doctoral Student:

Data d'admissió:
Fecha de admisión: [Data admissió](#)
Admission date:

Data d'aprovació del Pla d'Investigació:
Fecha de aprobación del Plan de Investigación: [Data pla inves](#)
Approval date of Research Plan:

Programa de Doctorat:
Programa de doctorado: [Programa Doctorat](#)
Doctoral Programme:
(Real Decreto 99/2011, de 28 de enero, mediante el qual se regulan las enseñanzas oficiales de doctorado)

Director/a/s de tesis:
Director/a/es de tesis: Dr. [Llistat Directors](#)
Supervisor/s:

Tutor/a: [Nom tutor](#) [1º Cognom tutor](#) [2º Cognom tutor](#)
Thesis tutor:

ACTIVITATS FORMATIVES REALITZADES:
ACTIVIDADES FORMATIVAS REALIZADAS:
TRAINING AND RESEARCH ACTIVITIES CARRIED:

[Llistat Activitats amb competències i capacitacions](#)

OBSERVACIONS:
OBSERVACIONES:
COMMENTS:
[Obsevacions](#)

[Ultima pàgina-Posar al final del document](#)

[Data i hora](#)

4 Management of your Research Plan

The Research Plan is a document that you will prepare with the approval of your tutor / supervisor within a maximum period of six months, starting from the date of assignment of your supervisor, and which will be evaluated by the Academic Committee of the Doctoral Programme (CAPD). The Research Plan, using the standard UVic-UCC model, includes methodology, objectives, available resources, a work plan and the calendar of development of your doctoral thesis.

You can modify and add details to your Research Plan throughout the period of preparation of your thesis, provided any changes are duly justified and validated by the Academic Committee of the Doctoral Programme (CAPD).

you need to have a favourable evaluation of your Research Plan in order to be able to continue in the doctoral programme. If the Academic Committee of the Doctoral programme detects significant deficiencies, you will have six months to devise and submit a new plan. Two consecutive unfavourable evaluations of your Research Plan will lead to your exclusion from the programme.

Your annual Research Plan consists of the documents entered under the Research Plan tab of the "Doctoral thesis tracking" module.

4.1 How to enter documents into the Research Plan

1. Select the Research Plan tab.

The screenshot shows a navigation bar with several tabs: Monitoring, Board members, Thesis supervisors, Research plan (highlighted with a red box), Activities document, Financing, and Evaluation of the academic commission. Below the navigation bar, there is a form with fields for Description, File, File date, Academic year, and Acceptance date. The File field has an Attach button. There is also a COMMENTS section and a * REVIEW section with a radio button for "First review of the course". At the bottom, there are three buttons: Back, Insert, and Clean.

2. Enter the description of the document you want to submit and attach the corresponding file by clicking on the Attach button.

The screenshot shows the same navigation bar as above, but the Research plan tab is now active. The Description field contains the text "Research Plan test" and is highlighted in yellow. The File field has the Attach button highlighted with a red circle. The File date is set to 28/11/2017 and the Academic year is 2017/18-0.

IMPORTANT

Each description is limited to a single attachment.

Enter as many descriptions on the Research Plan tab as you need to submit all your documents.

The descriptions that we propose are:

- For the Research Plan itself: "1st submission or Version 1 of the Research Plan", "2nd submission or Version 2 of the Research Plan" (and so on)
- For evidence of tracking with your tutor / supervisor, indicate "Follow-up meeting".

3. Give the date of the document using the calendar tool.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Monitoring, Board members, Thesis supervisors, **Research plan**, Activities document, Financing, and Evaluation of the academic commission. Below the navigation bar, there is a form with the following fields: Description (Research Plan test), File (with an Attach button), File date (28/11/2017, with a calendar icon and a red box around it), Acceptance date (empty, with a date format hint), Academic year (2017/18-0), and a REVIEW section with a radio button for 'First review of the course'. A large empty text area for COMMENTS is also present. At the bottom, there are three buttons: Back, Insert, and Clean.

The default date will always be the day the file is attached.

IMPORTANT

The acceptance date will be entered by your tutor / supervisor.

After your tutor / supervisor enters the acceptance date, you will no longer be able to modify or delete the document.

4. Report of the academic year

This screenshot is similar to the previous one, but the 'Academic year' dropdown menu is highlighted with a red box and shows the selected value '2017/18-0'. The 'File date' field now contains a file path: '26bda69c9e52e783dae44007dcbf3bd4 ribbon label emblem retro by vexels.png'. The rest of the form structure, including the REVIEW and COMMENTS sections and the Back/Insert/Clean buttons, remains the same.

5. If necessary, you can enter observations.

This screenshot shows the form after a successful submission. A light blue banner at the top contains the message 'Added successfully'. The form fields are identical to the previous screenshot, with the 'Academic year' dropdown highlighted. The REVIEW and COMMENTS sections are also visible. At the bottom, the Back, Insert, and Clean buttons are present.

	Academic year	Review	File date	Acceptance date	Description
	2017/18	First review of the course	18/10/2017	13/11/2017	Pla de recerca 2017/18
	2017/18	First review of the course	27/11/2017	27/11/2017	Versió 1 del Pla de recerca/investigació

Remember: If you want to register more than one document, you have to create a new entry for each.

6. In the list at the bottom of the screen you will see the information you have entered.



	Academic year	Review	File date	Acceptance date	Description
 	2017/18	First review of the course	18/10/2017	13/11/2017	Pla de recerca 2017/18
 	2017/18	First review of the course	27/11/2017	27/11/2017	Versió 1 del Pla de recerca/Investigació
 	2017/18	First review of the course	27/11/2017	27/11/2017	Versió 2 del Pla de recerca/Investigació
   	2017/18	First review of the course	28/11/2017	-	Versió 3 del Plan de investigación
   	2017/18	First review of the course	28/11/2017	-	Research Plan test

IMPORTANT

In the Research Plan you can consult, modify or delete documents provided that your tutor / supervisor has not established the acceptance date.

Once your tutor / supervisor has set an acceptance date, you will only be able to download the document and consult it.

Your tutor / supervisor can also publish their assessment report under the Research Plan tab. In this case, they will add an entry attaching the report for consideration by the Academic Committee of the Doctoral Programme. They will need to fill in the description, attach the file, give the date of acceptance, state if it is the first review and make observations, if necessary.