Unidad Sigma
Universidad Zaragoza

HR EXCELLENCE IN RESEARCH

Universidad
Zaragoza

User manual

Doctorate Management

February 2020

Sigma Unit. Academic Vice-Management

INDEX

1. INTRODUCTION

This manual explains the procedures that are managed from the Doctorate Management module.

- The address to consult the Sigma manuals is the following: http://academico.unizar.es/manuales-sigma/manuales-sigma

- The address to access the Sigm@ application is the following: https://sia.unizar.es/

Enter the username and password and click on the button *"Get in"*. The password is case sensitive and can be changed by the user.

The identification takes you to the screen with the different menus for which each user is authorized.

2. REGISTRATION AND FOLLOW-UP

Once the student is enrolled in the**first guardianship**the registration record is registered.

This record can be registered**individually**, process explained below, or massively, process explained in point*7.1 Automatic registration of thesis*.

- ■ Doctorate Management
    - ■ Doctoral School
    - ■ Registration and tracking

Select student and file from center 160 and the following screen will appear:
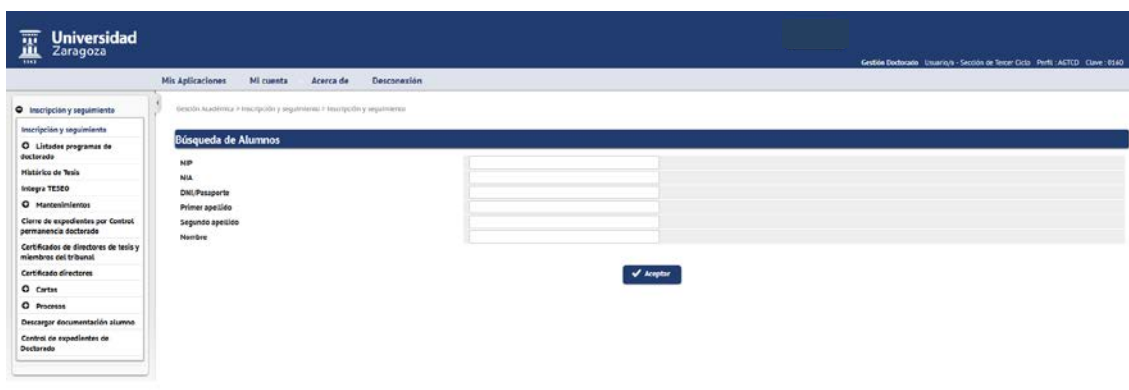
REGISTRATION REGISTRATION GUARDIANSHIP

To register the doctoral registration record, click on*"New"*. The "Registration" tab will appear with the student's plan and the type of subject is selected**4 – Doctoral thesis**. The full screen will then be displayed with the rest of the tabs.

In this tab the following data is entered:

- Tutor and department: this information will normally appear already informed as it is entered by the departments when the doctoral student is admitted. If it is not, enter the teacher's code and if it is not known, search with the magnifying glass, select it and accept it.

- In the "Start date" field the**admission date**to the doctoral program.

   This date can be modified using the calendar. You can also massively modify the dates of a group of doctoral students according to the procedure explained in

point*7.1 Automatic registration of thesis*, with which apart from registering the registration record, these records can be given a specific start date.

Based on this last date, the application calculates the**thesis completion date**, also taking into account cancellations and/or extension authorizations if any. This date appears in the field*"Maximum Thesis Completion Date"*from the top of the screen.

The data can be recorded as each of the tabs is completed or recorded at the end, once all the corresponding data has been entered in the rest of the tabs.

Every time data is recorded, if everything is correct, it will give the message that the operation has been carried out correctly. When you press "Return" a record will appear like the one on the screen reproduced below. By clicking on the "Modify" button you can access the record again to continue with the procedure or modify what is necessary.
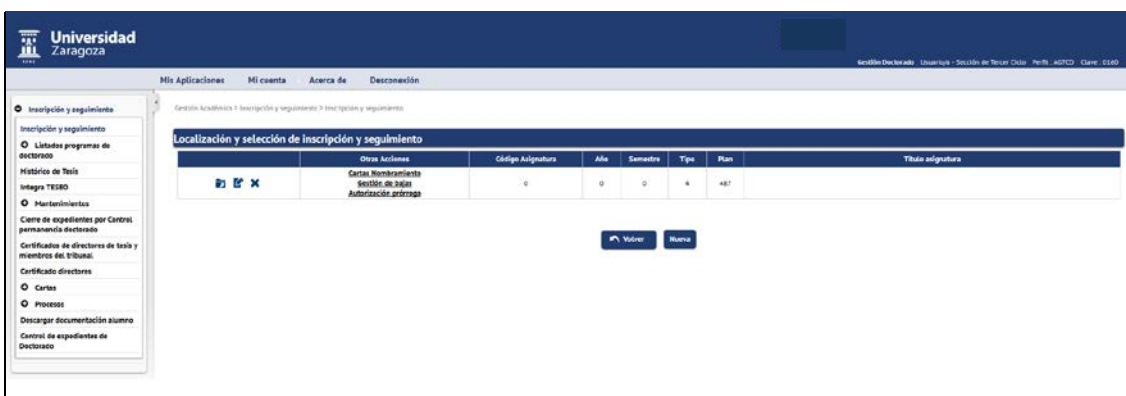
DOCTORAL THESIS REGISTRATION
For the application to allow registration of**doctoral thesis**This registration must be completed with its details.

To enter the thesis registration data, click on the button   *"Modify"*.
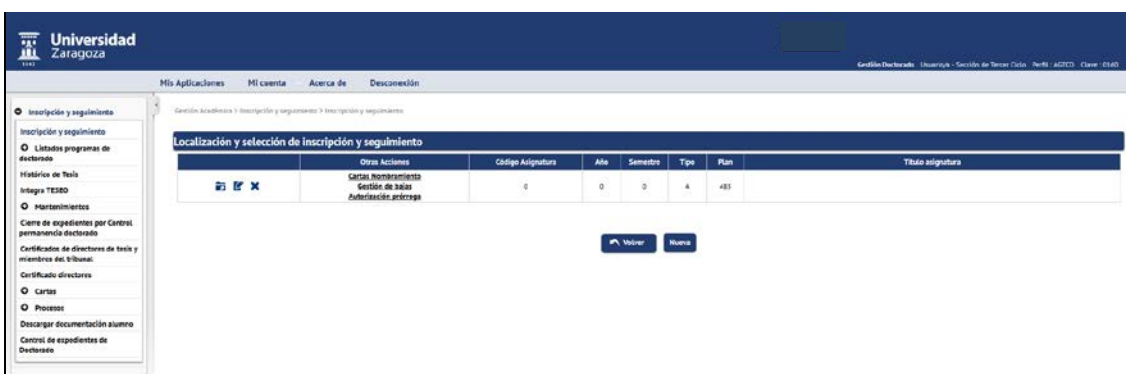
In this tab the following fields are completed:
- Title: title of the thesis.
- Deposit date, Date of the last day of public exhibition, Proposed thesis court date, Court approval date, Authorization date and Reading presentation date.

These dates must be completed so that the application allows registration for the thesis subject.

- If mentions are marked (European/International Doctorate Mention or Industrial Doctorate Mention) new screen options will appear that must be completed.

- Likewise, if Cotutela de Tesis is checked, new screen options will also appear to complete.

Once the data for this tab has been entered, it can be saved next or saved once the data for the rest of the tabs has been entered. Given the large number of data it contains, it is advisable to record as it is entered, to avoid losing the information entered in case the session is interrupted. Once recorded, they can be accessed again in the registry by clicking on the modification icon.

COURT MEMBERS

For the application to allow the members of the tribunal to be entered, the proposed thesis tribunal date must be entered. If this date has not been previously entered, when trying to access the tab the following message will appear:*"To define panel members it is necessary to inform the proposed thesis panel date"*.

The doctoral thesis minutes are individual minutes with 5 members of the tribunal (president, secretary and three members), which are entered in the "Court Members" tab.

These are required fields:

- Member type: must be selected**headline**so that it is taken into account for the closing of minutes, since at least three holders are needed for the close button to appear.

- Teacher
- Position within the court (President, Secretary or Member)
- Order, in which 1, 2, 3, etc. will appear in the minutes.
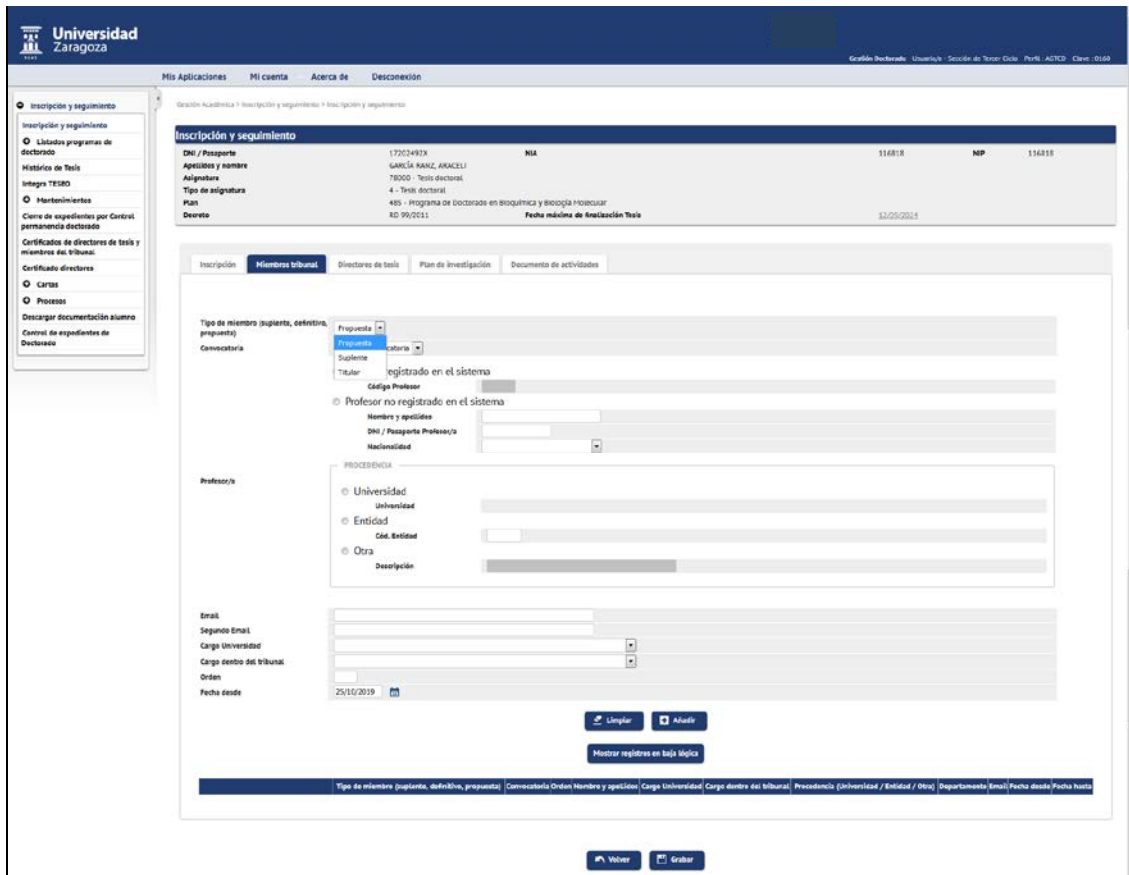
Once each teacher has been entered, press *"Add"* and finally *"Engrave"*. Records already recorded can be modified, deleted or canceled by clicking on the corresponding icon. Voided registrations can be reactivated.

The members of the Tribunal can also be entered, once the minutes of the thesis subject have been generated, from the "Teacher minutes" tab of the "Manage minutes" menu of the Exams module.

THESIS DIRECTOR(S)
This information will normally appear already reported as it is entered by the departments when the doctoral student is admitted. If it is not, enter the teacher's code and if it is not known, search with the magnifying glass and accept.

Records already recorded can be modified, deleted or unsubscribed by clicking on the corresponding icon. Voided registrations can be reactivated.

DOCUMENT OF ACTIVITIES

The doctoral student introduces the activities he proposes and the tutor/director must mark them with the *"State"* corresponding:

- ■ Proposal: it will be activated by default at the moment the doctoral student enters an activity. The doctoral student only visualizes this state.

- ■ Accepted proposal: The tutor/director will activate this option if he/she considers the proposal appropriate for the training of the doctoral student.

- ■ Completed: The tutor/director will activate this option when the doctoral student has completed the activity.

- ■ Not accepted: The tutor/director will activate this option if he or she does not consider the proposal appropriate for the doctoral student's training.
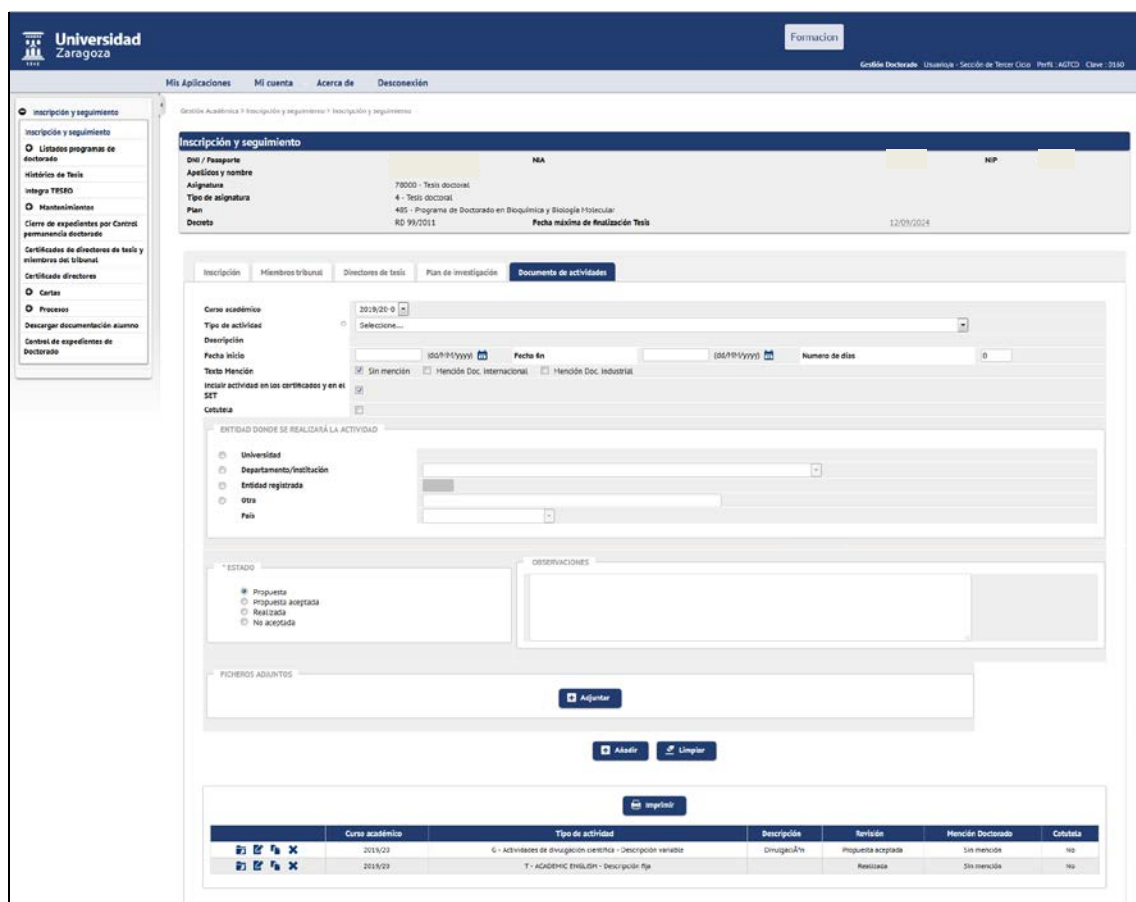
RESEARCH PLAN

In this tab the director/tutor will find the documentation that the doctoral student presents as a result of their research for their annual evaluation.

Each published document is added and will generate a row at the bottom of the screen. The director/tutor will download the document to be reviewed and when doing so the application will record the acceptance date.

The following information must be completed:

- ■ Description
- ■ Attach the document
- ■ Revision

■ First review: the doctoral student will publish as many documents as they wish to be evaluated and will mark this option.

■ Semi-annual review: If the evaluation is negative, the doctoral student will have six months to present a new research plan. In that case he will check this option.

A second negative evaluation will lead to permanent withdrawal from the doctoral program.
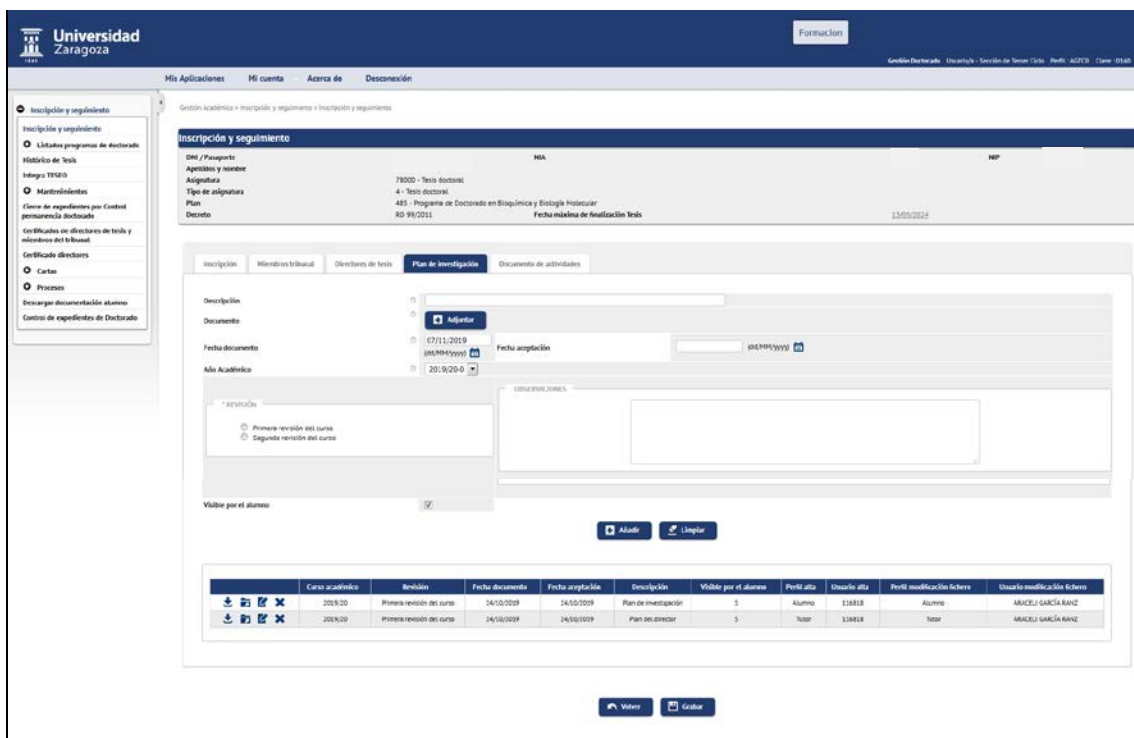
## 2.1 MANAGEMENT OF WITHDRAWALS AND AUTHORIZATION OF EXTENSIONS

Formanage withdrawals and authorize extensions of the doctoral student, the student and file are located in registration and monitoring and the corresponding action is selected in**"Other actions"**.

■ PhD management
   ■ Doctoral School
   ■ Registration and tracking
      - Other actions
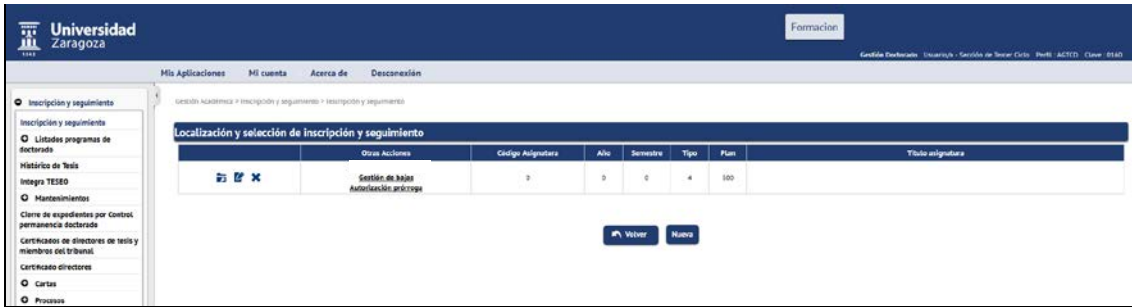
LOSS MANAGEMENT

Withdrawals granted to doctoral students will be processed in Withdrawal Management.
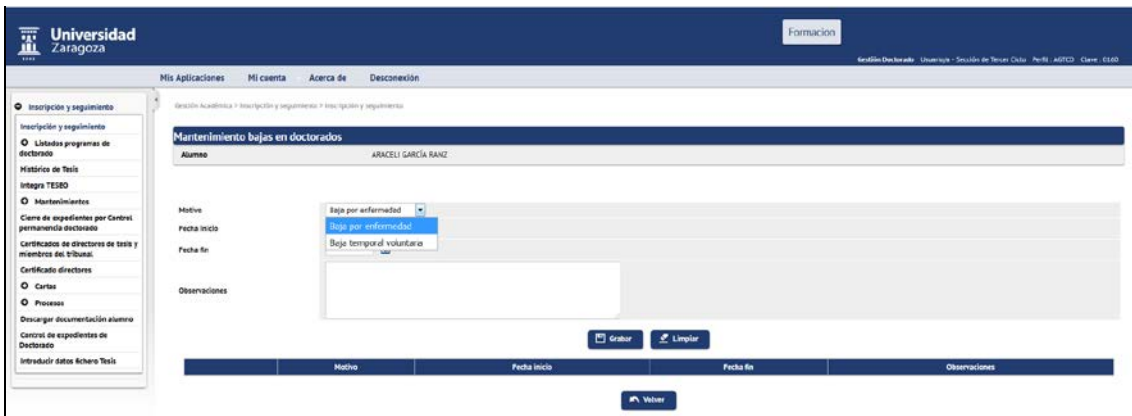
The reason for the withdrawal may be:

- Sick leave
- Voluntary temporary leave

Start date, end date, observations if any are entered and recorded.

AUTHORIZATION OF EXTENSIONS

The extensions granted to the doctoral student for the presentation of the doctoral thesis are made in Authorization of extension. The following window will appear with the first and second extensions and the additional extensions.
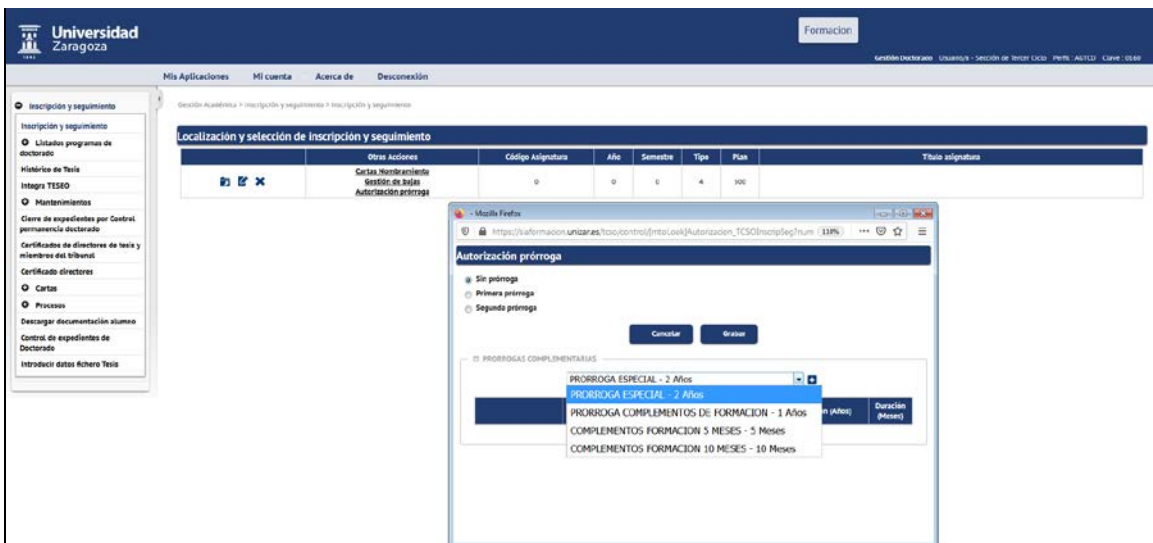
These types of extensions can occur simultaneously:

- First and second extension. Select the appropriate one and save it.
- Complementary extensions, is a drop-down menu in which those that have been previously introduced in the maintenance will appear. It opens when you click on it icon, select the corresponding one from the drop-down menu and add it by clicking on the "Add" icon.

  It can be removed using the "Remove" button .

All extensions will be reflected in the calculation of the maximum thesis completion date, which can be consulted in the "Maximum Thesis Completion Date" field of Registration and monitoring of each doctoral student.
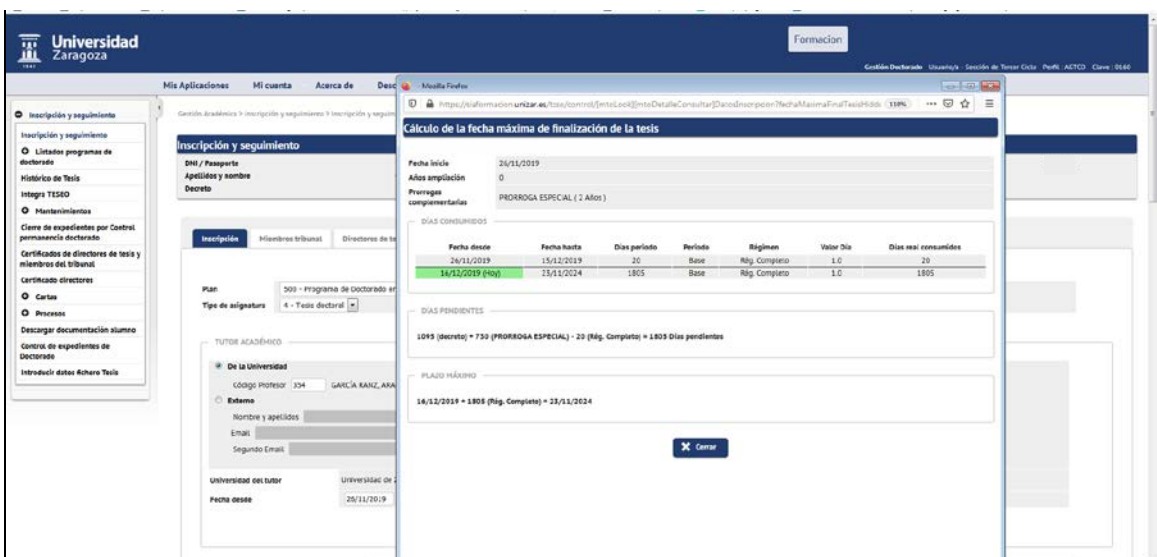
ALLOCATION OF MASSIVE EXTENSIONS

To assign the first and second extensions massively, you can use the option *"Assignment of massive extensions"* from the Processes menu, explained in point 7.2 of this manual.

3. LISTING OF DOCTORAL PROGRAMS

■ Doctorate Management

    ■ Listed doctoral programs

3.1 LIST OF MENTIONS TO THE EUROPEAN/INTERNATIONAL DOCTORATE

It can be requested by academic year, plan and registration date from to.

You obtain a list in PDF or Excel format by study plan, with the doctoral student's data and their mention.

3.2 LIST OF THESIS

It can be requested by academic year, plan and/or registration date from to.

A list is obtained in PDF or Excel format of the doctoral students by study plan with the country of joint supervision.

3.3 LIST OF DIRECTORS

It can be requested by department, subject and thesis reading date from until, the latter being a mandatory introduction.

A PDF or Excel format list is obtained by department, of doctoral students who have read the doctoral thesis, with their tutors, directors and date of reading.

3.4 THESIS DATA LIST

It can be requested by registration dates (mandatory fields), department and plans from to.

An Excel list is obtained by department with the data of the doctoral student, directors, dates and grade of their thesis.

3.5 LIST OF DIRECTORS AND COURT MEMBERS

It can be requested by department, plan, doctoral student PIN, director/board member, registration date and reading date.

An Excel list is obtained by name of the director/member of the tribunal with their doctoral students and the data of their thesis.

3.6 LIST OF DOCTORAL ACTIVITY

It is a very useful list, but due to the volume of data that can be obtained, you have to be careful when making the previous selection and the columns to display.

You can request it by study plan or plans, by academic year of thesis registration or tutorship and select the columns to show in the list. An Excel list will be obtained with the selected data.

3.7 LIST OF STUDENTS CAUSING WITHDRAWALS

The academic year of enrollment, the doctoral program or programs and the reason or reasons for withdrawal are selected.

An Excel list is obtained with ID and name of the doctoral student, program, director, cause and date of exclusion.

3.8 LIST OF ACTIVITIES DOCUMENT

This list can be requested by academic course or courses, plan or plans, doctoral student PIN, thesis dates, type of activity and academic year of registration for the doctoral thesis.

An Excel list is obtained with the data of the doctoral students, activities with their data.

3.9 LIST OF RESEARCH PLANS

This list can be requested by academic year, call, plan or plans, guardianship, file status and research plans.

An Excel list is obtained of the doctoral students who have uploaded a research plan and their data on the research plan, review, subject, dates of generation of the minutes and acceptance of the plan, qualification, extension authorization, permanence regime, deposit date thesis and maximum thesis completion date.

4. MAINTENANCE

4.1 MAINTENANCE TYPES OF ACTIVITY

In this menu, the types of activities that will make up the Activities Document to be carried out by a doctoral student during the development of their doctoral thesis are registered.

- Doctorate Management
  - Doctoral School
  - Maintenance
  - Maintenance types of activity (RD99/2011)
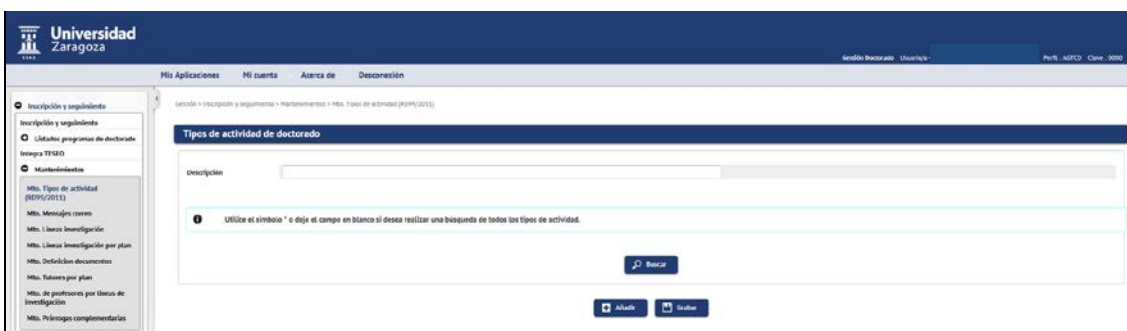
- To register a new activity, click on "Add" and the following screen will appear:
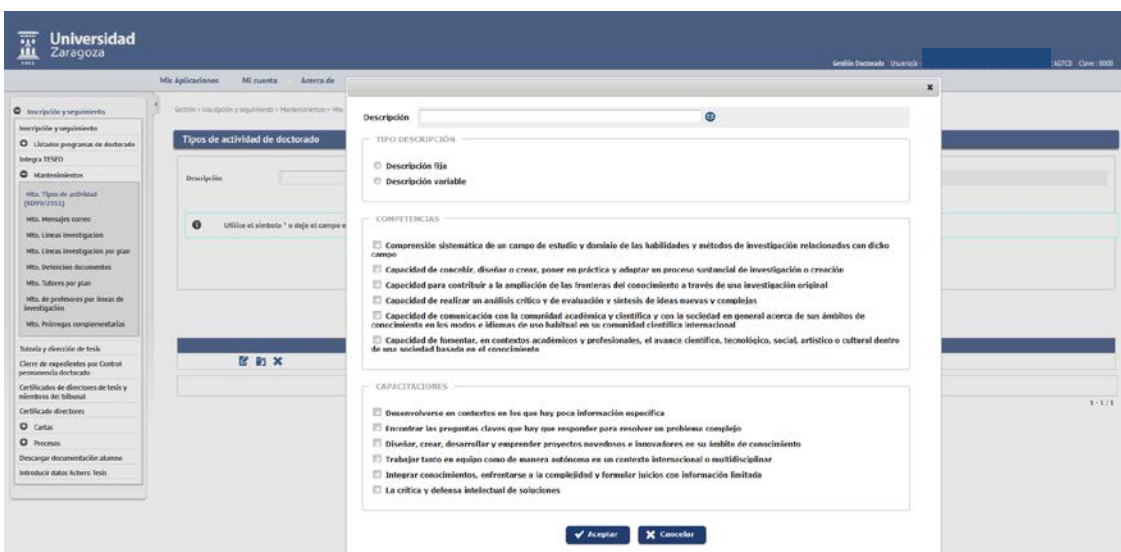
- ■ Description: each type of activity can have a fixed or variable description:

  - The "variable" type of description will allow the doctoral student to add a description of that activity when entering it in their Activities Document.
  - The "fixed" description type will not allow the doctoral student to add any description about the activity when selecting it for their Activities Document.
  - Competencies and training. Of optional introduction, it allows indicating what the doctoral student acquires by carrying out activities belonging to that type of activity.

It is accepted and the application will return to the first screen where it is recorded. Each activity is recorded in a line and can be modified, consulted or deleted by clicking on the corresponding icon ☑ 🗂 ✖ .

IMPORTANT: If you press delete, the following notice will appear:*"Are you sure you want to mark this type of activity for deletion? When you save the changes, all the activities created for students with this type of activity will be deleted, along with the documents attached to them, all the activity plans and their statuses..* If you agree, you accept.

- ■ To search for one or more activities, you can use the asterisk with words that allow you to identify them or by the letter and press "Search".

  At this time there are three types of activities registered:
  - ■ G, generic activities
 - ■ P, optional activities
  - ■ T, transversal activities
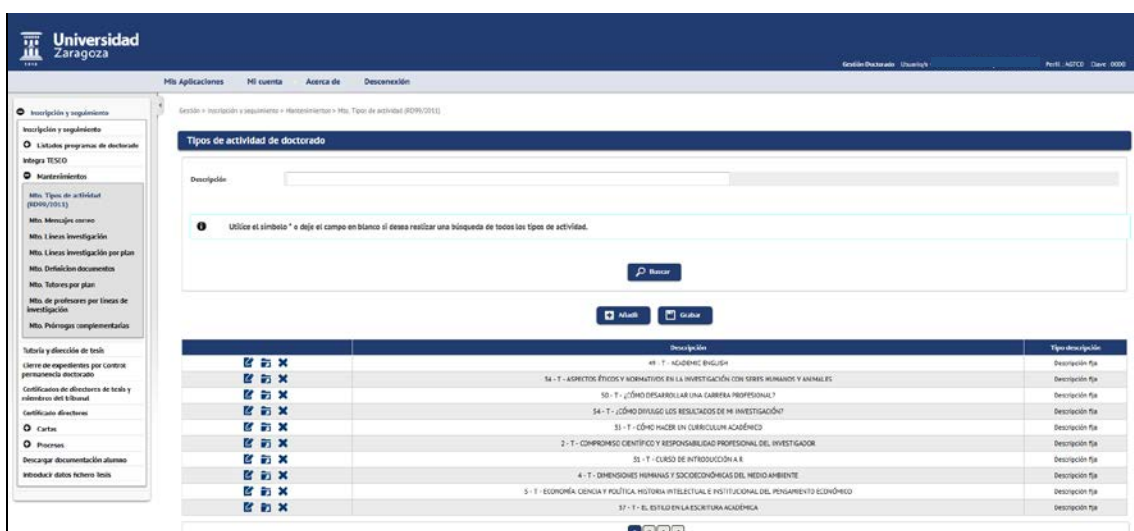
4.2 MAINTENANCE OF EMAIL MESSAGES

In this maintenance, the automatic email messages sent by the application are configured:

- To tutors/directors, when the doctoral student uploads his/her activities and research plan.
- To the doctoral student:
  - when tutors/directors validate the activities proposed by the doctoral student and download their research plan.
  - when tutors/directors upload their own report on the doctoral student's research plan.

- Doctorate Management
  - Doctoral School
  - Maintenance
  - Email message maintenance
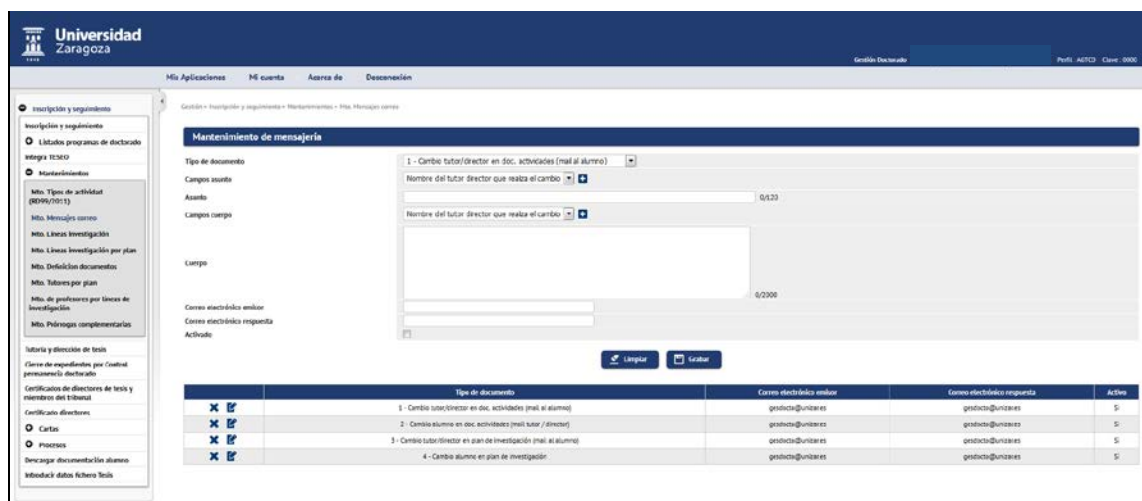
It consists of the following fields:

- Document type, you must select from the following:
  - 1- Change tutor/director in doc. activities (mail to student): if activated, an email will be sent to the doctoral student when the tutor/director makes any changes to the doctoral student's activities document.

  - 2- Change student in doc. activities (tutor/director email): if activated, an email will be sent to the tutor and/or director when the doctoral student makes any changes to their activities document. You can configure whether the sending is to the director and/or the tutor.

  - 3- Tutor/director change in research plan (mail to student): if activated, an email will be sent to the doctoral student when the tutor/director makes any change to the doctoral student's research plan.

- 4- Student change in research plan: if activated, an email will be sent to the tutor and/or director when the doctoral student makes any change to his or her research plan. It can be configured if the sending is to the director and/or the tutor.

■ Subject: Subject of the email message. Variable fields are those that there is in "Subject fields", click on the icon and add it. It is also allowed to add variable text.

■ Body: Body of the email message. Variable fields are those that there is in "Body Fields", click on the icon and add it. It is also allowed to add variable text.

■ Sender email: Email account from which the email message will be sent

■ Reply Email: Email reply account. Activated: Indicates whether email
■ sending is activated.

Each document can be modified or deleted by clicking on the corresponding icon ✖ ☑

4.3 MAINTENANCE OF RESEARCH LINES

In this maintenance, the lines of research are registered with a code and its corresponding description.

■ Doctorate Management
■ Doctoral School
■ Maintenance
■ Research lines maintenance
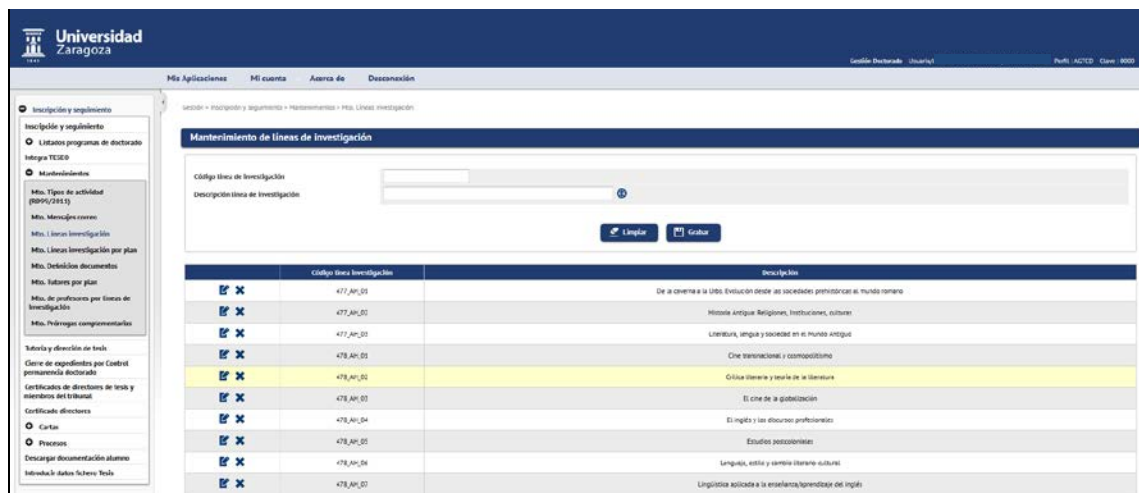
The codes of the lines of research have been registered following the following criteria: the code of the study plan and the branch of knowledge, for example 477_AH_01, with 477 being the plan code and AH, C, CSJ, IA the acronym of each branch of cooking.

Each record can be modified or deleted by clicking on the corresponding icon ☑ ✖.

4.4 MAINTENANCE LINES OF RESEARCH BY PLAN

In this maintenance, each line of research is associated with its corresponding plan.

- ■ Doctorate Management
    - ■ Doctoral School
    - ■ Maintenance
    - ■ Maintenance research lines by plans
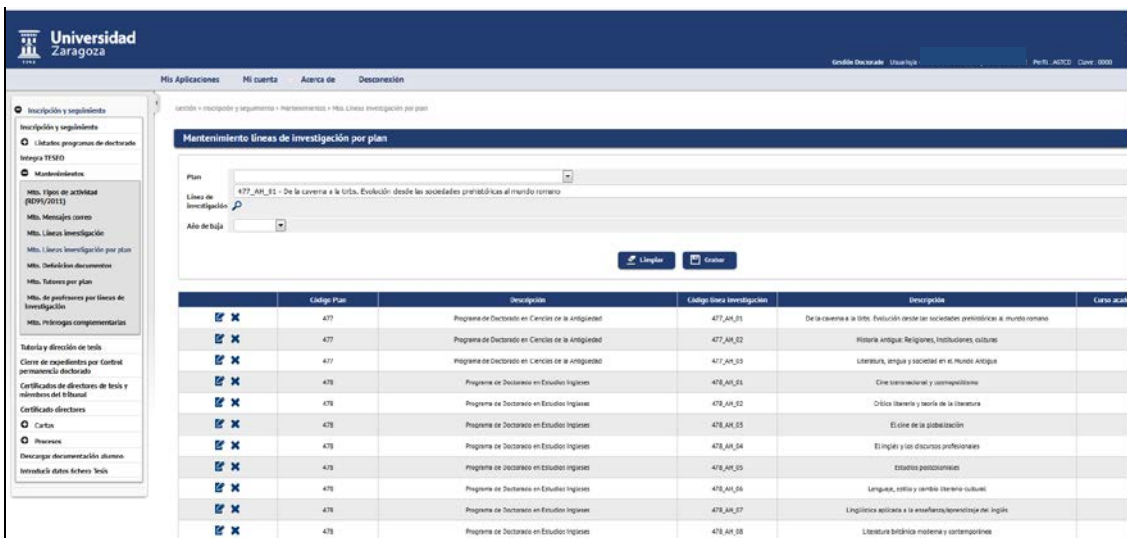
In this maintenance, the plan code is entered, the line of investigation is searched and saved.

Each record can be modified or deleted by clicking on the corresponding icon .

4.5 MAINTENANCE OF COMPLEMENTARY EXTENSIONS

In this maintenance, any necessary extensions are registered. Later, in *Authorization of extensions*, from the Registration and Follow-up menu, the doctoral student will be authorized for the corresponding extensions.

At this time, the special extension and extensions for training supplements are registered in the application.

- ■ PhD management
    - ■ Doctoral School
    - ■ Maintenance
    - ■ Maintenance of complementary extensions
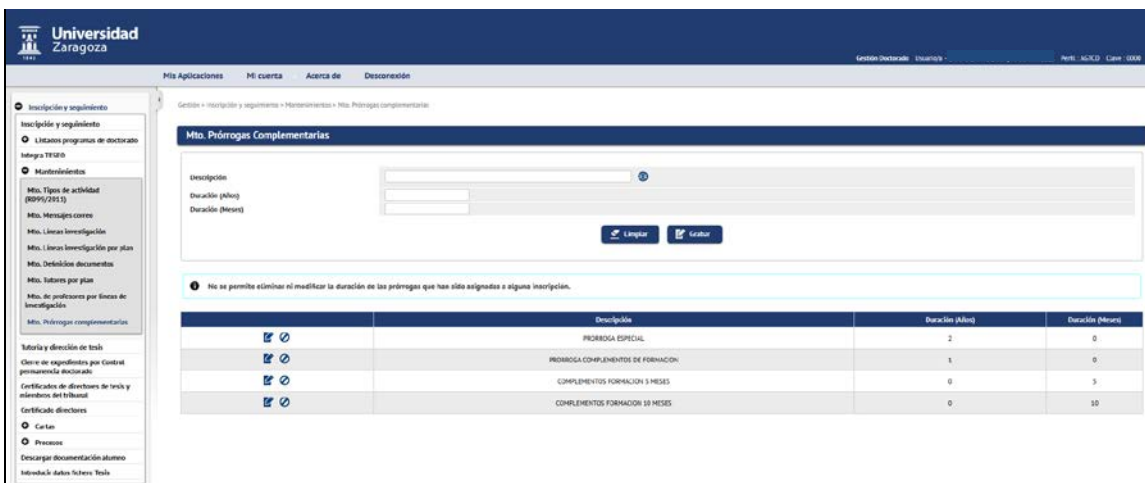
To register extensions you must inform the following fields:

- ■ **Description**, for example, Extension of training supplements.

  Once entered, you must click on the field to enter the description in English (if you do not know it, you can re-enter the description in Spanish), as it is a mandatory field.

- ■ **Duration**(Years).
- ■ **Duration**(Months).

It is recorded and the recorded information will appear at the bottom of the screen.

It is not allowed to delete or modify the duration of the extensions that have been assigned to any registration.

Records can be modified, deleted and reactivated:

- ■ **Modify description**. It can be modified by selecting the "Modify" button.

- ■ **Eliminate**. Clicking on the icon **.**The delete option will only appear if this extension has not been assigned to any doctoral student.

- ■ **Unsubscribe**. It can be unsubscribed using the unsubscribe ⃠ "Low logic". He button and it can be reactivated using the button 👍 "Reactivate".

5. CLOSURE OF FILES FOR CONTROL OF DOCTORAL PERMANENCE

This menu allows access to the closure of files due to non-compliance with the doctoral permanence regime. It allows both the closing of files that do not comply with any of the closure assumptions and their subsequent reopening, if necessary.

- ■ Doctorate Management
  - ▪ Doctoral School
 - ▪ Closing of files due to doctoral permanence control
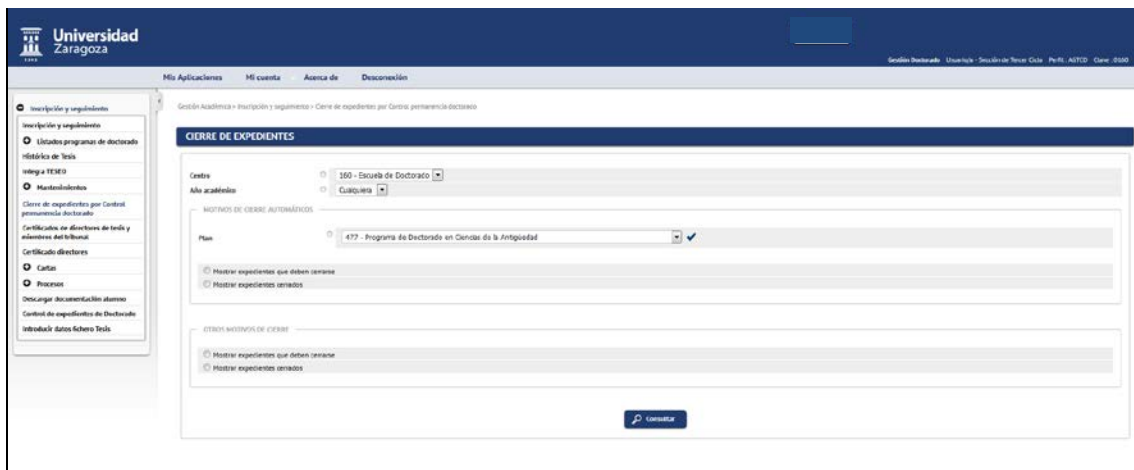
The selection is made and click on *"Consult"*, which will carry out the search according to the indicated filters:

- Academic year (only mandatory for the last reason "Students who do not enroll in any tutoring for the selected academic year").
- Plan or plans.
- Automatic closing reasons.
  - Show files that must be closed. When you select the option, a list will be displayed showing the different reasons for closure:
    - Students who exceed permanence
    - Students who have two failed grades
    - Students who do not enroll in any tutoring
    - Students who have not presented the research plan
    - Students who do not enroll in any tutoring for the selected academic year
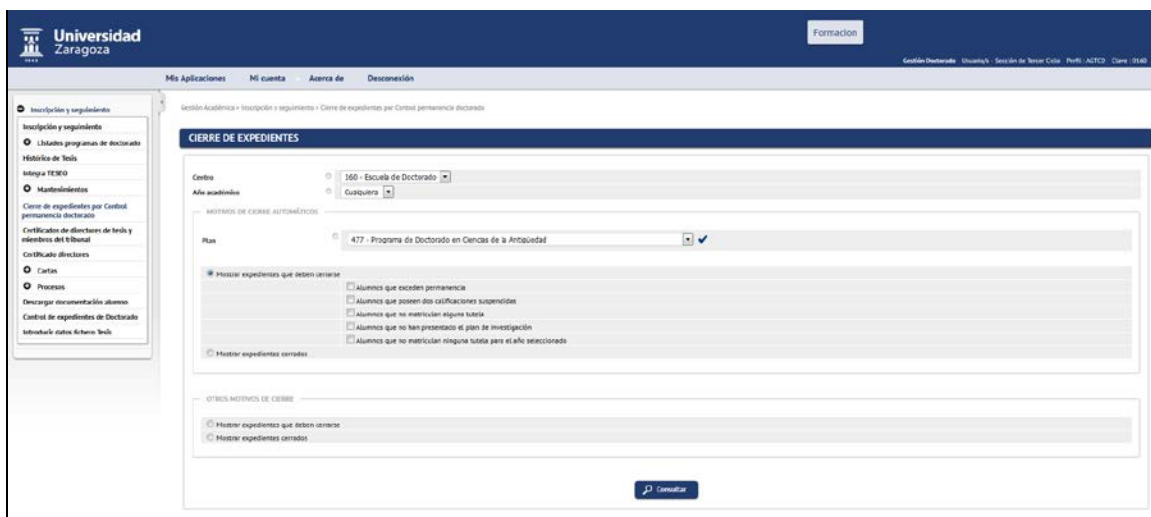
The doctoral students' records will appear at the bottom of the screen. The closing reason that corresponds to each doctoral student is marked on the box and recorded.
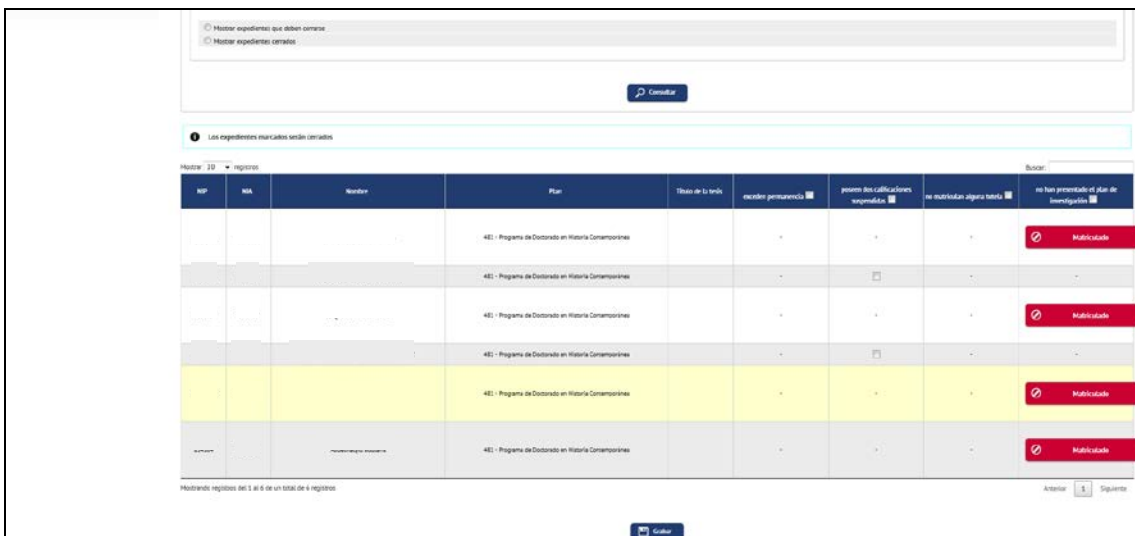
■ Show closed files.

At the bottom of the screen the record will appear with the reason for closure marked for each doctoral student, according to the selection made.

To reopen closed files, for any of the closing reasons, the previously marked reason is unchecked and recorded.
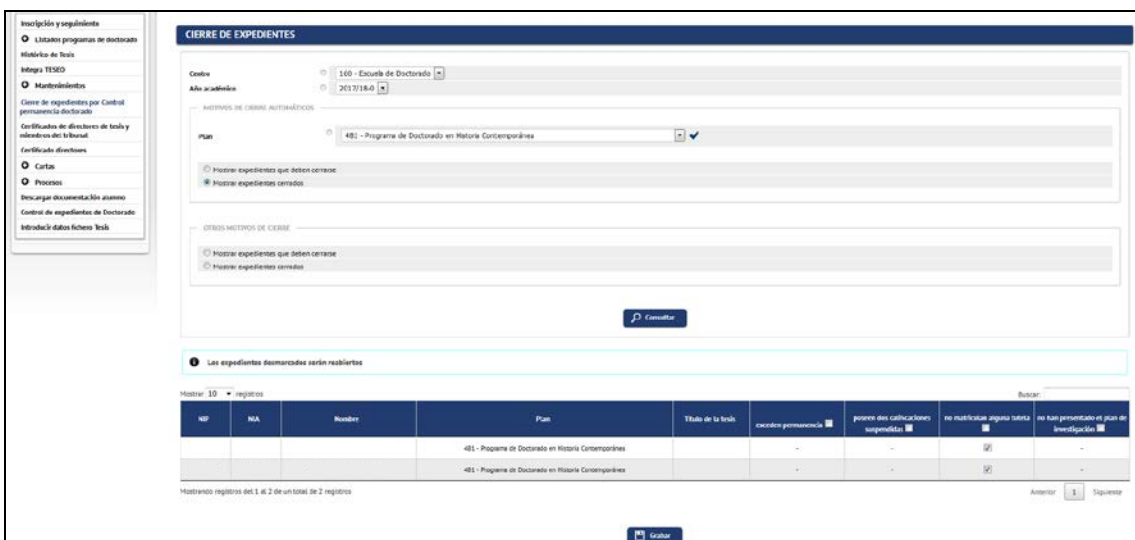
■ Other reasons for closure. Select RD 99/2011 and the plan or plans in BOE Order and click on *"Consult"*, and the corresponding reason must be marked:

   ■ Show files that need to be closed:

- Change of the Royal Decree
- Abandonment at the request of the interested party
- Abandonment due to extinction of Royal Decree
- End of stay
- Unviable research project

- The student has not acquired the necessary skills to develop the research project
- Transfer of the student to another university
- Personal motives
- Unforeseen circumstances affecting the student and/or the thesis director

The doctoral students' records will appear at the bottom of the screen. The closing reason that corresponds to each doctoral student is marked on the box and recorded.

■ Show closed files.

At the bottom of the screen the record will appear with the reason for closure marked for each doctoral student, according to the selection made.

To reopen closed files, for any of the closing reasons, the previously marked reason is unchecked and recorded.

6. CERTIFICATES OF THESIS DIRECTORS AND MEMBERS OF THE COURT

Through this menu you can obtain for a specific professor, in PDF format, his or her participation as a thesis director, member of a tribunal or if he or she has participated in a tribunal as a member, secretary or president.

■ Doctorate Management
- ■ Doctoral School
- ■ Certificate of thesis directors and members of the tribunal

There is currently a request from the Doctoral School sent to Sigma Barcelona to adapt these certificates to their needs. As soon as it is available we will add what is appropriate to this manual.

7. PROCESSES

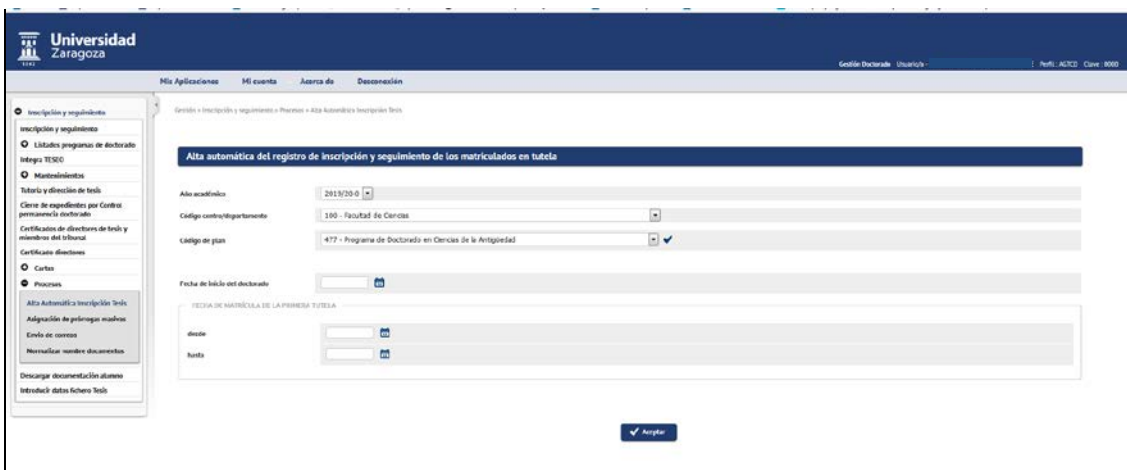## 7.1 AUTOMATIC REGISTRATION THESIS REGISTRATION

Through this procedure, the registration and monitoring record of doctoral students who meet the following conditions is massively generated:
- be enrolled in first-year tutoring (subject 78001) not have registered
- a prior registration in Registration and monitoring

Therefore, the process will not create records of doctoral students that do not meet these characteristics nor will any action be taken on those that have already been created.

This process is done in:

■ Doctorate Management
- ■ Doctoral School
- ■ Processes
- ■ Automatic registration of thesis

To automatically register for registration, you must complete the following information:
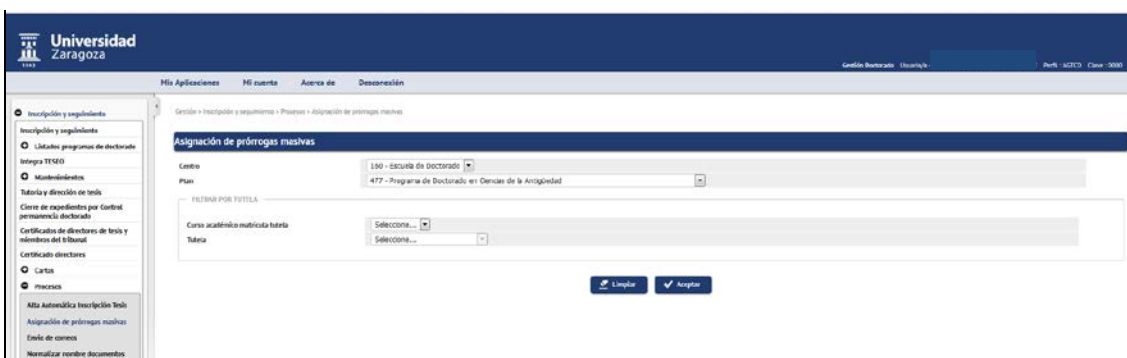- Academic year.
- Center 160.
- Plan or plans from to.
- Start date of the doctorate, based on this registration date, the application calculates the thesis completion date, which will appear in the "Maximum Thesis Completion Date" field at the top of the Doctoral Student Registration and Monitoring screen, depending also of cancellations and/or extension authorizations if any.
- Registration date of the first guardianship from to.

Records that do not have the correct start date or that are automatically registered with the wrong date must be modified individually in the field *"Start date"* Registration and monitoring.

7.2 ALLOCATION OF MASSIVE EXTENSIONS

This process is done in:
- Doctorate Management
  - Doctoral School
  - Processes
  - Assignment of massive extensions

The study plan is selected and can optionally be filtered by academic year of guardianship and guardianship enrollment. A list with the doctoral students of the selection will appear on the screen, the corresponding extension will be marked and it will be recorded.