

INTERNATIONAL DOCTORAL SCHOOL – STUDENT GUIDE 2023-2024

Dear Doctoral student,

Welcome to the academic year 2023-2024.

From the Doctoral School, we have the firm intention of helping you in everything you need to make the development of your Program as easy as possible and to achieve all the goals you set for yourself.

For this to be possible, it is essential that you follow the following instructions.

We are at your disposal to solve any doubt or incident.

Lots of courage and go for it!

International Doctoral School

GUÍA ALUMNOS - ESCUELA INTERNACIONAL DE DOCTORADO

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GUÍA ALUMNOS - ESCUELA INTERNACIONAL DE DOCTORADO

Dear Doctoral student, we consider it very important to read this guide completely so that the development of your program meets your expectations in this academic year 2023-2024.

1. Virtual platforms that are at your disposal 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.

b) [PORTAL DEL DOCTORANDO](#)

The Doctoral Student Portal is a website where you can find general information about the Doctoral School, regulations, announcements, etc., you can carry out the usual procedures in the development of your program and it will serve as a link to access the other platforms: Laurea Academic and Virtual Campus.

c) [LAUREA ACADEMIC](#)

Laurea Academic is the academic platform where you must register all your progress in the development of your Program. There you will be evaluated by your tutor, directors and Academic Committee. In addition, through this platform you will be able to consult your complete dossier and register for the training activities of your Doctoral Program.

d) [VIRTUAL CAMPUS](#)

Some training activities of your Program will require a previous development through our virtual campus.

In order to access these contents you must register (see section 3 page 6) and 24/48 hours after your registration, the contents will be available on your virtual campus for the completion of the activity.

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



Check that you have access to each of them, if you cannot access, below is a tutorial where we explain how to generate a new password, this password is unique and will serve to access all platforms.

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:

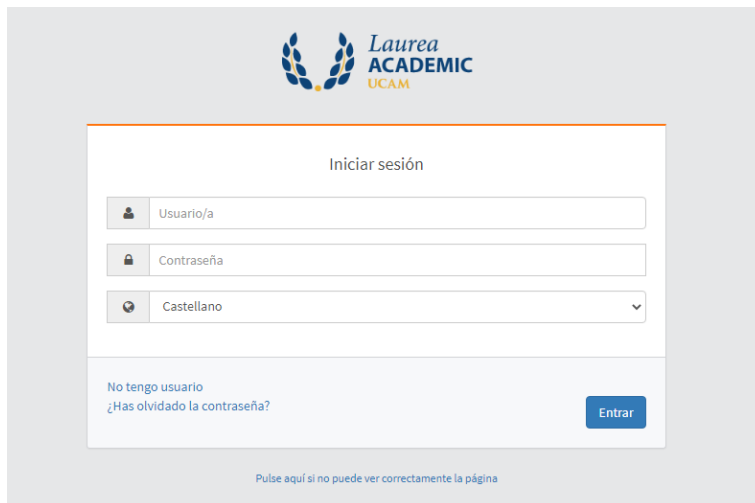
<https://www.ucam.edu/cambio-password?NombreUsuarioAlumno=ALUMNO>

<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>

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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=a&idNav=inicio&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNO>



2. Contact your tutor and your director(s)

Communication with your tutor and director(s) is essential, they are responsible for evaluating your progress and it is necessary that you agree on communication flows and plan the development of each academic year.

Below, we include a Tutorial to consult the contact details of your assigned tutor and director(s).

How do I know who are my tutor and director(s)?

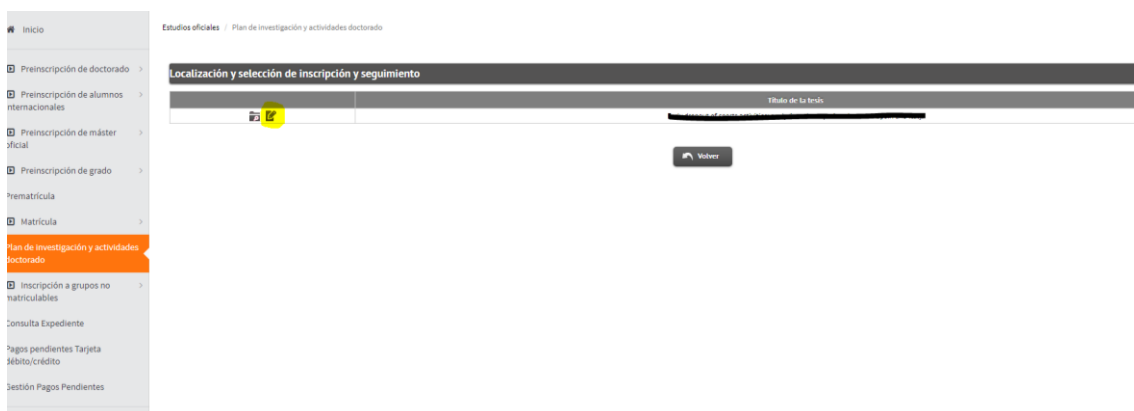
In the first place, you must access LAUREA ACADEMIC, Official studies.

1. Click on Research Plans (Planes de investigación) and on the **arrow** next to the doctoral program to which you have been admitted.



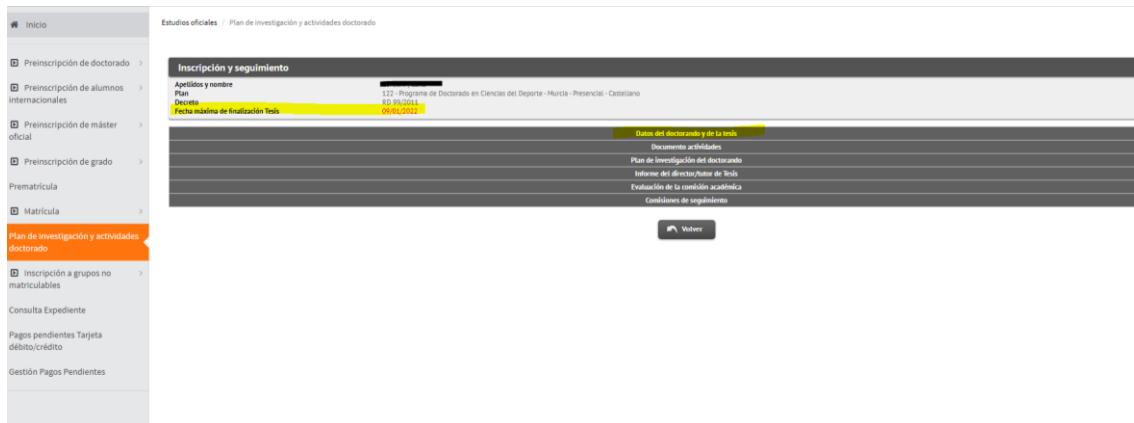
Centro	Plan	Estudios	Tipo de estudios	Especialidad	Estado / Modalidad
121	122 - Programa de Doctorado en Ciencias del Deporte - Murcia - Preinscrici - Castellano	DEPORTE PRECOLE	Doctorado	Sin determinar	Abierta

2. Select the **pencil** icon to be able to consult and modify data concerning your research plan.

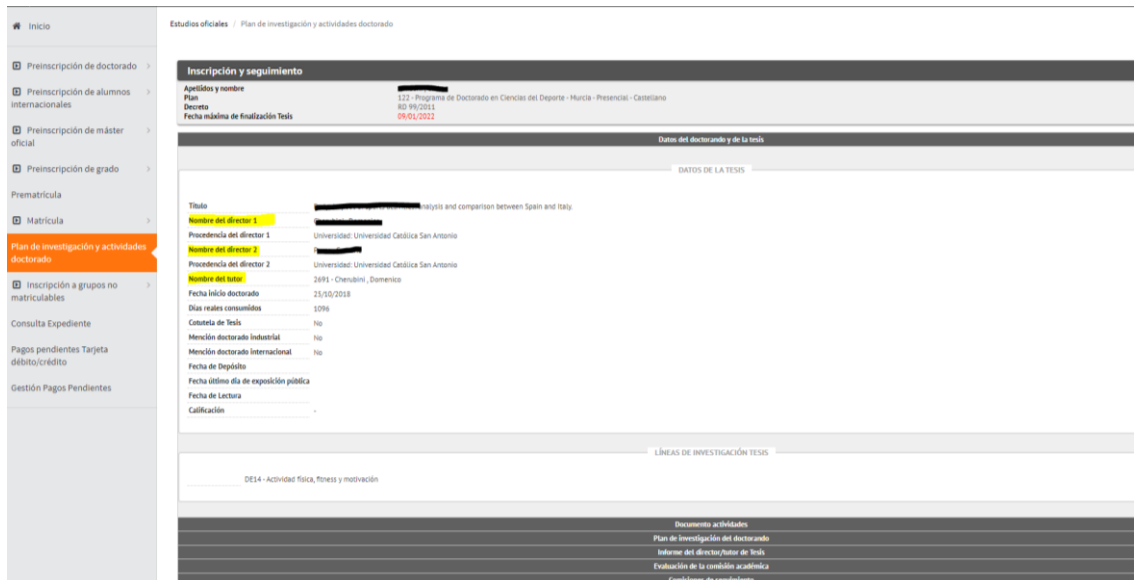


Título de la tesis

3. At the top of the page, you can check the **deadline for submission of the thesis**.



4. Finally, once the **first tab** is displayed, you will find the title of the research plan and the **details of your assigned tutors and directors**.



5. Once the data are consulted, if you wish to contact your tutor/director, you can consult his/her contact details (telephone and institutional mail) on the following website <https://personas.ucam.edu/personas/>



3. Plan your annual development and enroll in the activities that you will complete this academic year

We consider it very important that you plan your annual development and define the objectives you intend to achieve both in the development of training activities and in the progress of your research plan.

We remind you that it is the role of tutors and directors to help you in this planning.

Before planning, it is essential that you know the plan of training activities that you must pass in your Doctoral Program, as well as the particularities of development of each activity.

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

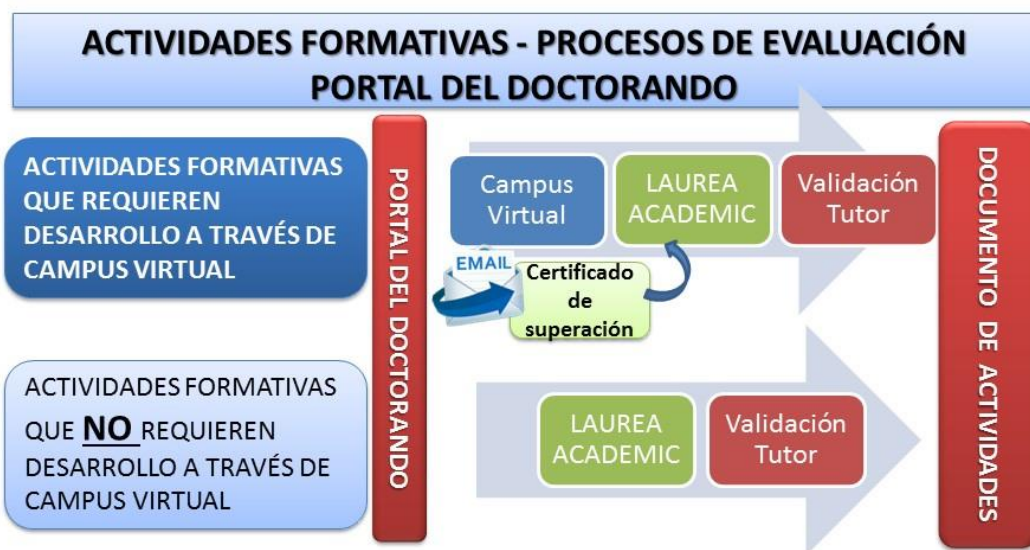
- [DOCTORADO CIENCIAS DE LA SALUD](#) (Health Sciences)
- [DOCTORADO CIENCIAS DEL DEPORTE](#) (Sports Sciences)
- [DOCTORADO CIENCIAS SOCIALES](#) (Social Sciences)
- [DOCTORADO TEC.COMPUTACIÓN E INGENIERIA AMBIENTAL](#) (Computing Technologies and Environmental Engineering)

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 by our tutors and integrated in your activities document.

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



REGISTRATION PROCESS FOR ACTIVITIES THAT REQUIRE DEVELOPMENT THROUGH THE VIRTUAL CAMPUS:

You must only register for the activities that require previous development through the Virtual Campus.

This registration has the following peculiarities:

- It is only done once at the beginning of the course,
- It does not have any additional cost (it is included in your tuition fee).
- If you do not pass any of the selected activities, do not worry, you will be able to register again the next course.
- Only the activities you have passed will be included in your Follow-up logbook.

For this reason, if you are not sure how many activities to select, it is preferable that you **sign up for all of them**, since only the activities you have passed will be included in your logbook. However, you can always contact the EIDUCAM secretariat if you need to activate any activity not initially selected.

In the following links, you will find a tutorial explaining how to enroll in the training activities that you have planned to develop this academic year.

[CLICK AQUÍ - TUTORIAL PARA REALIZAR LA INSCRIPCIÓN EN ACTIVIDADES FORMATIVAS](#)

[CLICK AQUÍ - TUTORIAL PARA REGISTRAR ACTIVIDADES EN LAUREA ACADEMIC](#)

4. Training activities – Methodology and Research Module

If the Academic Committee of your program has determined that you must take the Methodology and Research complementary course, you will have been informed during the admission process, you will have had to enroll in the four subjects that compose it and these will appear in your transcript. You can confirm this by consulting your file through the LAUREA ACADEMIC application. These courses will start in January; you will receive detailed information about their planning and particularities for this academic year in your email shortly.

You can check the module guide here: [Guía del módulo en este enlace.](#)

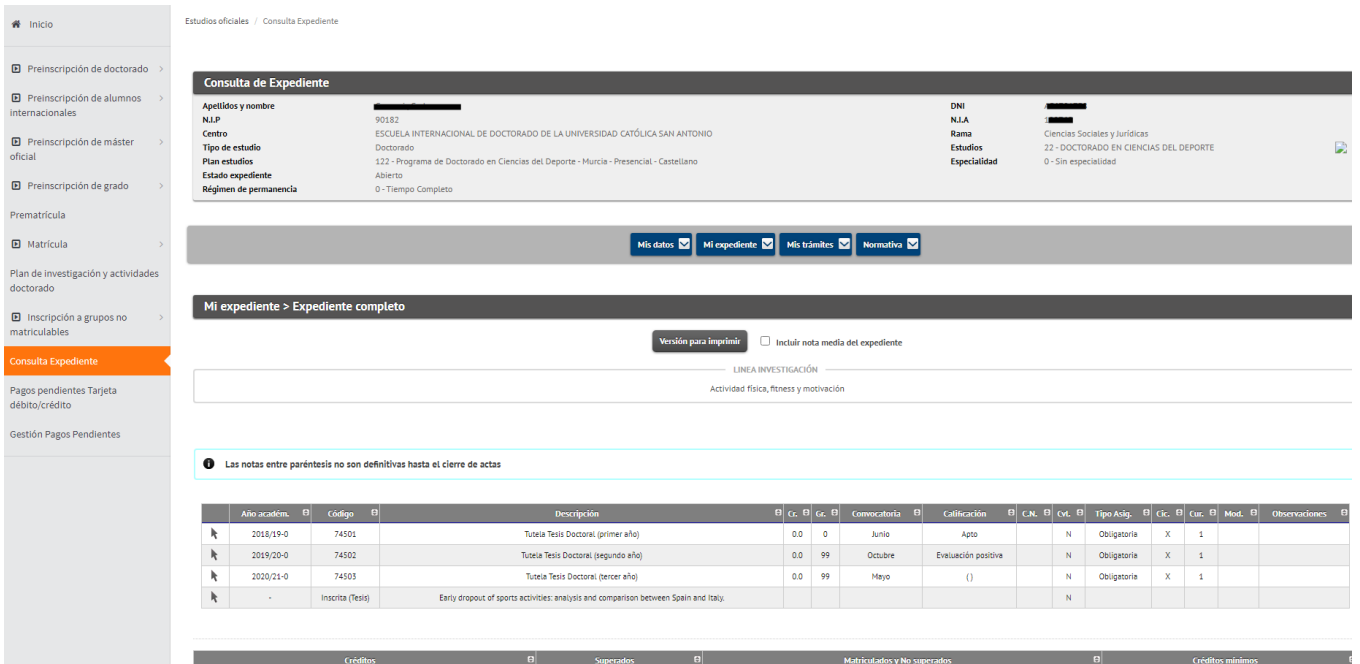
Below we include a tutorial to check your file data.

How can I check my file?

First, you must Access the LAUREA ACADEMIC platform, Official Studies.

It is necessary to consult the file to check the total number of subjects in which the student has been enrolled.

To do this, you must select **Consult your file** and then all the subjects and seminars that will be graded or validated by your tutor will appear.



5. Control the deadline for the submission of your Doctoral Thesis

According to your established dedication, you have a maximum amount of time to carry out your Doctoral Program:

FULL-TIME: 4 years of development maximum (possibility of requesting 1-year extension)

PARTIAL: 7 years of development maximum (possibility of requesting 1-year extension)

Remember that in LAUREA ACADEMIC you can check your established dedication and the maximum time you have to develop your Program.

In addition, in the event that you notice that your stay in the Program is running out in this academic year, you must request an extension through the procedure available in the [portal del doctorando](#).

[CLICK AQUÍ PARA ACCEDER A TRÁMITE SOLICITUD DE PRÓRROGA](https://investigacion.ucam.edu/portal-doctorando/solicitudes/solicitud-prorroga)
<https://investigacion.ucam.edu/portal-doctorando/solicitudes/solicitud-prorroga>

6. Sign your documentary commitment and revise your dedication.

In the next few days you will receive in your email from UCAM, the documentary commitment where the functions, rights and obligations of each of the agents that will intervene in the development of your Doctoral Program are detailed, as well as in this document your dedication to the Doctoral studies will be established.

As you know, your dedication can be partial or complete and this will mark the maximum time you have to complete your doctoral program.

This document must be signed by all parties involved: Doctoral Student, Tutor, Thesis Director/s, Doctoral Program Director and Director of the EIDUCAM.

The signing process is simple and is carried out through a digital platform that will allow you to make your signature manually from your cell phone or computer.

7. Register your research plan and Personal Training Plan and check that the title is correct.

If this is your first year of development, you have 6 months to submit your research plan and Personal Training Plan. You must provide the report of your plan through the LAUREA ACADEMIC platform, so that it can be evaluated and approved by your tutor, director/s and Academic Committee. In the following link, you can access a tutorial that explains systematically how to upload your research plan to LAUREA ACADEMIC.

[CLICK AQUÍ PARA ACCEDER AL TUTORIAL PARA SUBIR PLAN DE INVESTIGACIÓN A LAUREA ACADEMIC](#)

In case you already have your plan registered, you can confirm if it is approved if the title is registered in your LAUREA ACADEMIC tracking file. [LAUREA ACADEMIC](#).

8. Cross-Disciplinary Education

During the academic year, the Doctoral School can offer you the possibility of taking courses that may be interesting for your development and that are outside the Training Activities Plan. The hours taken in these courses can be registered in LAUREA ACADEMIC as hours taken in the Research Seminars activity (mandatory activity of your Program).

9. Contact, enquiries and incidences

If you have any doubts about any of these aspects, do not hesitate to contact the Technical Secretariat of the Doctoral School through the following means. We recommend you to make an appointment in order to receive the most personalized attention possible.

UCAM



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Escuela Internacional
de Doctorado

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Cita Previa: Portal del Doctorando