

ANNUAL REVIEW PROCESS OF PhD IN BIOTECHNOLOGY

Year 2020-2021

The annual review takes place after admission and enrollment in the PhD, once a year, and it consists in the presentation by the PhD student of the advances made until the moment of the meeting with the review commission. Passing this test is a mandatory condition to be able to formalize the enrollment in the following year. The Academic Committee of the PhD program (CAP) approves, before December 20th of each academic year, the names of the presidents of each Review Commission, and at the beginning of the next year informs them about the group of students to be reviewed.

1. REVIEW'S COMMISSIONS.

The Review's Commission of the PhD studies in Biotechnology, giving its multidisciplinary nature and the Departments/Institutes involved at the research lines of the program, is distributed in the following areas:

- Chemical Engineering (4 commissions)
- Microbiology
- Biochemistry
- Nanotechnology

The commissions are composed by three researchers of the mentioned areas. Before April 15th 2021, the presidents of each commission will send to each PhD student an e-mail to inform them about:

- Composition of their review commission
- Deadline to submit the report about their activity during the evaluated year
- Date and time when the review commission's session will take place

Also, the presidents of the commissions will request the supervisor, by e-mail, the individual reports about their PhD students.

2. CALENDAR OF THE REVIEW SESSIONS The sessions of the Review Commissions will take place during July

3. SUBMIT OF ANNUAL REVIEW REPORTS TO REVIEW'S COMMISSIONS

3.1. Review annual report of the PhD thesis supervision. The thesis supervisor must present a report about the activities of the doctoral student in the evaluated year and make an assessment of his progress and the continuity within the program. The report must be submitted by e-mail to the corresponding commissions' president before the indicated date.

3.2. Annual student review report. The students must prepare a report on the activities performed in the evaluated year, the progress of their thesis, in the context of the approved research plan at the beginning of PhD, and the activities planned for the next year. They will also set the goals achieved in context of the thesis project.

Once all the reports will be received, the president of the commission will send them electronically to the rest of the members of the commission.

5. PERFORMANCE OF THE REVIEW MEETING. On the date and time indicated, the students will meet with the corresponding committee, which will discuss the progress of their thesis, considering the information presented in the corresponding reports.

6. EVALUATION OF REVIEW. After each session, the members of the review committee will prepare and sign the record assessment report and review joint report. The members of the committee can inform: - favorably (the PhD student has passed the review and can enroll in the following academic year) - favorably with observations (the PhD student will have to pass another review commission meeting in a maximum of 6 months) - unfavorably (the PhD student will not be able to make a new enrollment in the PhD program). The records of the review of each PhD student will be filed with the documentation of the PhD program. Thereafter, a list will be prepared recording for each reviewed year the relation of PhD students taking part of the review test together with the qualification achieved, which will be approved by the CAP and signed by the Program Coordinator. This list will be sent to the Doctoral School (Escola de Doctorat) before September 30th of each year.

6. NON-PRESENTIAL REVIEW. According to the academic regulations OF PhD studies in accordance to RD99/2011, article 351, Evaluation of the PhD student, section 2) the following is established: This annual assessment, indeed, implies the oral and in person presentation by the PhD student of the status of the accomplished work. In exceptional cases, the academic committee of the PhD program may authorize, upon request of the supervisor or tutor, to replace the face-to-face presentation by another format.