

INTERNATIONAL DOCTORAL SCHOOL – TUTORS / DIRECTORS GUIDE 2024-2025

Dear Dr./Dra.

Welcome to the academic year 2024-2025.

From the Doctoral School we want to help you with everything you need so that you are as pleasant as possible in the monitoring and evaluating to our students.

We send you a small operating guide for tutors and directors plus the guide that we send to our students that will serve as a reference.

International PhD School

TUTORS /DIRECTORS GUIDE - ESCUELA INTERNACIONAL DE DOCTORADO

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TUTORS /DIRECTORS GUIDE - ESCUELA INTERNACIONAL DE DOCTORADO

1. Virtual platforms for the proper development of the Doctoral Programme

a) [UCAM email address](#)

It is important that you frequently access your institutional email; here you will receive all the important information about your program and the Doctoral School. [LINK](#)

b) [PORTAL DEL DOCTORANDO](#)

The Doctoral Student Portal is a website where you can find general information about the Doctoral School, regulations, announcements, etc., and students will be able carry out the usual processes in the development of their programs. [LINK](#)

c) [LAUREA ACADEMIC](#)

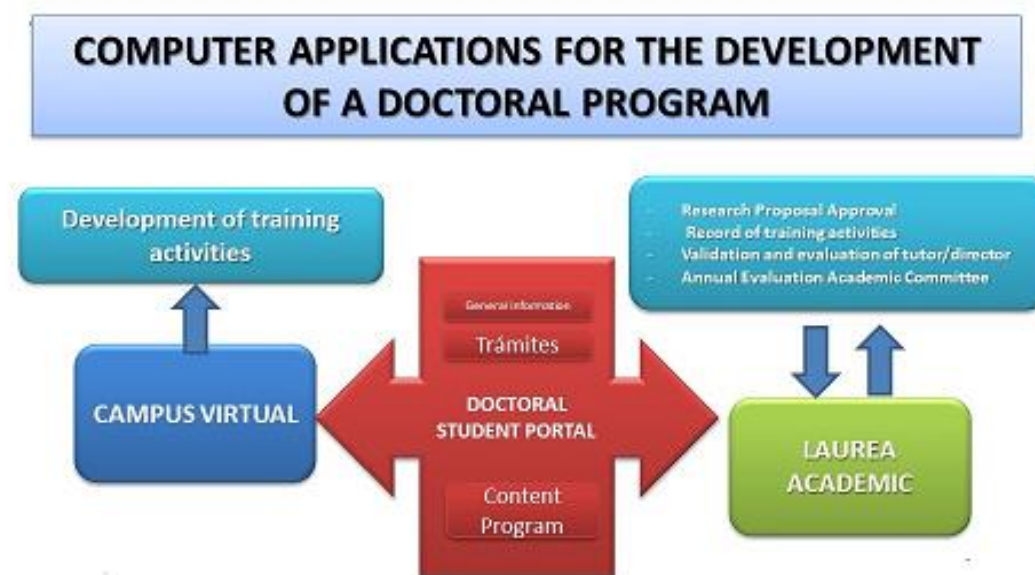
Laurea Academica is the academic platform where the student will register the activities in the development of his Program. In this platform the student will be evaluated by his tutor, director and Academic Committee. Through LAUREA you will be able to consult the file of your students. This tool is essential in your functions, you will be able to validate the training activities of your students, approve their Research Plan and carry out your annual evaluation report. [LINK](#)

d) [VIRTUAL CAMPUS](#)

Some activities of your program require to be developed in the virtual campus. [LINK](#)

To access the activities, you must register. You will have access to the activities in your virtual campus 24/48 hours after registration.

Below you can see a diagram showing the functionality of each platform.



As a tutor/director you must have access to your institutional email and to LAUREA ACADEMIC to validate the students' follow-ups and approve everything related to their Research Proposal. You must check that you have access, to do this, below you have a tutorial where we explain how to access LAUREA ACADEMIC and how to generate an access code if you don't have one.

How can I create a new password to access the virtual platforms?

In the first place, you must access LAUREA ACADEMIC, Official studies.

To access all our virtual services, you must have received a welcome email with your UCAM credentials: UCAM ID and UCAM address (xxxx@alu.ucam.edu) if you have not received this message, please contact the Secretariat of the Doctoral School so that it can be sent to you eiducam@ucam.edu 968278520 / 968 278822

With your UCAM ID you will have to create a password and after that you will be able to access our platform with the e-mail provided by UCAM and with the password you set.

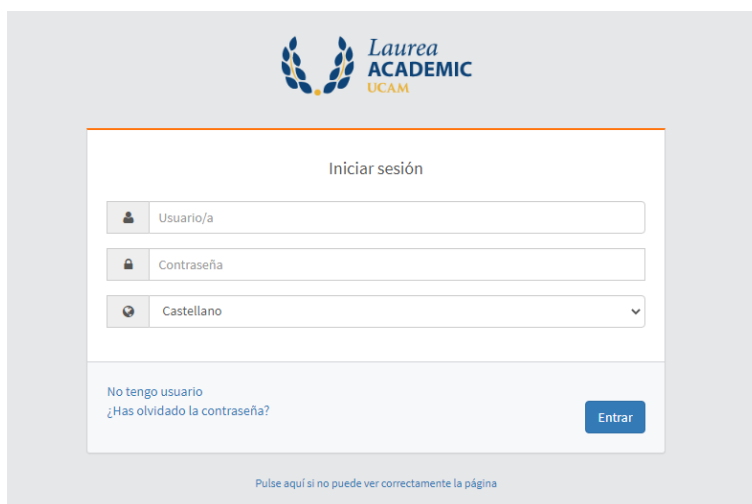
This is the link to the webpage where you must create/change your password:

<https://key.ucam.edu/sspr/public/forgottenpassword>

<p>¿Tienes correo @alu.ucam.edu o ID UCAM?</p> <p><input checked="" type="checkbox"/> Cambio de contraseña</p>	<p>Aún no tengo correo de la Universidad</p> <p><input checked="" type="checkbox"/> Cambio de contraseña</p>
<p>Do you have @alu.ucam.edu email or UCAM ID?</p> <p><input checked="" type="checkbox"/> Change your password</p>	<p>I still do not have email from the University</p> <p><input checked="" type="checkbox"/> Change your password</p>

Follow the instructions to generate a new password and you will be able to access LAUREA ACADEMIC through this link:

<https://laurea.ucam.edu/cosmos/Controlador/?apl=Uninavs&gu=s&idNav=inicio&NuevaSesionUsuario=true>



2. Sign the Supervision Commitment Document

First, student will receive in their UCAM email the Supervision Commitment Document detailing the functions, rights and obligations of each of the agents who will take part in the development of their Doctorate Program. Furthermore, this document will establish your dedication to doctoral studies, which may be FULL-TIME or PART-TIME. The Supervision Commitment Document must be signed by the International Doctoral School, the doctoral student, their Tutor and their Supervisor/s. The signing process is simple. It is carried out through a virtual platform which allows manually signing via mobiles or computers.

3. Personal Training Plan

Each PhD student must draw up and present a Personal Training Plan within 6 months of enrolment on the programme. This Plan must be developed under the supervision of the tutor and must contain a forecast and planning of the different training activities that form part of the PhD programme.

The PhD student will fill in a form, receive the document by email and upload it to the LAUREA ACADEMIC section of the RESEARCH PLAN so that it can be validated by his/her tutor.

In the following link you will find all the information about the procedure and how to complete this procedure:

<https://investigacion.ucam.edu/en/doctorate/doctoral-thesis/personal-training-plan>

4. Tutors and Directors work

TUTORS WORK

Advice on Planning Complements and Training Activities

- Plan Annual Activities, based on FULL-TIME or PART-TIME.
- Establish Communication Flows.

Monitoring Overcoming of Complements and Activities Training Plan

- Control of completion of activities through the information received by the student and validation of the progress recorded, by the doctoral student, at LAUREA ACADEMIC..

Preparation of the Tutor's Annual Report for each assigned student

- It will be carried out annually in the LAUREA ACADEMIC application

DIRECTORS WORK

Advice on the preparation of the initial Research Plan

Monitoring of the Proposal Approva.

Research Proposal Preparation of the Director's Annual Report for each assigned student.

- To be performed annually in the LAUREA ACADEMIC application.

In the following links, you can access directly to the plan of activities of each program.

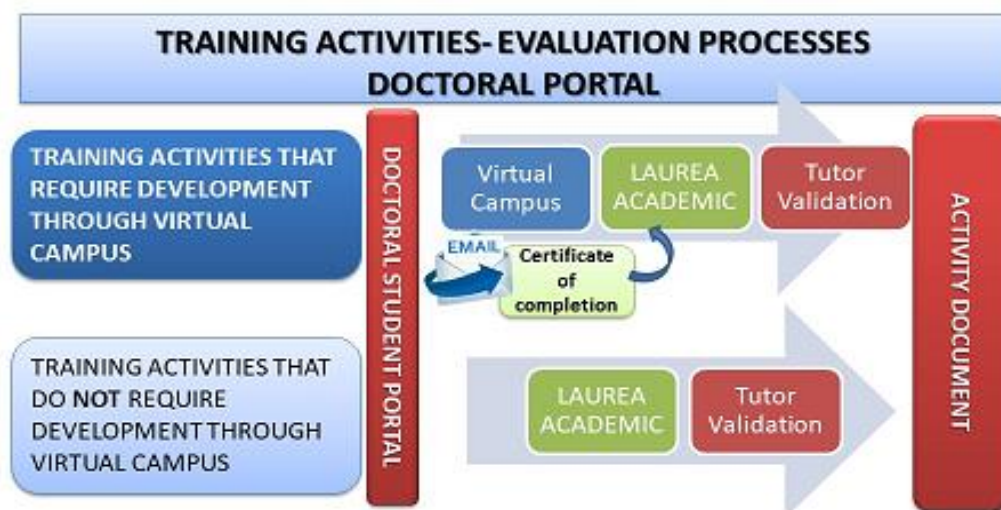
- [PhD Health Sciences](https://investigacion.ucam.edu/en/phd-health-sciences/training)
<https://investigacion.ucam.edu/en/phd-health-sciences/training>
- [PhD Sports Sciences](https://investigacion.ucam.edu/en/phd-sports-sciences/training)
<https://investigacion.ucam.edu/en/phd-sports-sciences/training>
- [PhD Social Sciences](https://investigacion.ucam.edu/en/phd-social-sciences/training)
<https://investigacion.ucam.edu/en/phd-social-sciences/training>
- [PhD Computer Science and Environmental Engineering](https://investigacion.ucam.edu/en/phd-computer-science/training)
<https://investigacion.ucam.edu/en/phd-computer-science/training>

In all the programs, there are two types of activities:

- Training Activities that require prior development through the virtual campus and that require you to register so that they can be activated on your campus.
- Training Activities that do not require development through the virtual campus, and on which you can directly communicate progress through LAUREA ACADEMIC.

All the progress you make in the training activities plan must be registered in LAUREA ACADEMIC, so that they can be validated buy our tutors and integrated in your activities document.

Below is an outline detailing the evaluation mechanism for these two types of activities.



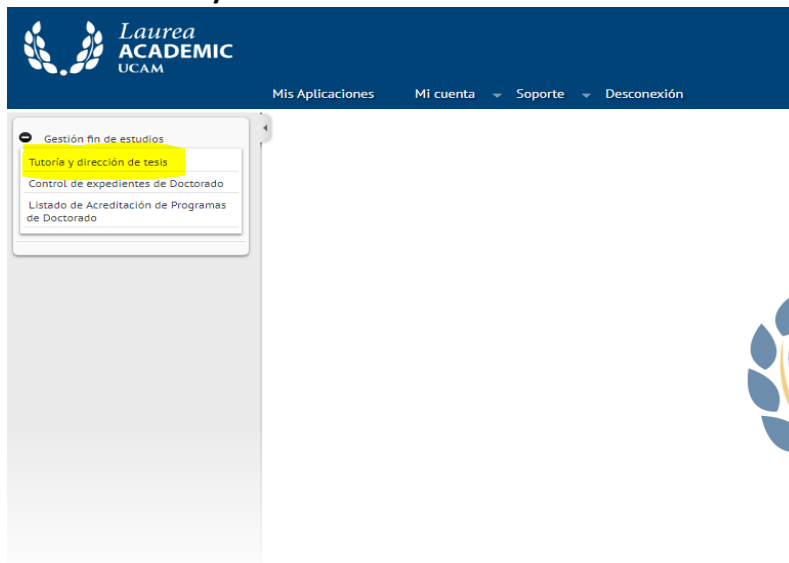
5. Validation of Training Activities

How can I access and validate the activities of my tutored and/or supervised students?

1. Click in “Seguimiento de tesis doctorales” and select the option “Director Tesis/Tutor”.



2. Choose “Tutoría y dirección de tesis”



3. In this section you will be able to see the students you direct (upper part) and the students you tutor (lower part). Keep in mind that you may have new students assigned to you since registration ends on November 30. In December you will see the final list of assigned students.

Apellido y nombre	Fecha de inscripción	Fecha de defensa	Plan	Estado	Plan	Fecha de la tesis
Hernández Santos, Nicolás 21837	29/03/2024	-	18/06/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Berdo de León, Cindy Helena 44824	24/03/2024	-	05/05/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Huiza Nolasco, Beatriz 12712	19/03/2024	-	12/03/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Bermejo García, César Helena 12076	19/03/2024	-	31/03/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Pérez Hernández, César Augusto 78234	19/03/2024	-	31/03/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Bermejo Gómez, María Dolores 12054	24/03/2024	30/06/2024	06/07/2024	Leído a 30/06/2024	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Huiza Ortega, José María 21642	24/03/2024	-	06/07/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
Pérez Arias, Silvia 45401	26/04/2024	18/05/2024	18/04/2024	Leído a 18/05/2024	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024
López Fariñas, Nuria 27167	27/03/2024	-	28/03/2024	En curso	100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano	80/09/2024

4. If you want to validate or check a student's activities you must click on the pencil and it will take you to the next page:

Inscripción y seguimiento

Apellido y nombre: [redacted]
 Plan: 100 - Programa de Doctorado Ciencias de la Salud - Murcia - Presencial - Castellano
 Decreto: 80/09/2024
 Fecha máxima de finalización Tesis: 12/03/2024

Datos del doctorando y de la tesis

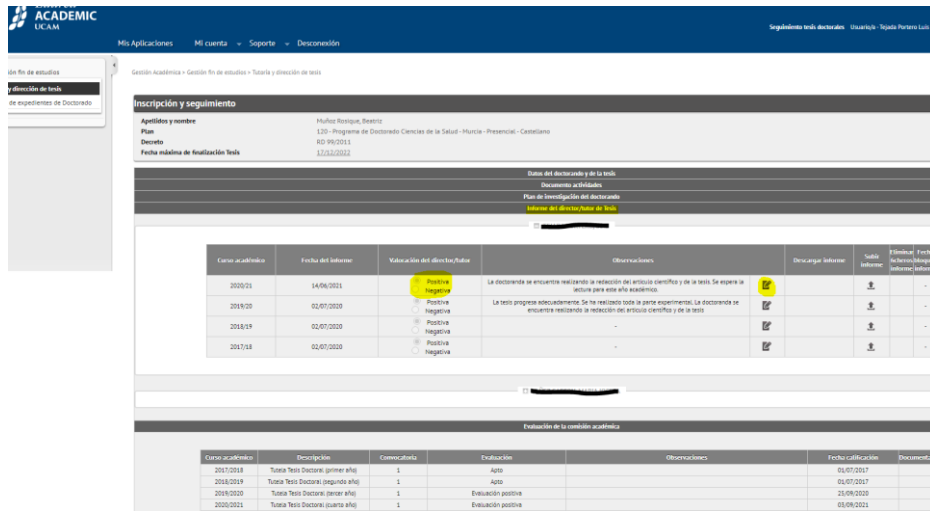
- Documento actividades
- Plan de Investigación del doctorando
- Informe del director/tutor de Tesis
- Prueba de la comisión académica
- Comentarios de seguimiento

Volver

5. You have to select **“Documento de actividades”** in which the seminars and activities that the student has uploaded to the platform appear. Select **VALIDADA o NO ACEPTADA** (the grade is transferred to the student's file).

Como se definió	Ejeto de actividad	Descripción	Revisión
2020/01	1 - Seminario de Investigación - Descripción variable	Día y Cáncer	Validada
2020/01	1 - Seminario de Investigación - Descripción variable	1 Edición del Congreso "Tesis Doctorales en un día de Tutoría"	Validada
2020/01	1 - Seminario de Investigación - Descripción variable	Efecto del proceso sobre las características composicionales, bioquímicas y sensoriales del queso y el jamón curado de chivo murciano	Validada
2020/01	9 - Presentación de los resultados propios de investigación y del plan de investigación para el año siguiente a la Comisión Académica del programa - Descripción variable	Presentación resultados 20/01	Validada
2020/01	30 - Tesis de tesis doctorales - Descripción fija	-	Validada
2019/03	9 - Presentación de los resultados propios de investigación y del plan de investigación para el año siguiente a la Comisión Académica del programa - Descripción variable	Resultados a la Comisión	Validada
2019/03	9 - Presentación de los resultados propios de investigación y del plan de investigación para el año siguiente a la Comisión Académica del programa - Descripción variable	-	Propuesta aceptada

6. In the “Informe del tutor/director de tesis” select **EVALUACIÓN POSTIVA** or **NEGATIVA**



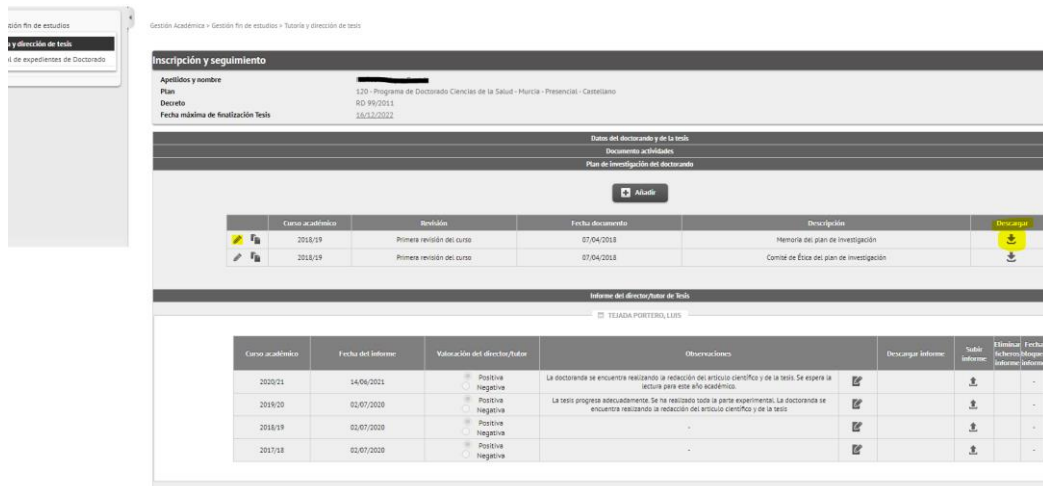
Curso académico	Fecha del informe	Valoración del director/tutor	Observaciones	Descarga Informe	Subir Informe	Eliminar Informe	Fecha Informe
2020/21	14/06/2021	Positiva negativa	La doctoranda se encuentra realizando la redacción del artículo científico y de la tesis. Se espera la entrega para este año académico.	📄	📄	🗑️	-
2019/20	02/07/2020	Positiva negativa	La tesis progresa adecuadamente. Se ha realizado toda la parte experimental. La doctoranda se encuentra realizando la redacción del artículo científico y de la tesis.	📄	📄	🗑️	-
2018/19	02/07/2020	Positiva negativa	-	📄	📄	🗑️	-
2017/18	02/07/2020	Positiva negativa	-	📄	📄	🗑️	-

Curso académico	Descripción	Categoría	Evaluación	Observaciones	Fecha Calificación	Documentación
2017/2018	Tuata Tesis Doctoral (primer año)	1	Apto		02/07/2017	
2018/2019	Tuata Tesis Doctoral (segundo año)	1	Apto		02/07/2017	
2019/2020	Tuata Tesis Doctoral (tercer año)	1	Evaluación positiva		25/09/2020	
2020/2021	Tuata Tesis Doctoral (cuarto año)	1	Evaluación positiva		03/09/2021	

6. Research Plan Approval

¿How to approve the Research Plan?

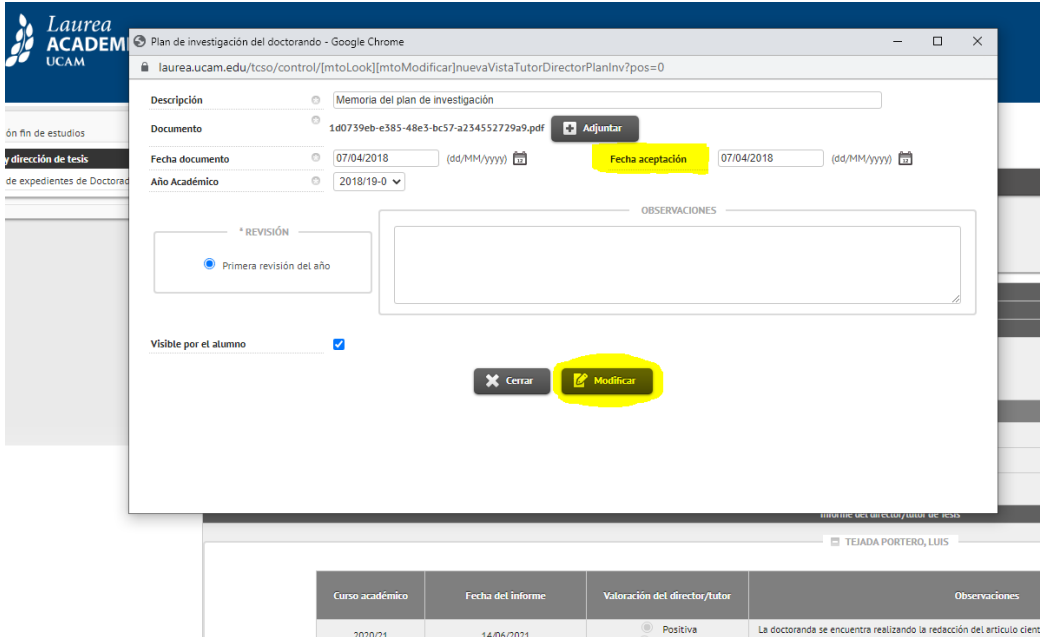
1. Click on the research proposal and if you want to make modifications select the pencil.



Curso académico	Revisión	Fecha documento	Descripción	Descarga
2018/19	Primera revisión del curso	07/04/2018	Memoria del plan de Investigación	📄
2018/19	Primera revisión del curso	07/04/2018	Comité de Ética del plan de Investigación	📄

Curso académico	Fecha del informe	Valoración del director/tutor	Observaciones	Descarga Informe	Subir Informe	Eliminar Informe	Fecha Informe
2020/21	14/06/2021	Positiva negativa	La doctoranda se encuentra realizando la redacción del artículo científico y de la tesis. Se espera la entrega para este año académico.	📄	📄	🗑️	-
2019/20	02/07/2020	Positiva negativa	La tesis progresa adecuadamente. Se ha realizado toda la parte experimental. La doctoranda se encuentra realizando la redacción del artículo científico y de la tesis.	📄	📄	🗑️	-
2018/19	02/07/2020	Positiva negativa	-	📄	📄	🗑️	-
2017/18	02/07/2020	Positiva negativa	-	📄	📄	🗑️	-

2. In the tab you have to point out “fecha de aceptación” and click on “Modificar”.



Plan de investigación del doctorando - Google Chrome

laurea.ucam.edu/tcso/control/[mtoModificar]nuevaVistaTutorDirectorPlanInv?pos=0

Descripción

Documento Adjuntar

Fecha documento (dd/MM/yyyy) Fecha aceptación (dd/MM/yyyy)

Año Académico

* REVISIÓN

Primera revisión del año

Visite por el alumno

Cerrar Modificar

Curso académico	Fecha del informe	Valoración del director/tutor	Observaciones
2020/21	14/06/2021	Positiva	La doctoranda se encuentra realizando la redacción del artículo científ

7. Cross-Disciplinary Education

During the academic year, the Doctoral School offers students the opportunity to take courses that are outside the Training Activities Plan. The hours taken in these courses are registered in LAUREA ACADEMIC and are counted as hours taken in the Research Seminar activities (mandatory activities).

8. Recommendations

- Hold an initial meeting with the student- Planning
- To know the regulations governing Doctoral Studies, to know the possibilities of International Mention, Industrial Doctorate, Doctoral Thesis Modalities, etc. (information on the EIDUCAM website).
- To know the Plan of Formative Activities of the Doctoral Program and Transversal Activities proposed by EIDUCAM, as well as its development Procedures (Doctoral Student Portal).
- Regularly access to CANVAS
- Communication flows between Student/Director/Tutor

9. Contact, enquiries and incidences

If you have any questions, please contact the Technical Secretariat of the Doctoral School.

UCAM



EIDUCAM
Escuela Internacional
de Doctorado

RESOLUCIÓN DE DUDAS E INCIDENCIAS

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Cita Previa: Portal del Doctorando