



# PROTOCOL AND ORGANIZATION OF THE DOCTORAL PROGRAM IN SOCIAL SCIENCES

2024/25

Updated Noviembre 2024



## Program Organization

The doctoral student commits to carrying out, within a period of four years - in full-time dedication mode - with the help and advice of their tutor and supervisor(s), a research plan and personal training - consisting of a series of formative activities. All of this is reported to the Academic Committee in July of each academic year.

If the dedication is part-time, the maximum period for completing the thesis is extended to seven years - extensions aside. There are various reasons for requesting part-time mode (work-related, being in charge of dependents or minors, accrediting a degree of disability, etc.) and in any case, these must be duly justified.

The doctoral student's communication with the Academic Committee will always be through their tutor and/or supervisor. On the other hand, any non-academic questions should be addressed to the EIDUCAM Secretariat: [ahrodriguez@ucam.edu](mailto:ahrodriguez@ucam.edu)

If the Academic Committee considers that the new student does not demonstrate sufficient research training, their access is contingent upon completing the Research Module. The student has a maximum of six months from Admission to register their Research Plan. The doctoral student is obliged to present a communication or poster at the UCAM Doctoral Conference.

The tutor and supervisor must sign a positive report on the doctoral student's progress each year, although it is the former who studies and grants recognition for the formative activities carried out, subject to final approval by the Academic Committee. It is ultimately the responsibility of the doctoral student, as well as the tutor and supervisor, to prepare well in advance all the necessary documentation to request the pre-deposit of the doctoral thesis.

The Academic Committee will not be responsible for documentary errors that are the responsibility of the doctoral student, tutor, and/or supervisor. The thesis is subjected to an anti-plagiarism program. If the percentage of coincidence is higher than 10% - excluding bibliography and results less than 1% - the supervisor will issue a report explaining the causes of this percentage, with which the Academic Committee will decide if there are parts of the thesis that need to be modified.

All members of the Tribunal must have at least one six-year research period and demonstrate two publications related to the area of study. If they DO NOT have six-year periods, they must demonstrate five publications with impact within the thesis area. The tribunal cannot be composed of only men or only women. In case of two members from the same university or institution in the Tribunal, the Academic Committee will request a justifying report from the supervisor.



The supervisor must present a brief text justifying the appointment of the tribunal and evaluators, placing each member in the research area(s) of the thesis. The two external evaluators and/or tribunal substitutes must be external to UCAM.

If the pre-deposit of the thesis has any deficiency or defect, the doctoral student has 30 calendar days to rectify it. Otherwise, the pre-deposit will be cancelled.

Once the pre-deposit is approved, EIDUCAM requests reports from external evaluators. If these are favorable, the Academic Committee approves the final deposit, a 15-day period of public exposure of the thesis begins, and a defense date is set.

On the contrary, if any of the external reports is negative, a 30-day period will be given for rectification, and the Academic Committee will decide whether to approve the deposit or cancel the deposit request.

**IMPORTANT:** The external reports are NOT binding, so even a positive report could be annulled by the Academic Committee if it detects inconsistencies between what the evaluator indicates in their report and their proposed resolution.

**Chair of the Committee:** José Manuel Noguera-Vivo, [jmnoguera@ucam.edu](mailto:jmnoguera@ucam.edu)

**Academic Secretary:** Conchi Parra, [MCparra@ucam.edu](mailto:MCparra@ucam.edu)

## Activities 1/6: SEMINARS

**Coordinator:** Belén Blesa, [bblesa@ucam.edu](mailto:bblesa@ucam.edu)

The research seminars consist of 21 hours of training that can be completed in three different ways: a) Participating in seminars offered by the Program on the virtual campus, over one or several courses - each seminar is equivalent to 3 hours of training; b) Taking transversal training courses offered by EIDUCAM; or c) Completing, at any institution of choice, an equivalent training of 21 hours or more, and then requesting recognition from your tutor.

This activity is also recognized for those who possess a DEA (Diploma of Advanced Studies) or an accredited doctorate.

## Activities 2/6: CONFERENCE

**Coordinators:** Juan Ramón Carbo, [jrcarbo@ucam.edu](mailto:jrcarbo@ucam.edu) & César Giner, [caginer@ucam.edu](mailto:caginer@ucam.edu)

This activity involves presenting a Communication or Poster at a conference, in Spanish or English, in the thesis's knowledge area and derived from it. It must always be subsequent to the registration of the research plan. It must always be signed by the doctoral student and, in case of co-authorship, all co-supervisors must appear. Therefore, co-authors who are not doctoral students or thesis supervisors cannot appear.

The UCAM Doctoral Conference is considered a conference.



This activity can be recognized for presentations at conferences before Admission, but they must always be requested after registering the Research Plan, so that the tutor can confirm that it derives from the student's own results related to the thesis development.

## Activities 3/6: TESIS WORKSHOP

**Coordinator:** Conchi Parra, [MCparra@ucam.edu](mailto:MCparra@ucam.edu)

The Thesis Workshop activity consists of a workshop where the institutional style and formal requirements of a Thesis will be taught. This activity is not eligible for recognition, unless one is in possession of a DEA (Diploma of Advanced Studies) or an accredited doctorate.

## Activities 4/6: ARTICLE

**Coordinator:** Conchi Parra, [MCparra@ucam.edu](mailto:MCparra@ucam.edu)

This activity consists of PUBLISHING, in English and/or Spanish, a scientific article derived from part of your own research results in the development of your Doctoral Thesis, ONLY in journals indexed in: JCR, Scopus (SJR), ESCI, VHB Jourqual, ERIH Plus, AHCI, Carhus (only for the Law area).

The supervisor or tutor cannot be part of the Editorial Team of the journal where it is published.

The article must be signed by the doctoral student. If it's co-authored, it must include all supervisors in case there is more than one.

In turn, if it's co-authored, the doctoral student must attach a letter specifying their work on the article. Following the Committee on Publication Ethics (COPE) guidelines, co-authorship can be divided into the following tasks: 1) Conception and design; 2) Data acquisition; 3) Analysis and interpretation; 4) Article writing and 5) Article revision. For the article to be valid as a Formative Activity of the doctoral student, they must have contributed to:

- a) At least 2 of the first 3,
- b) And mandatorily to task 4.

Only if the pre-deposit takes place before the planned publication of the article, signed letters from the Director or Editor - not emails - will be accepted, specifying the firm commitment to publish the article, the journal issue number, and the date. The student must also upload a screenshot showing the impact and database of the journal.

## Activities 5/6: RESULTS

**Coordinators:**

José Manuel Noguera-Vivo, [jmnoguera@ucam.edu](mailto:jmnoguera@ucam.edu) ; & Conchi Parra, [MCparra@ucam.edu](mailto:MCparra@ucam.edu)

This activity consists of presenting results to the Academic Committee and the research and training plan for the following year. This presentation takes place every July, and in it, the



student submits, in a maximum of five pages:

The research results obtained since admission to the Program and the work plan for the next academic year.

The training activities of the program completed, and their plan for the following year. From the second year enrolled in the Program, in case the student plans to request the pre-deposit before July, the student can ask the Academic Committee to advance their presentation of results.

The student must submit this activity in Laurea Academic before July 20th. After each Presentation of Results, the Committee issues a Favorable, which implies being able to continue, or an Unfavorable, which entails a recovery period of 6 months. Obtaining two consecutive Unfavorable results means not being able to continue in the Program.

## **Activities 6/6: RESEARCH STAY**

### **Coordinators:**

Juan Ramón Carbó, [jrcarbo@ucam.edu](mailto:jrcarbo@ucam.edu); & Thomas Schmidt, [TSchmidt@ucam.edu](mailto:TSchmidt@ucam.edu)

This activity is optional and consists of completing, after Admission, a research stay at a university or institution other than UCAM and in a country different from where the student resides.

The stay must be for a minimum of 3 months, which can also be achieved by:

- a) Accumulating periods of at least one month (full-time students)
- b) Accumulating periods of at least fifteen days (part-time students)

This activity cannot be recognized for stays completed before Admission.

### **→ General statements**

It is the doctoral student's responsibility to take the initiative in contacting their supervisor and tutor for the development of the training activities, as well as to upload to Laurea Academic the credentials received from EIDUCAM for each completed activity.