# PH.D. MONITORING AND ANNUAL ASSESSMENT: SUBMISSION OF RESEARCH PLAN AND ACTIVITY REPORT

Students of uc3m Ph.D. programs under RD 99/2011 Rules and Regulations for Doctoral Studies in Spain are subject to assessment every academic year (<u>Further information</u>). For evaluation purposes, as a Ph.D. candidate you must submit a report on the progress and outcomes of your research project throughout the year to the Academic Committee of your Ph.D. Program, as well as register all activities carried out within the framework of your research. The Committee, upon your tutor/advisor's review, will evaluate and assess this information.

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- 1. Select the Ph.D. Monitoring and Assessment module:

- 2. Select the **record O** of your current Ph.D. studies.
- 3. Click on the **icon**  $\mathbf{C}$  next to your thesis title to access your student record menu.

## HOW TO REGISTER YOUR Ph.D. ACTIVITIES

1. Click on the **Activities Document** drop-down of your menu, then **Add.** 

Monitoring item selection         Sumame(s) and name         Syllabus       262 - Ph.D. in Economics (RD 99/2011)         Decree       RD 99/2011         Thesis completion deadline       25/04/2021         DOCTORAND'S AND THESIS DETAILS	Monitoring itom coloction	-	
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#### 2. Fill in the details of the activity:

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- Institution where the activity took (or will take) place:
- For activities hosted by uc3m, select the **Department/Institution**.
- For activities outside uc3m, select **Other** and state the name and country of the hosting institution.
- > The Administrative situation / status of the activity upon registration is "Proposal" in all cases.
- Click **Insert** to register the activity on your record.
- 3. In order for your activities to be reviewed by the Academic Committee, you are required to attach proof of attendance and/or completion. Go to the line of the activity you just registered and click on the **Modify icon**.

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NOTICE: if you are registering an activity of the type "international research visit" to apply for an INTERNATIONAL DISTINCTION, or a JOINT PHD, please mark the appropriate box. Please consult <u>international research visit</u>

## HOW TO SUBMIT YOUR INITIAL RESEARCH PLAN (OR ANNUAL UPDATE)

- 1. Click on the **Research Plan** drop-down of your menu, then **Add**. Fill in the details as follows:
- **Description**: Enter the title of your Ph.D. thesis.
- File: Attach a .pdf file of your Initial Research Plan (first-year students) or Annual Update (continuing students).
- **File Date**: Date of completion of the activity.
- **Review**: Select "First Review of the Course".
- Click Insert to validate.

Description			
File	Attach	Attach your Research Plan (c	or annual update) here
File date	24/05/2018	Acceptance date	(dd/MM/yyyy)
Academic year	2017/18-0 ▼		
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