

INTERNATIONAL DOCTORAL SCHOOL – STUDENT GUIDE 2025-2026

Dear Doctoral student,

Welcome to the academic year 2025-2026.

From the Doctoral School, we have the firm intention of helping you in everything you need so that the development of your Program is as easy as possible, and you can 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 encouragement and go for it!

International Doctoral School

STUDENT GUIDE - INTERNATIONAL DOCTORAL SCHOOL

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STUDENT GUIDE - INTERNATIONAL DOCTORAL SCHOOL

Dear doctoral student, we consider it very important to read this guide thoroughly so that the development of your program meets your expectations for the 2025-2026 academic year.

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, where you will receive all important information about the program from the Doctoral School. [LINK](#)

b) [DOCTORAL STUDENT PORTAL](#)

The Doctoral Student Portal is a website where you can find general information about the Doctoral School, regulations, calls, 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. [LINK](#)

c) [LAUREA ACADEMIC](#)

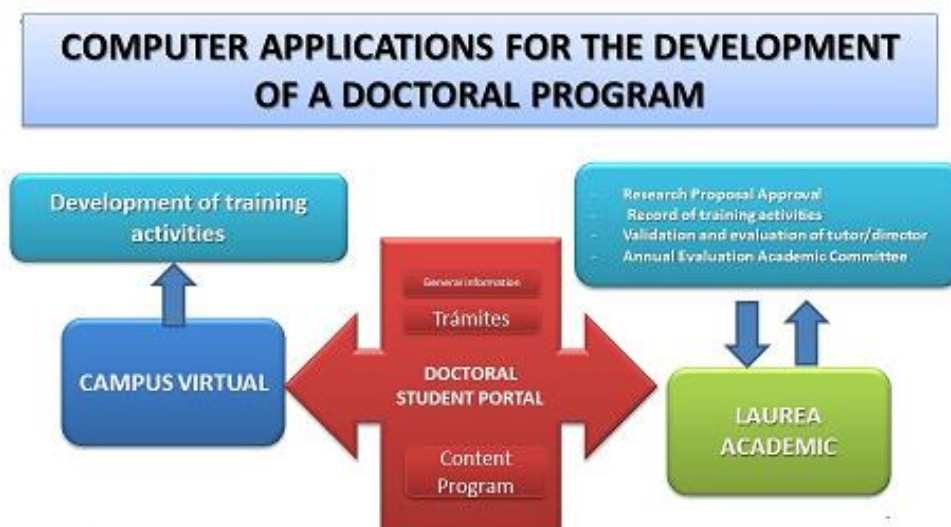
Laurea Academic is the academic platform where the student will register the activities in the development of his Program. In this platform the student will be evaluated by his tutor, director and Academic Committee. Through LAUREA you will be able to consult the file of your students. This tool is essential 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.



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 Phone: 968278520 / 968278822

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:

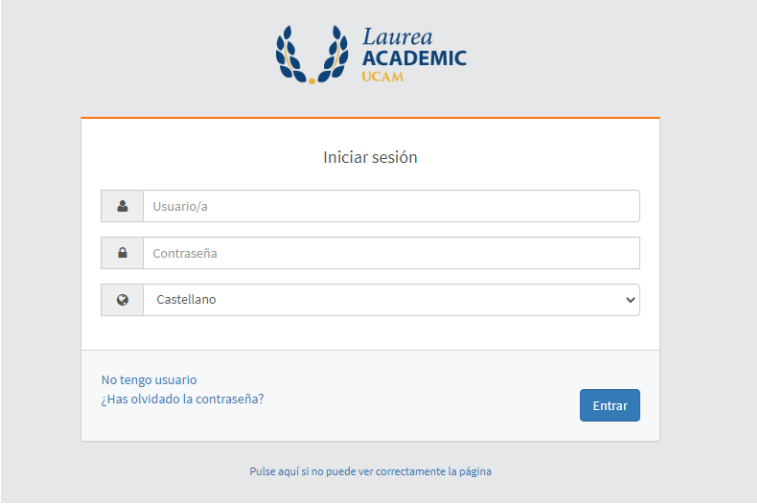
<https://www.ucam.edu/cambio-password?NombreUsuarioAlumno=ALUMNO>

¿Tienes correo @alu.ucam.edu o ID UCAM? ☒ Cambio de contraseña	Aún no tengo correo de la Universidad ☒ Cambio de contraseña
Do you have @alu.ucam.edu email or UCAM ID? ☒ Change your password	I still do not have email from the University ☒ Change your password

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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>



Laurea ACADEMIC UCAM

Iniciar sesión

Usuario/a

Contraseña

Castellano

No tengo usuario
¿Has olvidado la contraseña?

Entrar

Pulse aquí si no puede ver correctamente la página

2. Contact your tutor and your director(s)

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

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

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

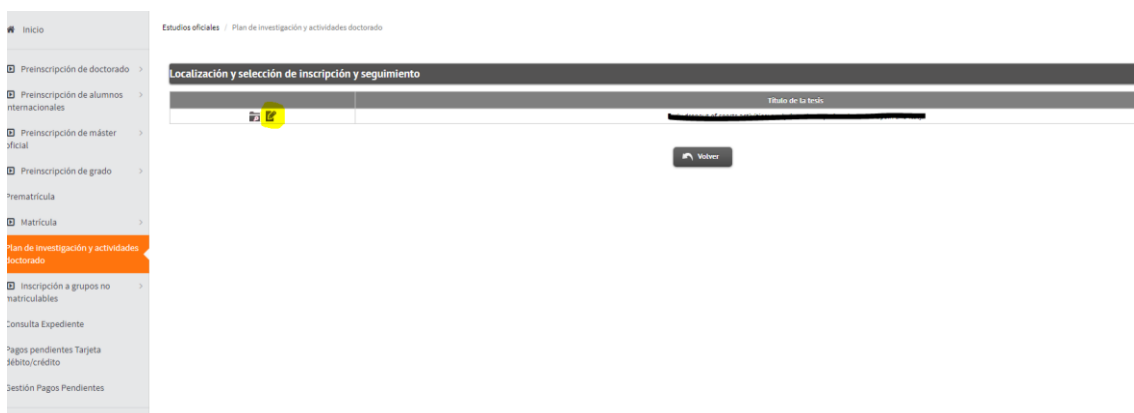
In the first place, you must access LAUREA ACADEMIC, Official studies.

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



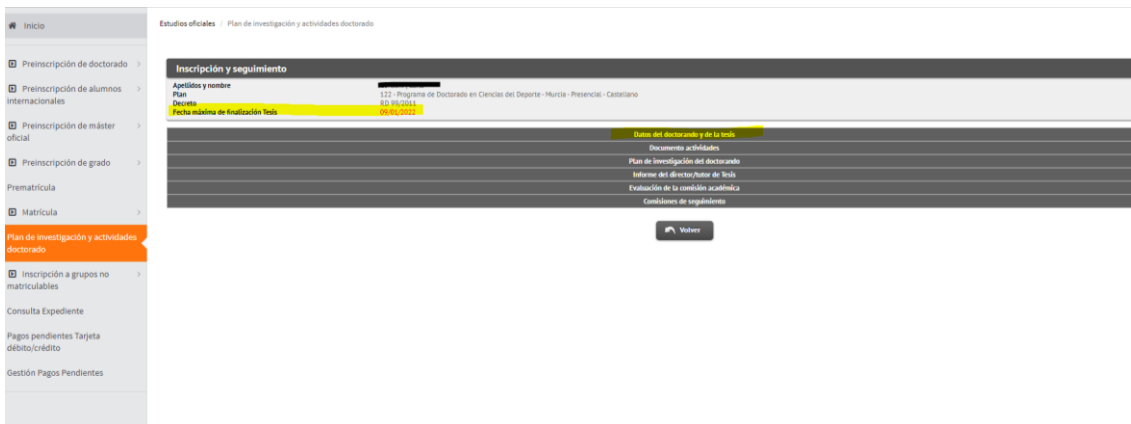
Código	Plan	Edificación	Tipo de estudios	Especialidad	Estado / Modales
122	Programa de Doctorado en Ciencias del Deporte - Murcia - Presencial - Castellano	DEPORTE P9/2011	Doctorado	Sin determinar	Abierto

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



Título de la tesis	Acciones

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



Inicio / Estudios oficiales / Plan de investigación y actividades doctorado

Inscripción y seguimiento

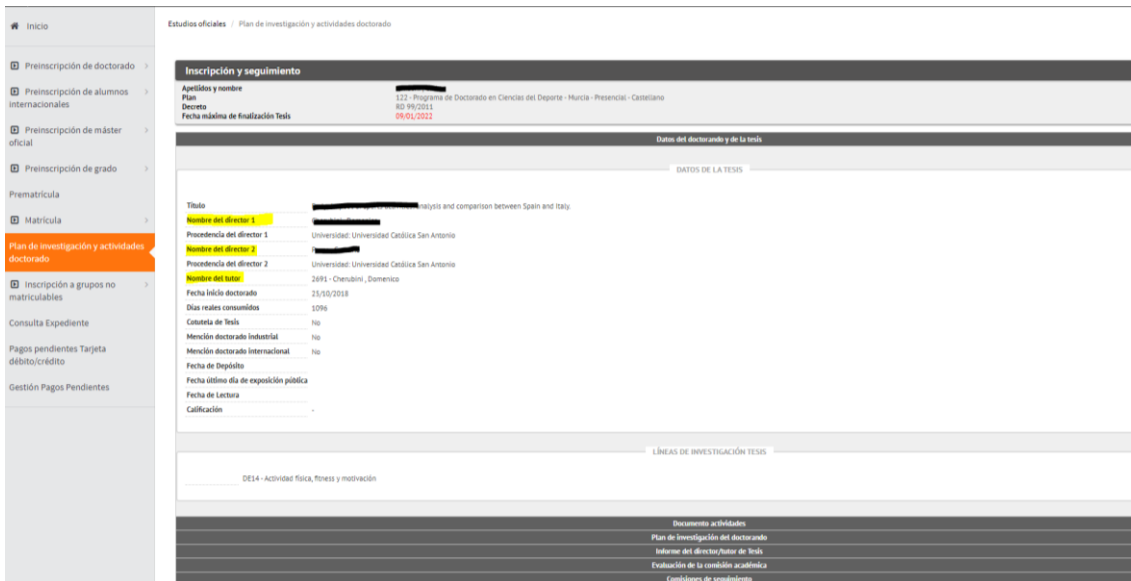
Apellidos y nombre: [Redacted]
Plan: 122 - Programa de Doctorado en Ciencias del Deporte - Murcia - Presencial - Castellano
Decreto: 80/95/2011
Fecha máxima de finalización Tesis: 09/01/2022

Datos del doctorando y de la tesis

Documento actividades
Plan de investigación del doctorando
Informe del director/tutor de tesis
Evaluación de la comisión académica
Condiciones de seguimiento

Volver

- 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**.



Inicio / Estudios oficiales / Plan de investigación y actividades doctorado

Inscripción y seguimiento

Apellidos y nombre: [Redacted]
Plan: 122 - Programa de Doctorado en Ciencias del Deporte - Murcia - Presencial - Castellano
Decreto: 80/95/2011
Fecha máxima de finalización Tesis: 09/01/2022

Datos del doctorando y de la tesis

DATOS DE LA TESIS

Título: [Redacted] Analysis and comparison between Spain and Italy
Nombre del director 1: [Redacted]
Procedencia del director 1: Universidad: Universidad Católica San Antonio
Nombre del director 2: [Redacted]
Procedencia del director 2: Universidad: Universidad Católica San Antonio
Nombre del tutor: [Redacted]
Fecha inicio doctorado: 21/10/2018
Días reales consumidos: 1096
Consentido de tesis: No
Mención doctorado Industrial: No
Mención doctorado Internacional: No
Fecha de Depósito: [Redacted]
Fecha último día de exposición pública: [Redacted]
Fecha de Lectura: [Redacted]
Calificación: -

LÍNEAS DE INVESTIGACIÓN TESIS

DES4 - Actividad física, fitness y motivación

Documento actividades
Plan de investigación del doctorando
Informe del director/tutor de tesis
Evaluación de la comisión académica
Condiciones de seguimiento

- Once you have consulted the data, if you wish to contact your tutor/manager, you can consult his/her contact details (telephone and institutional mail) at the following link: [CONTACT](#)



UCAM Personas

Pablo Blesa
Vicepresidente de Relaciones Internacionales y Decano de la Facultad de Comunicación

domenico.cherubini

Domenico Cherubini
824 - 872 | dcherubini@ucam.edu
GRADUADO EN CC. DE LA ACTIVIDAD FÍSICA Y DEL DEPORTE

Buscar

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:

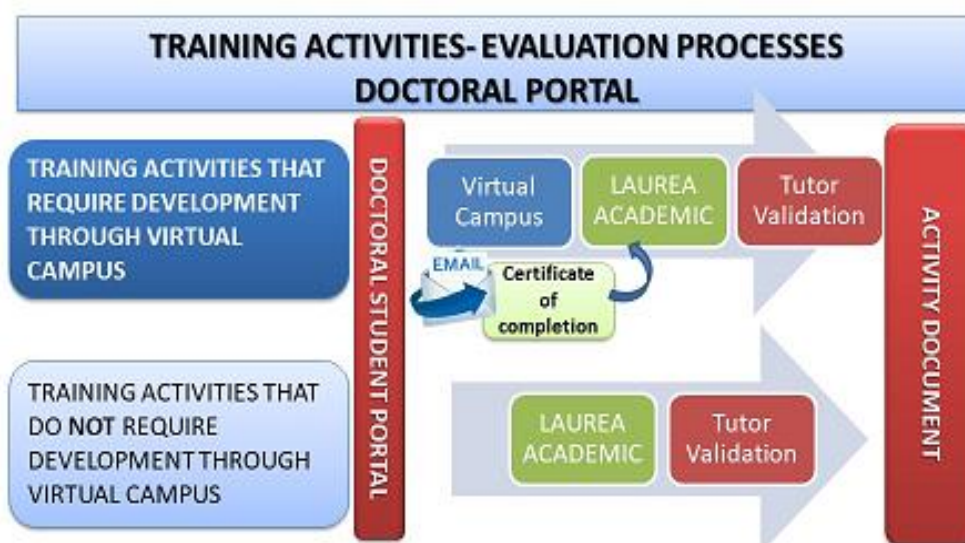
- [PhD Health Sciences](https://investigacion.ucam.edu/en/phd-health-sciences/training)
<https://investigacion.ucam.edu/en/phd-health-sciences/training>
- [PhD Sports Sciences](https://investigacion.ucam.edu/en/phd-sports-sciences/training)
<https://investigacion.ucam.edu/en/phd-sports-sciences/training>
- [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 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 HERE - TUTORIAL ON HOW TO REGISTER FOR TRAINING ACTIVITIES](#)

[CLICK HERE - TUTORIAL TO REGISTER ACTIVITIES IN 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: [modulo guide](#)

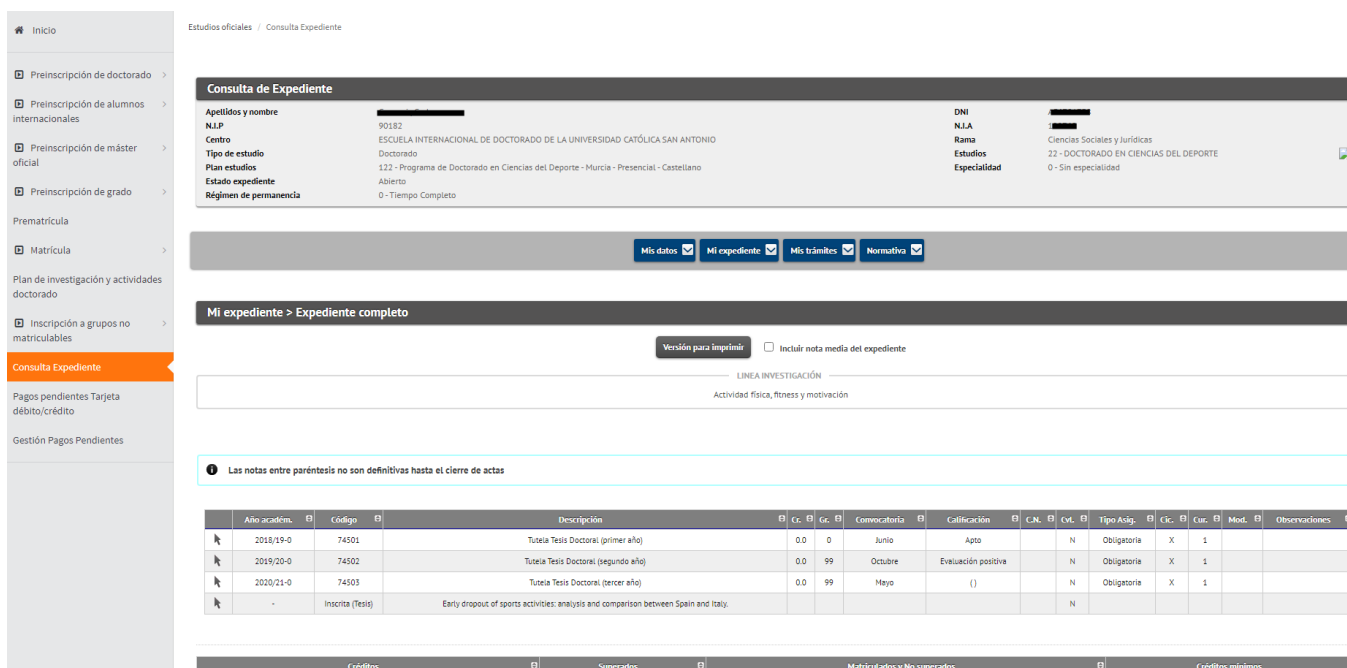
Below we include a tutorial to check your file data.

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.



Consulta de Expediente

Apellidos y nombre: [Redacted]
 N.I.P: 90182
 Centro: ESCUELA INTERNACIONAL DE DOCTORADO DE LA UNIVERSIDAD CATÓLICA SAN ANTONIO
 Tipo de estudio: Doctorado
 Plan estudios: 122 - Programa de Doctorado en Ciencias del Deporte - Murcia - Presencial - Castellano
 Estado expediente: Abierto
 Régimen de permanencia: 0 - Tiempo Completo

DNI: [Redacted]
 N.I.A: [Redacted]
 Rama: Ciencias Sociales y Jurídicas
 Estudios: 22 - DOCTORADO EN CIENCIAS DEL DEPORTE
 Especialidad: 0 - Sin especialidad

Mis datos | Mi expediente | Mis trámites | Normativa

Mi expediente > Expediente completo

Versión para imprimir | Incluir nota media del expediente

LINEA INVESTIGACIÓN
 Actividad física, fitness y motivación

Las notas entre paréntesis no son definitivas hasta el cierre de actas

Año académ.	Código	Descripción	Cr.	Gr.	Cr.	Gr.	Convocatoria	Calificación	C.N.	C.V.	Tipo Asig.	Gr.	Gr.	Mod.	Observaciones
2018/19-0	74501	Tutela Tesis Doctoral (primer año)	0.0	0			Junio	Apto		N	Obligatoria	X	1		
2019/20-0	74502	Tutela Tesis Doctoral (segundo año)	0.0	99			Octubre	Evaluación positiva		N	Obligatoria	X	1		
2020/21-0	74505	Tutela Tesis Doctoral (tercer año)	0.0	99			Mayo	()		N	Obligatoria	X	1		
-	Inscrita (Tesis)	Early dropout of sports activities: analysis and comparison between Spain and Italy.								N					

Créditos Superados Matriculados y No superados Créditos mínimos

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 at LAUREA ACADEMIC you can check your established dedication and the maximum time you must 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 [doctoral student portal](#).

[CLICK HERE TO ACCESS THE EXTENSION REQUEST PROCESS](https://investigacion.ucam.edu/en/doctoral-student-portal/requests/request-for-extension)
<https://investigacion.ucam.edu/en/doctoral-student-portal/requests/request-for-extension>

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 HERE TO ACCESS THE TUTORIAL TO UPLOAD THE RESEARCH PLAN TO LAUREA ACADEMIC](#)

Each PhD student must draw up and present a Personal Training Plan within 6 months of enrolment on the program. 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 program.

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>

If you have already registered your research plan, you can check if it is approved if the title appears in the "ficha de seguimiento" in Laurea. [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 questions, please contact the Technical Secretariat of the Doctoral School.

UCAM



EIDUCAM
Escuela Internacional
de Doctorado

RESOLUCIÓN DE DUDAS E INCIDENCIAS

eiducam@ucam.edu

968278828 // 968278520 // 968278822

Cita Previa: Portal del Doctorando