

EVALUATION PROCEDURE OF THE PROGRESS OF THE DOCTORAL THESIS

Department of Social and Cultural Anthropology, UAB

Introduction

After admission to the Doctoral Program, PhD students are submitted to a yearly evaluation of the progress of their doctoral thesis, which consists of the presentation by the PhD student of the work carried out so far to an advisory committee. Passing this evaluation is a prerequisite to proceed with the registration of the following year.

The purpose of this evaluation is to suggest the pace and dedication to the doctoral thesis on behalf of the doctoral students in order to ensure the quality of the resulting thesis.

Calendar of the assessment

The evaluation of academic progress takes place once a year, at a set date between June and September. At the beginning of each year, the coordination of the doctoral program determines the composition of the Advisory Committees (tribunals), as well as the dates of the evaluation and the date of submission of the progress reports of the doctoral students/as (at least one week before the test), and sends its decision to the Doctoral School. The coordination of the doctoral program confirms these dates with the members of the Advisory Committees.

Once the dates, places and time slots are set, the coordination determines the order of presentation of the doctoral students and communicates the call for the assessment to the doctoral students and the committee members (at least one month before the tribunals).

Characteristics and conditions of the assessment

Type of assessment

In general, the *first-year* evaluation of the thesis advancement takes involves the oral presentation and defense of the thesis project according to the established guidelines. The evaluation of the *second year (and the third and fourth in case the student is registered part time)* involves the presentation of thesis advances, also according to a pre-established template. The *last-year* evaluation involves the presentation of the results of the thesis in the form of a presentation for a scientific seminar, also following a specific model.

The assessment is in all cases *attendance-based*, but in exceptional cases justified by the purposes of research, the evaluation in the second and subsequent years may not be face-to-face. This needs to be authorized by the Academic Committee of the Doctoral Program well in advance. To obtain authorization, the student is asked to write a message to the coordinator (Mirandajessica.Lubbers@uab.cat) with a copy to his or her thesis advisor at least one month before the examination, explaining the

motives of the request, and subsequently, the thesis advisor should confirm his or her agreement with the student's absence. If the student cannot present his advances, the last year report needs to be presented using the same template as the template for the report of the second year evaluation.

Documentation to be presented and criteria of evaluation

The doctoral candidates who participate in the evaluation must submit a report of the progress of the thesis before the closing date to be determined by the coordination, which is at least one week before the evaluation. The templates for the reports are available in Catalan, Spanish and English on the website of the Department; <http://www.uab.cat/web/la-docencia/doctorat-en-antropologia-enllac-i-documents-1275458348012.html>). The template of the report varies according to the year of assessment (whether it is the first, the second / third or final assessment). In each case, the student will attach an updated Curriculum Vitae (CV), and in the case of the second or third year, (s)he will also attach the report submitted in the previous round of assessment.

In the case of the first evaluation a hard copy, signed by the thesis advisor, should be handed in, in duplicate, at the Secretariat of the Department of Social and Cultural Anthropology, and the documentation should be sent by email on the same date in Word or rtf format to the coordination of the doctoral program (MirandaJessica.Lubbers@uab.cat) as well as to the Secretariat of the Department (d.antropologia@uab.cat). In the case of the subsequent tests, all documentation can be sent in digital format by e-mail, including the CV and the progress reports from previous courses, to the Secretariat of the Department with a copy to the coordination of the doctoral program.

The thesis advisor also sends a report of approximately one page to the coordination of the doctoral program and the Secretariat of the Department, about the training activities that have been performed and the progress made by the PhD student (please see the template "Model d'informe del director del seguiment anual RD 99/2011 (18/07/2013)" on the intranet of the UAB).

The fundamental criterion of evaluation is based on the scientific quality of the research plan (first year) or advances (following years) that can be deduced from the presented report and, where appropriate, from the oral presentation. The evaluation will also take into account any research results (participation in conferences, publications, etc.), resulting from the doctoral research project during the year assessed, which are included in the CV and the research project (first year) or progress report (subsequent years).

Structure and evaluation of the test

The Advisory Committee that evaluates the progress of the thesis is in each case composed of three members, who must be doctors and who are not necessarily members of the Department that convenes the assessment. Two of the doctors are either members of the Department chosen at random from the list of available members, or other doctors related to the Department who are willing to act as committee members. These two members should undertake the tasks of President

and Secretary at their discretion. The third member is ex officio the Coordinator of the Doctoral Program.

In all cases, the assessment is structured as follows:

- 1) Presentation by the PhD student: max. 10 minutes.
- 2) Assessment of the committee: max. 10 minutes per member.
- 3) Reply of the doctoral student: max. 5 minutes.

In case the evaluation is not face-to-face, the committee deliberates on the progress reports submitted by the candidates and their thesis advisors.

After the evaluation, the Advisory Committee drafts the minutes of the assessment on the forms previously distributed by the coordinator, which contains an evaluation report and a decision. The report is singular (i.e., collective) and confidential. Its content should be concise, accurate and consensual, and written by the Secretary of the Committee and signed by all three members. The decision about the progress can either be "favorable" or "unfavorable". In each case the committee proceeds as follows:

a) *the candidate passes the test*: the report contains a brief assessment, and where appropriate, relevant research suggestions that have been made. In the minutes, the box "favorable" must be checked.

b) *the candidate does not pass the test*. In case the Committee deems it appropriate to reevaluate the student, the report must contain the changes that the Committee considers necessary and the Committee communicates to the candidate what must be corrected in order to be reevaluated. In this case the proceedings are written but the boxes "favorable" and "unfavorable" are left unchecked. In case the candidate does not pass the test and the Committee and the thesis advisor do not advise continuation in the doctoral studies, the box "unfavorable" is checked and they will jointly meet with the doctoral student and communicate the decision with respect to the continuation of the doctoral studies.

The Secretary of the Advisory Committee shall then deliver the minutes of the assessment duly completed to the coordination of the doctoral program for it to be archived. The coordinator shall write a list of names of the students who passed the test. This list, signed by the coordination of the doctoral program, shall be transmitted to the Doctoral School before September 30th of each year. The resolution of the test will also be communicated to the participating students.

Progress assessment of the course 2016-2017

The committees for the course 2016/17 are composed of the following members: Montserrat Clua, Virginia Fons, Silvia Álvarez, Aurora González, Hugo Valenzuela, Anna Piella, María Valdés, Montserrat Ventura and Miranda Lubbers (coordinator), and as substitutes: Silvia Gómez, Dan Rodríguez, Josep Lluís Mateo, Adriana Kaplan, Pepi Soto, Jordi Grau, Teresa Tapada and Verena Stolcke.

The distribution of the members over the different committees and the students per committee will take place in the month before the assessment.

For the academic year 2016-17, the progress assessments are planned on the **28th and 29th of June 2017** and the necessary documentation should be submitted ***before Tuesday the 20th of June at 1pm.***