



Calendar of general activities for doctoral students 2024-2025

- A. Training activities to be included in the Record of Training Activities for Doctoral Students (RAFD by its Spanish acronym)
- B. Informative Activities NOT eligible for inclusion in the RAFD

Following ANECA indications, activities are divided into **Training Activities** and **Informative Activities**. Informative activities cannot be included in the RAFD (Record of Activities), however, they are highly recommended, as they are interesting and can be included in CVs. Additionally, teaching-related activities are not considered as doctoral training activities according to ANECA, hence they have been included within Informative Activities. However, beneficiaries of FPU (University Professor Training) or ADA (Association of Friends) grants must take the **General Teacher Training Course focused on teaching**.

A. Training activities to be included in the RAFD.

SEPTEMBER 2024

COURSE ON TECHNOLOGY TRANSFER

New trends in Tech Transfer Actions. From the lab to society.

Objectives: The aim of this training is to provide practical tools to pre-doctoral researchers so that they can start implementing the transfer approach to their research. Therefore, although the theoretical basics will be provided, the main focus will be to provide tools that they can use in their daily work.

Structure: The training will be structured in 3 modules + 1 final case study in which all the acquired tools and knowledge will be implemented and used.

[Course information.](#)

OCTOBER 2024

COURSE ON THE MANAGEMENT AND USE OF SCIENTIFIC INFORMATION (this course will be repeated in February)

Delivered by the Library Service

Content: Ethical use of information. Concepts associated with copyright. Relationship between documents based on their association when citing and cited. The need to use bibliographic managers. Use of Mendeley.

Date and venue

Friday 4 October, 11:00-13:00 Computer room (Central Library, floor -1)

Target group: Activity recommended for first- and second-year doctoral students.

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es



COURSE ON THE USE OF SPECIALISED BIBLIOGRAPHIC INFORMATION SOURCES (this course will be repeated in February-March)

Delivered by the Library Service

Content

Training sessions on information sources are offered in three different sessions:

- Experimental and Health Sciences databases: Pubmed and SciFinder
- Multidisciplinary databases: Web of Science and Scopus
- Social Sciences and Humanities Social Sciences and Humanities databases: Dialnet, MLA, Communication complete, etc.

Dates and venue

Friday 11 October, 11:00-13:00 Computer room (Central Library) Multidisciplinary databases.

Friday 18 October, 11:00-13:00 Computer room (Central Library) Experimental Sciences Databases

Friday 25 October, 11:00-13:00 Computer room (Central Library) Social Sciences and Humanities Databases

Target group: Activity recommended for first year doctoral students.

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es

NOVEMBER 2024

COURSE ON HOW TO PUBLISH IN HIGH QUALITY SCIENTIFIC JOURNALS (this course will be repeated in March)

Delivered by the Library Service

Content:

Explanation of the process for publishing articles, from the preparation of the manuscript to social network dissemination strategies to increase visibility. In addition, this session will explain how to identify the highest quality journals in each scientific area.

Date and venue:

Friday 8 November, 11:00-13:00. Computer Room (Central Library)

Target group: PhD students from the second year onwards

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es

DISSEMINATION OF SCIENTIFIC RESEARCH. OPEN ACCESS (this course will be repeated in March)

Delivered by the Library Service

Content: The Open Access movement and its involvement in the dissemination of research through different social and professional platforms. Institutional repositories as basic tools for scientific dissemination: Dadun, at the University of Navarra.

Date and venue

Friday 15 November, 11:00-13:00. Computer room (Central Library)

Target group: PhD students from the second year onwards

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es

DECEMBER 2024

UNIVERSITY RESEARCH: INTERDISCIPLINARITY, ETHICS AND SOCIETY (this course will be repeated in May)

Delivered by the Core Curriculum Institute

Content: This course offers basic training in the foundations of the University of Navarra's educational project in relation to some of the most relevant issues in the current scientific and cultural context. It consists of a series of 15 sessions given by different professors from very diverse areas of the University, who will encourage reflection and interdisciplinary dialogue among students regarding the issues they discuss, always related to the anthropological and ethical foundations of university research and teaching.

Methodology: Face-to-face activity. Course attendance and completion of a final project are compulsory.

Date and venue: (students can do this activity in December or May, in the morning or afternoon session).

From 9 to 13 December 2024, from 9:00 to 12:15 pm.

Room 10, Edificio Amigos.



Universidad
de Navarra

Target audience: **MANDATORY** training activity for all doctoral students at the University of Navarra. This course must be taken before defending the doctoral thesis (it is advisable to take it in the first year of the doctoral programme).

Registration: Please send an email to escueladoctorado@unav.es (limited availability)

Price: €455

More information: Core Curriculum Institute - <https://www.unav.edu/web/instituto-core-curriculum/formacion-profesores-e-investigadores/doctorado>

FEBRUARY 2025

LABORATORY, ARE WE WORKING SAFELY?

Delivered by the Joint Occupational Risk Prevention Service of the University of Navarra.

Content:

The overall objective is to adopt safe working habits in the laboratory.

The particular objectives are as follows:

- Guidelines for handling chemical and biological products.
- Awareness of collective protection equipment.
- Awareness of personal protection equipment (PPE).
- Awareness of Waste Management Manual procedures applicable to laboratory activities.
- Analysis of workstations and tasks performed in a laboratory in order to design strategies that adapt workstations to the user and not the other way round.
- Awareness of actions to be taken in the event of an accident or emergency in the laboratory.
- Training students to perform first aid in the event of an accident.
- Ability to use fire extinguishing equipment.

Date and venue:

6 February in Room 3, Castañeros Building and 7 February in Room 3C02, Science Building.

Theoretical session: 6 February. Practical session: 7 February 2025.

Registration: by [filling in the registration form](#). Deadline Friday 31 January.

COURSE ON THE MANAGEMENT AND USE OF SCIENTIFIC INFORMATION

Delivered by the Library Service

Content: Ethical use of information. Concepts associated with copyright. Relationship between documents based on their association when citing and cited. The need to use bibliographic managers. Use of Mendeley.

Date and venue:

Friday 14 February, 11:00-13:00 Computer room (Central Library, Floor -1)

Target group: Activity recommended for first- and second-year doctoral students.

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es



INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER

Delivered by the Management Service

Content:

Technology Transfer: Innovation system. Intellectual Property. Industrial Property. Patents. Negotiation techniques in the field of technology transfer. Technology transfer and the European Research Area. Creation of technology-based companies. Commercialization of research results. Practical cases of Technology Transfer in HEALTH.

Date and venue

Venue: Room 10. Science Library Building

Dates and times: 22, 23 and 24 January 2025 from 9.00 a.m. to 2.00 p.m.

Target group: Activity recommended for third- and fourth-year doctoral students.

IMPORTANT: knowledgeable in Health.

Registration: Attendance should be communicated to masterid@unav.es

More information: Xavier Tapias, (xtapias@unav.es)

COURSE ON THE USE OF SPECIALISED BIBLIOGRAPHIC INFORMATION SOURCES

Delivered by the Library Service

Content

Training sessions on information sources are offered in three different sessions:

- Experimental and Health Sciences databases: Pubmed and SciFinder
- Multidisciplinary databases: Web of Science and Scopus
- Social Sciences and Humanities databases: Dialnet, MLA, Communication complete, etc.

Dates and venue

Friday 21 February, 11:00-13:00 Computer Room (Central Library) Multidisciplinary Databases

Friday 28 February, 11:00-13:00 Computer room (Central Library) Databases Experimental Sciences

Friday 7 March, 11:00-13:00 Computer room (Central Library) Social Sciences and Humanities Databases

Target group: Activity recommended for first year doctoral students.

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es

MARCH 2025

COURSE ON HOW TO PUBLISH IN HIGH QUALITY SCIENTIFIC JOURNALS

Delivered by the Library Service

Content:

Explanation of the process for publishing articles, from the preparation of the manuscript to social network dissemination strategies to increase visibility. In addition, this session will explain how to identify the highest quality journals in each scientific area.

Date and venue:

Friday 14 March, 11:00-13:00 Computer Room (Central Library)

Target group: PhD students from the second year onwards

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es

DISSEMINATION OF SCIENTIFIC RESEARCH. OPEN ACCESS

Delivered by the Library Service

Content: The Open Access movement and its involvement in the dissemination of research through different social and professional platforms. Institutional repositories as basic tools for scientific dissemination: Dadun, at the University of Navarra.

Date and venue:

Friday 21 March, 11:00-13:00. Computer room (Central Library)

Target group: PhD students from the second year onwards

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es



Universidad
de Navarra

MAY 2025

UNIVERSITY RESEARCH: INTERDISCIPLINARITY, ETHICS AND SOCIETY

Delivered by the Core Curriculum Institute

Content: This course offers basic training in the foundations of the University of Navarra's educational project in relation to some of the most relevant issues in the current scientific and cultural context. It consists of a series of 15 sessions given by different professors from very diverse areas of the University, who will encourage reflection and interdisciplinary dialogue among students regarding the issues they discuss, always related to the anthropological and ethical foundations of university research and teaching.

Methodology: Face-to-face activity. Course attendance and completion of a final project are compulsory.

Date and venue: (students can do this activity in December or May, in the morning and afternoon session respectively).

From 7 to 9 May 2025 (both inclusive). Days 7 and 8 from 10 a.m. to 5.30 p.m. and day 9 from 10 a.m. to 2 p.m.

Aula 10, Edificio Amigos.

COURSE IN ENGLISH 26TH AND 27TH MAY 2025.

Target audience: **MANDATORY** training activity for all doctoral students at the University of Navarra. This course must be taken before defending the doctoral thesis (it is advisable to take it in the first year of the doctoral programme).

Registration: Please send an email to escueladoctorado@unav.es (limited availability)

Price: €455

More information: Core Curriculum Institute - <https://www.unav.edu/web/instituto-core-curriculum/formacion-profesores-e-investigadores/doctorado>



B. Informative activities NOT eligible for inclusion in RAFD

SEPTEMBER 2024

BASIC LIBRARY SERVICES AND RESOURCES, FOR RESEARCHERS (there is another edition in February)

Delivered by the Library Service

Content: Presentation by the Library Service, with the aim of teaching attendees how to use the services available to them effectively. - The thematic librarian and resource guides per subject. - Introduction to the basic concepts of scientific documentation: the scientific communication cycle, the different types of information sources, the need for information, the search strategy and the evaluation of the results. - UNIKA, the UNAV's discovery tool.

Date and venue

Friday 27 September, 11:00-13:00 Computer Room (Central Library)

Target group: Activity recommended for first-year doctoral students.

Registration: Registration [form](#).

More information: Montse Goñi, mgayensa@unav.es

OCTOBER 2024

WELCOME DAY FOR DOCTORAL STUDENTS

Tuesday 29 October 2024. Aula Siemens of the ICS (Humanities Library)

- 09:20 Welcome from the President
- 09:30 - 10:00 Discussion between Paloma Grau, Javier Burguete and Clara González Tosat: the profile of doctoral students at the University.
- 10:00-10:30 Jesús San Miguel: "The research career".
- 10:30 - 11:00 Coffee break
- 11:00 - 11:30 Discussion with doctoral students. Diana Ansorena, Katyna Sada, Carolina Montoro
- 11:30-11:45: Q&A

Registration: by [filling in the form](#)

NOVEMBER 2024

GENERAL TRAINING COURSE FOCUSED ON TEACHING (there is another edition in March)

Delivered by the Teaching Planning and Improvement Service.

The aim of the course is to promote the acquisition of basic teaching competences in the university environment necessary for the teaching practice of the Research Staff in Training (PIF by its Spanish acronym).

Dates and venue of the sessions

Amigos Building.

Dates and times:

Tuesday 19 November from 9:00 to 16:30 (with lunch). Classroom pending.

Tuesday 26 November from 9:00 to 14:00. Classroom pending.

Target group: Recommended for trainee research staff (PIF) collaborating in teaching activities. Compulsory for PhD students with FPU and ADA grants.

Number of places: 25

Registration: by [filling in the form](#)

Further information: calinnova@unav.es

The Teaching Planning and Enhancement Service also delivers online sessions, face-to-face sessions and other courses which are published monthly on the website:

<https://www.unav.edu/web/servicio-de-planificacion-y-mejora-de-la-docencia>

COURSE ON RESEARCHER EVALUATION PROCESSES



Delivered by the Library Service

Content: Aspects of scientific activity that have the greatest impact on the evaluation processes, both internal (Research Staff Career Development Program (PDPI by its Spanish acronym) of the University of Navarra) and external (ANECA accreditation).

Date and venue:

Friday 22 November, 11:00-13:00. Computer room (Central Library)

Target group: Recommended for doctoral students from third year onwards.

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es

FEBRUARY 2025

BASIC LIBRARY SERVICES AND RESOURCES FOR RESEARCHERS

Delivered by the Library Service

Content: Presentation by the Library Service, with the aim of teaching attendees how to use the services available to them effectively. - The thematic librarian and resource guides per subject. - Introduction to the basic concepts of scientific documentation: the scientific communication cycle, the different types of information sources, the need for information, the search strategy and the evaluation of the results. - UNIKA, the UNAV's discovery tool.

Date and venue

Friday 7 February, 11:00-13:00 Computer Room (Central Library)

Target group: Activity recommended for first-year doctoral students.

Registration: Registration [form](#).

More information: Montse Goñi, mgayensa@unav.es

MARCH 2025

GENERAL TRAINING COURSE FOR TEACHERS

Delivered by the Teaching Planning and Improvement Service.

The aim of the course is to promote the acquisition of basic teaching competences in the university environment necessary for the teaching practice of the Research Staff in Training (PIF).

Dates and venue of the sessions

Amigos Building.

Dates and times:

Tuesday 4 March from 9:00 a.m. to 4:30 p.m. (with lunch). Classroom pending.

Tuesday 11 March from 9:00 to 14:00. Classroom pending.

Target group: Recommended for trainee research staff (PIF) collaborating in teaching activities. Compulsory for PhD students with FPU and ADA grants.

Number of places: 25

Registration: by filling in the form

Further information: calinnova@unav.es

The Teaching Planning and Enhancement Service also delivers online sessions, face-to-face sessions and other courses which are published monthly on the website:

<https://www.unav.edu/web/servicio-de-planificacion-y-mejora-de-la-docencia>

COURSE ON RESEARCHER EVALUATION PROCESSES

Delivered by the Library Service

Content: Aspects of scientific activity that have the greatest impact on the evaluation processes, both internal (PDPI of the University of Navarra) and external (ANECA accreditation).

Date and venue:

Friday 28 March, 11:00-13:00 Computer Room (Central Library)

Target group: Recommended for doctoral students from third year onwards.

Registration: Registration [form](#)

More information: Montse Goñi, mgayensa@unav.es