



Procedure

Evaluation and annual follow-up of the thesis

Once the PhD students are admitted to the programme of doctorate, to confirm their status they must register every academic course (including the year when the thesis is deposited). The subject registered corresponds to the follow-up of the programme, which evaluates the formation attained during the course and the progress of the development of the doctoral thesis.

For this reason, each course, the academic commission of the doctorate programme makes public an announcement of the follow-up, in which a commission formed by three doctors evaluates the progress of the research project of the PhD students, the development of their plans of activities and the reports from the thesis supervisors or academic tutors. These reports will state, at least, the progress of the candidate in the realisation of the doctoral thesis along the last course, if he/she has fulfilled the number of meetings programmed and has carried out the activities of formation planned for that academic course.

In exceptional cases (stays of research), the Commission of Doctorate, with a previous report of the academic commission of the doctorate programme, can authorise substitution of the oral presentation in the annual follow-up for another format.

Failure to present an annual follow-up with no justification will lead to the PhD students definitive withdrawal from the programme, since positive evaluation of the follow-up is an indispensable requirement for continuing on the programme and enrolling for the following course. If the evaluation of the annual follow-up is negative, the PhD student may re-register for the same follow-up within the registration calendar, make a new plan of research and present for a new evaluation the following March.

If the March follow-up is positive, the PhD student must register for the next follow-up in the same academic course.

However, if the new evaluation is negative, the candidate must withdraw from the PhD programme.

The academic commission of the PDCM establishes that the evaluation of the annual follow-up of the thesis will be as follows:

- 1.- An oral presentation of around 10 minutes, followed by of discussion of 5 minutes. In this oral presentation, the PhD students have to introduce the field of their doctoral research, the development and progress of their work of thesis during the period to be evaluated (in terms of both the results obtained and the activities realised), and describe the plan of work for the next course.
- 2.- PhD students also have to rid to the follow-up commission a report of the director or directors of thesis (see model) assessing the progress in the realisation of the thesis along the last year. In this report it will be necessary to state the frequency of the meetings with the PhD students and the activities they have carried out. This report has to be rid at the beginning of the oral presentation in a closed envelope.
- 3.- PhD students also will have to hand over a report (see model) briefly describing the work carried out in the 12 last months, indicating the experimental approaches followed, the techniques used, if they work fundamentally alone or in team, and other appropriate considerations.