

## **Regulations for the follow-up process of the Doctoral Program in Electronic and Telecommunication Engineering for the 2022-23 academic year.**

The Academic Committee of the Doctoral Program in Electronic and Telecommunication Engineering approves that:

- The follow-up committees are composed of three members appointed, together with a substitute, by the Academic Committee of the Doctorate Program. The members of the commission must be professors or researchers with recognized research experience, who belong to the lines of research participating in the Doctorate program. The specific numbers of the members of the court will be communicated, with at least 20 working days in advance, on the bulletin board of each Department.
- The period in which the ordinary follow-up will be carried out will be during the month of July of the 2022-23 academic year (July 2023).
- The student must provide in writing and in an obligatory form to the members of the commission three days before beginning the follow-up act the following documents:
  - 1) Follow-up report (see form in annex I) that will summarize the work done by the doctoral student during the course.
  - 2) Original research plan.
  - 3) Two reports, one from the director of thesis (see annex II) and another from the academic tutor (see annex II). It is also possible to present a single report signed by the director and the tutor. In the reports, the director and the academic tutor of the thesis report, at a minimum, on whether the agreed guideline has been followed regarding the number of meetings established with the thesis director and whether the research tasks and the training activities planned for the academic year.
  - 4) The document of activities, as well as the relevant justifications for attendance/completion of all the activities carried out during this course. These evidences must be available on the doctoral intranet and must have been validated by the director.
- The follow-up committee participates in the evaluation in the following activities:
  - 1) Mandatory activity: Attendance at seminars or conferences given by experts in the field of knowledge (per academic course). The doctoral student will produce a report on the seminar or conference he has attended, which will be evaluated by the annual follow-up panel to verify the benefit of attending the seminar/conference.

## 2) Optional activity 2: Entrepreneurship and business course

## 3) Optional activity 3: Intellectual and industrial property course

If in the previous activities (Activities 2 and 3, optional) no certificate of completion and only attendance has been obtained, the doctoral student will make a report on the course completed which will be evaluated by the annual follow-up panel to verify the student's progress in the realization of the course.

- The follow-up act will consist of an oral presentation by the doctoral student (maximum 10 minutes) which will be evaluated by the follow-up committee. The oral presentation must deal with the points collected in the follow-up report. Next, the commission will be able to ask the students for any clarifications it deems appropriate, both regarding the follow-up report and the development of the research plan and the activity document.
- Exceptionally and with the approval of the doctoral academic committee, the follow-up can be done without the oral presentation. In this case, a previous report from the thesis director justifying this situation will be necessary. The documents related to points 1), 2), 3) and 4) must be delivered to the doctoral program coordinator.
- The assessment criteria of the follow-up commission will mainly be related to the continuity of the work, the follow-up of the planning and progress of the research plan and, in its case, the defense of the variations and the work carried out during the last year. The follow-up committee will draw up a follow-up report in which it is reflected whether or not the student has fulfilled the research objectives planned for this course according to his research plan. The act will also reflect the degree of fulfillment of the document of activities as well as the completion of the activities that correspond to evaluate in the follow-up commission.

Asier Ibeas

Coordinador del Programa de Doctorat en Enginyeria Electrònica  
i de Telecomunicació

ANNEX I:

## **Guide to the follow-up report.**

This document explains the information that must be contained in the follow-up report that the doctoral students will deliver to the follow-up committee in order to be evaluated.

Although the format of the document is free, the document, which in no case must have more than 5 pages, must include the following sections with the information explained in each of them:

### **1. General data**

- Name of the doctoral student
- Name of the thesis supervisor
- Title of the thesis
- Date of admission to the doctoral program

### **2. Brief description of the thesis topic.**

In this section you will need to briefly describe (at most one page) the central topic of your thesis as well as the main objective of the research you are carrying out

### **3. Analysis of the work done since the last follow-up.<sup>1</sup>**

This section will contain information on the current status of the tasks that have been carried out since the last follow-up, comparing them with those that were planned in the progress report of the previous year. In the event that there have been deviations from the planned planning, they must be justified in this section. It will be necessary to explain the scientific contributions, if any, that they have made or are expected to make.

### **4. Work plan for the next year.**

A work plan for the next year will be included in this section. This work plan must include the tasks to be carried out, their objective and the period of completion of each task. It will be appreciated that you provide explicit indicators of the results of the tasks to be carried out, such as the writing of research reports or articles, the presentation of papers at conferences, the development of prototypes, ...

<sup>1</sup> This section is not applicable to doctoral students who are completing their first follow-up report. In this case, section 3 must explain the work carried out since the date of admission to the doctorate.

Anex II



**Model d'informe del director sobre el seguiment anual de la tesi doctoral**

**Modelo de informe sobre el seguimiento anual de la tesis doctoral**

**Standard form for the director's report on the annual monitoring of the doctoral thesis**

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Nom del director de la tesi / Nombre del director de la tesis / Name of the thesis director

Títol de la tesi presentada / Título de la tesis presentada / Title of the thesis

Nom i cognoms del doctorand / Nombre y apellidos del doctorando / Name of the candidate

1. INFORME RAONAT ; INFORME RAZONADO; REASONED REPORT

**IMPORTANT:**

En el cas que la tesi estigui en el seu **3è, 4art o 5è seguiment** a temps complet o bé el **5è, 6è, 7è o 8è seguiment a temps parcial**, cal que indiqueu la probabilitat de la tesis pugui ser dipositada en el següent curs.

**Sí podrà ser dipositada** \_\_\_\_ **No, no podrà ser dipositada encara** \_\_\_\_

(marqueu amb una creu la resposta)

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**IMPORTANTE:**

En el caso de que la tesis se encuentra en su **3r, 4º o 5º seguimiento a tiempo completo** o el **5º, 6º, 7º o 8º seguimiento a tiempo parcial**, es necesario indicar la probabilidad de que la tesis pueda ser depositada en el siguiente curso.

**Si se puede depositar** \_\_\_\_ **No, no se puede depositar aún** \_\_\_\_

(marque con una cruz la respuesta)

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**IMPORTANT:**

If the thesis is on its **3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> annual review (full-time studies)** or on its **5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> (part-time studies)**, it is necessary to indicate the likelihood of being able to deposit it in the next academic year.

**Yes, it can be deposited** \_\_\_\_ **No, it cannot be deposited yet** \_\_\_\_

(Insert an X to show your answer)

DATA / FECHA / DATE:

SIGNATURA / FIRMA / SIGNATURE:

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