

Internal Regulations of the Academic Committee of the Doctoral Program in Physical Sciences and Technologies (CYTF). Oct. 2020

General Principles:

1. The Academic Committee of the CYTF Program, according to article 15 of the doctoral regulations, is *responsible for its definition, design, updating, quality and coordination, for the training and research activities organized within the framework of the program, as well as for the supervision of the progress of research and training and for the authorization of the presentation of theses of each doctoral student in the program.*
2. The tutors of each student, as members of the CYTF Program, in collaboration with the directors, are responsible for the supervision and justification of the quality and suitability of the training activities carried out by the students (Art 31-3, 32-4. 27-2), The tutor, as a member of the program, is counted on to justify the relevance of the merits claimed for the student's training. This can simplify the work of the committee when checking the supporting documentation.
3. Students enrolled annually in the CYTF Program will have the right to participate in all academic activities organized by the Academic Committee, and will have the obligation to participate in those that the Academic Committee indicates.
4. The Academic Committee establishes the training activities to be developed by the student, always within the period of his/her doctoral training, and will evaluate them in the academic year in which the relevant documentary justification is presented.
5. Students must document each year, on the established dates, the activities carried out, and update their research plan, through, respectively, the "Activities Document" menu and the "Research Plan" menu of the RAPI application. These documents will be informed by the tutor and the directors, and will constitute the basis for the annual evaluation in RAPI carried out by the Academic Committee. (Article 30, 3°)
6. Students may request, with sufficient time in advance, the drafting of doctoral training reports required by grants or research contracts. These reports will be consistent with the RAPI evaluation, and will be made by the Program Coordinator or the member of the Academic Committee to whom he/she delegates, who may request reports from the student's tutor.
7. The Academic Committee will authorize the defense of the doctoral thesis if it is accredited, by means of the documents and reports uploaded to the RAPI application, that the minimum requirements for doctoral training in the CYTF Program have been met.
8. In cases of international co-supervision, and in accordance with the specific co-supervision agreement, the doctoral student may request the validation of academic activities homogeneous with those of the CYTF Program, based on the assignment of ECTS credits.

Mandatory activities of the CYTF program:

All students enrolled in the Doctoral Program, regardless of whether they have met the minimum requirements, must attend at least one Doctoral Conference per year. In addition, according to the general regulations of the doctoral program, they must annually update the Research Plan, and include in the Activities Document the relevant activities carried out (courses, presentations, articles, etc).

CTYF Program Training Activities: Minimum Requirements.

According to the verification report, these activities are as follows:

1. **Transversal Activities Courses (CAT):** 150 hours, of which 60 hours are classroom hours, which must be justified, while 90 are considered student work. Within this category, the training courses received are considered, as well as the presentations and articles made by the doctoral student.
 - a. **Training courses specific to the program.** These are courses organized within the framework of the program and offered to students, with attendance control. There is no maximum number of hours for them.
Documentation: It is not necessary to include specific documentation, although the student must include them in the Activity Document.
 - b. **Other training courses.** Language courses of scientific interest, methodological activities, programming, use of bibliography, etc. are valued with a maximum of 55 hours. Courses and summer schools of the specialty, which show a formative profile at pre-doctoral level, are included. Workshops, seminars and conferences of the specialty are not considered. Course hours will be considered, with a maximum of 8 hours per course day. Each course will be evaluated with a maximum of 20 hours.
Documentation: Certificate of having taken the course, indicating dates, hours and syllabus. Tutor's report indicating the relevance of the course for doctoral training.
 - c. **Presentations.** Presentations made by the PhD student at congresses, workshops, seminars and schools, as well as invited presentations made at other institutions where the student has made stays or visits, will be evaluated with a maximum of 15 hours of attendance. Presentations made at internal meetings of the group or department where the thesis is being carried out are not considered. Dissemination activities are considered. As a general rule, 5 hours are considered for an oral presentation at an international meeting, 3 hours for oral presentations at national meetings and posters at international meetings, and 2 hours for posters at national meetings or outreach presentations. **Documentation:** Certificate of having made the presentation, containing the date and format (poster or oral), signed by the organizer of the event. Tutor's report indicating the relevance of the presentation for the doctoral training.
 - d. **Articles and reports.** A maximum of 20 hours will be given to articles and documents of a scientific nature, which have been written mainly by the PhD student, and which are available on the web page of the journal (articles), or on the web page of the relevant scientific institution (documents, such as experimental proposals, progress reports, conference abstracts). Priority consideration will be given to those articles and reports in which the PhD student appears as first author. In addition, those articles and reports in which the PhD student appears as first author may also be considered.

the student has been responsible for the writing and elaboration of a substantial part of the document. As a general rule, up to 10 hours are considered for international articles in indexed journals with the PhD student as first author, up to 5 hours for other documents with the PhD student as first author, and half of these hours if the PhD student has been responsible for a substantial part of the document.

Documentation: Copy of the published article or document, with the corresponding web reference. Tutor's report, indicating the relevance of the publication for the doctoral training, and, in the case that the doctoral student is not the first author, explaining what content of the document is due to him/her.

2. **Professional Orientation Days (JOP):** 8 hours. These are carried out in activities organized by the program, with attendance control. In exceptional cases in which the student is unable to participate in the activities of the program, upon request endorsed by the tutor, these hours may be validated for other activities with the same objective.

Documentation: No specific documentation is required. It is recommended that they be included in the annual IP update.

3. **Doctoral conferences (JD):** 10 hours. These are activities organized by the program, with attendance control. There are 5 hours for oral presentation, 2 hours for short talk or poster, and 1 hour for attendance to the conferences without presentation.

Documentation: No documentation is required to justify attendance. Presentations made at the DAD must be attached.

4. **Research Seminars (SI):** 20 hours. Students must attend 20 hours corresponding to the activity called Research Seminars, consisting of lectures given by prestigious professors or researchers on topics related to the lines of research developed in the PD. These hours may be covered by means of the program's own seminars, other seminars, and attendance to scientific meetings.

- a. **Own seminars:** These are those organized specifically by the academic committee of the program, plus those organized by the Faculty of Physics, the CNA or the IMSE, which the academic committee considers appropriate for this purpose, and so informs the students in advance. There is no limit to the number of hours to be covered by the seminars, it will be counted as one hour per seminar.

Documentation: The participation of PhD students in these seminars will be justified by the signature of the students on a list to be kept by the organizer.

- b. **Other seminars.** Students may request the validation of their attendance to other seminars, with a maximum of 6 hours, one per seminar. The committee, in view of the documentation and the tutor's report, will decide whether these seminars are appropriate for doctoral training. Group meetings, or defenses of TFG, TFM or doctoral thesis will not be considered in this activity.

Documentation: Copy of the announcement, with title, lecturer, and certificate of attendance by the organizer of the seminar. Tutor's report on the prestige

of the lecturer and the suitability of the seminars held for the training of the doctoral student.

- c. **Attendance at scientific meetings.** Students may request up to 10 hours for attendance to scientific meetings. Two hours will be counted per day of the meeting. The committee, in view of the documentation and the tutor's report, will decide if these congresses are appropriate for the doctoral training.

Documentation: Copy of the conference program, and certification of the student's attendance. Tutor's report on the level of the conference and its suitability for the student's training.

5. **Research Internships (EI):** 160 hours. These are stays in entities other than the center of affiliation. They are not compatible with stays associated with seminars or conferences. The hours can be covered in one or several stays, computed as 8 hours per working day.

When special circumstances, such as the current situation of COVID-19, prevent out-of-town stays, the academic committee may authorize "virtual" stays, upon request of the doctoral student and endorsed by the tutor with a well-defined program that ensures the collaboration of the doctoral student with the external group.

For students pursuing industrial doctorates, or doctorates with a strong involvement of companies, the academic committee may authorize that the activity carried out at the company's headquarters counts as a research stay, upon request of the doctoral student endorsed by the tutor and the company's manager.

Documentation: A letter from the person in charge of the center where the stay is carried out certifying that the stay has taken place, and a report from the student's tutor indicating the relevance of the stay for the doctoral training are required for its justification. It is recommended to include the activities of the stay in the IP.