

Activities of the Doctoral Programme in Physical Sciences and Technologies (CyTF): Requirements, Regulations and Assessment

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English version. This document is an English translation of the original Spanish version. In the event of any discrepancy or difference in interpretation, the Spanish version shall prevail.

General Regulations

1. In accordance with Article 15 of the doctoral regulations, the Academic Committee of the CyTF Programme is “(...) responsible for the definition, design, updating, quality and coordination of the training and research activities organised within the framework of the programme, as well as for supervising progress in research and training and authorising the submission of the doctoral thesis of each doctoral candidate enrolled in the programme.”
2. The tutors of each student, as members of the CyTF Programme, in collaboration with the thesis supervisors, are responsible for supervising and justifying the quality and suitability of the training activities undertaken by students (Articles 31-3, 32-4 and 27-2). The tutor, as a member of the programme, is responsible for justifying the relevance of the merits submitted in relation to the student’s doctoral training. This justification is essential for the annual assessment of doctoral candidates by the Academic Committee.
3. Students enrolled in the CyTF Programme each academic year are entitled to participate in all academic activities organised by the Academic Committee and are required to participate in those specified by the Academic Committee.
4. The Academic Committee establishes the training activities to be undertaken by students, always within their doctoral training period, and will assess them in the academic year in which the relevant supporting documentation is submitted.
5. Each year, within the deadlines established by EIDUS, students must document the activities they have undertaken and update their Research Plan, in accordance with the general doctoral regulations of the University of Seville (US) (see <https://doctorado.us.es/estudios/supervision-y-seguimiento>). The RAPI application will be used for this purpose, specifically the “Activities Document” (DAD) and “Research Plan” (PI) sections, the latter also including the “Personal Training Plan” (PFP). These documents will be reviewed by the tutor and thesis supervisors and will form the basis of the annual assessment carried out by the Academic Committee through RAPI (Article 60).
6. Students may request, sufficiently in advance, the preparation of doctoral training reports required for fellowships or research contracts. These reports will be consistent with the RAPI assessment and will be prepared by the Programme Coordinator or by a member of the Academic Committee delegated for this purpose, who may also request reports from the student’s tutor.
7. The Academic Committee will authorise the defence of the doctoral thesis on the basis of the student’s documentation in the RAPI application, provided that the information available in the most recent RAPI assessment confirms that the doctoral candidate has fulfilled the minimum requirements described below.
The Academic Committee may also authorise the defence of the doctoral thesis if the student still had

outstanding requirements at the time of the latest RAPI assessment but provides documentation demonstrating that the minimum requirements have subsequently been fulfilled.

8. In the case of doctoral theses under international co-supervision (cotutela), and in accordance with the specific agreement governing the cotutela, the doctoral candidate may request recognition of academic activities equivalent to those of the CyTF Programme.

Mandatory Activities of the CyTF Programme: Description

All students enrolled in the Doctoral Programme, irrespective of whether they have already fulfilled the minimum requirements, must, in each academic year:

- Update their Research Plan.
- Include in the Activities Document all relevant activities undertaken during the academic year (activities, presentations, articles, etc.; see details below).

Training Activities of the CyTF Programme: Minimum Requirements

In accordance with the programme's official verification report, the following are considered training activities:

1. Cross-Disciplinary Activity Courses (CAT): 150 hours

Of these 150 hours, 60 hours are in-person activities and must be documented, while the remaining 90 hours are considered the student's own work.

This category includes training courses undertaken by the doctoral candidate, as well as presentations and articles produced by them.

a. Programme-specific training courses

These are courses organised within the framework of the programme and offered to students, with attendance being monitored.

There is no maximum number of hours that may be credited for these courses.

Documentation: The student must include these courses in the Activities Document, although no supporting documentation is required.

b. Other training courses

A maximum of 55 hours may be credited for scientific language courses, methodological activities, programming, use of bibliographical resources, etc.

This category includes specialised courses and summer schools that have a training component appropriate to the predoctoral level. Workshops, seminars and conferences in the relevant field are not included.

The actual teaching hours of the course will be counted, up to a maximum of 8 hours per day. A maximum of 20 hours may be credited for each individual course.

Documentation: A certificate confirming completion of the course and specifying its dates, number of hours and syllabus. A report from the tutor explaining the relevance of the course to the student's doctoral training.

c. Presentations

A maximum of 15 in-person hours may be credited for presentations given by the doctoral candidate at conferences, workshops, seminars and schools, as well as invited presentations given at other institutions during research stays or visits.

Presentations given at internal meetings of the research group or department in which the doctoral thesis is being carried out are not included. Outreach activities are included.

As a general rule:

- 5 hours will be credited for an oral presentation at an international meeting.
- 3 hours will be credited for an oral presentation at a national meeting or a poster presentation at an international meeting.
- 2 hours will be credited for a poster presentation at a national meeting or an outreach presentation.

Documentation: A certificate confirming that the presentation was given, specifying the date and format (poster or oral presentation) and signed by the organiser of the event. A report from the tutor explaining the relevance of the presentation to the student's doctoral training.

d. Articles and reports

A maximum of 20 hours may be credited for scientific articles and documents that have been written primarily by the doctoral candidate and are available either on the journal's website (articles) or on the website of the relevant scientific institution (documents such as experimental proposals, progress reports and conference abstracts).

Priority will be given to articles and reports in which the doctoral candidate is the first author.

In addition, articles and reports may also be taken into consideration where the doctoral candidate was responsible for writing and preparing a substantial part of the document.

As a general rule:

- Up to 10 hours may be credited for an international article published in an indexed journal in which the doctoral candidate is the first author.
- Up to 5 hours may be credited for other documents in which the doctoral candidate is the first author.
- Half of the corresponding number of hours may be credited where the doctoral candidate was responsible for a substantial part of the document but was not the first author.

Documentation: A copy of the published article or document, together with the corresponding web reference. A report from the tutor explaining the relevance of the publication to the student's doctoral training and, where the doctoral candidate is not the first author, identifying the content of the document attributable to the doctoral candidate.

2. Career Guidance Sessions (JOP): 8 hours

These activities are organised by the programme and attendance is monitored.

In exceptional cases where a student can demonstrate that they are unable to participate in the activities organised by the programme, these hours may, following a prior request endorsed by the tutor, be recognised through other activities with the same objective.

Documentation: The student must include these activities in the Activities Document, although no supporting documentation is required.

3. Doctoral Research Days (JD): 10 hours

These activities are organised by the programme and attendance is monitored.

The following hours will be credited:

- 5 hours for a “long” oral presentation.
- 2 hours for a “flash talk” or poster presentation.
- 1 hour for attendance at the Doctoral Research Days without giving a presentation.

Documentation: The student must include these activities in the Activities Document, although no supporting documentation is required.

4. Research Seminars (SI): 20 hours

Students must attend 20 hours of activities of this type, consisting of lectures given by renowned professors or researchers on topics related to the research lines of the Doctoral Programme.

These hours may be fulfilled through “Programme seminars”, “Other seminars” and “Attendance at scientific meetings”.

a. Programme seminars

These are seminars specifically organised by the Academic Committee of the programme, as well as seminars organised by the Faculty of Physics or by centres with which the programme has a close relationship, such as the CNA or the IMSE, which the Academic Committee considers suitable for this purpose and identifies as such to students in advance.

There is no limit to the number of hours that may be fulfilled through Programme seminars. Each seminar will count as one hour.

Documentation: The student must include these seminars in the Activities Document, although no supporting documentation is required, as attendance will be monitored by the seminar organiser, who will forward the attendance record to the Programme’s Academic Committee.

Other seminars

Students may request recognition of attendance at other seminars, up to a maximum of 6 hours, with one hour credited per seminar.

After considering the documentation provided and the tutor’s report, the Academic Committee will determine whether these seminars are appropriate for the student’s doctoral training.

Research group meetings and defences of Bachelor’s dissertations (TFG), Master’s dissertations (TFM) or doctoral theses will not be considered under this category.

Documentation: A copy of the seminar announcement specifying the title and speaker, together with a certificate of attendance issued by the seminar organiser. A report from the tutor addressing the standing of the speaker and the relevance of the seminar to the doctoral candidate’s training.

b. Attendance at scientific meetings

Students may request recognition of up to 10 hours for attendance at scientific meetings. 2 hours per day of attendance will be credited.

After considering the documentation provided and the tutor’s report, the Academic Committee will determine whether the conferences are appropriate for the student’s doctoral training.

Documentation: A copy of the conference programme and a certificate confirming the student's attendance. A report from the tutor addressing the standing of the conference and its relevance to the doctoral candidate's training.

5. Research Stays (EI): 160 hours

Research stays undertaken at institutions other than the student's home institution are eligible. The required hours may be fulfilled through one or more research stays, calculated at 8 hours per working day. Attendance at seminars or conferences does not count as a research stay.

Where special circumstances, such as the COVID-19 pandemic, prevent research stays at other research centres, the Academic Committee may authorise "virtual" research stays, following a prior request from the doctoral candidate endorsed by the tutor. The request must include a well-defined programme for the stay that ensures effective collaboration between the doctoral candidate and the external research group.

For students undertaking industrial doctorates, or doctorates with substantial involvement from companies, the Academic Committee may authorise activities carried out at the company's premises to count as a research stay, following a prior request from the doctoral candidate endorsed by both the tutor and the person responsible at the company.

Documentation: A letter from the person responsible at the institution where the research stay took place, certifying that it was completed. A report from the student's tutor explaining the relevance of the research stay to the student's doctoral training must also be provided.

It is recommended that the activities undertaken during the research stay be included in the Research Plan (PI).

Assessment of Training Activities

The programme has established assessment mechanisms, primarily qualitative in nature, to assess the performance of doctoral candidates.

1. The Doctoral Programme assesses the training activities undertaken by doctoral candidates annually through the University of Seville's RAPI platform, on the basis of the documentation provided by the doctoral candidates and the reports submitted by their tutors and thesis supervisors. The RAPI procedure not only validates, or does not validate depending on their relevance as assessed in the tutors' and supervisors' reports, the training activities undertaken within the categories described above, but also provides a qualitative assessment of the doctoral candidate's performance during the academic year.

2. In addition, following a doctoral candidate's participation as a speaker in the Doctoral Research Days, the Academic Committee of the programme provides the doctoral candidate with a qualitative assessment, focusing on the strengths and weaknesses identified in their presentation, through the University of Seville's virtual platform, ev.us.es.

3. The RAPI assessment referred to in point 1 is an essential component of the Doctoral Programme, since a negative assessment results in the student's permanent withdrawal from the programme (Articles 60-2 and 47).

Furthermore, where the annual assessment is positive, the student is informed of the number of hours of the programme's training requirements that remain to be completed before they may submit their doctoral thesis. This enables the student, together with their tutor and thesis supervisors, to plan their future training activities.

Although the assessment carried out by the Academic Committee is primarily qualitative, where the funding bodies responsible for students' fellowships require a quantitative assessment, this will be carried out by the Academic Committee following a report from the student's tutor.

In all cases, the Academic Committee will ensure that the criteria applied in the quantitative assessment are consistent for all students concerned.