



User Manual

Doctoral Management

February 2020

Sigma Unit. Academic Vice-Management

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1. INTRODUCTION

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

- The address for consulting the Sigma manuals is as follows:
<http://academico.unizar.es/manuales-sigma/manuales-sigma>
- The address to access the Sigm@ application is as follows:
<https://sia.unizar.es/>



The screenshot shows the login interface for the University of Zaragoza's academic management system. At the top, the university's name is displayed. Below it, a blue banner indicates the date and a welcome message. The central focus is a white box titled 'Identificación' containing two input fields for 'Usuario/a' and 'Contraseña', and a blue 'Entrar' button.

The user and password are entered and clicked on the "Enter" button. The password is capitalised and lower case sensitive and can be modified by the user.

The identification leads to the screen with the different menus for which each user is authorised.



The screenshot displays the 'Formacion' (Education) section of the system. The header includes the university name and the word 'Formacion'. A navigation menu on the left lists various administrative and academic options. The main area shows the University of Zaragoza logo and the text 'Universidad Zaragoza'.

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2. REGISTRATION AND MONITORING

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

This registration can be registered **individually**, a process that is explained below, or massively, process explained in point *7.1 Automatic registration thesis*.

- Doctoral Management
 - Doctoral School
 - Is Registration and follow-up

Student and school record 160 is selected and the following screen will appear:



HIGH REGISTRATION GUARDIANSHIP REGISTRATION

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

In this tab the following data are entered:

- Tutor and department: this data will normally appear already informed because it is introduced by the departments in the admission of the doctoral student. If it is not, the teacher's code is entered and if it is not known it is searched with the magnifying glass, it is selected and accepted.
- In the field "Start date" the **date of admission** to the doctoral program will appear. 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 thesis, with which apart from registering the registration register, these records can be given a certain start date.

Depending on the latter date, the application calculates the **date of completion of the thesis**, taking into account also casualties or extension authorisations if any. This date appears in the "Maximum completion date" field at the top of the screen.

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

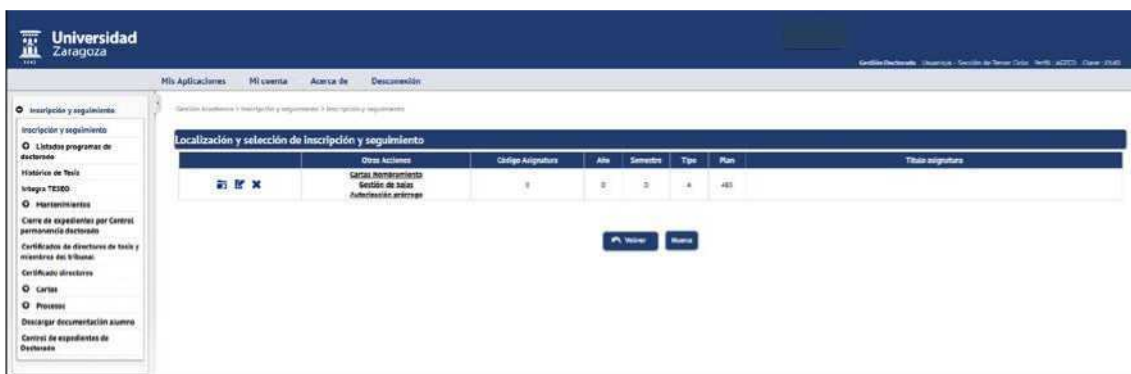
Every time data is recorded, if everything is correct, it will give the message that the operation has been performed correctly. When you press "Back" a record like the one on the screen that is played below will appear. By clicking on the "Modify" button you can access the registry again to continue with the procedure or modify what is necessary.



REGISTRATION DOCTORAL THESIS

In order for the application to allow the registration of a **doctoral thesis** it is necessary to complete this registration with the data of the same.

To enter the thesis registration data click on the Ef button "Modify".



This tab fills in the following fields:

- Title: title of the thesis.
- Date deposited, Date of last day of public exposure, Date proposed thesis court, Date approved by the court, Date authorised and Date submitted read.

These dates must be completed so that the application allows to enroll the thesis subject.

- If mentions are marked (Mention to the European/International Doctorate or Industrial Doctoral Mention) new screen options will appear that must be filled in.
- Likewise, if you mark Cotutela de Thesis, new screen options will also appear to fill in.

Once you enter the data in this tab you can then record it or record it once the other tabs have been entered. Given the high number of data it contains, it is advisable to record as they are entered, to avoid losing the information entered in case the session is interrupted. Once recorded, it can be accessed again in the registry by clicking on the modification icon.

MEMBERS TRIBUNAL

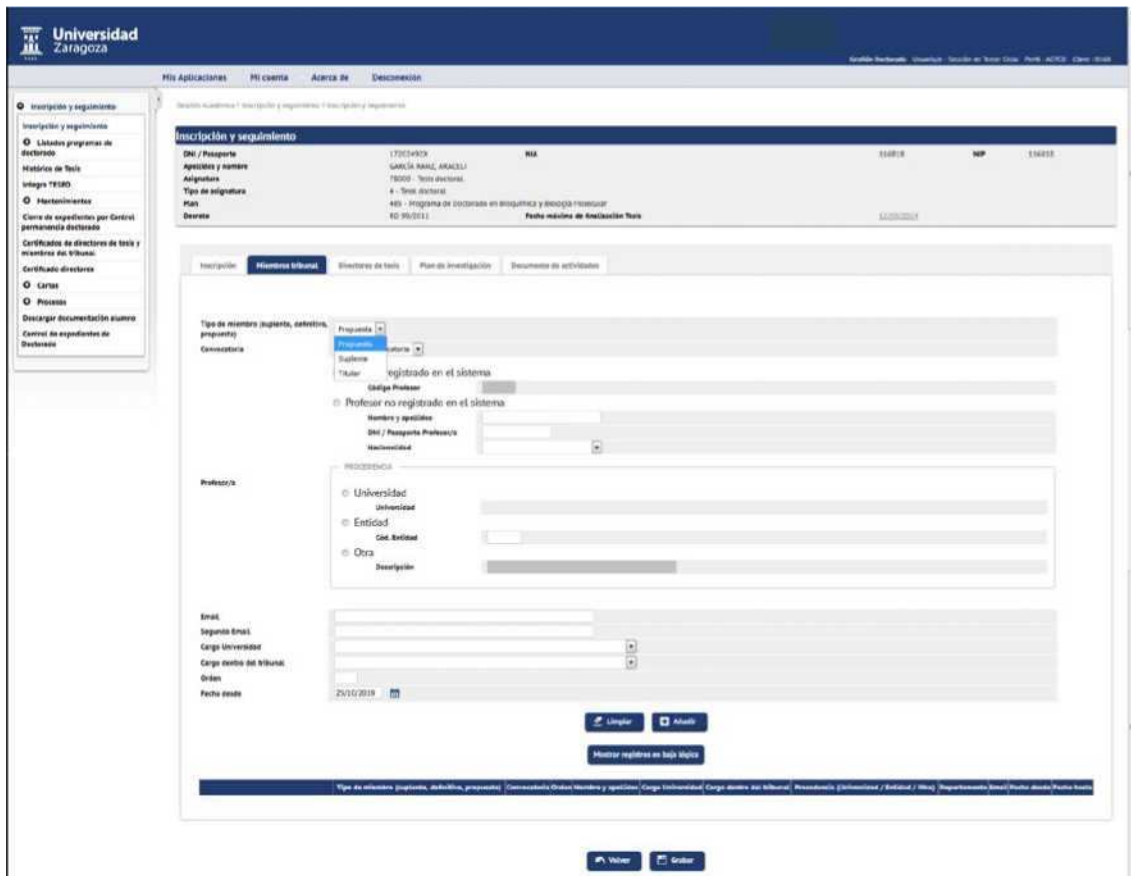
In order for the application to allow for the introduction of the members of the court, the date proposed court of thesis must be introduced. If this date has not been previously entered, the following message will appear when you try to access the tab: *"In order to define Members tribunal it is necessary to inform Date proposed thesis court"*.

The doctoral thesis minutes are individual minutes with 5 members of the court (president, clerk and three members), which are entered under the tab "Members Tribunal".

These are mandatory fields:

- Type of member: you have to select **headline** to be taken into account for the closing of minutes, since at least three headlines are needed for the closing button to appear.
- Teacher
- Position within the court (President, Registrar or Vocal)
- Order, in which they will appear in Minutes 1, 2, 3, etc.

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Once each teacher is entered, click "Add" and finally "Record". Records already recorded can be modified, deleted or cancelled by clicking on the corresponding icon. Cancelled records can be re-activated.

The members of the Tribunal can also be entered, once the record of the thesis subject has been generated, from the "Professors minutes" tab of the "Manage minutes" menu of the Examination module.

THESIS DIRECTOR(S)

This data will normally appear already informed because it is introduced by the departments in the admission of the doctoral student. If it is not, the teacher's code is entered and if it is not known it is searched with the magnifying glass and it is accepted.

Records already recorded can be modified, deleted or unsubscribed by clicking on the corresponding icon. Cancelled records can be re-activated.



DOCUMENT OF ACTIVITIES

The doctoral student introduces the proposed activities and the tutor/director must mark them with the appropriate "State":

- Proposal: it will be activated by default at the time the doctoral student enters an activity. The doctoral student only visualises this state.
- Proposal accepted: The tutor/director will activate this option if he considers the appropriate proposal for the training of the doctoral student.
- Carried out: The tutor/director will activate this option when the doctoral student has performed the activity.
- Not accepted: The tutor/director will activate this option if they do not consider the appropriate proposal for the training of the doctoral student.

Curso académico	Tipo de actividad	Descripción	Fecha inicio	Fecha fin	Número de días	Estado
2019/20	1 - Actividades de investigación - investigación venator	Investigación	13/09/2019			Propuesta
2019/20	1 - Actividades de investigación - investigación venator	Investigación	13/09/2019			Propuesta

RESEARCH PLAN

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

Each published document is added and generates a row at the end of the screen. The director/guardian will download the document to be reviewed and in doing so the application will record the acceptance date.

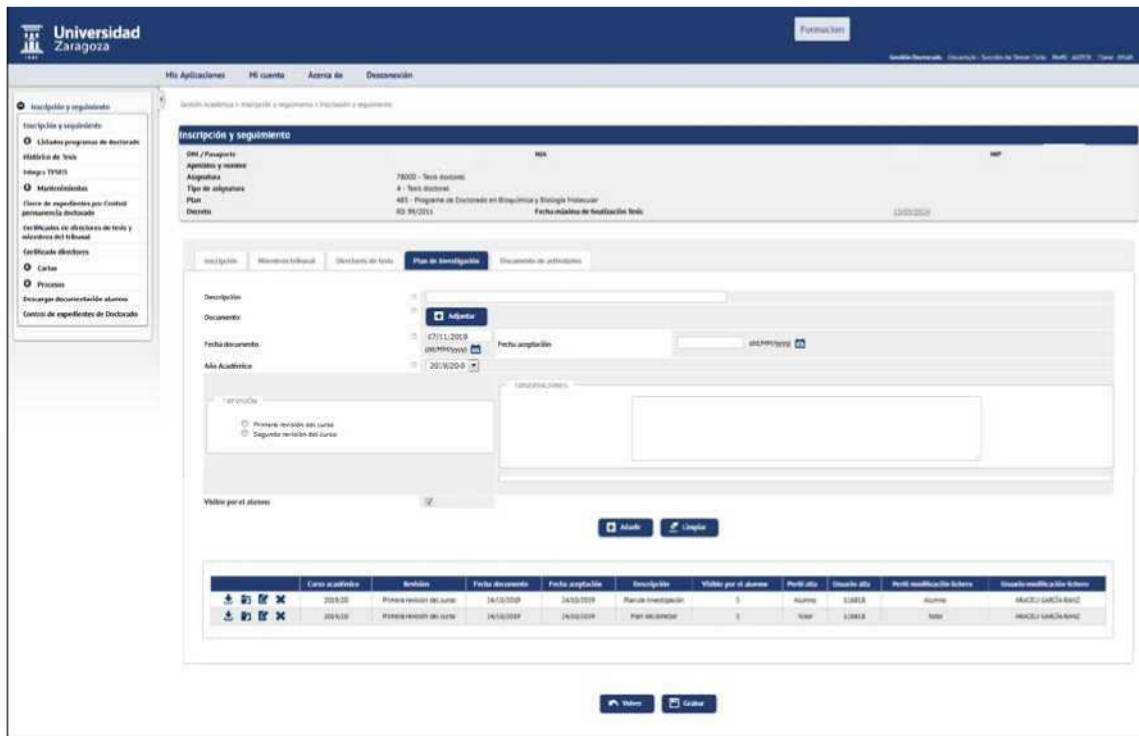
The following information must be filled in:

- Description
- Attach the document
- Review

First review: the doctoral student will publish as many documents as he wishes to be evaluated and will mark this option.

Six-monthly review: If the evaluation is negative, the doctoral student will have six months to submit a new research plan. In that case you will check this option.

A second negative evaluation will lead to the definitive withdrawal of the doctoral program.



2.1 CASUALTY MANAGEMENT AND AUTHORISATION OF EXTENSIONS

To manage the discharges and authorise the extensions of the doctoral student, student and file in registration and follow-up is located and the corresponding action is selected in **"Other Actions"**.

Doctoral Management

Doctoral School Enrollment and Follow-up ■

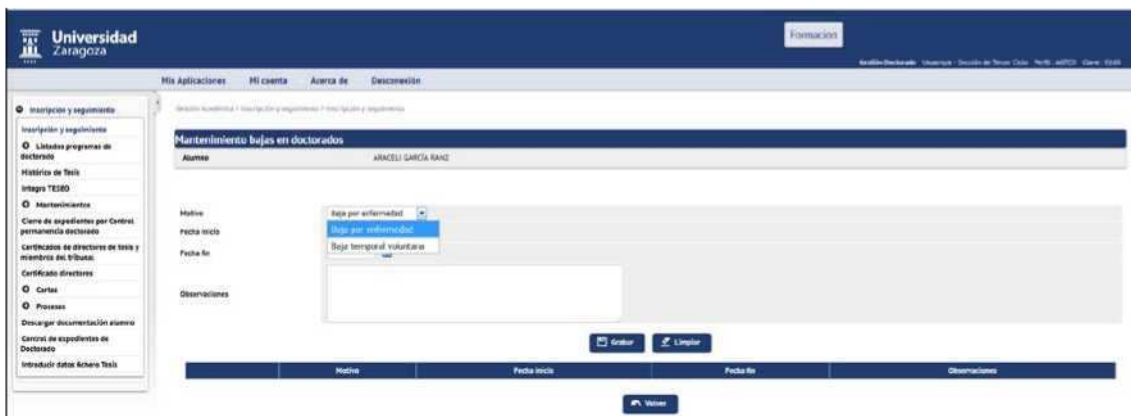
Other actions

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CASUALTY MANAGEMENT

The discharges granted to the doctoral student will be processed in Discharge Management.



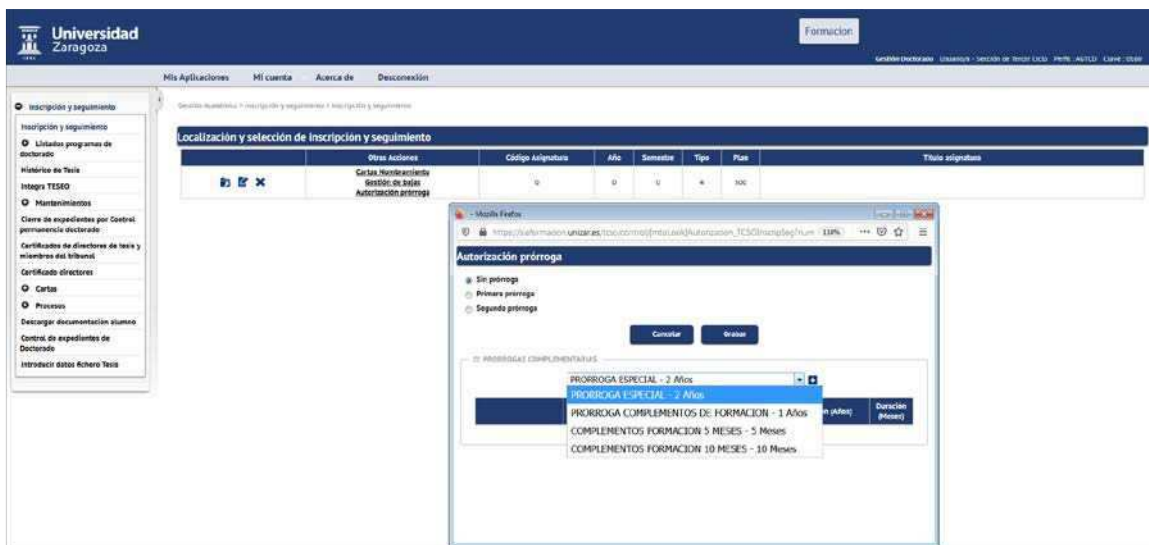
The reason for the withdrawal may be:

- Sick leave
- Voluntary temporary discharge

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

AUTHORISATION OF EXTENSIONS

The extensions that are granted to the doctoral student for the presentation of the doctoral thesis are made in Authorisation of extension. The following window will appear with the first and second extensions and the additional extensions.



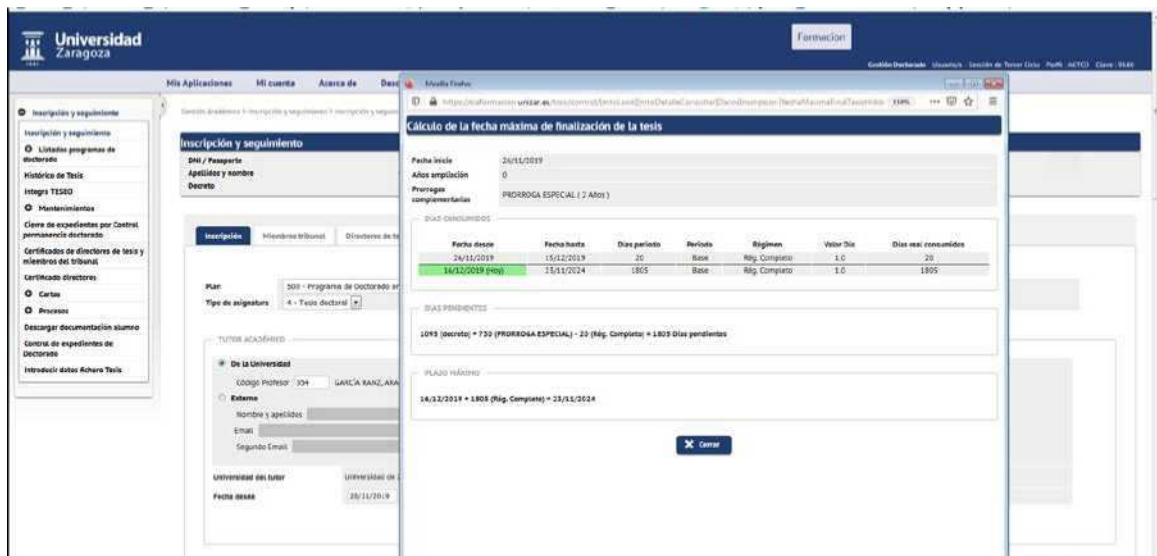
These types of extensions may occur simultaneously:

- First and second extensions. The corresponding one is selected and recorded.
- Additional extensions, is a drop-down in which those that have been previously introduced in the maintenance will appear. Opens by clicking on the +icon the corresponding drop-down is selected and added by clicking on the “Add” icon to.

It can be deleted using the “Remove” button or.



All extensions will be reflected in the calculation of the maximum thesis end date, which can be consulted in the field “Maximum date of completion thesis”, of registration and follow-up of each doctoral student.



ALLOCATION OF MASS CARRY-OVERS

To assign the first and second extensions massively you can use the option “Massive Extension Allocation” from the Processes menu, explained in point 7.2 of this manual.

3. LIST OF DOCTORAL PROGRAMMES

- Doctoral Management
List of doctoral programmes



3.1 LIST MENTIONS OF THE EUROPEAN/INTERNATIONAL DOCTORATE

You can apply per academic year, plan and enrollment date from up to.
A list is obtained in PDF or Excel format by curriculum, with the data of the doctoral student and its mention.

3.2 THESIS COTUTELA LISTING

You can apply per academic year, plan, or enrollment date from up to.
A list is obtained in PDF or Excel format of the doctoral students by curriculum with the country of cotutela.

3.3 LIST OF DIRECTORS

You can apply by department, subject and thesis reading date from up to, the latter being mandatory introduction.
A list of PDF or Excel format is obtained by department, of doctoral students who have read the doctoral thesis, with their tutors, directors and reading date.

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3.4 LIST OF THESIS DATA

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

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

3.5 LIST OF DIRECTORS AND MEMBERS OF THE TRIBUNAL

It can be applied by department, plan, doctoral NIP, director/member of the court, date of enrollment and date of reading.

An Excel listing is obtained by name of the director/member of the court with his doctoral students and the data of his 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 show.

You can apply by plan or curriculum, by academic course of thesis or guardianship tuition and select the columns to show in the list. You will get an Excel listing with the selected data.

3.7 LIST OF STUDENTS CAUSE CASUALTIES

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

You get a list excel with ID and name of the doctoral student, program, director, cause and date of exclusion.

3.8 LIST OF ACTIVITIES

This list can be requested by course or academic courses, plan or plans, doctoral NIP, thesis dates, type of activity and academic year of the tuition of the doctoral thesis.

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

3.9 LIST OF RESEARCH PLANS

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

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

4. MAINTENANCE

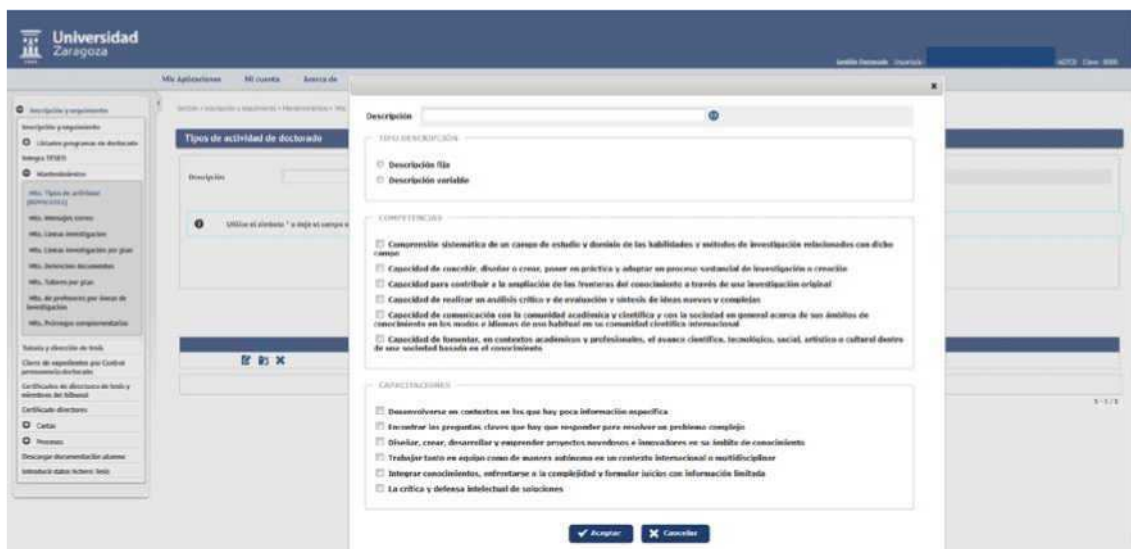
4.1 MAINTENANCE TYPES OF ACTIVITY

In this menu, the types of activities that will form the Document of Activities to be carried out by a doctoral student during the development of his doctoral thesis are listed.

- Doctoral Management
 - IB Doctoral School
 - IB Maintenance
 - IB 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 type of description "variable" will allow the doctoral student to add a description of that activity when entering it in their Activity Document.
- The type of description "fixed" will not allow the doctoral student to add any description of the activity when selecting it for their Activity Document.
- Competences and trainings. Optional introduction, it allows to indicate the ones that the doctoral student acquires for carrying out activities belonging to this type of activity.

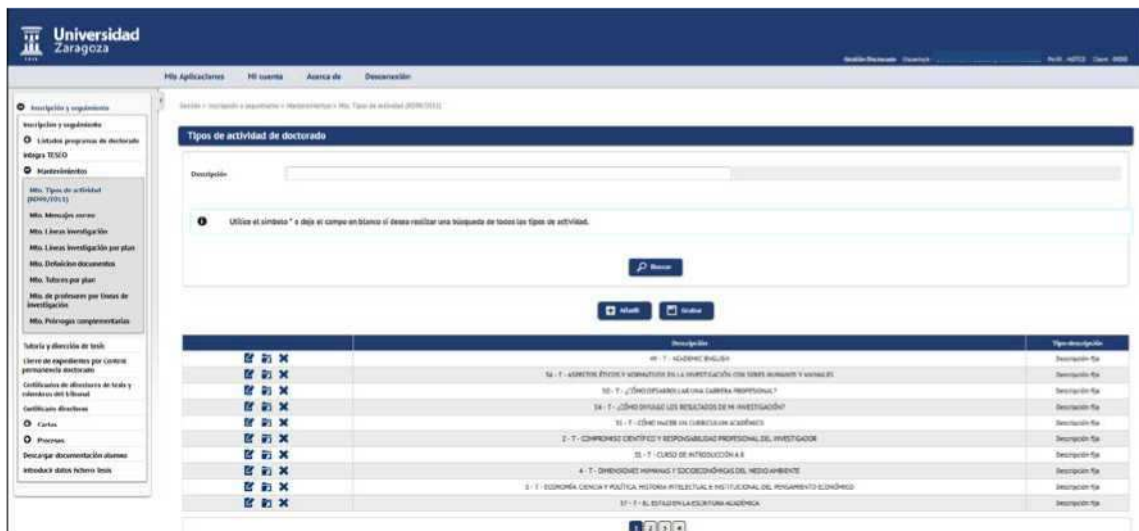
It is accepted and the application will return to the first screen where it is recorded. Each activity is recorded in a line and can be modified, consulted or deleted by clicking on the corresponding icon **E** or **X**.

IMPORTANT: If you press delete, the following notice will appear: *Are you sure you want to mark this type of activity to remove? When you record the changes, all activities created for students with this type of activity will be deleted along with the documents attached to them, all activity plans and their status*”. If you agree it is accepted.

- To search for one or more activities you can use the asterisk with words that can identify them or by the letter and press “Search”.

At the moment there are three classes of activities:

- IBG**, generic activities
- IBP**, elective activities
- IBT**, cross-cutting activities



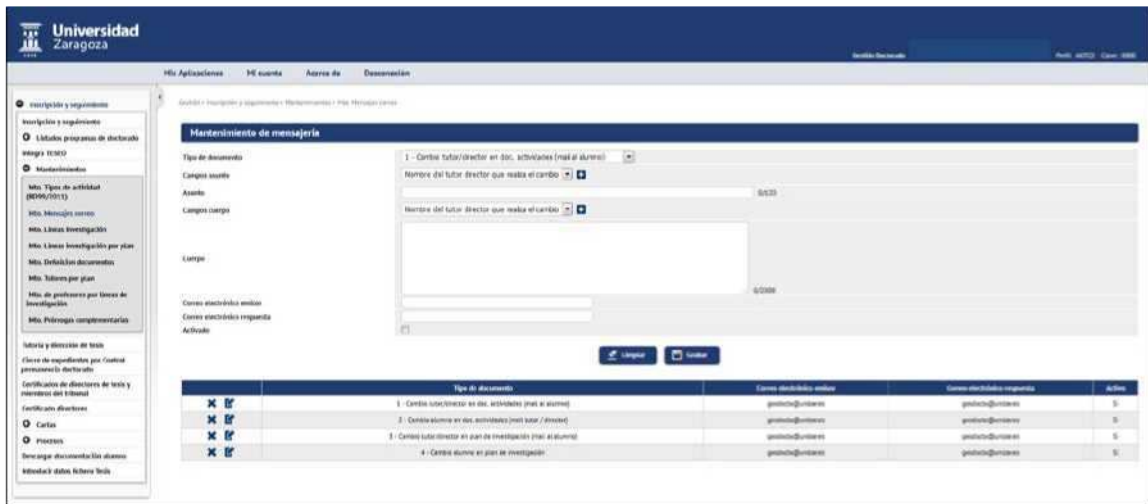
4.2 MAINTENANCE MAIL MESSAGES

This maintenance configures the automatic mail messages sent by the application:

IBTo tutors/directors, when the doctoral student uploads his activities and his plan research.

- To the doctoral student:
 - when tutors/directors validate the activities proposed by the they doctorate and download their research plan.
 - when tutors/directors upload their own report on the doctoral research.

- Doctoral Management
 - IB**Doctoral School
 - IB**Maintenance
 - IB**Maintenance messages of mail



It consists of the following fields:

IB 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 activity document.
- 2- Student change in doc. activities (mail tutor/director): if activated, an email will be sent to the tutor or director when the doctoral student makes a change to his activity document. It can be set whether the submission is to the principal or the tutor.
- 3- Change tutor/director in research plan (mail to student): if activated, an email will be sent to the doctoral student when the tutor/director makes any changes to the doctoral research plan.

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- 4- Student change in research plan: if activated, an email will be sent to the tutor or principal when the doctoral student makes any changes to his or her research plan. It can be set up if the submission is to the principal or the tutor.

Subject: Subject of the mail message. The variable fields are the ones in 'Subject fields', click on the icon

and it's added. It is also

allowed to add a variable text.

Body: Body of the mail message. The variable fields are the ones in "Body Fields", click on the icon

and it's added. It is also

allowed to add a variable text.

Issuing e-mail: Email account from which the email message will be sent

Email reply: Email response account.

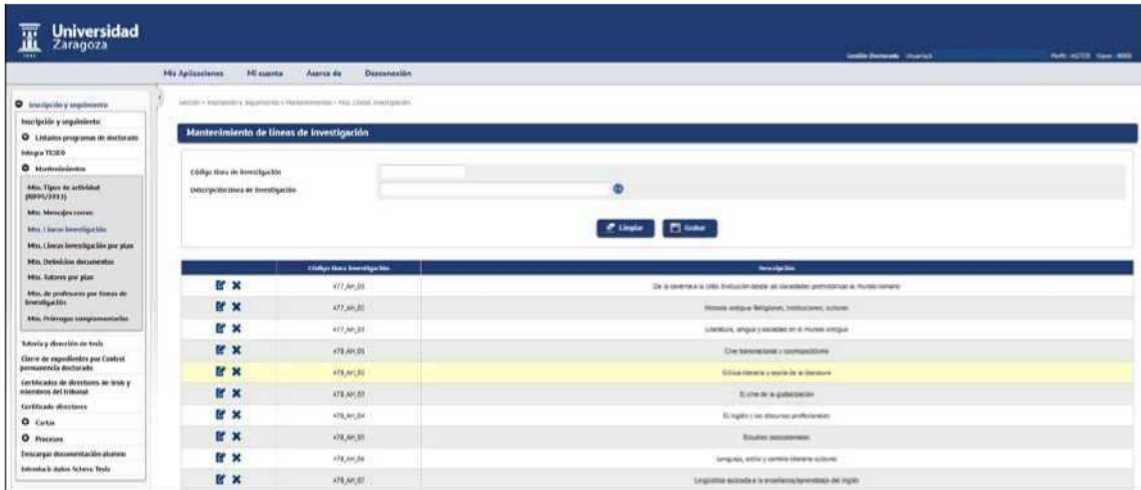
Activated: Indicates if the email is activated.

Each document can be modified or deleted by clicking on the corresponding icon **X Ef**

4.3 MAINTENANCE RESEARCH LINES

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

- Doctoral Management
 - IH Doctoral School
 - IB Maintenance
 - IB Maintenance research lines



The codes of the research lines have been registered following the following criteria: the curriculum code and branch of knowledge, for example 477_AH_01, being 477 the plan code and AH, C, CSJ, IA the acronyms of each brewing branch.

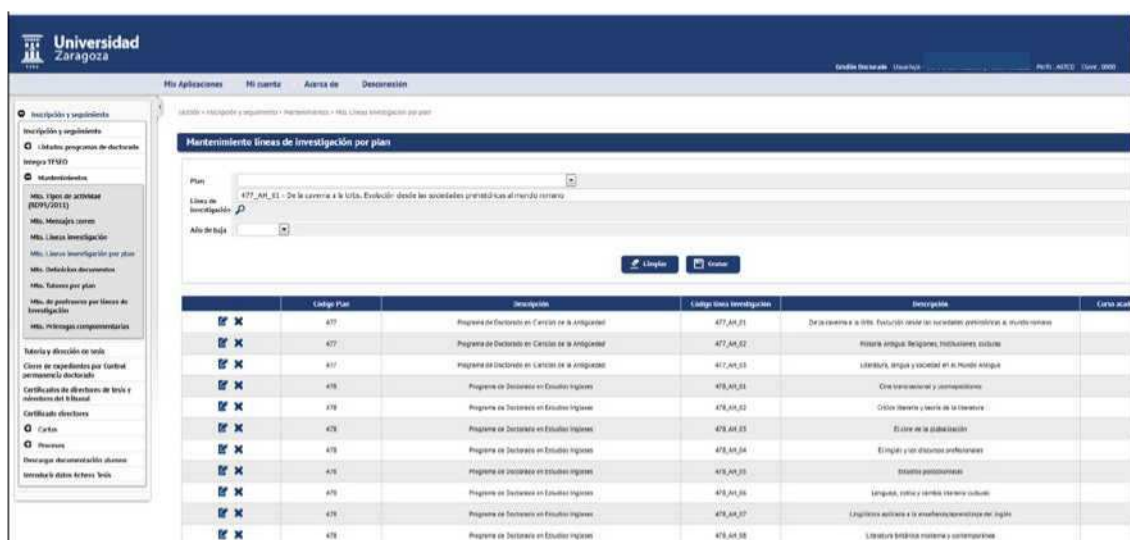
Each record can be modified or deleted by clicking on the corresponding Ef X icon.

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4.4 MAINTENANCE RESEARCH LINES BY PLAN

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

- Doctoral Management
 - IH Doctoral School
 - Maintenance
 - IB Maintenance lines research by plans



In this maintenance the plan code is entered, the line of investigation is searched and recorded.

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

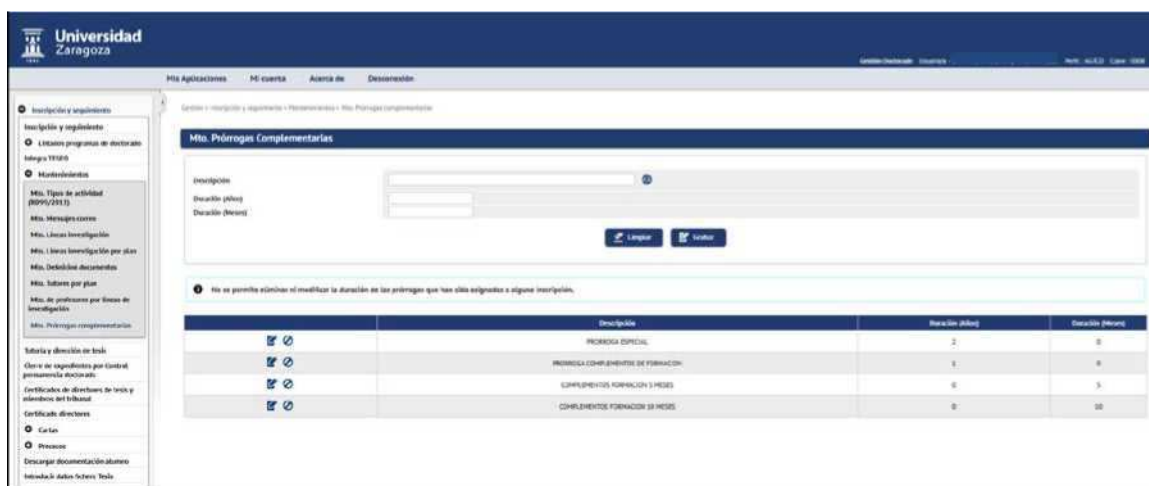
4.5 MAINTENANCE OF SUPPLEMENTARY EXTENSIONS

In this maintenance, the necessary extensions are registered. Subsequently, in *Authorisation of extensions*, from the menu Registration and follow-up, the doctoral doctor will be authorised the corresponding extensions.

Special extensions and extensions for training supplements are currently discharged in the application.

- Doctoral Management
- I» Doctoral School
- B Maintenance
- B Maintenance of supplementary carry-overs

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In order to give high extensions, the following fields must be reported:

- **Description**, e.g. Extension of training supplements.
Once entered you have to click in the field to enter the description in English (if it is not known you can re-enter the description in Spanish), as it is a mandatory field.
- **Duration (Years).**
- **Duration (Months).**

It is recorded and 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.

The records can be modified, unsubscribed and reactivated:

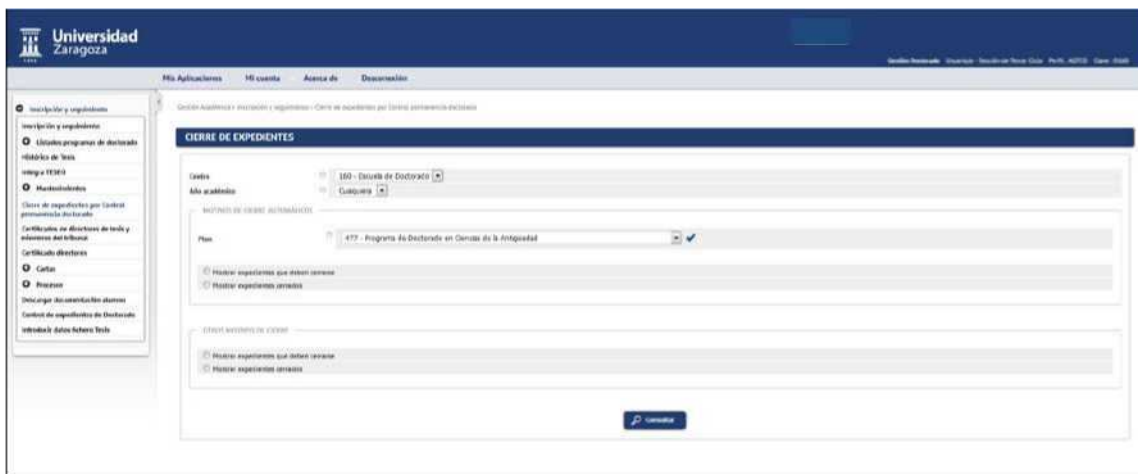
- **Modify description.** You can modify it by selecting the “Modify” button.
- **Remove.** Clicking on the icon. Only the option to delete will appear if no extension has been assigned to any doctoral student.
- **Unsubscribe.** You can unsubscribe using the “Low Logic” button. The unregistered can be re-activated using the ‘Reactivate’ button.

5. CLOSURE OF FILES BY DOCTORAL PERMANENCE CHECK

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

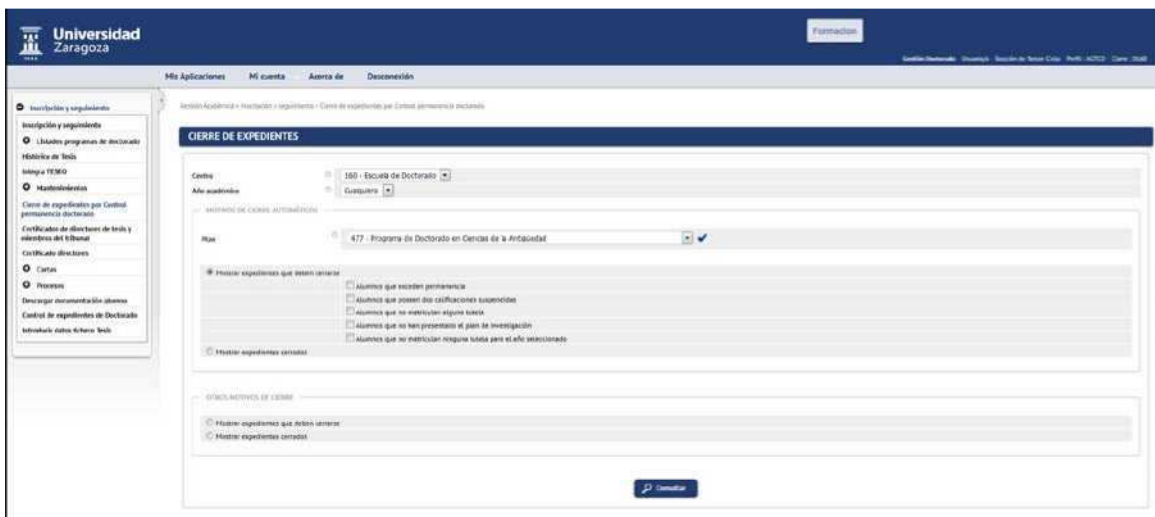
- Doctoral Management
 - Doctoral School
 - Closing of files by doctoral permanence check

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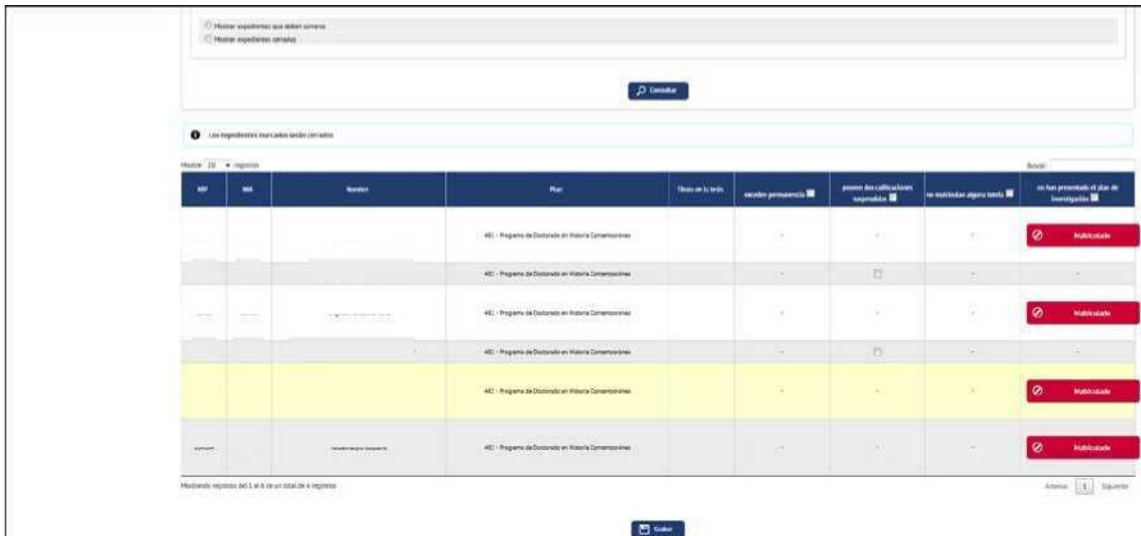


The selection is made and you click on "Consult", which will perform the search according to the indicated filters:

- Academic year (only mandatory for the last reason "Students who do not enroll any guardianship for the selected academic year").
- Plan or plans.
- Automatic closing reasons.
 - Show files to be closed. Selecting the option will display a list showing the different closing reasons:
 - Students who exceed permanence
 - Students who have two suspended grades
 - Students who do not enroll any guardianship
 - Students who have not submitted the research plan
 - Students who do not enroll any guardianship for the selected academic year



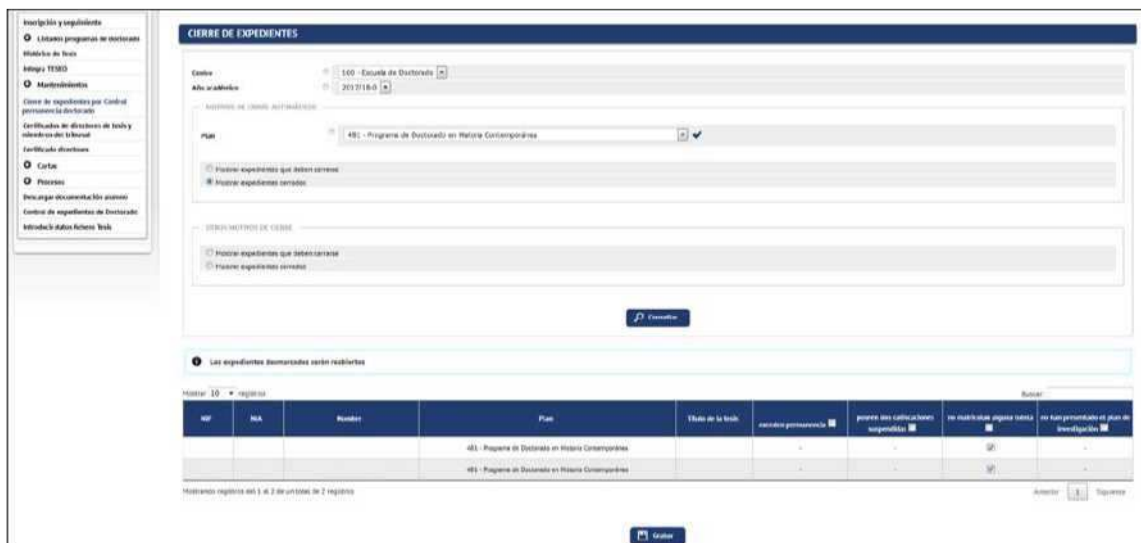
At the bottom of the screen will appear the records of the doctoral students. The closing motif corresponding to each doctoral student is marked on the box and recorded.



Show closed files.

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

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



- Other reasons for closure. RD 99/2011 and plan(s) are selected in Order B.O.E. and click on "Consultar", with the appropriate reason to be marked:

Show files to be closed:

- Change of Royal Decree
- Abandonment at the request of the interested party
- Abandonment by extinction of Royal Decree
- End of stay
- Unfeasible research project

- The student has not acquired the necessary skills to develop the research project
- Transfer of the student to another university
- Personal reasons
- Circumstances affecting the student or the thesis director

At the bottom of the screen will appear the records of the doctoral students. The closing motif corresponding to each doctoral student is marked on the box and recorded.

Show closed files.

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

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

6. CERTIFICATES OF THESIS DIRECTORS AND MEMBERS OF THE TRIBUNAL

Through this menu you can obtain for a certain professor, in PDF format, your participation as the thesis director, member of the court or if you have participated in a court as a vowel, clerk or president.

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

Currently there is a request from the Doctoral School sent to Sigma Barcelona to adapt these certificates to your needs. As soon as it becomes available, we will add what is appropriate in this manual.

7. PROCESSES

7.1 HIGH AUTOMATIC THESIS ENROLLMENT

This procedure generates massive registration and follow-up of doctoral students who meet the following conditions:

- be registered with the first-year guardianship (subject 78001)
- not having registered a previous registration in Enrollment and follow-up

Therefore, the process will not create records of doctoral candidates who do not meet these characteristics nor will any action be carried out on those already created.

This process is carried out in:

- Doctoral Management
 - K Doctoral School
 - Processes
 - IB High automatic registration thesis

The screenshot shows the 'Alta automática del registro de inscripción y seguimiento de los matriculados en tutela' form on the Universidad Zaragoza portal. The form includes the following fields:

- Año académico: 2019/20-0
- Código centro/gobierno: 160 - Facultad de Ciencias
- Código de plan: 477 - Programa de Doctorado en Ciencias de la Antropología
- Fecha de inicio del doctorado: [Empty field]
- Nombre: [Empty field]
- Apellidos: [Empty field]

At the bottom of the form, there is a 'Aceptar' button.

In order to register automatically, you must fill in the following data:

- Academic year.
- Centre 160.

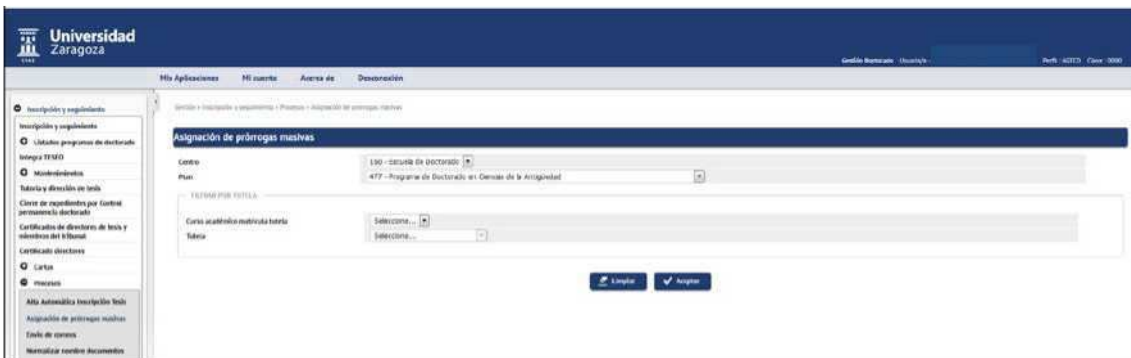
- Plan or plans from to.
- Starting date of the doctorate, depending on this date of registration, the application calculates the thesis completion date, which will appear in the field "Maximum completion date Thesis" at the top of the registration and follow-up screen of the doctoral student, depending also on the casualties or the authorisations of extension if any.
- Date of registration of the first guardianship from until.

Records that do not have the correct start date or are automatically registered with a wrong date should be individually modified in the Enrollment and Tracking "Start Date" field.

7.2 ALLOCATION OF MASS CARRY-OVERS

This process is carried out in:

- Doctoral Management
 - Doctoral School
 - Processes
- IBAllocation of carry-overs massive



The curriculum is selected and optionally filtered by academic year of tutoring and guardianship tuition. A list with the doctoral candidates of the selection will appear on the screen, the corresponding extension will be marked and recorded.

