

# Universidad de Alicante Doctoral School

<https://edua.ua.es/en/>

**ED|UA**  
ESCUELA DE DOCTORADO  
UNIVERSIDAD DE ALICANTE

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Relevant information about doctoral  
studies

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# The doctorate

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**PhD Doctors are prominent figures in society** in the generation, transfer and adaptation of R&D and Innovation. They play a key role within the institutions involved in **innovation and research**, driving the process of **knowledge transfer to enhance the well-being of society**.

# The doctorate

## Competences to be acquired by PhD students:

- A) **Systematic understanding** of a field of study and **mastery of related research skills and methods**.
- (b) Ability to **conceive, design or create**, implement and undertake a substantial research or creation process.
- c) Ability to push the boundaries of knowledge through **original research**.
- (D) Ability to conduct **critical and evaluation analysis**, and ability to synthesise new and complex ideas.
- E) Ability to **communicate** with the academic and scientific community and society in general.
- f) Ability to promote, within academic and professional contexts, **scientific technological, social, artistic, or cultural progress** within a knowledge-based society.

# The doctorate

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- **Skills and abilities**

A) **Navigate their way through contexts** where there is little specific information.

b) **Find the key questions** that require an answer in order to solve a complex problem.

c) **Design, create, develop and undertake** novel and innovative projects in their field of knowledge.

(D) **Work as part of a team and independently** in an international or multidisciplinary context.

E) **Integrate knowledge, deal with complexity, and formulate judgments** with limited information.

f) **Be able to critique and defend solutions using intellectual arguments.**

# Organisational Structure

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## Doctoral School

### General responsibilities:

- Ensure compliance with the guidelines of [Royal Decree 99/2011](#), which regulates doctoral studies.
- Verify compliance with the quality system of PhD programmes.
- Encourage internationalisation.

## Steering Committee

The highest decision-making body within the Doctoral School. PhD students have a representative on the Committee.

# PhD Programmes

- PhD studies **are organised through programmes**.
- The **purpose** of the programmes is to develop different formative aspects within the PhD student, and to establish procedures and lines of research for the development of doctoral theses.
- PhD programmes fall within one of the following **areas of knowledge**:
  - Arts and Humanities
  - Sciences
  - Health Sciences
  - Social and Legal Sciences
  - Engineering and Architecture

# EDUA PhD Programmes: 30

- **Water and Sustainable Development**
- **Biodiversity and Conservation**
- **Experimental and Applied Biology**
- **Materials Science**
- **Health Sciences**
- **Marine Sciences and Applied Biology**
- **Experimental and Biohealth Sciences**
- **Conservation and Restoration of Ecosystems**
- **Law**
- **Economics**
- **Economy (Joint)**
- **Electrochemistry, Science and Technology (Joint)**
- **Business, Economics, and Society**
- **Historical and Social Studies on Science, Medicine and Scientific Communication (Joint)**
- **Interdisciplinary Gender Studies (Joint)**
- **Philosophy (Joint)**
- **Philosophy and Literature**
- **Physics applied to Science and Technology**
- **Humanities and Social Studies in Latin America**
- **Computer Engineering**
- **Materials, Structures and Geotechnical Engineering: Sustainable Construction**
- **Chemical Engineering**
- **Educational Research**
- **European PhD in Intellectual Property Law and Innovation**
- **Mathematical Methods and Modelling in Science and Engineering**
- **Nanoscience and Nanotechnology (Joint)**
- **Organic Synthesis**
- **Translation Studies, Professional Translation and Audiovisual (Joint)**
- **Intercultural and Historical Transfers in Mediaeval Mediterranean Europe**
- **Tourism (Joint)**



# Agents in the doctoral process

- **Your thesis advisor** is ultimately responsible for guiding all your doctoral research tasks
- Your **tutor** is responsible for adapting training and research activity to the principles of the programmes and, where appropriate, the Doctoral Schools.
- **Advisor and tutor** are appointed by the academic committee of the PhD programme. Both roles can be performed by the same faculty member. The advisor and tutor must be PhD doctors themselves with accredited research experience.

# Agents in the doctoral process

- The **Academic Committee** is responsible for the quality and coordination of the PhD programme.
- Responsible for **the selection and admission** of students to the PhD programme.
- It is also responsible for **monitoring** the progress of PhD students' training and research and **for authorising** the presentation of their thesis.
- It is in charge of approving any temporary leave and extensions granted to PhD students in the programme.
- The **Programme Coordinator** and **the Academic Secretary** are responsible for submitting all committee agreements to the EDUA.

# Doctoral commitment document

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- The supervisory functions of PhD students are established by means of a **PhD Commitment Document** (**e-Administration**) **signed by the University, the PhD student, their tutor and their advisor**
- It sets out the parties' acknowledge and acceptance of **the EDUA Code of Good Practice**. This commitment shall be signed **as soon as possible** after admission.

# Research Plan

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- **Before the end of the first year**, the PhD student must draw up a [Research Plan](#) (methodology, objectives, means, and timings).
- **Every year**, the plan should be reviewed and improved or modified, recording any progress made.
- The plan shall be supervised and finally **endorsed** (authorised) by **the Advisor**.

# Training activities

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- PhD programmes have no formal subjects, but **there are training activities**. Some are **common (transversal)** to all EDUA PhD programmes and others are **specific to each programme**.
- The activities can be carried out **throughout the PhD**.
- The activities carried out **must be recorded** in **RAPI** (Computerised Record of Activities and Research Plan).

# Training Activities (COMMON)

## Objective:

- Ensure the acquisition of doctoral level competences.
- **Common transversal activities** (40 hours) spread across 4 modules. They can be completed on line.
  1. Tools for the administration and recovery of information (10 h). Online only.
  2. Purposes and goals of research (6 h).
  3. Scientific communication models (10 h).
  4. Knowledge transfer models (14 h)
- Enrolment dates and any other information related to these activities are published in the **"Announcements" area of UACloud.**

# Training Activities (SPECIFIC)

- **Specific activities** (these vary according to the [programme](#)).
  - Attendance at conferences, congresses, seminars.
  - Presentation of papers at congresses
  - Publication of scientific articles
  - Stays at other institutions.
  - ...
- The activities carried out annually should **be recorded in RAPI** (individualised record of doctoral activities).
- Any activities registered must be accepted annually **by the PhD student's tutor.**

# Annual evaluation

- **Tutor:** Annually reviews training activities. Their agreement is required. Drafts a report.
- **Advisor:** Reviews the research plan annually. Their agreement is required. Drafts report.
- In the month of **July** of each academic year, **the Programme Academic Committee** will evaluate the research plan and activities document in view of the reports issued by the advisor and the tutor. Evaluations will state **ADEQUATE** or **INADEQUATE**.
- Should the academic committee determine the research plan to be **inadequate**, if it detects **significant deficiencies or gaps**, it may request that the PhD student submit **a new research plan within six months**. In the event that the Academic Committee finds the **second plan to be inadequate**, supported by the advisor's report, the PhD student must **leave the programme**.



## 2021-2022 IMPORTANT DATES

WHAT TO DO?	WHO?	WHEN?
<b>Assignment of faculty tutor and research line</b>	ACADEMIC COMMITTEE	At the time of admission
<b>Assignment of faculty thesis advisor</b>	ACADEMIC COMMITTEE	At the time of admission  In the event that a Thesis Advisor is not assigned at the time of admission, the Academic Committee must do so within three months of enrolment.
<b>Sign <a href="#">Doctoral Commitment Document</a></b>	<ul style="list-style-type: none"> <li>•PhD STUDENT</li> <li>•TUTOR</li> <li>•ADVISOR</li> <li>•COORDINATOR</li> </ul>	As soon as possible and by <b>28/03/2022</b>  Only signed in the first year of enrolment
<b>Publication in RAPI of the <a href="#">Research Plan</a></b>	PhD STUDENT	<b>Until 06/05/2022</b>
<b>Completion of <a href="#">common transversal activities</a></b>	PhD STUDENT	According to dates published on the <a href="#">EDUA webpage</a> .
<b>Completion of specific activities</b>	PhD STUDENT	As established by each PhD <a href="#">programme</a>  Must be <b>posted on RAPI by 06/05/2022</b>
<b>Evaluation of the Student Activity Document</b>	TUTOR	From 1 to 30 June 2022
<b>Assessment of the student research plan document</b>	ADVISOR	From 1 to 30 June 2022
<b>Evaluation of student</b>	ACADEMIC COMMITTEE	From 1 to 15 July 2022

# PhD thesis

- ❑ PhD studies conclude with the writing and defence of a **PhD thesis** before a committee made up of 3 renowned PhD doctors in the area of research.
- ❑ The PhD thesis will consist of **an original piece of research** compiled and written by the candidate in any branch of knowledge. A **compendium of publications** can also be submitted.
- ❑ The thesis must prepare the PhD student to undertake autonomous work in the field of R&D/Innovation.
- ❑ When the PhD student has completed all the actions required to defend the PhD thesis and has all the required reports and authorisations, they will be in a position to ask EDUA to deposit the thesis. The deposit will not be final until authorised by EDUA.
- ❑ The **PhD thesis** will be evaluated at **the defence (or viva)**, which will take place in a **public session**, and will consist of the presentation and defence of the research work undertaken by the PhD student before the members of the committee.

# PhD thesis

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- Once the PhD thesis has been approved, the university will archive it in an open electronic format, in an institutional repository ([RUA](#)).
- The PhD student may apply for **a period of confidentiality** of their thesis from 6 months to two years, provided they have justified grounds for doing so.
- The thesis may be developed and, if necessary, defended, in the usual [languages](#) for scientific communication in its field of knowledge, requiring prior authorisation by EDUA.

# Internationalisation in the PhD

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**Mobility is a cornerstone in the training of young researchers, both in the doctoral and postdoctoral stages.**

- Part of the doctoral studies undertaken can be carried out abroad.
- Depending on the length of stay and the relationship established with the institution, doctoral mobility can lead to:
  - [International Doctorate](#)
  - [Cotutelle or joint international supervision.](#)

# International Doctorate

- How to get the **International Doctor** mention?
  - a) The PhD student must have completed **a minimum stay of three months outside Spain**, in **a prestigious higher education institution or research centre**, provided that in the chosen country the student does not have or has had an academic or professional connection, nor in his or her own country of residence.
  - b) The **stay** and activities must **be endorsed by the advisor and authorised by the Academic Committee**, and will be incorporated into the PhD student's activities document.
  - c) A **part of the PhD thesis** (at least **abstract and conclusions**) must be written and presented **in one of the usual languages** for scientific communication in its field of knowledge, **other than the official languages** of Spain. This rule will not apply when stays, reports and experts come from a Spanish-speaking country.

# International Doctorate

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- d) The thesis must be **informed** by a minimum of **two expert** doctors belonging to a non-Spanish higher education institution or research institute.
- e) At least **one expert** belonging to a **non-Spanish** higher education institution or research centre, with the title of doctor, and other than the person responsible for the stay mentioned in subparagraph (a), shall be part of the thesis evaluation committee.
- f) The thesis defence or viva can be done in **person or remotely**, in accordance with the regulations established by the Universidad de Alicante.

# Cotutelle or Joint International Supervision

The Doctoral Certificate will include an indication along the lines of “**Cotutelle PhD Thesis with U University**”, provided that the following circumstances are fulfilled:

- A) The PhD thesis is supervised by **two** or more Doctors from **two Universities, one Spanish and one foreign**, who must reach a **joint supervision or cotutelle agreement**.
- B) The PhD student has completed **a minimum stay of six months** in the institution with which the cotutelle agreement is established, carrying out research work, either in a single period or over several periods. **These stays and activities will be reflected in the cotutelle or joint supervision agreement**.

# Cotutelle or Joint International Supervision

- The PhD student must **enrol** on PhD programmes of study **at both Universities**.
- In general, **academic tuition fees are only paid at one of the two institutions, unless the agreement requires payment at both institutions**
- The thesis will be **deposited at both institutions** in accordance with the regulations applicable respectively for the purposes of its publication.
- The thesis will be the subject of **just one defence or viva** procedure, which will be recognised by both institutions.
- A cotutelle PhD thesis supervised jointly by UA and another university will lead to a **Doctorate from both Universities**.



# Industrial Doctorate

This involves conducting **strategic research projects within a company** where the PhD student develops their research training in collaboration with a university.

The term **“Industrial Doctorate”** shall be granted, provided that the following circumstances are fulfilled:

- A) There is an **employment or commercial contract in place with the PhD student**. The contract may be concluded with a private or public sector company, as well as a Public Administration.
- b) The PhD student must **participate in an industrial research or experimental development project that is carried out in the company or Public Administration** in which the service is provided, which may not be a University.

The industrial research or experimental development project in which the PhD student participates must have a direct relationship with the thesis they write. This direct relationship will be credited through **a report that must be approved by the University**.

# Industrial Doctorate

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In the event that the industrial research or experimental development project is implemented **in collaboration between the University and the company** or public administration, a framework collaboration agreement shall be signed between the parties.

The PhD student will have a **thesis tutor appointed by the University and a supervisor designated by the company** or Public Administration, who may be, if appropriate, the thesis Advisor, in accordance with the Doctorate's own rules.

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## Organisational development of doctoral studies

- a) Research and doctoral activities
- b) Personal organisation and logistics
- c) Compliance with rules and procedures

## Main standards applicable

- ❖ Royal Decree 99/2011 of 28 January, regulating official doctoral teaching.
- ❖ Regulations for official doctoral teaching at the Universidad de Alicante (BOUA 31/07/2012)
- ❖ Internal procedure for administrative action, which further develops the rules on doctoral teaching at the Universidad de Alicante, of 24 July 2012 (BOUA 14/07/2019).

# RULES AND PROCEDURES

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## Important points

### ☐ **Mode of Study:**

- Full Time (PT) or Part Time (TC)

### ☐ **Temporary interruption of the doctorate:**

- Temporary leave and extensions
- Sick leave

### ☐ **Enrolment:**

- Rights and obligations

# RULES AND PROCEDURES

## Mode and duration of the PhD

- ❑ Full time (regular period: **max. 3 years** and **min. 1**)
  - **Temporary Leave** (justified) (**maximum** 1 year, extendible by another year)
  - **Ordinary Extension** (1 year)
  - **Extraordinary extension** (1 more year) (**justified**)
  
- ❑ Part time (regular period: **max. 5 years** and **min 2**)
  - **Temporary Leave** (justified) (**maximum** 1 year, extendible by another year)
  - **Ordinary Extension** (2 years)
  - **Extraordinary extension** (1 more year) (**justified**)

**Important:** PhD programmes have limited part-time places

# RULES AND PROCEDURES

## Switching Mode of Study (FT-PT / PT-FT)

- ❑ The change must be **justified**
- ❑ A change can be requested at any time **within the first year of any extension granted (FT/PT)**
- ❑ It requires a **report from the Advisor and the Tutor**
- ❑ It is not possible to change within an extraordinary period of extension
- ❑ The **time dedication (FT or PT) will be taken into consideration**
- ❑ To determine whether a **proportionality factor will be applied** to the remaining time (5/3 FT) (3/5 PT)

(Formula in point 3 of the Administrative Action Procedure for PhD Teaching - BOUA: 14.06.2019)

# RULES AND PROCEDURES

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## Requests authorised by Academic Committees

- Temporary leave (at any time)
- Extensions (by the month following end of 3rd year (FT) or 5th year (PT))
- Switching mode of study (FT-PT/PT-FT)
- Other (authorisation of thesis presentation, compendium, cotutelle)

## Applications authorised by the Doctoral School (EDUA)

- Medical leave (justification)



# RULES AND PROCEDURES

## Temporary leave (for personal or professional reasons)

- ❑ This can be requested **at any time** (and must be **justified**)
- ❑ The student must already be **enrolled** and have **paid the corresponding fees**
- ❑ If the leave is taken **before the end of the enrolment period** and **the duration** is **one year**, the tuition fee shall **be waived at that time**. The fee must, however, be paid subsequently.
- ❑ A **positive evaluation is required** for the year prior to requesting leave (*if applicable*)

# RULES AND PROCEDURES

## Temporary Leave (medical grounds)

(illness, pregnancy, maternity, paternity)

- This does not require agreement from the Academic Committee*
- Supporting documents must **be submitted to EDUA**
- They must be submitted to EDUA **during the month after the student is declared fit once more or the leave of absence concludes.**
- The document must indicate **the start and end date** of period of leave.
- Periods of leave less than one month will not be taken into account**(calculation of periods)

# RULES AND PROCEDURES

## Temporary leave (common situations)

- ❑ These will **take effect from the date the resolution** is issued by the AC
- ❑ Leave cannot be taken **retroactively**.
- ❑ The **temporary computation** of the doctorate is **suspended**
- ❑ **No doctoral activity may be performed**, nor can it be registered in RAPI during this time.
- ❑ Non-completion of activities **does not imply a negative evaluation**

# RULES AND PROCEDURES

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## Types of **DEFINITIVE WITHDRAWAL** from the PhD programme

- A. Voluntary** (express request from PhD student)
- B. Failure to enrol or pay the tuition fees .**
- C. Receiving two consecutive negative evaluations.**
- D. Expiration of time allocation (FT or PT).**
  - Force Majeure (UA regulations)

# RULES AND PROCEDURES

## Effects of definitive withdrawal

(A) Voluntary

(B) Failure to enrol or pay tuition fees

- It is possible to return **to the same PhD programme (pre-enrolment)**
- If withdrawal is **before** the 1st evaluation (pre-enrolment following year)
- If it occurs **subsequently**, the PhD student must wait two academic years.

(C) Double negative evaluation

(D) Expiry of time allocation

- **It is not possible to return to the same programme**, but the student can apply to others.

# RULES AND PROCEDURES

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## ENROLMENT

- ❑ Enrolment creates **the right to be a student**
- ❑ **Failure to pay** tuition fee implies **forfeiting that right**
- ❑ Enrolment is also cancelled if the **required documentation is not provided**
- ❑ Students in **international cotutelle programmes** must **enrol** every year at both universities.

# RULES AND PROCEDURES

## RESPONSIBILITIES OF PhD STUDENTS

- ❑ Sign the **Doctoral Commitment Document (RAPI)**
- ❑ **If there is a change** of advisor or tutor (**new document**)
- ❑ Submit **Research Plan** (Year 1/Subsequently update)
- ❑ If **changes are substantial**, a new Research Plan must be drawn up and uploaded to RAPI
- ❑ **Upload to RAPI all activities** required in the PhD programme
- ❑ For acknowledgements/adaptations and common activities outside the PhD programme, an application should ideally be submitted **during the enrolment period**

# RULES AND PROCEDURES

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## Formalisation of the PhD thesis

Before presenting the thesis, it is very important to ensure:

- ❑ **All academic and administrative processes (DCD, PI, Activities, etc.) are completed (See RAPI)**
- ❑ **There are no outstanding unpaid fees** (tuition, etc.)
- ❑ **Inform the advisor, tutor**, that everything is in order

After recording the deposit of the thesis, **its reading** must take place **within the following 3 months at the latest**.



# HELPFUL LINKS

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- UA Doctoral School (EDUA):

<https://edua.ua.es/en/>

- Queries

<https://edua.ua.es/en/information/queries-applications-requests-or-complaints.html>

- Vice President of Research:

<https://web.ua.es/en/vr-investigacio/office-of-the-vice-president-of-research.html>