



PROTOCOL OF ORGANIZATION AND OPERATION OF THE DOCTORATE PROGRAM IN SOCIAL SCIENCES

Year 2021/22

Compulsory reading by doctoral students, tutors and directors



Approved by the Academic Commission of the Doctoral Program in Social Sciences in October 2020



Organization of the Doctoral Program

Upon entering the doctoral program in Social Sciences, the doctoral student agrees to carry out full-time, within a period of three years, with the help and advice of his/her tutor and director / s, the development of a research plan registered, in due time and form, and a series of training activities, rendering accounts of their work each year to the academic commission; and all this aimed at the publication in national and international congresses and in impact magazines of the results of his research project and the public defense of his doctoral thesis.

This commitment will be reflected in the "document of commitment of tutorship and supervision", which the doctoral student must complete, as soon as possible, in the days after their admission. In the following link well explained all the procedure with the necessary documents:

<http://investigacion.ucam.edu/doctorado/portal-del-doctorando/Compromiso-Documental>

To do this, the student will have the help of a tutor, belonging to the program, and a director or co-director / s, appointed by the academic commission, both with different functions. The figures of director and tutor will fall on the same person as long as they meet the necessary requirements for it.

The Academic Commission is in charge of directing the doctoral program, and between July 16th and September 30th of each academic year it will evaluate the continuity of each doctoral student in the program (Annex 1).

If the Academic Commission considers, once the doctoral student has been admitted based on the verified admission criteria, that the student must take the Research Complements, he/she must do so during the first year.

All communication of the doctoral student with the Academic Commission of the Program on any academic matter will always be through his/her tutor (as established by the Royal Decree on Doctorate), and not directly. Any non-academic questions should be raised with the doctorate secretary ahrodriguez@ucam.edu.

a) Deadline to prepare the thesis project (research) and pass the training activities:

All students must complete their doctoral studies in a maximum of three years, full time, starting from the admission of the doctoral student to the program until the request for deposit of the doctoral thesis (extendable for up to two more with justification).

However, and with prior authorization from the Academic Commission, a student may complete the doctorate part-time in a maximum of five years, starting from the admission of the doctoral student to the program until the request for deposit of the doctoral thesis (extendable up to three more with due justification).

The reasons for requesting the part-time modality are:

- Being working and document the employment relationship.
- Being affected by a degree of physical, sensory or mental disability
- Being doing other specialized training with part-time dedication
- Being considered the main caregiver of dependent people and prove it.
- Having dependent children under three years of age.

- Being an athlete of high level of competition.
- Others duly justified (E.g. Victim of gender violence, preparation of opposition exams, etc. ...)

The new student must request this partial modality through the commitment of tutorship and supervision, and attach the supporting documents. When the doctoral student is not newly admitted, he or she may only request the change of modality at the end of an academic year, so that it becomes effective in the following academic year, with prior approval by the Academic Commission, through the corresponding established process.

Those who, having started full-time doctoral studies, request part-time status, will have from the granting of said condition, until the deposit of the doctoral thesis, a maximum of time that as a whole (with the already elapsed) do not exceed five years.

Each year, when presenting results to the Academic Commission, the doctoral student must present an updated version of the documents that justify the part-time modality.

If they lose the circumstance for which the part-time modality was admitted, they will automatically go full-time, and will have three years to deposit the Doctoral Thesis, provided that no more than two years have elapsed under the condition of part-time student.

At the end of the terms foreseen in both modalities, the doctoral student may request, at the end of each course to become effective in the following academic year, and following the established procedure, up to two extensions that must be justified in any case.

Leave due to "illness, pregnancy or any other cause foreseen by current regulations", as established in article 3 of RD 99/2011, will not count in all these periods.

The student may request, with justification, temporary voluntary withdrawal from the program for a maximum period of one year, which will be granted, or not, at the discretion of the Academic Commission, as established in article 3 of RD 99/2011. The Academic Commission of the doctoral program in Social Sciences has decided to grant it only on very exceptional occasions, for reasons of force majeure, and always for reasons other than those that may justify the change to the part-time modality or due to term extensions in the study period for documented withdrawals. In addition, they will be granted for the academic year following the application.

b) Development of your thesis project (research):

The director / s and the tutor of the doctoral student will be responsible for approving their thesis project.

The doctoral student has the obligation to present his Thesis Project to his director / s and tutor, for their approval, before the legally established deadline expires, which is before the end of the first academic year. **Failure to do so within that period will be excluded from the program.**

c) Passing the training activities of the program:

The training activities are held by professors who are members of the Program. **All can be carried out from the admission of the doctoral student.**

The tutor is ultimately responsible for confirming and validating the recognition of the 5 activities that may be the subject of it (1, 2, 4 and 5), when the doctoral student meets the minimum requirements, accredited with the corresponding certification. The tutor must explain in detail the reasons for the

awards granted in his annual report to the Academic Commission. In any case, it will have the last word on the acceptance, or not, of the recognition of an activity.

The tutor is ultimately responsible for confirming and validating the completion of all the training activities that the doctoral student must carry out. In any case, the Academic Commission will have the last word on the acceptance, or not, of the passing of an activity, based on the established rules; and on the acceptance, or not, of the deposit of the thesis.

Doctoral Thesis Deposit process

The thesis submission (Deposit) is a time-consuming process that the doctoral student must carry out at all times with the help of their tutor and director/s, and with the technical support of the Doctoral Secretary of the International School of Doctorate from UCAM (EIDUCAM), with which they must contact to start it, following its regulations in this regard at all times.

The tutor is responsible for verifying that the doctoral student has passed each of the training activities of the program, essential to defend the thesis, that all the evidences of achievement are uploaded on the Laurea Academic system; also for signing the activity notebook that the doctoral student will deliver with the deposit.

The director /s is responsible for thoroughly studying the quality of the thesis, as of both its contents and structure, and of the format required by the university for its defense, also for explaining in precise detail the turning report of the thesis, and for signing the authorization for its defense.

In addition, both the tutor and the director /s must help the doctoral student in all those deposit requirements in which their participation or signature is necessary.

Once the doctoral student has all delivered, with the endorsement of the tutor and his/her director /s, the EIDUCAM secretary will check that all the documentation is correct and will make it available to all members of the program's Doctoral Commission.

The academic commission of the doctoral program has the ultimate authority to verify that the student has completed all the required training activities. According to their guidelines, this will include the following: to verify that the thesis presented meets the minimum characteristics required by the university for its defense, in terms of its structure and format; to approve the members of the board and previous evaluators proposed following the guidelines of the university regulations, and to authorize its defense.

In case of detecting any deficiency or defect in the documentation presented, the academic commission will inform the EIDUCAM secretary (and this later to the doctoral student) of the deficiencies to be corrected and will paralyze the deposit until its correction, and subsequent approval in another meeting session of the academic commission.

Each training activity will be developed according to the guidelines set out below:

Research Seminars

Responsible: **José M. Noguera** jmnoguera@ucam.edu **Belén Blesa** bblesa@ucam.edu

a) Development of the activity:

15 mandatory hours of research seminars that can be covered in three different ways:

1. Taking a minimum of 7 seminars, in the same academic year, from among those offered through the corresponding electronic media.
2. By taking any of the courses offered in the transversal training of the UCAM Doctoral School (EIDUCAM).
3. Studying, at the institution of your choice, an equivalent training of 21 hours or more, at the pre-doctoral university level, and then requesting recognition from your tutor.

b) Recognitions:

This activity is recognizable by research seminars, equivalent in hours, or similar pre-doctoral university training, carried out by the doctoral student both before and after their admission to the program.

The student can accumulate hours of pre-doctoral training and recognize a package of 21 hours.

It can also be recognized when the doctoral student is in possession of the [DEA](#) (Diploma de Estudios Avanzados) or an approved doctorate.

c) El responsible for this activity will be in charge of:

- Checking that all the necessary information is available to the doctoral student so that the seminars can be taken normally.

d) The director must:

- Guide the doctoral student in choosing the seminars for their Thesis Project.

e) The tutor must:

- Control the development of the activity by the student and confirm the completion of the necessary 15 hours, both in the final annual report and in the report for the deposit of thesis.
- Carry out continuous monitoring, through the electronic means made available, to have at all times a still photo of the real situation of the doctoral student in the program.

f) The doctoral student must:

- Follow up, at least weekly, through the electronic means made available to them, and thus obtain the necessary information for adequate academic development.
- Take the initiative in contacting your director and tutor for the development of this activity.
- Upload the credential issued by the doctoral secretariat to the *laurea academic* system.

Presentation of a communication / poster in a Congress

Responsible: **Concepción Parra** mcparra@ucam.edu **Cesar Augusto Giner** caginer@ucam.edu

a) Development of the activity:

Prepare an oral communication, or poster type, in Spanish or English, with sufficient quality to be accepted by the scientific commission of a Congress in your area of knowledge, derived from your own research results obtained in the realization of your Thesis doctoral.

The oral communication, or poster, must be signed by the doctoral student, as a doctoral student at UCAM, and can also be signed by the director or co-directors.

The same oral communication, or poster, does not serve to pass another activity of the same student's program, or the same activity of another student of the program. Neither in the same congress can this activity and number 5 be surpassed.

In this regard, the Doctoral Conference organized each year by UCAM will be considered a Congress.

b) Recognitions:

This activity is recognizable by presentations to Congresses made before admission to the Program, provided that the communication or the poster presented derives from the results of their own research obtained in the completion of their doctoral thesis. **For this reason, recognition must be requested from the tutor always after the registration of the Thesis Project.**

c) The responsible for this activity will be in charge of:

- Checking that all the necessary information is available to the doctoral student so that this activity can be carried out normally.

d) The director must:

- Guide the doctoral student and give the go-ahead in the election of the National Congress
- ### e) The tutor must:

- Control the development of the activity by the student and confirm its completion, both in the final annual report, and in the report for the deposit of thesis.
- Carry out continuous monitoring, through the electronic means made available, to have at all times a still photo of the real situation of the doctoral student in the program.
- Approve, or not, the recognition of the activity presented in a timely manner.

f) The doctoral student must:

- Follow up, at least weekly, through the electronic means made available to them, and thus obtain the necessary information for adequate academic development.
- Select with the approval of its director, the Congress..
- Take the initiative in contacting your director and tutor for the development of this activity.
- Upload the credential issued by the doctoral secretariat to the *laurea academic* system.

Scientific article

Responsibles: **M^a Dolores García** mdolores@ucam.edu and **Gonzalo Wandosell** gwandosell@ucam.edu

a) Development of the activity:

PUBLISH, 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).
- Emerging Sources Citation Index (ESCI).
- VHB Jourqual.
- European Reference Index for Humanities (ERIH plus).
- Arts and Humanities Citation Index (AHCI).
- Carhus (for the Law area).

The student must sign the article as a doctoral student at UCAM, preferably as first author, and may also be signed by the director or co-directors. The journal must be classified as "Magazine" or "Journal" in the impact index, and cannot be directed by the director or tutor of the doctoral student. An article does not serve to overcome the same activity by another doctoral student.

b) Recognitions:

This activity is not recognizable in any case.

c) The responsables for this activity will be in charge of:

- Offer the necessary information available to the doctoral student so that this activity can be carried out normally.

d) The director must:

- Guide the doctoral student in the selection of the results likely to be published, the journal to which to send the publication and when to do so.

e) The tutor must:

- Control the development of the activity by the student and confirm its completion, both in the final annual report, and in the report for the deposit of thesis.
- Carry out a continuous monitoring, through the electronic means made available, to have at all times a still photo of the real situation of the doctoral student in the program.

f) The doctoral student must:

- Follow up, at least weekly, through the electronic means made available to them, and thus obtain the necessary information for adequate academic development.
- Take the initiative in contacting his/her director and tutor for the development of this activity..
- Choose, guided by its director, the results likely to be published, the journal to which to send the publication, which is included in the required indexes, and the time to do so.
- Upload to *laurea academica* the published article, or the letter of acceptance for its publication, in a journal indexed in the bases required to pass the activity.

Doctoral Workshop

Responsible: **M^a Dolores García** mdolores@ucam.edu **Gonzalo Wandosell** gwandosell@ucam.edu

a) Development of the activity:

The doctoral student will carry out, **from his admission to the Program**, a workshop where he will be taught the institutional style and the formal requirements that he must apply for the preparation of his Thesis report, which will be programmed by EIDUCAM.

b) Recognitions:

This activity is not recognizable, in general terms, but it is possible to request its recognition from the tutor when the doctoral student is in possession of the DEA or an approved doctorate.

c) The responsible for this activity will be in charge of:

- Checking that all the necessary information is available to the doctoral student so that this activity can be carried out normally.
- Sending a PDF with the doctoral students who have passed this activity to the doctoral secretary.

d) The director must:

- Guide the doctoral student at the most appropriate time to carry out this activity based on the best development of their Research Plan.

e) The tutor must:

- Control the development of the activity by the student and confirm its completion, both in the final annual report, and in the report for the deposit of thesis.
- Carry out continuous monitoring, through the electronic means made available to them, to have at all times a still photo of the real situation of the doctoral student in the program..

f) The doctoral student must:

- Follow up, at least weekly, through the electronic means made available to them, and thus obtain the information necessary for adequate academic development.
- Take the initiative in contacting your director and tutor for the development of this activity.
- Upload the credential issued by the doctoral secretary to the academic award.

Presentation of own Research Results and the Research Plan for the following year before the Academic Commission of the Program

Responsibles: **M^a Dolores García** mdolores@ucam.edu and **Gonzalo Wandosell** gwandosell@ucam.edu

a) Development of the activity:

Presentation in July, to the Academic Commission, of the research results, up to that date, and of the work proposal for the following academic year.

The student must describe in a PDF file of no more than 5 pages:

1. The research results obtained since admission to the Program or the presentation of the previous academic year, and the work plan for the following academic year.
2. The training activities of the program carried out, and its plan for the following academic year.

The Academic Commission will evaluate the presentation of the doctoral student's results and will rate the activity as PASSED or NOT PASSED.

If a doctoral student, once they have completed all the mandatory activities except the presentation of results, intends to start the deposit of the Thesis before the maximum date set to deliver their Research Results (in July), they can request the Academic Commission, through your tutor (as established by RD 99/2011), in writing, the possibility of advancing your presentation of results, to pass the activity and be able to start the deposit process.

b) Documentation necessary for the correct development of the Presentation:

For the correct development of this activity, the Academic Committee needs:

1. A PDF file, of maximum 5 pages, with the established cover, and duly uploaded on time, on the virtual campus of the activity, explaining the two points mentioned above.

The doctoral student must upload this file, **on the virtual campus of the activity**, before July 15.

c) Recognitions:

This activity is not recognizable in any case.

d) The responsible for this activity will be in charge of:

- Offer all the necessary information so that the student can carry out the activity normally.
- Evaluate the activity.

f) The tutor must:

- Control the development of the activity by the student and confirm its completion, both in the final annual report, and in the report for the deposit of thesis.

g) The doctoral student must:

- Between July 1 and 15, a PDF file, of maximum 5 pages, with the established cover, **Upload to the virtual campus of the activity**, and duly uploaded on time, explaining the two points mentioned above.
- Take the initiative in contacting your director and tutor for the development of this activity.
- Upload the credential issued by the doctoral secretariat to the academic award.

Research Stay

Responsible: **Thomas Schmidt** tschmidt@ucam.edu

a) Development of the activity:

Optionally, the doctoral student may carry out, **upon the admission to the program**, a research stay at a national or international institution (University or Research Center), in Spain or outside of Spain, other than UCAM and the country where students has his/her residence.

The stay must have a minimum duration of 3 months that can be:

- a) For full-time students: in a continuous way or in periods of one month minimum.
- b) For part-time students: in a continuous way or in periods of fifteen days minimum.

b) Recognitions:

This activity is not recognizable for stays made before the admission to the program.

c) The responsible for this activity will be in charge of:

- Offering all the necessary information so that the student can carry out the activity normally.

d) The director must:

- Assess, together with the doctoral student, the suitability of carrying out this type of stay, and study the possible centers in which this activity could be carried out.

e) The tutor must:

- Control the development of the activity by the student and confirm its completion, both in the final annual report, and in the report for the deposit of thesis.
- Carry out continuous monitoring, through the electronic means made available, to have at all times a still photo of the real situation of the doctoral student in the program.

f) The doctoral student must:

- Follow up, at least weekly, through the electronic means made available to them, and thus obtain the information necessary for adequate academic development.
- Take the initiative in contacting the director and tutor for the development of this activity.
- Assess, together with the director, the suitability of carrying out this type of stay, and study the possible centers in which it could be carried out.
- Upload to laurea academic the certificate of stay issued by the center where it was carried out, signed by the stay supervisor.

g) This activity is optional except in the event that the doctoral student wishes to apply for the International Mention in the Doctoral Degree.

In this case, the doctoral student must communicate in writing to the tutor, and to the Doctoral Secretariat, his/her intention to apply for the international mention, following all the necessary guidelines for this thereafter.

ANNEX 1

PROCESS OF DOCTORAL STUDENT ANNUAL EVALUATION

The Academic Commission will evaluate the presentation of the doctoral student's results in activity 8, and the reports from the director and tutor, and will issue a FAVORABLE or UNFAVORABLE academic resolution for their continuity in the Doctoral Program.

The FAVORABLE evaluation in the report of the Academic Committee will be an essential requirement to continue in the program. If the student obtains an UNFAVORABLE academic resolution, he/she must resubmit the request after six months.

A second consecutive UNFAVORABLE academic resolution entails automatic exit from the Program.

It will be a reason for an UNFAVORABLE report not to have passed the Research Training Complements in the first year in the event that the Commission has required it on admission.

Documentation necessary for the correct development of the annual evaluation:

For the correct development of this process you need:

1. The report, positive or negative, of the tutor / director/ s, duly completed in laurea academic, between 1 and 15 July. In this report there is the possibility of making a brief explanation about the work done by the doctorate to date in the development of their thesis project and activities.
2. The doctoral student must upload to laurea academic, at the latest before 10 September, the credential issued by the secretary for overcoming activity 8.

The lack of any of the two previous documents will lead to an UNFAVORABLE academic resolution.

Recovery from an unfavorable academic resolution:

Those students who obtain an unfavorable academic resolution at the end of an academic year will be summoned by the academic committee, together with their tutor and directors, six months later, in February of the following academic year, to proceed to an academic evaluation on their continuity or not in the doctoral program.

In this face-to-face session, the doctoral student must make an oral presentation, lasting a maximum of ten minutes, in which he/she will explain:

1. The research results obtained since admission to the Program, and the work plan for the current academic year.
2. The training activities of the program carried out, and its plan for the current academic year.
3. A general planning of his/her activities for the rest of the time of duration in the program.

After the presentation, there will be a questions time for the academic commission, who will subsequently issue a new academic resolution, which if negative will imply the automatic exit of the doctoral student from the doctoral program.