

SUPERVISION AND ASSESSMENT OF THE DOCTORAL STUDENT (SAD)

USER GUIDE FOR DOCTORAL STUDENTS

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I. INTRODUCTION

The work carried out by doctoral students during their doctoral degrees must be evaluated annually. The **SAD (Supervision and Assessment of Doctoral Students)** is an **online platform** that will allow doctoral students to complete their **Doctoral Student Activities Document (DAD)** and **Research Plan and Personal Learning Plan (PLAINV)** online and which will enable thesis supervisors, the tutor and the academic committees to supervise and assess their doctoral students.

II. IT REQUIREMENTS TO ACCESS THE SAD

To access SAD you need to have:

- A computer with an internet connection.
- The following browsers (or more recent versions):
 - Edge: 108 or more recent.
 - Firefox: 52 or more recent.
 - Chrome: 60 or more recent.
 - Safari: 9 or more recent.
- **Javascript** activated in the browser.
- **Cookies** activated in the browser.
- **Acrobat Reader**.

If the message "BAD REQUEST" appears, you should erase your browser's history and cookies. Alternatively, you can use another browser.

Should you have access problems, you should contact the User Service Center (cau@urv.cat).

Observations

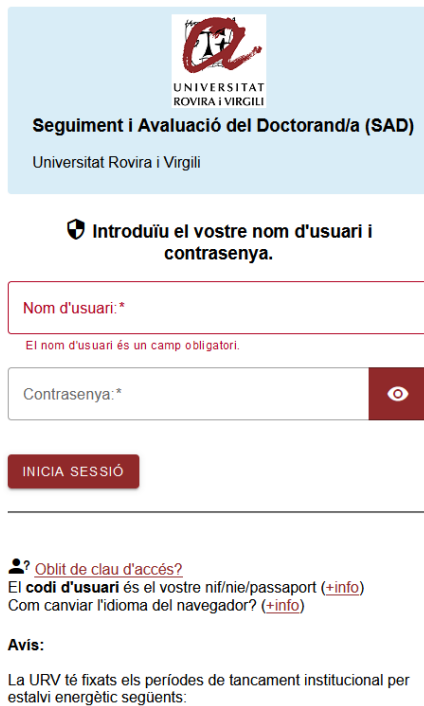
If you do not have a computer with an internet connection, you can complete the DAD and the PLAINV on any computer in the computer rooms at your faculty or school. The opening times

for these computer rooms are available at each faculty or school (Monday to Friday, not including bank holidays).

To reduce the likelihood of any browser problems, when working on a personal (i.e. non-URV) computer, we recommend that you use the specified versions of Firefox or Edge, as these are supported by the Computer Resources Service.

If you do not have a printer, you can print out using one of the printers in the computer rooms of your faculty/school.

III. ACCESS (USERNAME AND PASSWORD)



The screenshot shows the login page for the SAD program. At the top, there is the URV logo and the text 'Seguiment i Avaluació del Doctorand/a (SAD)'. Below this, there is a prompt: 'Introduïu el vostre nom d'usuari i contrasenya.' There are two input fields: 'Nom d'usuari: *' and 'Contrasenya: *'. Below the password field is a red button labeled 'INICIA SESSIÓ'. At the bottom, there are links for 'Oblit de clau d'accés?', 'El codi d'usuari és el vostre nif/nie/passaport (+info)', and 'Com canviar l'idioma del navegador? (+info)'. There is also an 'Avis:' section with text about institutional closure periods.

To access the SAD program, you must go to the **blue menu on the left** of this **website** <http://www.doctor.urv.cat/en/phd-students/supervision-evaluation/> and log in using the same username and password that you use to access the URV intranet, email, etc.

If you have a **double role** (i.e. student and PDI), you have to **use your ID as a PhD student**.

Remember: The period for submitting the DAD and PLAINV is specified in the assessment calendar of the Doctoral School:

http://www.doctor.urv.cat/doctorands/seguiment-i-avaluacio/en_calendari/

The SAD is available in **3 languages (Catalan, Spanish and English)**. You can select the language from the menu at the top of the page.



You will see that the SAD program is divided into **various tabs** in which you will find the following information:

- **HOME:** This tab has various sections:
 - **Information on the student's academic transcript** (full/part time, **deadline for thesis deposit**, doctoral programme). Click on **"More information"** to access your registration details, your research line, your tutor, your supervisor, your tutor and the coordinator of the programme that you are studying on. This



section will also show any incidents relating to your academic transcript (**temporary leave of absence, extension, etc.**).

- **Alerts/Notifications:** This will contain information and useful links for the annual evaluation.
- **DOC. ACTIVITIES:** Here you need to add details about all the relevant activities that you carry out in relation to your thesis during each academic year: attendance at courses, conferences, seminars, colloquiums, etc.; publications in articles, books etc.; protection of industrial and/or intellectual property (patents, etc.); mobility visits; participation in projects; teaching collaborations; in-company work experience; prizes, grants and other awards; URV Open Learning Programme.
- **RESEARCH PLAN:** Here you can provide all information regarding your doctoral thesis research plan; that is, the **title**, the **objectives**, the **methodology**, the **tools and techniques** used, **planning** regarding stages of preparation, your author identifiers **ORCID** and **SCOPUS**, the **self-assessment questionnaire for ethical aspects** of the doctoral thesis and the **personal learning plan**. **During the FIRST ACADEMIC YEAR YOU MUST OUTLINE YOUR RESEARCH PLAN. You will have to then improve or update the plan in subsequent years.**
- **EVALUATION:** here you can consult your tutor's and thesis supervisor's assessment of the content of your DAD and PLAINV and the grades awarded to you by the academic committee of your doctoral programme.

Doctoral students in the second or subsequent year of their doctoral studies and who completed their DAD and PLAINV in previous academic years can consult the information that they submitted and the result of the previous assessments.

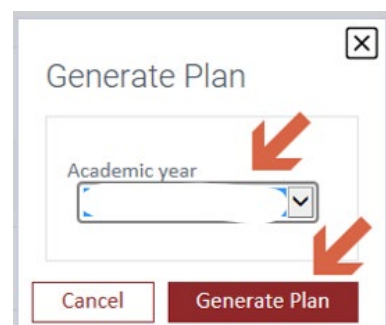
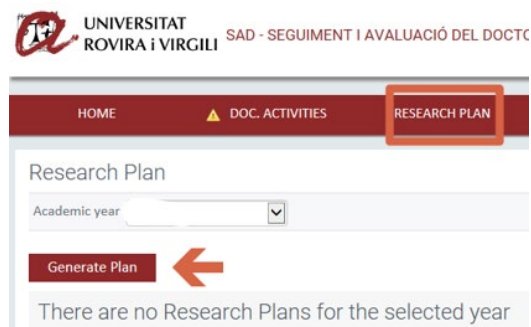
IV. REGISTERING THE RESEARCH PLAN AND PERSONAL LEARNING PLAN (PLAINV)

First-year doctoral students MUST generate a PLAINV and add all content to it (thesis title, objectives, tools, methodologies, planning, ORCID, SCOPUS and self-assessment questionnaire for ethical aspects of the doctoral thesis, personal learning plan).

Non-first year doctoral students can find the content of their PLAINV from previous years by choosing "All" from the dropdown menu "Academic year". When you generate the current PLAINV, the information of your last-year PLAINV will be copied. Then, you will have to **improve it and update it**.

Creating and describing the content of the PLAINV

First, you go to the "**Research plan**" **tab**: select the **current academic year** in the dropdown menu on the first screen and in the subsequent window that opens:



The Research Plan and Personal Learning Plan template will appear, showing all the sections that you have to complete. The sections automatically appear with the status “Editing” so that you can complete them.

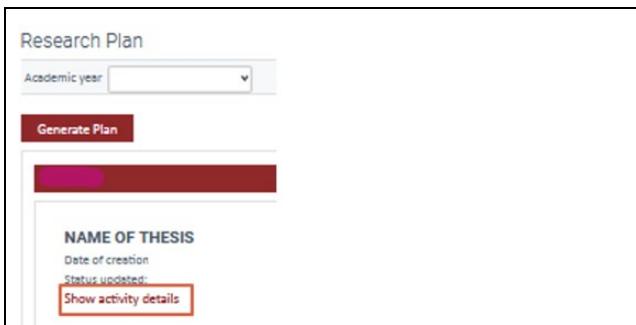
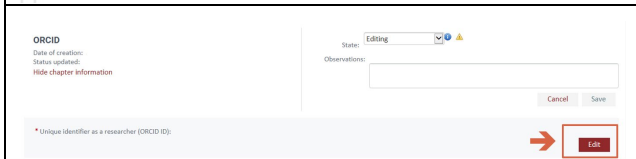
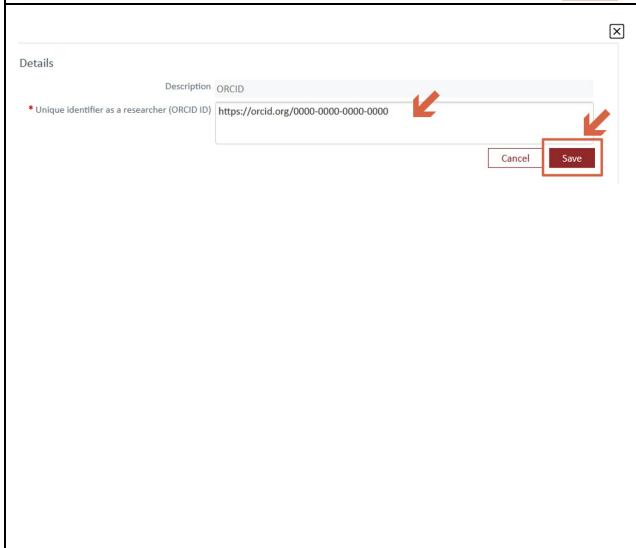
IMPORTANT!

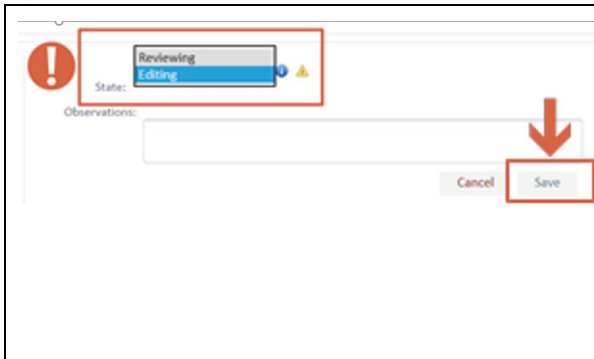
On the website of the Doctoral School, you will find **information on the content of the PLAINV and links to the templates and additional information** to fill it in correctly:

<https://www.doctor.urv.cat/en/phd-students/supervision-evaluation/>

BE CAREFUL!

The “**Observations**” box is **exclusively for exchanging short comments with your thesis supervisor or tutor**. Do not use it for anything else.

	<p>To complete each section, you must click on “Show or edit content”.</p> <p>This will open up a new screen where you can enter the contents of each section of the PLAINV.</p>
	<p>To introduce content, click on “Edit”.</p>
	<p>You will find that you have a certain amount of freedom to change font, create links, etc. Remember that the information is stored on a database and that only certain formats are accepted. Therefore, <u>use text without format and do not paste tables, not links, not images, not graphics. If needed, you have to upload them in PDF using the Annex.</u></p> <p>Once you have completed the section, click on “Save”.</p> <p>You must repeat these steps for each section of the PLAINV.</p>



Before the deadline, you must change all dropdown menus of the PLAINV to **“Reviewing”** and click on **“Save”** for each section (once you have done this you will no longer be able to make any modifications).

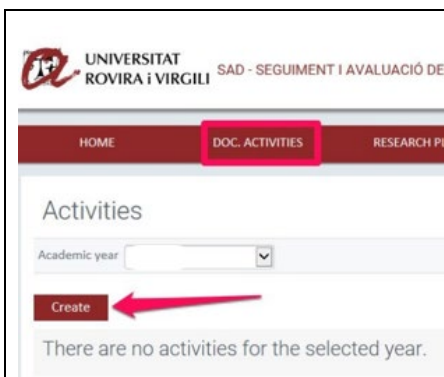
By doing so, your supervisor and tutor will know that he/she can review the sections that you have finished.

V. REGISTERING DAD ACTIVITIES

To record the training activities that you have carried out during the academic year you must click on the tab **“DOC. ACTIVITATS”** and follow these instructions.

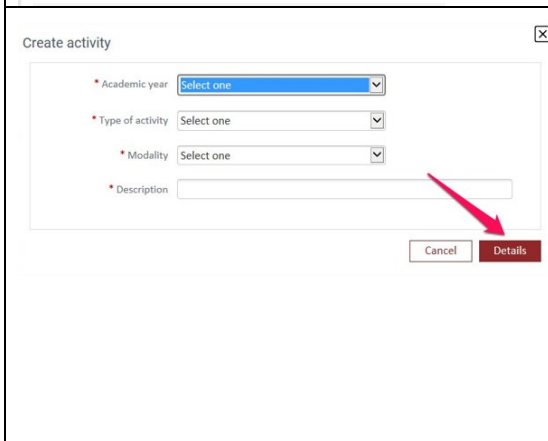
You can check your activities from previous years either by choosing the relevant year from the dropdown menu or selecting the option **“All”**.

Creating and describing the content of activities



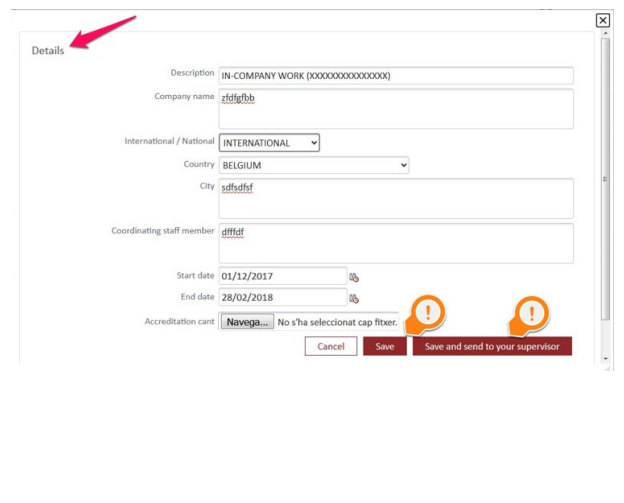
Click on the **tab “DOC. ACTIVITIES”** and select the **current year** on the dropdown menu and click on **“Create”** to create the activity.

A pop-up window showing some dropdown menus will appear.



To create an activity, select the **current academic year**, the **type of activity** and the **modality** (choose **“individual activity”**) on the dropdown menus.

In the **description** section, you must give a brief description of the training activity that you are recording. Once you have finished, **click on “Details”** and provide the details required on the next page.




Once you have provided the details of the activity, click on:

- **SAVE:** to save the information in so that **you can modify it at a later date** (the information will be saved as “Editing”).
- **SAVE AND SEND TO YOUR SUPERVISOR:** to save the information so that **it cannot be modified or deleted** (the information will be saved as “Reviewing”).

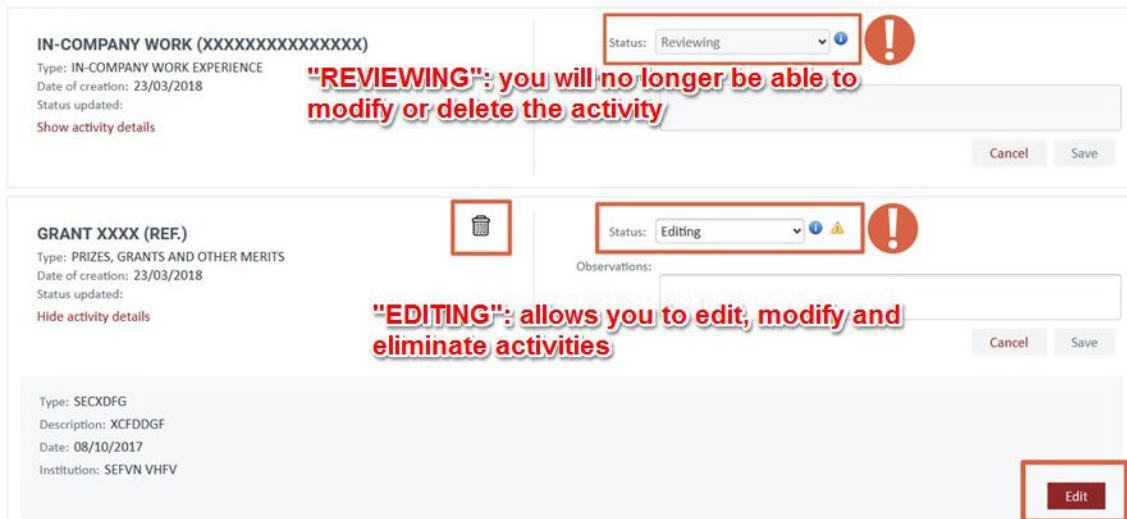
VI. WHAT DOES THE PLAINV AND DAD STATUS MEAN?

Changing the dropdown menu “Status” allows your DAD and PLAINV to be sent to the supervisor and tutor for review. If you do not change the status, the supervisor and tutor will not know that they can check the information.

- **Editing:** This status allows you to edit, modify and eliminate information. While you are entering the content of your research plan and activities, you should ensure that you save regularly the information (click on “Save”). When you have finished entering the information, you can change the status on the dropdown menu to “Reviewing” and click on “Save” to save the change. If the status of any of your activities or any research plan part is “Editing”, the application shows the **symbol of pending tasks** ⚠ next to the status menu and on the tab “RESEARCH PLAN” or “DOC. ACTIVITIES”.
- **Reviewing:** This status prevents you to modify or delete information, so you will no longer be able to update the content. When you have completely finished the description of each part of the research plan and activities, and are sure that you do not need to make any further changes, you must change the status dropdown menu from “Editing” to “Reviewing” and click on “Save” to save this change.

If you have reviewed the DAD and think you need to remove an activity, click on the bin symbol . Remember that **you can only delete an activity if its status is “Editing”**. If its status is “Reviewing”, the bin symbol will not appear.

You will know that the status of all your dropdown menus is “Reviewing” because the warning of pending tasks ⚠ will disappear from activity status dropdown menu and from the “RESEARCH PLAN” and “DOC. ACTIVITIES” tabs.



IN-COMPANY WORK (XXXXXXXXXXXXXXXXXX)
 Type: IN-COMPANY WORK EXPERIENCE
 Date of creation: 23/03/2018
 Status updated:
 Show activity details

Status: **Reviewing** !

"REVIEWING": you will no longer be able to modify or delete the activity

Cancel Save

GRANT XXXX (REF.)
 Type: PRIZES, GRANTS AND OTHER MERITS
 Date of creation: 23/03/2018
 Status updated:
 Hide activity details

Observations:

Status: **Editing** !

"EDITING": allows you to edit, modify and eliminate activities

Cancel Save

Type: SECKDFG
 Description: XCFDDGF
 Date: 08/10/2017
 Institution: SEFVN VHFV

Edit

IMPORTANT: YOU CAN NO LONGER MODIFY OR DELETE ACTIVITIES IF THEIR STATUS HAS BEEN CHANGED TO "REVIEWING".

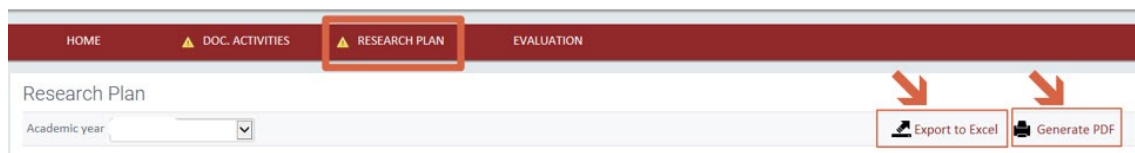
You should keep the status of an activity as "Editing" until you are sure that you no longer need to make any changes to it. When the activity is ready, **BEFORE THE DEADLINE, change the status to "Reviewing" so that your supervisor and tutor can evaluate it.**

The deadline for submitting the DAD and PLAINV is specified in the assessment calendar of the Doctoral School:

http://www.doctor.urv.cat/doctorands/seguiment-i-avaluacio/en_calendari/

VII. PRINTING AND SAVING THE CONTENT OF THE PLAINV AND DAD

You can obtain a copy of your DAD in PDF format or export the information in an Excel document. To do so you must click on the corresponding icons and download the document that is generated (this takes a few seconds):

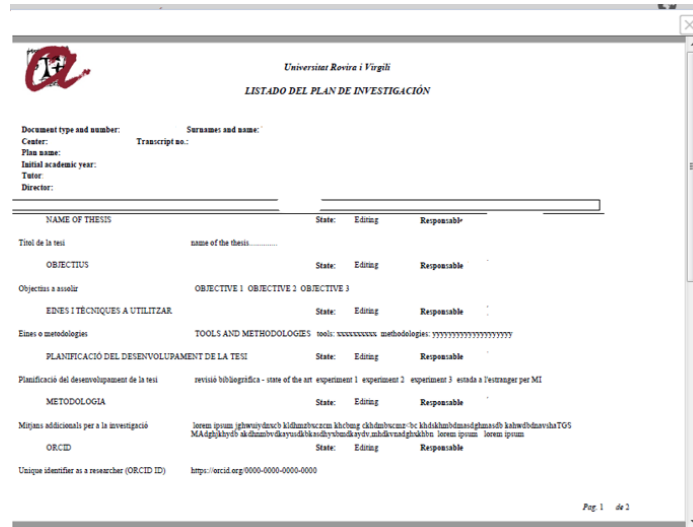


HOME ▲ DOC. ACTIVITIES ▲ **RESEARCH PLAN** EVALUATION

Research Plan

Academic year:

Export to Excel **Generate PDF**



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LISTADO DEL PLAN DE INVESTIGACIÓN

Document type and number: _____ Surnames and name: _____
 Center: _____ Transcript no.: _____
 Film name: _____
 Initial academic year: _____
 Tutor: _____
 Director: _____

NAME OF THESIS	State	Editing	Responsible
Títol de la tesi	name of the thesis		
OBJECTIUS	State	Editing	Responsible
Objectius a assolir	OBJECTIVE 1 OBJECTIVE 2 OBJECTIVE 3		
EINES I TÈCNQUES A UTILITZAR	State	Editing	Responsible
Eines o metodologies	TOOLS AND METHODOLOGIES: tools: xxxxxxxxxx metodologies: yyyyyyyyyyyyyyyyyyyyyyy		
PLANIFICACIÓ DEL DESENVOLUPAMENT DE LA TESI	State	Editing	Responsible
Planificació del desenvolupament de la tesi	revisió bibliogràfica - state of the art experiment 1 experiment 2 experiment 3 estada a l'estranger per MG		
METODOLOGIA	State	Editing	Responsible
Mètodes addicionals per a la investigació	lorem ipsum dolor sit amet consectetur adipiscing elit sed do eiusmod tempor incididunt ut labore et dolore magna aliqua ut enim ad minim veniam quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat		
ORCID	State	Editing	Responsible
Unique identifier as a researcher (ORCID ID)	https://orcid.org/0000-0000-0000-0000		

Pag. 1 de 2

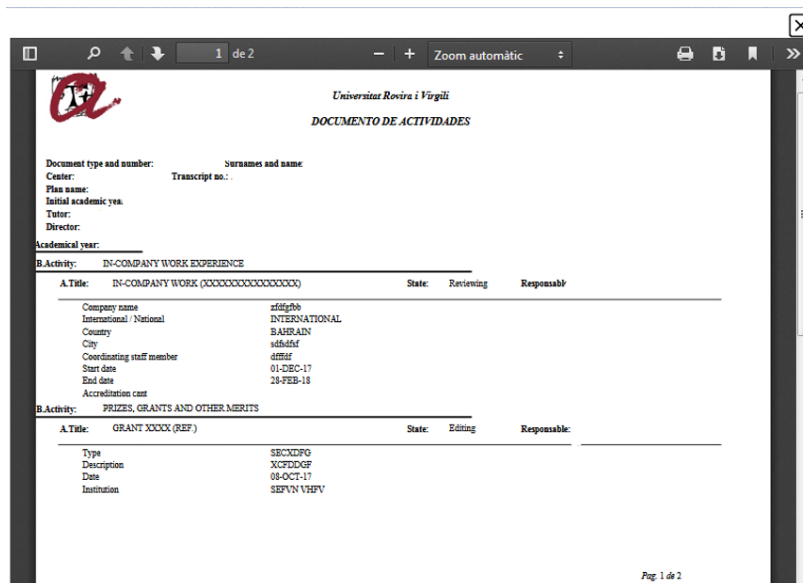
HOME  DOC. ACTIVITIES RESEARCH PLAN EVALUATION

Activities

Academic year:

[Export to Excel](#) [Generate PDF](#)

[Create](#)



Universitat Rovira i Virgili
DOCUMENTO DE ACTIVIDADES

Document type and number: _____ Surnames and name: _____
 Center: _____ Transcript no.: _____
 Film name: _____
 Initial academic year: _____
 Tutor: _____
 Director: _____

Academic year: _____

B.Activity: IN-COMPANY WORK EXPERIENCE

A.Title:	State:	Reviewing	Responsible
IN-COMPANY WORK (XXXXXXXXXXXXXXXXXX)			
Company name	zfdfghb		
International / National	INTERNATIONAL		
Country	BARCELON		
City	zdfdfdf		
Coordinating staff member	dfdfdf		
Start date	01-DEC-17		
End date	28-FEB-18		
Accreditation cost			

B.Activity: PRIZES, GRANTS AND OTHER MERITS

A.Title:	State:	Editing	Responsible
GRANT XXXX (REF)			
Type	SECCDFG		
Description	XCDFDGF		
Date	08-OCT-17		
Institution	SEPNNVHFV		

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VIII. SUBMITTING THE DAD AND THE PLAINV FOR ASSESSMENT BY YOUR SUPERVISOR AND TUTOR

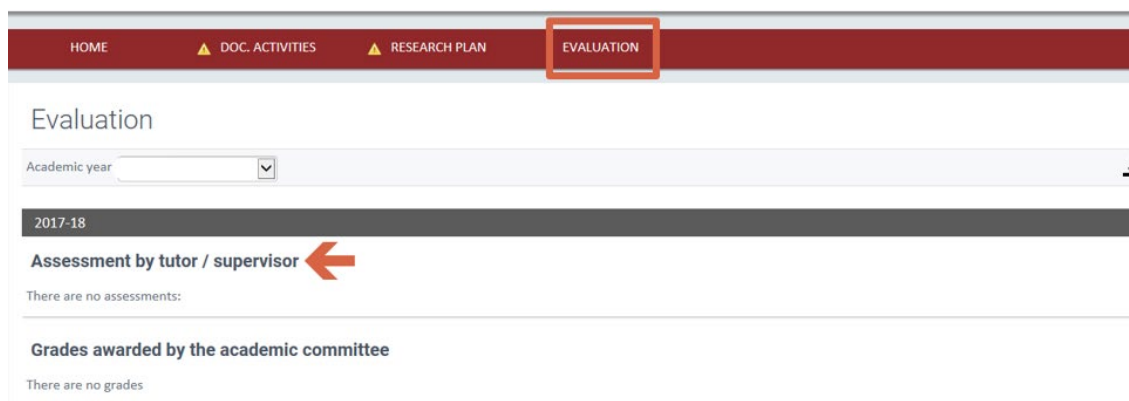
To submit your DAD and PLAINV to your thesis supervisor and tutor you should change the dropdown menu "Status" of all sections and of all activities from **"Editing"** to **"Reviewing"**, as indicated in the previous sections.

Your supervisor and tutor will access the SAD (during the period specified in the assessment calendar) and, if you have correctly changed the status of the activities from **"Editing"** to **"Reviewing"**, will review and assess your DAD and PLAINV.

IMPORTANT:

- **BEFORE THE DEADLINE**, you must change the status of all the activities and sections that you submit from **“Editing” to “Reviewing”, and “Save”**.
- If you do not **CHANGE THE STATUS** of the activities and sections, your supervisor and tutor will not know that you have finished adding the content of the DAD and PLAINV to the SAD program and he/she will not be able to do his/her assessment.

Once the thesis supervisor and tutor have completed the assessment of your DAD and PLAINV, you can **check your tutor’s and supervisor’s assessment by clicking on the “Evaluation” tab and then on “Assessment by tutor/supervisor”**.



HOME ▲ DOC. ACTIVITIES ▲ RESEARCH PLAN **EVALUATION**

Evaluation

Academic year

2017-18

Assessment by tutor / supervisor ←

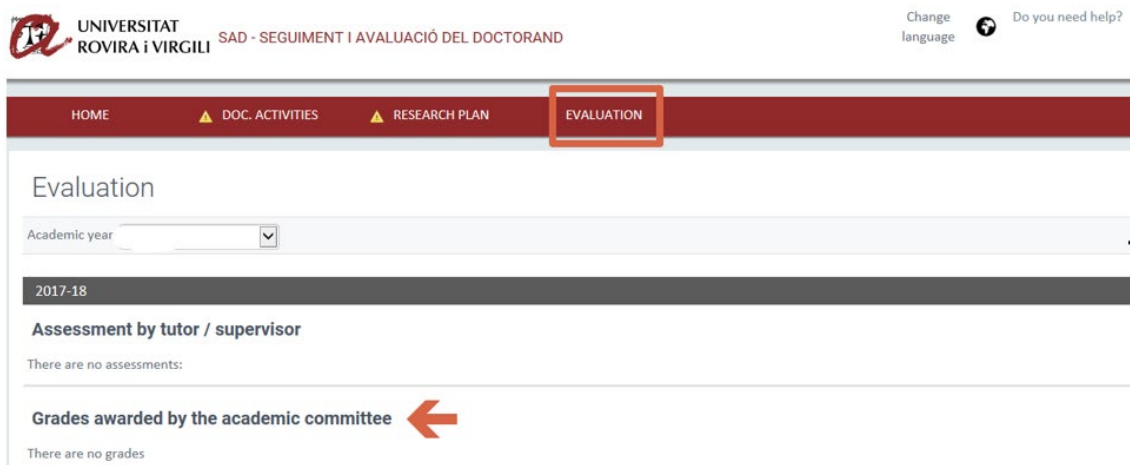
There are no assessments:


Grades awarded by the academic committee

There are no grades

IX. FINAL ASSESSMENT OF THE DAD AND PLAINV BY THE ACADEMIC COMMITTEE

Finally, once the thesis supervisor and tutor have assessed the DAD and the PLAINV, the academic committee will review your DAD and PLAINV and your tutor’s and supervisor’s evaluations before giving the final evaluation during the specified period. You can consult this by clicking on the **tab “Evaluation” and then on “Grades awarded by the academic committee”**.



 UNIVERSITAT ROVIRA I VIRGILI SAD - SEGUIMENT I AVALUACIÓ DEL DOCTORAND Change language Do you need help?

HOME ▲ DOC. ACTIVITIES ▲ RESEARCH PLAN **EVALUATION**

Evaluation

Academic year

2017-18

Assessment by tutor / supervisor

There are no assessments:

Grades awarded by the academic committee ←

There are no grades