

# Doctorate Studies: step by step

1

3 months

First Year  
Registration

- a) Doctoral-Commitment document
- b) Code of good practice
- c) Research plan:
- d) Activities:  
Mandatory/Optional

Must be signed and approved by:  
PhD candidate  
The thesis supervisor  
The tutor  
Programme coordinator

NIA and Password  
Targeta d'estudiant (BS)

(MDI) International Doctoral Research Component  
(DI) industrial doctorate



3

Annual  
evaluation  
and review  
of the  
thesis: report  
from your thesis  
supervisor and the  
tutor



a) Sia.uab.cat  
(self-service)

Enrolment, Activities,  
Research plan, ...

Tutorial

2

b) Campus virtual: AULA MOODLE



Registration:  
Subsequent years:

c) Website:  
<http://www.uab.cat/doctorat/>  
Appointment request, Registration,  
PhD Programms (annual review,  
activities), Thesis deposit  
BLOG: intellectual property and open  
access, ...



<http://www.uab.cat/doctorat/>

3 →

1 →

3 →

1 →

PhDs	<b>After registration</b>
All PhD programmes	In this section you will find information on procedures to be followed once you have registered on the first year of the PhD programme governed by RD 99/2011.
Arts and Humanities	1) <b>Commitment document</b>
Sciences	2) <b>Activities document</b>
Health Sciences	3) <b>Research plan</b>
Social Sciences and Law	4) <b>Code of good practice</b>
Technological Sciences	5) <b>Check the academic record before enrollment</b>
	6) <b>Know or change the password to access intranet services</b>
Admission and Enrolment	Once you have completed the first year registration of the 69501 subject, you will automatically register (once a week) your file and your registration and annual review of the thesis. You can consult it at <a href="http://sia.uab.cat">sia.uab.cat</a> , 'Consultation of the file' and 'Plan of research and activities of PhD students'. For more information, see the section 'Activities document' on this page.
Admission	If you do not find in these pages the information you need, you can contact the Doctoral School at <a href="mailto:ed.maticula@uab.cat">ed.maticula@uab.cat</a> (if you send an email, you must identify yourself by indicating your ID / passport, NIU, name and surname).
Enrolment	<b>Commitment document</b> ✓
After registration	<b>Activities document</b> ✓
Grants	<b>Research Plan</b> ✓
	<b>Code of good practice</b> ✓
Transversal Activities	<b>Check the academic record before enrollment</b> ✓
Transferable skills training	<b>Know or change the password to access intranet services</b> ✓
PhD Thesis	<b>Frequent questions</b> ✓
Progress reviews, extensions, suspensions and changes of status	
Thesis deposit	
Dissemination of deposited theses	
Dissemination of approved tribunals	
Thesis defense	
Next PhD Thesis defenses	
Published theses	
International Doctoral Research Component	

PhD in Geography

General information | Research and supervision | Activities | **Review** | Admission | Registration | After registration | Quality

Evaluation and review | Competences

**Annual evaluation and review of the thesis**

Once the PhD student is accepted in the programme, they must register every year (including the year when the thesis is deposited) in order to confirm their status. The doctor registrars for a called review and is an evaluation of the research done during the year and progress on the writing of the PhD thesis.

Each academic year the academic tribunal arranges a review in which three PhD holders assess the progress made by the candidates in the research plan and activities document and the report by the thesis supervisor and academic tutor. In the report, the director and the academic tutor state, at least, the candidate has fulfilled the number of meetings arranged between themselves and the thesis supervisor and has carried out the activities planned for that academic year.

In exceptional cases (research stays or work camps), and with a previous report from the thesis supervisor and from the academic tutor, the Academic Committee of the PhD programme may authorize a *disubita* (the oral and face-to-face presentation of the annual review by another format).

Failure to present an annual review with no justification will lead to the PhD candidate definitive withdrawal from the programme, since positive evaluation during the review is an essential requirement for continuing on the programme and registering for the following year. If the annual review is negative the candidate may re-register for the same review when the registration calendar for a new research plan is open for a new review the following March.

If the March review is positive the candidate must register for the next review in the same academic year.

If the March review is negative the candidate must withdraw from the PhD programme.

**Documents for the annual evaluation and review of the thesis**



**ANNUAL EVALUATION**

**Composition of the committee:**

The committee is formed by three approved professors (one acts as the president and one as secretary) which, as far as possible, remains until the completion of the doctoral thesis. Committee members are chosen according to the student's needs in relation to their research project. During the annual evaluation process the students must render an account of the work done during the year, they must inform the committee about the activities carried out during the year and must explain the work plan for the following year. To guide this process, students are given a **guide to write the report** indicating the important aspects that must be included; they are also reminded of the regulations for this follow-up evaluation process. In parallel, the **director and tutor of the thesis write an annual report** on the progress of the student's research so that the commission can compare the information. Both documents are collected by the Coordinator of the PhD program and sent to the committee before the student's oral presentation.

**Evaluation mechanism:**

The evaluation consists of a 45-minute session in which the doctoral student presents his/her research (20 minutes), the evaluators express their opinions and ask questions (15 minutes) and the doctoral student responds (5 minutes). At the end of the session the three members of the committee sign the report noting their evaluation, which can be favorable, favorable with modifications, unfavorable, or not able to evaluate, and also write a report on the progress of the student's research. This report includes observations on the adequacy of the oral presentation to the objectives of the thesis and observations about the development and improvement of the research, and advice on the writing of the doctoral thesis. The report is kept on file by the program and the results of the evaluation are reported to the UAB's Doctoral School.

**Calendar:**  
10 to 14 June 2015.



# Sia.uab.cat

**UAB** Online services and formalities

Students PDI PAS

**Registration**

- Official Masters Registration with username
- Official Masters Registration without username
- Official Masters Registration Prepayment
- Doctoral Registration with username
- Doctoral Registration without username
- Virtual Online Payments
- CSC students registration (China)

**Registration form and academic record**

- Registration calculator
- Check your registration schedule
- Self-registration for new students
- Self-registration at UAB reserved classrooms
- Online self-registration (from outside UAB)
- Self-registration for PhD students
- Check and reprint your registration form
- Self-modification of your registration form
- Thesis monitoring
- [PILOTO] - Depósito on-line de tesis
- Work Placement/Final Project application
- Access your academic record

**Mobility and Exchange**

- UAB students - Outgoing Exchange Application form and Checking
- Incoming students - Signing up and application form
- Incoming students - Check your Application form

**Languages Service**

- simtest: Test language level

**Services**

- Virtual Campus UAB
- Transparency Teaching Plan
- See publication schedules
- Password management
- Maintenance personal data
- Request for IT Service
- Sigm@ - Utilities
- Webmail Access PDI/PAS
- Students email access (e-campus)
- University card application
- Activation University card

**Surveys**

- Satisfaction surveys: Subject and Teacher evaluation
- MEC survey filling
- FUAB Schools' student questionnaires

**Academic Certificate and Diploma**

- Academic Certificate application (except for PhD)
- Diploma application

**Lifelong Learning**

- Masters and Graduate Studies Pre-enrolment without username
- Masters and Graduate Studies Registration without username
- Masters and Graduate Studies Pre-enrolment with username
- Masters and Graduate Studies Registration with username

**Remember**

Remember to use this page as a portal to start the services offered and not memorize specific directions. Thus any internal changes may be made transparently.

**Connect https**

Access to certain services requires that your internet access provider allows *https* connections on different ports than the standard (443).

**Periodic password change**

According to computer security policy established at UAB, we remind the desirability of periodically change the password associated with your NIU. You can do it from this [link](#).

Plan de investigación y actividades de doctorandos

[PILOTO] - Depósito on-line de tesis

Open Load [ from less to more load ] | Temporarily full | Closed | Not | Language not available