



Universidad de Granada



Guía de uso del Portal de Seguimiento Académico de Doctorandos

The Academic Monitoring Portal for Doctoral Students: A User's Guide

13-06-2014



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This Guide is aimed for doctoral students enrolled at the University of Granada during the 2013/2014 academic year on doctoral programmes regulated by the Royal Decree RD99/2011.

It summarises the procedures that doctoral students have to be familiar with regarding the activities related to: their learning; presenting and defending their research proposal; and their academic monitoring. All of these aspects are subject to the University of Granada Regulations for Official Doctorate Teaching and the Doctoral Degree, and to the regulations of each Doctoral School.

The Doctoral School of each Programme is in charge of the resolution of any disparities or conflicts in the interpretation of these procedures, in accordance with Art. 5 of the Internal Regulations of the Doctoral Schools of the University of Granada (UGR).



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1. *The Academic Monitoring Portal for Doctoral Students ('Portal de Seguimiento Académico de Doctorandos')*

Your academic activities on the doctoral programme will be managed via the Academic Monitoring Portal for Doctoral Students ('*Portal de Seguimiento Académico de Doctorandos*').

What is it? The Portal is a tool designed to enable you to:

- Consult information (programme details, tutor, supervisor, etc.)
- Manage:
 - the doctoral student activity document (the 'DAD')
 - the research proposal (known as the 'PI')
 - the annual monitoring of your academic activities

Who has access to it? In addition to yourself as a doctoral student, access is also provided to your tutor, your thesis director or supervisor, the Academic Commission of the doctoral programme and the Steering Committee of the Doctoral School to which you belong.

How can I access it? Via the e-Administration function of the UGR website (known as 'identified access to online services', [acceso identificado](#)). If it does not immediately come up on the menu simply type 'portal' into the search tool and this will take you to the following screen:



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Acceso Identificado

Inicio Cambiar PIN/Clave Contacto Ayuda Salir

Aplicación	Área	Favorito
Automatricula	Grado y Posgrado	★
Correo Electrónico	Trámites CSIRC	★
P.R.A.D.O.	Grado y Posgrado	★
Portal de Seguimiento Académico de Doctorandos	Grado y Posgrado	★
Automatricula Enseñanzas Propias	Grado y Posgrado	★
Cita de Matricula	Grado y Posgrado	★
Comedores - Menú para llevar	Servicios	★
Consulta Becas Escuela de Posgrado	Becas, Ayudas y Subve	★
Consulta de Expediente	Grado y Posgrado	★
Cursos y Alta Deportiva	Servicios	★
Directorio Asignatura	Grado y Posgrado	★
Elecciones	Gestión Universitaria	★
Estadísticas de Matricula Universitaria	Grado y Posgrado	★
Exposición Pública de Títulos de Grado y Máster	Grado y Posgrado	★

CSIRC | CENTRO DE SERVICIOS DE INFORMÁTICA Y REGISTRO DE CONVOCATORIAS

Página segura

If you are not sure about how to enter the 'identified access' application (*Acceso Identificado*) please get in touch via epdoctorado@ugr.es and ask for assistance.

Once inside the application, to enter the Portal select 'Doctorando' (doctoral student) as the type of user:

Escuela Internacional de Posgrado

Portal de Seguimiento Académico de Doctorandos

Seleccione tipo de usuario/a

DOCTORANDO/a

ENTRAR

Recomendado para navegadores: IE10, Mozilla Firefox v28, Chrome v.34 y superiores.



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- You will then see four main tabs in the application:
 - **Datos generales** (*general details*)
 - **Documento de actividades** (*the activity document, or 'DAD'*)
 - **Plan de investigación** (*the research proposal*)
 - **Seguimiento anual** (*annual monitoring*)

Acceso Identificado

Uzuario: ... Perfil: Pe

Inicio Cambiar PIN/Clave Salir

Doctorando

 **PRUEBA PRUEBA, PRUEBA**
Exp. n° 5/152
Curso Académico 2013 2014

Perfil: DOCTORANDO Código de Buenas Prácticas

Datos Generales	Documento de Actividades (DAD)	Plan de Investigación	Seguimiento Anual
Escuela de Doctorado	Escuela de Doctorado de Humanidades y Ciencias sociales y jurídicas		
Director/a de la Escuela de Doctorado	L...		
Programa	Programa de Doctorado en Ciencias de la Educación (B22.56.1)		
Web del programa	http://doctorados.ugr.es/cienciaseducacion		
Coordinador	... Correo electrónico: ...@ugr.es		
Tutor	... Correo electrónico: ...d@ugr.es		

- You will also see two small icons in the upper right-hand corner of the screen. The first of these provides access to an information guide on the procedures associated with the doctorate programme, and the other can be used to let us know of any technical issues or other problems you encounter when using the Portal.

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° 5/152
nico 2013 2014

Seguimiento Anual

... y Ciencias sociales y jurídicas

... la Educación (B22.56.1)



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▪ Also on this page of the application, there is a link that will take you to the **Good Practice Guide (Código de Buenas Prácticas)** for the management of doctoral theses at the UGR. This is the document you have confirmed having read before you entered the application.

2. General details ('Datos generales')

This tab takes you to general information on:

- your programme (the coordinator, Web address, the Doctoral School to which it is connected, etc.)
- your tutor
- your supervisor
- the academic data for the studies you have undertaken or are undertaking at the UGR.

In case you find that any of these details are not correct, please get in touch with the International School for Postgraduate Studies via epdoctorado@ugr.es.

The screenshot shows the user interface of the application. At the top, there is a navigation bar with 'Inicio', 'Cambiar PIN/Clave', and 'Salir' buttons. Below this is a header for 'Doctorando' with a profile picture placeholder and the text 'PRUEBA PRUEBA, PRUEBA Exp. n° 5/152 Curso Académico 2013-2014'. The main content area is titled 'Perfil: DOCTORANDO Código de Buenas Prácticas' and contains a table with the following data:

Datos Generales	Documento de Actividades (DAD)	Plan de Investigación	Seguimiento Anual
Escuela de Doctorado			Escuela de Doctorado de Humanidades y Ciencias sociales y
Director/a de la Escuela de Doctorado			L...
Programa			Programa de Doctorado en Ciencias de la Educación (B22.56)
Web del programa			http://doctorados.ugr.es/cienciaseducacion
Coordinador			Correo electrónico: ...@L
Tutor			Correo electrónico: ...d@

If there are no details for your tutor or supervisor in this section, this means they have not yet been assigned to you by the Doctoral Programme.

3. The doctoral student activity document (the 'DAD')

This document is the equivalent of your Academic Records for degree and Master's qualifications, except that, as it relates to your doctoral programme, it is personalized.



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Within the Portal, under this 'DAD' tab you can consult the tasks your tutor recommends you should undertake as part of your learning. You should inform them of those activities that most interest you, in line with your previous learning and current research proposal.

The process begins when your tutor assigns an activity to you. Using the 'DAD' they will have provided the necessary information for you to complete the task, and you can consult accordingly via the Portal. In the case of activities that require you to register in advance (such as those that call for attendance is due to be formalised), you will receive, if necessary, the accompanying information via email from the International School for Postgraduate Studies. For example, if there is a course being delivered in different streams, you will be sent information advising you on which stream you should attend.

Acceso Identificado

Uzuario: Perfil: Personal

Inicio Cambiar PIN/Clave Salir

Doctorando

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Datos Generales Documento de Actividades (DAD) Plan de Investigación Seguimiento Anual

Certificación / Informe de las actividades formativas

Deberá subir un certificado o informe sobre cada actividad que realice. En relación a las actividades de asistencia, si la asistencia requiere inscripción previa la Escuela Internacional de Posgrado le enviará a su correo el documento una vez realizada la actividad e informada por el organizador de la misma. Si la asistencia no requiere de inscripción previa deberá descargarse el documento **AQUÍ**, completar los detalles de la actividad y entregárselo al organizador de la actividad para que se lo firme y evalúe la actividad. Una vez completado lo subirá como documento de la actividad (en formato pdf).

Detalle de Actividades a cursar

Nº	Tipo	Fecha Prop.	Descripción	Fecha envío a revisión	Validado Tutor
1	Asistencia con inscripción previa	29-05-2014	Curso de orientación profesional y técnicas de búsqueda de empleo -EIP1- (con una o varias ediciones) no te olvides de asistir		
2	Contribución	25-04-2014	Publicación de un artículo de investigación y envío a una revista científica de impacto -PD3- asdf		
3	Participación	25-04-2014	Impartición de un seminario sobre el trabajo de investigación -PD4- ya te concretaré el tema		NO
4	Movilidad	04-05-2014	Movilidad -PD11- kkkkkk		
5	Asistencia con	04-05-2014	Curso sobre criterios de evaluación de un proyecto de investigación y directrices para su Elaboración -ED2-		

Meanwhile, there are a few common symbols on the Portal site that would be useful for you to be familiar with. It is your responsibility to complete/provide the necessary information to evaluate and register your academic activities. When you see the pencil symbol, this means you can fill in the details of the activity. When you see a magnifying glass icon, this means the activity is being, or has been, reviewed by the tutor and that you need take no further action (although you may consult the content by clicking on the icon).



Once you have completed an activity, you should:

- Fill in the details in the corresponding fields
 - title/name of the activity ('Detalle de la actividad') plus your observations about it ('Comentario del doctorando')
 - the institution where it was undertaken ('Institución donde se realizó') and type of institution (from the drop-down menu 'Tipo de institución')
 - the specific department or faculty that hosted it ('Centro')
 - the country (from the drop-down menu 'País')
 - the particular stream or edition you participated in ('Edición a la que asistió')
 - the teaching staff who delivered the activity ('Profesorado')

- Attach the documents that provide proof of the undertook activity (for example: a Certificate of Attendance/*Certificado de Asistencia*, which should provide evidence of what you have learnt from the experience; a manuscript such as a



scientific paper you may have published; or a letter of acceptance for a publication). On the 'DAD' page you will find an explanation of how to obtain a certificate of attendance.

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Detalle de Actividad

Actividad del Alumno

Fecha de Propuesta 29-05-2014

Propuesta EIP1 Curso de orientación profesional y técnicas de búsqueda de empleo (Asistencia con inscripción, no te olvides de asistir)

Datos de la Actividad **Documentos aportados**

Documentos

Añadir Documento Eliminar Documento Refrescar

N°	Fecha	Descripción
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Página 1 de 1 Mostrando 0

◦ When you finish filling in all the details related to the activity and attaching the necessary documents you should save the information (by clicking on 'Grabar' at the bottom left-hand corner of the screen) and then select the option to send the information for review by ticking the 'Enviar a revisión' box toward the top of the screen. This will enable your tutor to evaluate the activity in question.



The different types of activity are organized as follows:

- Those that require registration prior to attendance
- Those that do not require registration prior to attendance
- Participation
- Mobility
- Contribution
- Co-direction

Attendance refers to attending a course or conference; when there is call for prior registration please note that this is a specially-organized event on specific dates with a limited number of places. **Participation** refers to events where you make a presentation or give a talk (at a conference, for instance). **Mobility** refers to stays at other centres outside the UGR. **Contribution** refers to scientific papers or similar that you publish. Finally, **Co-direction** refers to tasks of a scientific nature that you undertake as a co-director. The activities are defined by the doctoral programmes, therefore you will only have access to those offered by your particular programme. Each type requires you to provide different information and documents. For instance, in the figure below you will see an example of the information you would need to include for an activity in the Mobility category.



Doctorando

Detalle de Actividad

Actividad del Alumno

Fecha de Propuesta 04-05-2014

Propuesta PD11 Movilidad (Movilidad)
kkkkkk

Perfil

Datos de la Actividad | Detalle de Movilidad | Documentos aportados

ENVIAR A REVISIÓN

Comentario del Doctorando

Institución donde se realizó

Tipo de Institución

Centro

País

Fecha de inicio de actividad 14-05-2014

Fecha de finalización de actividad 22-05-2014

Grabar Cancelar

inscripción previa aaa

And the following figure shows the information you would have to input regarding an activity in the Participation category.



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The screenshot shows a web application window titled "Doctorando". At the top, it displays a profile picture placeholder and the text "PRUEBA PRUEBA, PRUEBA", "Exp. n° 57452", and "Curso Académico 2013 2014". Below this is a "Detalle de Actividad" window with the following content:

- Actividad del Alumno**
- Fecha de Propuesta:** 25-04-2014
- Propuesta:** *PDI Impartición de un seminario sobre el trabajo de investigación (Participación)*
ya te concretaré el tema
- Datos de la Actividad** (selected tab):
 - ENVIAR A REVISIÓN
 - Comentario del Doctorando:** PPP
 - Institución donde se realizó:** malaga
 - Tipo de Institución:** Universidad
 - Centro:** facultad de ciencias
 - País:** Albania
 - Fecha de inicio de actividad:** 05-05-2014
 - Fecha de finalización de actividad:** 06-05-2014

In the case of those events that require prior registration, please make sure you select the particular stream or edition in which you have undertaken the activity in question.

It is very important that you keep your 'DAD' information updated as your tutor will consult it regularly. The Academic Commission of your programme will also consult the content during the annual monitoring process.

4. The Research Proposal ('Plan de investigación')

Under this tab you can submit your research proposal, which describes the research activities you will undertake in order to develop your doctoral thesis. This proposal must be reviewed by your supervisor and by the Academic Commission of your doctoral programme.



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Acceso Id

Usuario:

Inicio Cambiar PIN/Clave Salir

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Perfil : DOCTORANDO Código de Buenas Prácticas

Datos Generales Documento de Actividades (DAD) **Plan de Investigación** Seguimiento Anual


Escuela de Doctorado	Escuela de Doctorado de Humanidades y Ciencias sociales y jurídicas
Director/a de la Escuela de Doctorado	L...
Programa	Programa de Doctorado en Ciencias de la Educación (B22.56.1)
Web del programa	http://doctorados.ugr.es/cienciaseducacion
Coordinador	Correo electrónico: ...@ugr.es
Tutor	Correo electrónico: ...@ugr.es

Once you have clicked on this tab you will see a button marked 'Subir Documento del Plan de Investigación' which enables you to upload your research proposal. If there is already a document there containing your proposal this means you submitted it previously, during the admissions process. If you can find no such document on the screen despite having submitted it earlier, it is fine – you can simply upload it again here. It is very important that you input the title of the research proposal if it is not already included, and that this title matches precisely with that of the document itself.

You can modify the proposal as many times as necessary. Once you consider it to be ready you can then select the 'Send for evaluation' option ('Envío a evaluación'), which enables your supervisor to access the proposal and make suggestions for its improvement. Should your supervisor deem the document to be inadequate they may send it back to you via the Portal for further revision on your part. If they consider everything to be in order they will give it their approval and pass it on to the Academic Commission of your programme. It is important to remain in contact with your supervisor during this process.




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Datos Generales Documento de Actividades (DAD) **Plan de Investigación** Seguimiento Anual

Las fechas de entrega del Plan de Investigación las fija el Programa de Doctorado correspondiente. Consulte con su Coordinador/a.

Documento	Título del Plan de Investigación	Envío a evaluación	Informe Director	Evaluación por Coordinador	Informes
	Subir Documento del Plan de Investigación				

Compromiso Documental de Supervisión

The final step prior to final approval is to defend your research proposal. Once you have completed your defense satisfactorily your programme Coordinator will give to the proposal his/her definitive approval and register it in the online application. You will then be able to consult the reports that your supervisor and the Academic Commission have issued regarding the proposal.

Universidad de Granada **Acceso Identificado**

Inicio Cambiar PIN/Clave Salir



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Perfil : DOCTORANDO Código de Buenas Prácticas

Datos Generales Documento de Actividades (DAD) **Plan de Investigación** Seguimiento Anual

Las fechas de entrega del Plan de Investigación las fija el Programa de Doctorado correspondiente. Consulte con su coordinador/a.

Documento	Título del Plan de Investigación	Envío a evaluación	Informe Director	Evaluación por Coordinador	Informes
 26-05-2014	prueba de cambio del título del plan de trabajo	 26-05-2014	 26-05-2014		

Compromiso Documental de Supervisión

Recuerde que deberá entregar en la defensa del plan de investigación el **compromiso documental de supervisión** debidamente cumplimentado que aceptó el 29-05-2014.
Dicho documento ya personalizado puede descargarlo [aquí](#)



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The doctoral programme will be able to provide you with all the information you **may** need on the process of defending your research proposal.

If you do not submit your research proposal or your supervisor gives a negative report on it, the defense presentation will not go ahead.

In addition to your research proposal, in this section of the application you will find another essential document, the **Collaboration Agreement for Doctoral Student Supervision** ('**Compromiso Documental de Supervisión**').

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Perfil: DOCTORANDO Código de Buenas Prácticas

Datos Generales Documento de Actividades (DAD) **Plan de Investigación** Seguimiento Anual

Las fechas de entrega del Plan de Investigación las fija el Programa de Doctorado correspondiente. Consulte con su coordinadora.

Plan de Investigación					
Documento	Título del Plan de Investigación	Envío a evaluación	Informe Director	Evaluación por Coordinador	Informes
26-05-2014	prueba de cambio del título del plan de trabajo	26-05-2014	26-05-2014		

Compromiso Documental de Supervisión

Recuerde que deberá entregar en la defensa del plan de investigación el **compromiso documental de supervisión** debidamente cumplimentado que aceptó el 29-05-2014.

Dicho documento ya personalizado puede descargarlo [aquí](#)

Once you have been assigned a tutor and supervisor, this document will be available for download. You should sign it and then obtain the signatures of your tutor and supervisor (it is not necessary to request the signature of the director of your Doctoral School at this point as this will be added later on). When the document has been duly signed by the three parties you should hand it in to the Assessment Committee when you present and defend your research proposal.



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5. Annual Monitoring of the Learning Activities and Research Proposal (*'Seguimiento Anual de las Actividades Formativas y del Plan de Investigación'*).

This tab will be active during the month of September for the purposes of the annual monitoring of your academic activity.

Acceso Identificado

Usuario: Perfil: Personal

Inicio Cambiar PIN/Clave Salir

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Perfil: DOCTORANDO Código de Buenas Prácticas

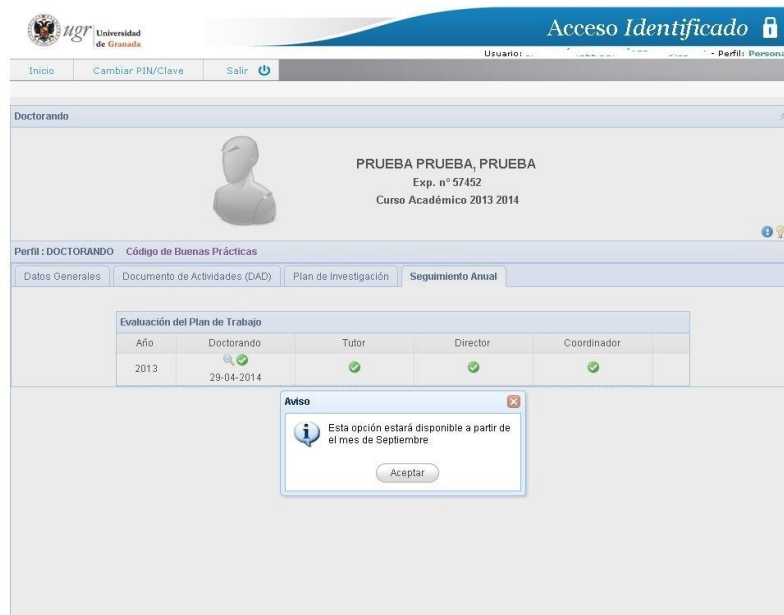
Datos Generales Documento de Actividades (DAD) Plan de Investigación Seguimiento Anual

Escuela de Doctorado	Escuela de Doctorado de Humanidades y Ciencias sociales y jurídicas
Director/a de la Escuela de Doctorado
Programa	Programa de Doctorado en Ciencias de la Educación (B22.56.1)
Web del programa	http://doctorados.ugr.es/cienciaseducacion
Coordinador Correo electrónico:@ugr.es

Each September of every academic year the Academic Commission of your programme will assess how your research proposal and your activity document ('DAD') are developing, together with the relevant reports by your tutor and supervisor.



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The Academic Commission will inform you about the date by which you will need to submit your report on the learning activities you have undertaken and how your research plan has developed, including any modifications you may have made and the results achieved to date. In your first year this report will be fairly basic but in subsequent years it should contain a significant level of information regarding your work on the doctorate. You must submit your report via the Portal.

Then (again via the Portal) according to the deadlines set by the Commission:

- your supervisor will submit a report with his/her feedback on how your research proposal is developing
- your tutor will also post a report on the learning activities you have undertaken and the competencies you are acquiring as a result
- the Academic Commission of your doctoral programme will assess the different documents and, on the basis of this evaluation, will decide whether you should continue on the programme.

Once you have received approval from your doctoral programme you will receive an email with instructions on how to renew your enrolment.

6. Basic tasks to be undertaken by the doctoral student

Consult information	Enter the 'Datos Generales' (General Information) section.
Consult the activities proposed by the tutor	Enter the 'Documento de Actividades del Doctorando' (DAD)



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	section.
Input the necessary information on the undertaken activity and upload related documents	Enter the 'Documento de Actividades del Doctorando' (DAD) section and select the appropriate activity type. Once you have completed the information don't forget to click on 'Grabar' (Save) and then 'Enviar' (Send).
Submit/modify/send the research proposal	Enter the 'Plan de Investigación' (Research Proposal) section, upload the document, make any necessary changes, and, when the final version is ready, don't forget to press 'Enviar' (Send).
Collaboration Agreement for Doctoral Student Supervision ('Compromiso Documental de Supervisión').	Once your tutor and supervisor have been assigned, enter the 'Plan de Investigación' section to download the Collaboration Agreement and follow the instructions.
Annual monitoring	Enter the 'Seguimiento Anual' (Annual Monitoring) section and submit the report within the designated deadline.