Doctoral Program in Information and Communication Technologies of the University of Granada

Regulations on the presentation and public defence of research plans
(Approved by the Academic Committee of the Doctoral Program in ICT on December 14, 2018)

1. - Goal and scope:
The purpose of this document is to regulate the specific aspects related to the presentation and public defence of research plans of PhD students of the Doctoral Program in Information and Communication Technologies:

2. - Composition of the committees of evaluation and evaluation dates
Each research plan should be publicly presented and defended before an Evaluation Committee consisting of three members and specifically defined for each of the research lines of the program. The exact composition of the evaluation committee for each line of investigation and the date, time and place of defence will be announced at least **7 days before** the date of the defence.

3 - Documentation to be submitted

a) Research plan, report of the thesis supervisor (director) and, where appropriate, justification of co-supervision.

The research plan must be submitted through the Portal before the date indicated in the following section. The template to be used for writing the research plan can be downloaded **exclusively** from the Portal, both in Spanish and English.

In the case that the inclusion of an additional co-supervisor (co-director) is requested, a section that justifies it should be added at the end of the research plan. This section must clearly indicate the full name of the new supervisor, their ID/Passport number, their affiliation, and their email address. In this section it should be made perfectly clear the need for both supervisors and not only the need to add the new co-supervisor, i.e. the suitability of each of the co-supervisors must be perfectly justified separately. To do this, justification should be made by explicit reference to specific parts of the thesis plan. The justification for new supervisor will not be cumulative to the co-supervision by interdisciplinarity or national or international collaboration. Press the following link to consult the regulations in this regard (in Spanish):

http://doctorados.ugr.es/tic/pages/organizacion/profesorado#__doku_directores_de_tesis.

Once the plan has been uploaded, the thesis director must access the portal (in his role as director) and issue the corresponding report indicating, at least, his approval of the research plan and, where appropriate, his approval of the co-direction proposed.

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b) Where applicable, request for the incorporation of the new co-supervisor as an external collaborating researcher

In the case of requesting a co-supervision and that the new co-supervisor does not belong to the doctoral program or he/she is not an external collaborator (the list can be consulted at http://doctorados.ugr.es/tic/pages/ficha), he/she must send the coordinator of the program by e-mail, before the date indicated in the following section, the corresponding request for the incorporation of external collaborators to the program, following the instructions indicated in:

http://doctorados.ugr.es/tic/pages/organizacion/profesorado#__doku_incorporacion_de_colab oradores_externos_al_programa_para_ser_directores_de_tesis.
Please note that although in the general instructions of the UGR it is indicated that this request must <u>also</u> be sent by the student using the Portal, in our program this last step is not necessary.

c) Supervisory commitment (extended version)

The student must send to the coordinator, personally or via e-mail, before the date indicated in the following section, the supervision commitment (**compromiso documental de supervisión**) with his/her signature, the signature of his/her tutor and that of his/her thesis supervisor (the signature of the Director of the Doctoral School is added later once delivered to the coordinator). This document will be available in the Portal from the moment in which they have been assigned a tutor and a director (tab "Plan de Investigación", button "Código de buenas prácticas y compromiso documental de supervisión", as shown in the figure below). **Please note that this document is not the same as the one you sent in your initial application to this program, although the name is quite similar. Also note that although the general instructions of the UGR indicate that the document must be delivered on the day of the defense, in our program we have decided to centralize all of them through the coordinator.**

The signatures must be **original** (the electronic signature with **digital certificate is also valid**). In the case of having requested the incorporation of a new thesis supervisor, the administration will later request his/her signature in an equivalent document. Alternatively, if he/she prefers, he/she can add his/her name in the original supervisory commitment and sign it.

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4. - Deadlines for delivery of documentation

The deadlines for submitting the aforementioned documentation are the following:
- In the case of the May/June call: before May 8.
- In the case of the November call: before October 24.

5. - Evaluation

Each student will have a presentation time of **15-20 minutes** after which he/she will answer questions raised by the members of the Evaluation Committee and, possibly, by any other doctor present in the room. The director of the thesis can always intervene if deemed necessary, either to clarify responses of the candidate o to raise new questions.

After the presentation and debate, the members of the Evaluation Committee will sign a document indicating whether the research plan is accepted and indicating, if applicable, the pertinent recommendations for its further improvement.

The main criteria that the commission will use to evaluate the research plans are those that appear in the following table (in Spanish):

Plantilla para la Evaluación de los Planes de Investigación	No Procede	No lo hace	Debería Mejorarlo	Lo hace correcta-mente
1. **Revisa el estado del conocimiento respecto al tema objeto de estudio a partir de fuentes de información relevantes, realizando un análisis crítico y sintetizando ideas nuevas y complejas.**				
1.1. Revisa el estado del conocimiento respecto al tema objeto de estudio a partir de fuentes de información relevantes				
1.2. Realiza un análisis crítico de la información revisada, elaborando ideas nuevas y complejas				

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Criterio				
2. Plantea hipótesis plausibles y contrastables, basadas en la revisión del estado del conocimiento. Los objetivos son relevantes y originales, y están correctamente justificados.				
2.1. Plantea hipótesis plausibles y contrastables, basadas en la revisión del estado del conocimiento				
2.2. Los objetivos son concretos, relevantes y originales, y están correctamente justificados				
3. Adecua la metodología a los objetivos, valora sus ventajas y limitaciones. Presenta un plan de trabajo estructurado, factible, correctamente redactado, y con una temporalización adecuada				
3.1. Adecua la metodología a los objetivos, valora sus ventajas y limitaciones.				
3.2. Presenta un plan de trabajo estructurado, factible y con una temporalización adecuada				
3.3. El plan de investigación está correctamente redactado e incluye las referencias pertinentes.				
4. Considera los aspectos éticos relevantes para la investigación propuesta				
4.1. Identifica los aspectos éticos relevantes para la investigación propuesta				
4.2. Contempla la adecuación del proyecto a los códigos deontológicos o de buena práctica aplicables				
5. Expone su proyecto en el tiempo asignado. Es capaz de debatir con la comisión, valorando las sugerencias realizadas				
5.1. Expone su proyecto en el tiempo asignado.				
5.2. Debate con la comisión, defiende sus puntos de vista y valora los pros y contras de las sugerencias realizadas				

Regardless of the specific day on which the defense takes place, the coordinator will upload the result of the evaluation to the Portal **at the end of June/November** (depending on whether it is the June or November call) once the academic committee has approved all the evaluation documents of the call. The evaluation documents will be finally sent by the coordinator to the EIP for its inclusion in the student's file.

In case of negative evaluation, which will be duly motivated, the doctoral student must be re-evaluated within a maximum period of six months, for which purpose he will draw up a new research plan. The doctoral student can request, by means of a duly justified letter sent by e-mail to the coordinator that this re-evaluation be carried out by a different board from the original one. In the event of a new negative evaluation, the doctoral student will abandon the program.

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