

# **Doctoral program CyTF (Physics Science and Technology).**

Meeting 11-2-2022

## Agenda

1. The doctoral program CyTF. Introduction and roles of the academic commission and the quality commission, as well as the administration support.
2. Activities of the program to be carried out by the students.
3. The RAPI application: The research plan (PI) and the documents of academic activities (DAD). Evaluation by the academic commission.
4. The assessment of the CyTF program. The verification and amendment process of the doctoral program . Participation of all stakeholders through the quality commission.
5. Good practises: When and how to contact whom.
6. Questions and remarks.

## **1. The doctoral program CyTF.**

Provides a program of activities complementary to the PhD thesis. Necessary to become a Doctor. (Our “Titulación”).

Students: 40-50. New each year: 10-15. Professors: 70-80. E-mail for suggestions [sugerenciascytf@us.es](mailto:sugerenciascytf@us.es)

### **Comision Académica: Organization of activities + evaluation of students. Executive.**

Manuel García León.

Antonio Prados (Doctoral days).

Francisco Medina (Seminars).

Ricardo Carmona (Professional orientation, CSIC liason).

Jorge Fernandez Berni (Web page).

Iluminada Baturone (Secretary)

Joaquín Gómez Camacho (Coordinator)

### **Comisión de Calidad: Verification report + asesment of the program. Deliberative.**

Lola Palma (PAS representative). **Administration support** [ffisaog@us.es](mailto:ffisaog@us.es)

Valentin Gutierrez (Student representative)

Jose María Lopez (Nuclear Phys. representative)

María José Avedillo (Microelectronics representative)

Antonio Ramos (Electromagnetism representative)

Diego Frustaglia (Fundamental Phys. representative, and Secretary)

Joaquín Gómez Camacho (Coordinator)

**EIDUS** (Escuela Internacional de Doctorado de la Universidad de Sevilla):

Offical institution that makes the final decisions (our “Faculty”)

## **2. Activities of the program to be carried out by the students.**

(our “subjects”)

<http://institucional.us.es/doctoradocytf/en/teaching/general-information>

[http://institucional.us.es/doctoradocytf/sites/default/files/reglamento\\_interno.pdf](http://institucional.us.es/doctoradocytf/sites/default/files/reglamento_interno.pdf)

**Transversal activities courses (CAT).** 150 h (60 presential, 90 personal work)

**Career guidance (JOP).** 10 h Organized by Academic Comission.

**Doctoral days (JD).** 8 h Organized by Academic Comission 2/year. Attendance is mandatory 1/year.

**Research seminars (SI).** 20 h

**Stays in other research centres (EID)** 160 h (1 month)

3. **RAPI (Registro de Actividades y Plan de Investigación):** <https://uxxi-ac.us.es/RAPI>  
(our document registry).

- All students, directors, tutors, and members of the academic commission should have access to it **(Please check!!)**.
- Contains all the relevant information for the students **(including deadlines!)**
- Open every year (June-July ordinary, February-March extraordinary) for the **students to upload** the documents describing the activities done in the present academic year **(DAD)**, and to update the Research plan **(PI)**.
- Accessible later for the **directors and tutors to inform** about the activities **(Mandatory, to indicate favourable or not favourable. We recommend to include also short comments!)**
- Accessible later for the **academic commission to evaluate** the activities. The evaluation can be favourable or not favourable. We indicate the hours still missing of the different activities. We make short comments on the evolution of the research plan, according to presentations done at the doctoral days.
- RAPI is the only repository of documents which can base the reports of the coordinator. The EIDUS provides a transcript of all documents in RAPI for the tribunal evaluating the thesis. RAPI contains not only the documents, but also the evaluations. Students could request certifications of the documents in RAPI. **It is in the interest of all to keep RAPI updated.**

#### 4. The assesment of the CyTF program.

- The CyTF program activities follow a “Memoria de verificación”, sent in 2019, approved by EIDUS, the University of Seville, and the DEVA commision of the Junta de Andalucía.
- The DEVA made recommendations that have to be attended, The Academic and Quality commisions are on it.
- This year there is an internal assesment of the university to check the progress.
- Next year there is an external assesment of the program by DEVA, checking that the “Memoria de verificación” is followed, and all processes properly documented.
- If the assesment is negative, we may end up not being able to give titles of doctor in physics by the University of Seville.
- On 2024-2025 we will have to submit a new program.
- **Now it is the time to propose improvements for the next CyTF program.**

**E-mail for suggestions and complaints [sugerenciascytf@us.es](mailto:sugerenciascytf@us.es)**

5. Good practises: When and how to contact whom.

1) I am a student who wants to make a thesis the CyTF doctoral program. Who appoints my director and tutor?

Your application has to be supported by a professor of the CyTF program, who becomes your tutor. He proposes one or two doctors as your thesis directors. The Academic comission verifies the capability of the proposed doctors, and assigns them as directors of the thesis. Then, the student, the tutor, the thesis directors, and the director of EIDUS will sign a document with the compromise to direct your thesis.

2) I am a new student and I do not know what the CyTF program is about.

Go to the web page <https://institucional.us.es/doctoradocytf/en>

3) I am a student, and I still have some doubts after 2)

Ask you tutor.

4) I am a student/director/tutor, and I have some doubts on administrative procedures, or getting into RAPI, or the EV:

Contact Lola Palma [ffisaog@us.es](mailto:ffisaog@us.es)

5) I am a tutor of a student, and I have some doubts on general academic procedures:

Contact the coordinator [gomez@us.es](mailto:gomez@us.es)

6) I am a student/director/tutor, and I do not know if a given activity is eligible for the CYTF program.

Contact the member of the academic comission assigned to you.

7) I am a student/director/tutor, and I have found or foressee some difficulty to complete the CYTF program.

Contact the member of the academic comission assigned to you.

8) I am a student/director/tutor, and I am not sure what do I need to complete in the CYTF program. Enter in RAPI application, and see the last evaluation.

9) I am a student or a professor of CYTF, and I have a complaint, or a suggestion, about the CYTF program.

Write to the e-mail [sugerenciascytf@us.es](mailto:sugerenciascytf@us.es)

10) I am a student, and I need a certificate of academic activities for a funding agency.

Contact the tutor first. Then contact the coordinator [gomez@us.es](mailto:gomez@us.es), with copy to the tutor and directors.

The coordinator may require additional information from the academci comission, directors and tutor. Note that the coordinator will only certify activities which have been uploaded to RAPI, and that count with the approval of tutor and directors. **Allow for sufficient time.**

11) I am a student who has completed the activities of the CYTF program. Do I need do do something else, while I finish the thesis?

You are still a student of the University of Seville, so you need to renew yearly your inscription. You need to attend, once a year, the doctoral days. We advice that upload addictional academic activities (DAD), and update yearly your research plan (PI), within RAPI. The academic comission will evaluate your actuivities yearly.

12) I am a student and I want to change the director, or the tutor, or the name of the thesis, or require an extension, or change the dedication from part time to full time.

Find the specific forms to do this (signable PDF files), that require the agreement and the signature of all directors and tutors. Fill the forms with the electronic signatures, and send it by e-mail to the coordinator. The coordinator may ask for additional information, and eventually return the signed file supporting the request.

Once that the document is completed with all signatures, send it to EIDUS through the registry.

13) I am a thesis director, and want to propose a tribunal for the evaluation of the thesis.

Note that the CyTF program requires that the members of the tribunals should have demonstrated research experience in the field. This corresponds to a “sexenio” or equivalent merits. When in doubt ask the coordinator beforehand. Fill the forms with the electronic signatures, and send it by e-mail to the coordinator. The coordinator may ask for additional information, and eventually return the signed file supporting the proposal.

Once that the document is completed with all signatures, send it to EIDUS through the registry.