



University of Navarra
Doctoral School

**Guide to Doctoral Degrees
(Third-Cycle Study Programmes)
2020-2021 Academic Year**



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I. Doctoral Degree Governance and Management Bodies

Doctoral School

The Doctoral School is the body that coordinates, plans and monitors the University's doctoral programmes.

The Doctoral School is headed by:

- A Vice President, who is responsible for third-cycle study programmes and presides over the School.
- An Executive Director, from the management staff, who is directly responsible for the effective implementation of the third-cycle strategy.
- Three Deputy Directors, teaching staff members with accredited research, who represent each of the following areas:
 - o Area of Humanities, Social and Legal Sciences
 - o Area of Experimental and Health Sciences
 - o Area of Engineering and Architecture

Centres

The centres (schools and institutes) are responsible for developing and organizing doctoral programmes.

Academic Committee

Each doctoral programme has a committee responsible for its direction and academic management. It is made up of the Programme Coordinator, the Associate Dean / Deputy Director in charge of third-cycle programmes at the centre and the corresponding Deputy Director of the Doctoral School.

The Coordinator is responsible for the day-to-day management of the programme's administrative procedures and any incidents that may arise. In particularly complex cases, or cases that could give rise to a negative report, the Coordinator may consult other committee members.

The Academic Committee ordinarily meets at least twice a year so that all members are kept informed of programme development. It is recommended that one of these sessions be held at the end of June so that the Coordinator may provide a timely report on the assessment of doctoral students.

The table below provides information on all positions associated with doctoral degree programmes, the centres responsible for them and the Doctoral School.



Area of Humanities, Social and Legal Sciences				
	<i>FCOM</i>	Associate Dean Ramón Salaverría Administrative Office Rebeca Martínez	DD Communication Coordinator: Mercedes Muñoz	
		<i>Law</i>	Associate Dean Luis Javier Arrieta Administrative Office Jerusalén Elío	DD Globalization Law Coordinator: Eduardo Valpuesta
Deputy Director Mercedes Montero	<i>Education and Psychology</i>		Associate Dean Jesús De La Fuente	DD Education and Psychology Coordinator: Javier Laspalas
	<i>Humanities and Social Sciences</i>	Associate Dean Carolina Montoro Administrative Office Pía D'Ors	DD Philosophy Coordinator: Ana Marta González DD Arts and Humanities Coordinator: Francisco Javier Caspistegui	
	<i>Economics and Business Administration</i>	Associate Dean Pedro Mendi Administrative Office Carmen Cueto	DD Economics and Business Administration Coordinator: Juncal Cuñado	
		Administrative Office Leire Uribeetxebarría	DD Organizational Governance and Culture Coordinator: Javier Nanclares	
PRESIDENT Iciar Astiasarán	<i>IESE Business School</i>	Administrative Office Charo Rodríguez	DD Business Administration Coordinator: Giovanni Valentini	
	Area of Engineering and Architecture			
Executive Director Unai Zalba	Deputy Director Pedro Crespo	<i>School of Engineering (TECNUN)</i>	Associate Dean Javier Planes Administrative Office Verónica Martín	DD Applied Engineering Coordinator: Alejandro Rivas
		<i>School of Architecture</i>	Associate Dean Beatriz Gil Rodríguez Administrative Office María Mediavilla	DD Applied Creativity Coordinator: Carlos Chocarro DD Architecture Coordinator: Mariano González Presencio
Area of Experimental and Health Sciences				
Deputy Director Javier Burguete	<i>Science</i>	Associate Dean Iker Zuriguel Administrative Office Carolina Matute	DD Natural and Applied Sciences Coordinator: Wenceslao González DD Applied Medicine and Biomedicine Coordinator: José Antonio Páramo	
		<i>Medicine</i>	Associate Dean Gema Frühbeck Administrative Office Virginia Sobrini	DD Applied Medicine and Biomedicine Coordinator: José Antonio Páramo
	<i>Pharmacy</i>	Associate Dean María Javier Ramírez Administrative Office Gonzalo Flandes	DD Medicines and Health Coordinator: Elena González Peña DD Food Science, Physiology and Health Coordinator: Concepción Cid	
		<i>Nursing</i>	Associate Dean Cristina García Vivar Administrative Office Eva León	DD Nursing Science Coordinator: Ana Carvajal



II. Definition of the Doctoral Programme

Under the existing legislation, a doctoral programme is defined as a set of activities leading to the acquisition of the skills and competences required to obtain a doctorate degree. Its objective is to develop the different educational aspects of doctoral students and establish the procedures and research areas for the development of doctoral theses.

Each doctoral programme must define the following aspects and make them publicly available:

1. Programme Coordinator

The Programme Coordinator must be a prominent researcher and have:

- previously supervised at least two doctoral theses
- undertaken at least two research activity periods recognized in accordance with the provisions of Royal Decree 1086 of 28 August 1989 on the remuneration of university teaching staff.

2. Recommended Applicant Profile

This should consist of a brief description of the skills, knowledge, language level (of the languages to be used in the educational process), etc., that are generally required of students about to undertake a doctoral degree programme.

The intention is to guide prospective doctoral students with respect to the characteristics that are considered suitable for starting a doctoral programme, and to promote compensatory measures to improve weaknesses.

3. Admission Criteria

Academic record, language skills, professional experience, letters of recommendations, etc. It is recommended that objective entrance exams be established to assess candidates' minimum competences and requirements for admission and, where appropriate, their language skills.

4. Supplementary Training for Students Who Do Not Meet the Recommended Profile

Depending on students' previous training, the Programme Coordinator may establish supplementary training so that they can successfully undertake the doctoral programme. They may be required to pass a certain number of undergraduate or master's degree subjects at the University or to undertake some other form of training activity.

5. Research Areas

Details of the research areas associated with the programme and the research groups involved in these areas.



6. Thesis Supervisors

A list of the programme's Thesis Supervisors (who must form part of the abovementioned research groups).

7. Specific Competences

In addition to the basic competences and the skills and abilities that students must acquire, as stipulated in Art. 5 of RD 99/2011, each doctoral programme may define competences that are specific to the field of knowledge.

8. Training Activities

The doctoral programme must include and offer a series of training activities that guarantee the acquisition of the abovementioned competences, which will be recorded in the "Activity Log".



III. Administrative Processes

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1. Admissions Process

1.1 Application

<https://www.unav.edu/web/admision-y-ayudas/proceso-de-admision>

Candidates: They must upload the following documents:

- DNI / Passport
- Photo
- Academic documentation for the undergraduate and master's degrees they have passed.
 - Their personal academic record that shows the subjects they have passed and their grades.
 - The degree providing access to the doctoral programme, or a receipt that shows it has been requested.
 - In the case of foreign degrees that have been officially recognized in Spain, the certificate of recognition.
 - In the case of foreign degrees that not have been officially recognized in Spain, you will have to present academic credentials directly from the issuing institution. These credentials should specify that your diploma allows you to start a PhD program in the country where the diploma was obtained.

Student's identity document

- Spanish students: Photocopy of their DNI (National Identity Card).
- EU students: Photocopy of the identity card from their country (equivalent to the Spanish DNI).
- Students from other countries: Photocopy of their passport. Under no circumstances shall the student's NIE (Foreign Resident Identification Number) be accepted.

Academic Committee:

- The Committee interviews candidates and, where specified in the programme's admissions process, request that they sit exams to assess their minimum competences and requirements for admission and, where appropriate, their language skills.
- It also appoints the Thesis Supervisor and, if applicable, assigns supplementary training and thesis reviewers, where specified in the programme.
- It issues positive/negative admission reports.
- It forwards all documentation to the Board of Management of the centre responsible for the programme.

The Centre's Board of Management: approves applications and submits them to the Doctoral School.

Doctoral School: verifies fulfilment of the access requirements, as delegated by the Office of the Executive Council.



The letter of admission will be sent to candidates by email. This letter of admission must include, as a minimum: name of the doctoral programme, the Thesis Supervisor, supplementary training proposed, if any, and information relating to enrollment.

1.2 Access Routes

1. In general, to access an official doctoral programme, candidates must hold an official Spanish undergraduate degree, or equivalent, and a university-accredited master's degree.

2. Candidates in one of the following situations may also be admitted:

- a) Those in possession of an official Spanish university qualification or a qualification issued by a country in the European Higher Education Area that authorizes the student to enrol in master's level programmes, in accordance with Article 16 of Royal Decree 1393 of 29 October 2007, and who have passed a minimum of 300 ECTS credits in all official university studies, at least 60 of which must have been at master's level.
- b) Those in possession of an official Spanish graduate degree consisting of at least 300 ECTS credits, in line with the rules of Community law. These graduates are required to undertake the complementary training referred to in Article 7.2 of RD 99/2011, unless the curriculum of the corresponding degree includes research training credits that are equivalent, in terms of educational value, to the research credits from a master's degree programme.
- c) University graduates who, after obtaining a place through the corresponding exam for access to the specialized healthcare training programme, have passed, with a positive assessment, at least two years of training in a programme to obtain an official degree in one of the specialities of the health sciences.
- d) Those in possession of a degree issued by a foreign educational system, without the need for the degree to be recognized, if the University verifies that the degree represents a level of education equivalent to the official Spanish university-accredited master's degree, and that it enables access to doctoral studies in the issuing country. Entrance into the programme via this route in no way implies the official recognition of the student's previous degree for purposes other than gaining access to a doctoral programme.
- e) Those in possession of another Spanish doctoral degree, issued in accordance with previous university educational systems.
- f) Those in possession of an official university degree corresponding to level 3 of the Spanish Qualifications Framework for Higher Education, in accordance with Royal Decree 967 of 21 November 2014, which establishes the requirements and procedure for the recognition and declaration of equivalence of qualifications at official university academic level and for the recognition of foreign higher education studies, and the procedure to determine their correspondence to the levels within the Spanish Qualifications Framework for



Higher Education for the official titles of Architect, Engineer, Undergraduate, Building Engineer, Technical Engineer and Diploma Holder.

- g) Those in possession of an official Spanish degree regulated by RD 1497/1987 whose curriculum has a duration of at least five academic years.

3. Likewise, students who possess the Certificate of Research Proficiency or the Advanced Studies Diploma obtained under previous legal regimes may be admitted.

1.3 Thesis Supervisor Appointment and Conditions

Appointment: The Academic Committee assigns a Thesis Supervisor to doctoral students when they are admitted to a programme. The Thesis Supervisor is also the doctoral student's tutor. Theses may be jointly supervised by another PhD (or, on an exceptional basis, more than one other).

One Supervisor must fulfil the following requirements:

- Having jointly supervised at least one thesis.
- Having undertaken a six-year research period or equivalent

The other Supervisor/s must fulfil the following requirements:

- Having at least one year of postdoctoral experience
- Having participate in at least one research project or contract
- Having made four scientific contributions in the previous five years

Under no circumstances may a teaching staff member supervise more than five doctoral theses simultaneously (jointly supervised theses count as half for this purpose).

1.4 Assignment of Supplementary Training

The Programme Coordinator may require candidates to undertake supplementary training, depending on the applicant profile and the training accredited by candidates.

Students are also required to enrol for any undergraduate or postgraduate subjects specified by the Coordinator when they formalize their enrollment during the doctoral thesis preparation period.



2. Research Plan

2.1 Procedure

- Doctoral students, with the approval of their Thesis Supervisor and the director of the department in which they are due to undertake their thesis, should request approval of their research plan from the Administrative Office of the centre to which the programme belongs within a period of not more than eight months from initial enrollment. In any case, students must obtain approval of the plan before the start of the following academic year.
- The Administrative Office should forward it to the Academic Committee responsible for the programme, and the Academic Committee must approve and return it so that the centre's Board of Management can make a decision, and register and notify the student.
- All research plan applications must be settled before the start of the following academic year.

2.2 Structure of the Plan

The research plan must include the following, in a maximum of two typed pages:

- a) overview of the topic (with bibliography)
- b) working hypothesis
- c) specific goals
- d) methodology
- e) schedule
- f) means available for completing the project

In any case, a structure and the appropriate elements to demonstrate the scientific quality of the project must be submitted.

2.3 Appointment of the Reviewer

If the Academic Committee deems it appropriate, it will appoint a reviewer within eight months of the initial enrollment as an additional measure to guarantee the scientific quality of the thesis. Reviewers are prominent experts who fulfil all the requirements of a Thesis Supervisor and who may belong to a national, or preferably foreign, research institute. The reviewer issues a yearly report on the quality of the research work carried out by the doctoral student that year.

2.4. Research Plan Application Form

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)



3. Yearly Monitoring

3.1 Activity Log

This document is used to record the training activities carried out by the doctoral student.

As stated in Chapter 5 of this guide, doctoral students have the Portfolio tool to record all training activities carried out during preparation of their doctoral thesis.

The Portfolio tool may be regularly reviewed by the Thesis Supervisor. The Academic Committee will monitor it annually.

This tool provides doctoral students with access to their CV, which is updated throughout the predoctoral period, and allows the Academic Commission to view doctoral students' productivity.

3.2 Research Plan

At the end of the academic year, doctoral students will submit a work plan to the Academic Committee on the research they intend to carry out the following academic year. This plan will include, as a minimum, the methodology to be used and the objectives to be achieved during the following academic year, as well as the means and timetable for achieving it.

3.3 Yearly Monitoring Procedure

The Academic Committee will carry out yearly monitoring based on the following documents:

- Report from the Thesis Supervisor on the activity undertaken by the doctoral student.
- Activity Log.
- Research Plan submitted by the doctoral student.

A positive assessment is a prerequisite for continuing in the programme. In case of a negative assessment, which must be duly substantiated, doctoral students must be reassessed within six months, for which they are required to draft a new research plan. In the event of receiving a second negative assessment, the doctoral student will be permanently dismissed from the programme.

In June of each year, following the Academic Committee's assessment, the programme coordinator will provide a list of students on the doctoral programme to receive a "pass" or a "fail".

4. Period for Thesis Defence



4.1 Period

Full-time students have a period of three years in which to defend their thesis. The committee responsible for the programme may authorize a one-year extension of this period, which in exceptional circumstances may be extended for a further year, under the conditions established in the corresponding doctoral programme.

Part-time students have a period of five years, which may be extended by up to two years and, in exceptional circumstances, a third year with a favourable report from the Academic Commission and the corresponding Board of Management.

The period begins on the date students initially enrol and ends on the date they apply for admission to defend their thesis. Sick leave, pregnancy leave and any other grounds provided for by the current regulations will be taken into account and deducted.

4.2 Withdrawal from and Interruption of Doctoral Programmes

In all cases, sick leave, pregnancy leave and any other grounds provided for by the current regulations will be taken into account and deducted.

Moreover, doctoral students may apply for a temporary interruption in the programme for a maximum of one year, which may be extended by a further year. Such requests must be duly substantiated and submitted to the Academic Committee responsible for the programme, which will decide whether or not to grant the request.

Procedure

Doctoral students who wish to temporarily interrupt or withdraw from the programme should submit the corresponding form, accompanied by the required supporting documentation, to the Administrative Office for Research.

The Administrative Office for Research will log the request and send it to the programme's Academic Committee. The Programme Coordinator will issue a report and send it to the Executive Director of the Doctoral School, which will make a final decision.

The Administrative Office for Research will inform the student of this decision by post and email.

Application for Withdrawal

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)

4.3 Extension of the Period for Writing the Doctoral Thesis

Duration of the Extension



Doctoral students may apply to extend the period for the thesis defence: one year for full-time students (which may be extended by a further year on an exceptional basis); two years for part-time students (which may be extended by a further year on an exceptional basis).

Procedure

Doctoral students should apply for an extension by submitting the corresponding form, accompanied by the documentation required to justify the request, to the Administrative Office for Research.

The Administrative Office for Research will log the request and send it to the programme's Academic Committee.

The Programme Coordinator, on behalf of the Academic Committee, will issue a report that it will send to the Board of Management of the centre responsible for the programme so that it can be forwarded, with its approval, to the Executive Director of the Doctoral School, which will make a final decision.

The Administrative Office for Research will inform the student of this decision by post and email.

Application for Extension

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)

5. Readmission to Doctoral Programmes

5.1 Procedure

Students who have withdrawn but wish to resume their doctoral studies must formally apply for readmission at the Administrative Office for Research, which will forward the file to the programme's Academic Committee.

Following a mandatory interview with the candidate, the Programme Coordinator will issue a report, which will either revalidate the candidate's thesis project and Thesis Supervisor or request that the candidate submit a new or updated project in accordance with the procedure outlined in Chapter 2.

It will then be sent to the Board of Management, which will approve it and submit it to the Doctoral School, which will make a final decision.

The Administrative Office for Research will send the candidate the readmission letter by post and email, together with the information required to formalize enrollment.



5.2. Application for Readmission

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)

6. Admission to Thesis Defence and Appointment of the Committee

6.1 Procedure

Once doctoral students have completed their doctoral thesis and have been observed by a reviewer, they must send their research report to obtain a favourable report.

They must then deposit their thesis, with the approval of their Thesis Supervisor, by submitting two copies to the Academic Committee, which will declare its consent and send it, along with a favourable report from the reviewer, if applicable, to the centre's Board of Management to be deposited and displayed publicly for 15 working days.

The centre's Board of Management will send all documentation (the reviewer's report and the approval of the academic committee and centre) to the Doctoral School for processing. The above documentation must be accompanied by a list of experts on the subject who may form part of the committee that will assess the thesis.

Based on the documentation received, the Doctoral School will decide whether to authorize the thesis defence and the appointment of the committee.

In the event that the thesis defence is not authorized, the School must communicate the reasons for its decision by writing to the Board of Management responsible for the programme, the doctoral student and the reviewer, if any, who will have 10 days in which to lodge a complaint with the School. Once it has analysed this complaint and compiled the oral and written reports deemed necessary, it will resolve the matter as quickly as possible.

6.2 Composition of the Committee

The proposed committee will include five teaching staff members with PhDs who will attend the public defence, at least three of whom will be external to the University of Navarra. Two substitutes will also be proposed, one from the University of Navarra and the other from outside.

None of the proposed experts may be the Thesis Supervisor or Joint Supervisor.

6.3. Defence Application Form

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)

7. Defence and Assessment of the Doctoral Thesis



7.1 Procedure

The thesis defence session will be convened by the chair and communicated at least 15 calendar days prior to the date of the session. It will take place in public session and will consist of a presentation by the doctoral student of the work carried out, methodology, content and conclusions, with a special focus on original contributions. The committee will have access to the Activity Log, which is not subject to a grade but constitutes a qualitative assessment tool to complement its assessment of the doctoral thesis.

The committee members will ask the doctoral student as many questions as they deem appropriate. The PhD holders attending the public session may intervene at the time and in the manner indicated by the chair of the committee.

7.2 Thesis Grading and the *Cum Laude* Distinction

Once the thesis defence is complete, all members of the committee will prepare a report with their assessment. The committee will award an overall grade for the thesis, according to the following scale: “fail”, “C”, “B” or “A”. The committee will notify the doctoral student of this grade.

If the committee decides to award the doctoral student a *cum laude* distinction, it will meet in private. To do so, the members will cast their vote on the ballot paper and hand it to the secretary of the committee who will examine it and, if applicable, record the distinction in the official results. The committee will not inform the student of the distinction. Once the official thesis results have been recorded at the Office of the Registrar, students may consult their final grade in the “view academic record” section of the academic information portal.

8. International Doctoral Degree

8.1 Procedure

Once they have defended their thesis, students may request the “International PhD” title from the Administrative Office for Research, for which they must demonstrate that they meet the following requirements:

- a) That they have completed, during their training period, an uninterrupted supervised internship of at least three months during which they have studied or conducted research at a prestigious higher education institution or research centre outside Spain. The supervised internship and activities must be corroborated by the supervisor and authorized by the Academic Committee, and recorded in the doctoral student’s Activity Log. In addition, doctoral students must present a certificate from the institution where they undertook the supervised internship confirming the duration and stating that the activity was related to the doctoral thesis.



- b) That they have written and presented part of their doctoral thesis, at least the abstract and conclusions, in one of the languages normally used for scientific communication in that field (not one of the official languages of Spain). This rule does not apply when supervised internships, reports and experts relate to a Spanish-speaking country. Doctoral students must submit a certificate from the chair or secretary of the committee attesting to this.
- c) That at least two PhD holders belonging to a higher education institution or research centre outside Spain have submitted a report on the thesis.
- d) That at least one PhD holder belonging to a higher education institution or research centre outside Spain, other than the supervisor of the internship mentioned in Section a), was a member of the thesis assessment committee.

The Administrative Office for Research will send the documentation to the Executive Director of the Doctoral School, which will make a final decision. The student will be notified of this decision by email and post.

8.2 International Doctoral Degree Application Form

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)

9. Joint Supervision

The back of the doctoral degree certificate will include the information **“Thesis jointly supervised with University U”** when the following conditions are met:

- a) The doctoral thesis has been supervised by **two or more PhD holders** from **two universities** (one Spanish and one foreign), as formalized in a **joint supervision agreement**.
- b) During the training period required to obtain the doctoral degree, the student must have spent **at least six months** at the institution with which the joint supervision agreement was established, carrying out research work, either in a single period or over several periods. Supervised internships and activities will be listed in the joint supervision agreement.

10. Industrial Doctoral Degree

1. The Industrial Doctoral Degree involves the completion of a doctoral thesis within the framework of a company research project that falls within one of the research areas of a doctoral programme offered by the University.
2. Before a student can be admitted, a partnership agreement must be signed by the company and the Doctoral School, depending on the model established.
3. Academic regime



- a) The student will apply for admission to a doctoral programme offered by the University of Navarra and regulated by the provisions set out in RD 99/2011.
- b) The Thesis Supervisor will form part of one of the doctoral programme's research groups and will meet the requirements established by the Doctoral School's regulations.
- c) The doctoral student will have a tutor at the company who will act as an advisor in matters related to the professional field. Tutors meeting the established requirements may be appointed as Joint Supervisors of the thesis.
- d) The doctoral students will have the status of full-time students, except in relation to training activities, since they must complete the activities established for part-time students.

4. Recruitment regime

The doctoral student must be hired by the company for at least the term stipulated in the agreement for completion of the doctoral thesis.

5. Confidentiality

In the event that the partnership agreement includes a confidentiality clause with the company or the possibility of generating patents, the doctoral thesis will be subject to the protocol established for that purpose by the Doctoral School.

6. "Industrial PhD" Title

Once the doctoral thesis has been defended within the framework established by the agreement, the title "Industrial PhD" will be included in the student's official academic transcript.

11. Doctoral Award for Excellence

11.1 Conditions for Receiving the Award

One Doctoral Award for Excellence may be presented for each doctoral programme and academic year, provided that at least five doctoral theses have been approved; if the number of theses approved exceeds 10, a further prize may be awarded for every additional 10 theses or fraction thereof. The number of awards may not be increased and those declared null and void in previous years or at other centres cannot be accumulated. However, if fewer than five theses are approved during the academic year, these theses will be combined with those of the following academic year or years until there are at least five.

In the event that an Award for Excellence is not presented in an academic year despite the fact that there are sufficient theses, the award will be considered null and void and those theses will not be eligible for the Award for Excellence in subsequent years.



When calculating the number of theses, all approved theses are taken into account. Nevertheless, only those that have received the *cum laude* distinction are eligible for the Award for Excellence.

11.2 Procedure

Each centre's Board of Management is responsible for conferring the Award for Excellence based on a proposal made by a committee made up of five PhD holders appointed by the Board of Management. The committee prepares its proposal by means of a reasoned report and after having analysed and compared the theses and the academic publications addressed by the theses. Under no circumstances shall students be required to undertake special exercises or tests.

The Doctoral Award for Excellence will be reflected in the corresponding academic certificate.



IV. Activity Log

1. The Activity Log in Royal Decree 99/2011:

Article 2.5

An Activity Log is understood as an individualized record of the doctoral student's activities that is reflected in the corresponding support and is regularly reviewed by the tutor and Thesis Supervisor and assessed by the Academic Committee responsible for the doctoral programme referred to in Article 8.3.

Article 11.5

Once a doctoral student has enrolled in the programme, a personalized Activity Log is created for the purpose of the individualized record of activities referred to in Article 2.5 of this Royal Decree. It contains a record of all activities relevant to the doctoral student's development, as regulated by the University, the School or the Academic Committee itself, and it will be regularly reviewed by the tutor and Thesis Supervisor and assessed by the Academic Committee responsible for the doctoral programme referred to in Article 8.3.

Article 11.7

The Academic Committee will conduct an annual assessment of the Research Plan and the Activity Log, together with the reports that must be issued in this regard by the tutor and Thesis Supervisor. A positive assessment is a prerequisite for continuing in the programme. In case of a negative assessment, which must be duly substantiated, doctoral students must be reassessed within six months, for which they are required to draft a new research plan. In the event of receiving a second negative assessment, the doctoral student will be permanently withdrawn from the programme.

Article 14.3

The committee that assesses the thesis will have access to the doctoral student's Activity Log referred to in Article 2.5 of this Royal Decree and outlining the training activities undertaken by the doctoral student. This monitoring document will not be subject to a grade but constitutes a qualitative assessment tool to complement the assessment of the doctoral thesis.

2. The University of Navarra's Portfolio Tool

The University has a software application that allows students to enter all training activities undertaken throughout the degree.

It includes the option to enter free-text information and offers the possibility of uploading the documentation required for each activity.



Students must share its content with their Thesis Supervisor and certain authorized users, who may also propose activities (the Programme Coordinator, the School's Management Committee, etc.).

It offers the option of exporting data to a PDF file, which will be used to set up the student's Activity Log.

All students enrolled in the doctoral programme have web access to the application.

3. Content of the Activity Log

a) Activities

Doctoral students should include a brief description of the activity carried out, the duration and the location. They should also provide reasons for undertaking the activity (supplement to personal training, connection to the subject matter of the thesis, etc.). If possible, they should upload the corresponding certificate.

For the purposes of subsequent assessment, they must be validated by the Thesis Supervisor, who can access, comment on and approve each activity.

Only activities carried out after students have been admitted to the doctoral programme and before they deposit their doctoral thesis may be included.

Details of each activity:

- Attendance at seminars
- Supervised internships
- Attendance at conferences
- Teacher-training courses
- Research training courses
- Indexed publications
- Other publications
- Languages
- Teaching collaboration
- Other relevant activities

b) Proposals

The Management Committee of the Doctoral School, the Thesis Supervisor, the Associate Dean of each centre and the Director of the Doctoral Programme may access students' Activity Log to propose new activities.



They should include as detailed a description as possible and state whether the proposal relates to an obligatory or optional activity. Doctoral students must provide justification for both fulfilment and non-fulfilment of these proposals.

4. Operation of the Activity Log

- As and when students carry out training activities, they must add them to the Activity Log. To ensure that an activity can be considered for assessment, it must be approved by the Thesis Supervisor, who will attest to its relevance and benefit.
- At the end of the second semester, doctoral students should generate a PDF file and email it to their Thesis Supervisor.
- The Thesis Supervisor will save it and email it to the Director of the Doctoral Programme, who will notify the Academic Committee for its final assessment.
- Once the thesis has been deposited with the School's Administrative Office, the Thesis Supervisor will approve and print the final Activity Log and then submit it for subsequent review by the thesis assessment committee.



V. Commitment to Provide Student-Monitoring Documentation

Definition:

Article 11.8 of RD 99/2011 establishes a commitment to provide documentation to monitor students:

“Universities will establish functions to supervise doctoral students through a documentary commitment signed by the university, the doctoral student, the tutor and the supervisor in the manner established. This commitment will be signed as soon as possible after admission and should include a process of conflict resolution and contemplate aspects of intellectual or industrial property that may arise in the field of doctoral programmes.”

Procedure

Upon formalization of enrollment, the Doctoral Programme Coordinator will ensure that both the Thesis Supervisor and the doctoral student sign the document and will then send three copies to the Doctoral School for signature.

Lastly, the Doctoral School will deliver one copy to the student, one to the supervisor and a third to the Office of the Registrar for its records.

Form

Form: <https://www.unav.edu/web/estudios/alumnos> (in Administrative Procedures)