

ASSESSMENT OF DOCTORAL CANDIDATES

Scala guide for assessing doctoral candidates

Doctorate in Communication

In accordance with Spanish law (RD 99/2011, of 28 January) and in line with the objectives of the doctoral program itself, the Doctorate in Communication has various mechanisms for the supervision and monitoring of doctoral activities. These are as follows:

- **Certificate of commitment**
- **Research plan**
- **Document of doctoral activities** (DAD in Spanish)
- **Doctoral candidate assessment report** (IAD in Spanish)

Certificate of commitment: Once the doctoral candidate has been assigned a thesis supervisor, a certificate of commitment is drawn up which must be signed by the president of the Doctoral Program Academic Committee (CAPD in Spanish), the doctoral candidate and the supervisor. The certificate includes a procedure for conflict resolution and contains provisions for intellectual and industrial property rights and rights to confidentiality.

Research plan: The doctoral student has a maximum of six months to draw up a research plan. This must include the methodology to be used, the target objectives, and the means and the time frame necessary to meet the objectives. The plan may be improved and elaborated further during the course of the doctorate and must be approved by the tutor or thesis supervisor (article. 11.6 of RD 99/2011).

As a guide, the research plan must contain the following sections:

- (Tentative) title for the doctoral thesis
- Abstract describing the object of study and the methodology to be used (maximum ½ page)
- Hypothesis, problem or argument to be addressed, studied or analyzed (maximum ½ page)
- Significance of the subject (maximum 1 page)
- Theoretical bases underpinning the research (maximum 1 page)
- Prior research on the same subject (maximum 2 pages)
- Methodology (maximum 2 pages)
- Principal limitations of the research (maximum 1 page)
- Contribution to knowledge (e.g. new methods, new concepts or theories, etc.) (maximum 1 page)
- Timeline

Document of Doctoral Activities (DAD): Once enrolled in the program, each student will have a **Document of Doctoral Activities**. The document is a personalized record of all the activities which may support the progress of the researcher in training. The document will be reviewed regularly by the tutor or thesis director, and assessed annually by the Doctoral Program Academic Committee. The doctoral candidate will be responsible for maintaining and updating the document.

The Document of Activities should include information relating to:

1. Research publications (articles, books, chapters, etc.)
2. Other publications (dossiers, reviews, notes, etc.)
3. Placements at universities, research centers or companies and organizations
4. Participation in research projects
5. Participation in conferences and other research meetings
6. Organization of R+D+ i activities
7. Teaching tasks undertaken
8. Courses and seminars attended
9. Other training activities

Assessment

Once a year, the Doctoral Program Academic Committee will use the reports **drawn up by the tutor and thesis supervisor** to assess candidates' progress and compliance with the **Research Plan** and **Document of Doctoral Activities**.

The reports shall include:

- Assessment of activities carried out by the doctoral candidate towards the doctoral thesis during the previous year. The following scale will be used: **Very Positive, Positive, Negative, Very Negative**.
- Assessment of extent to which appropriate competences for doctoral research have been developed by the candidate. The following scale will be used: **Excellent, Good, Satisfactory, Unsatisfactory**.
- Assessment of progress of work plan and timeline drawn up by the doctoral candidate in the first 6 months. The following scale will be used: **Excellent, Good, Satisfactory, Unsatisfactory**.
- Any other observations considered relevant for the assessment of the doctoral candidate.

The doctoral candidate shall draw up a confidential personal report once a year which will include:

- A brief description of the activities carried out during the year (maximum ½ page)
- Approximate degree of progress in research plan. This must include any significant changes to the direction of the doctoral thesis and an estimate of the time needed to complete the thesis (maximum 1 page)
- Description of supervisory activities undertaken with supervisor/tutor, and frequency of meetings, etc. (maximum ½ page)
- Any other relevant comments (problems with the progress of the thesis, or issues with the supervisor/tutor, etc.) (maximum 1 page)

All the assessments arising from the research plan, the document of activities (DAD), and the supervisor's, tutor's and candidate's reports will be collected together in the Doctoral Candidate Assessment Report (IAD), which will highlight strengths and weaknesses of the progress of the doctoral thesis.

The Doctoral Program Academic Committee will take the following aspects into consideration in the Doctoral Candidate Assessment Report:

- Degree of compliance with programmed activities, and, where relevant, changes to planned activities
- Level of achievement / performance
- Progress made in drawing up the doctoral thesis
- General assessment of results obtained (publications, congresses, etc.) and competencies acquired.
- The report will include an assessment which may be positive or negative.

Candidates must receive a positive assessment in order to continue with the program. If the candidate receives a (duly justified) negative assessment, the candidate will have to be reassessed within 6 months. Should this occur, the IAD must include the actions to be carried out in order to rectify any shortcomings. **If the second assessment is also negative, the doctoral candidate may be withdrawn from the doctoral program.**

Assessment timetable

First year: Only the research plan will be assessed. The assessment will take place after 6 months, and again after 12 months if the first assessment is negative.

Second and subsequent years: In accordance with the timescale set by the Doctoral Program Academic Office, the candidates will be assessed using the documents described above: research plan, DAD, doctoral candidate's reports and reports by supervisor/tutor.

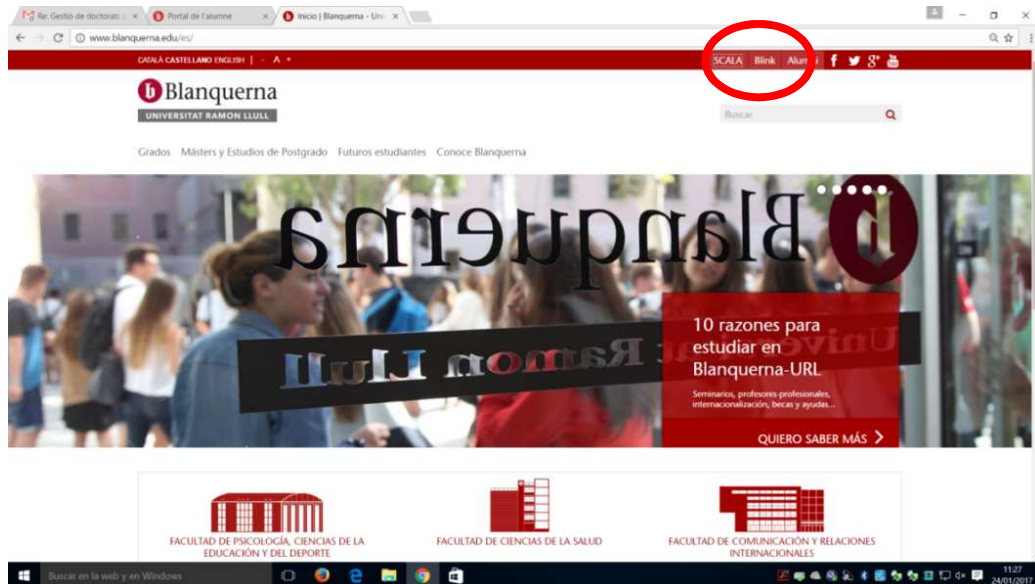
Time frame	What is assessed?*	Who is responsible?	What is needed?	Who evaluates it?
6 months	Research plan	Doctoral candidate	Approval of supervisor/tutor	CAPD
2nd Year	Research plan and DAD	Doctoral candidate	Doctoral candidate's report Tutor's/Supervisor's report	CAPD
3rd Year	Research plan and DAD	Doctoral candidate	Doctoral candidate's report Tutor's/Supervisor's report	CAPD
...				
* Candidates must receive a positive assessment in order to continue the doctoral program. The second assessment takes place within 6 months.				

Summary: Monitoring and assessment of doctoral candidates	
<p style="text-align: center;"> Certificate of Commitment Signed when student commences enrolls Added to DAD + Research Plan <i>(Work in progress. First version after 6 months)</i> + Document of doctoral activities (DAD) Ongoing updates + Doctoral candidate assessment report (IAD) Annual assessment by CAPD </p>	
The CAPD evaluates the following annually: <ul style="list-style-type: none"> – Compliance with Research Plan – DAD – It also requires: <ul style="list-style-type: none"> • Supervisor’s confidential report • Doctoral candidate’s confidential report 	<p>Doctoral candidate assessment report (IAD)</p> <p>Report issued by CAPD based on documentation submitted</p>

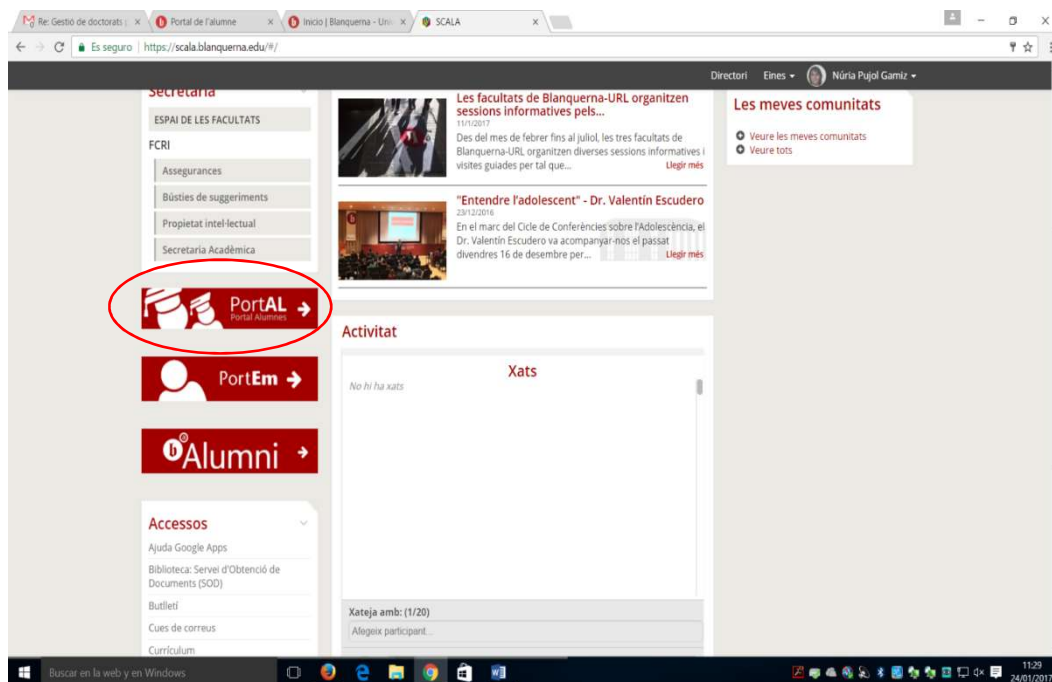
DOCTORAL ASSESSMENT ON SCALA

The majority of the activities relating to assessment and monitoring of the doctorate are carried out via Scala. Below we demonstrate the basic functions relating to doctoral assessment.

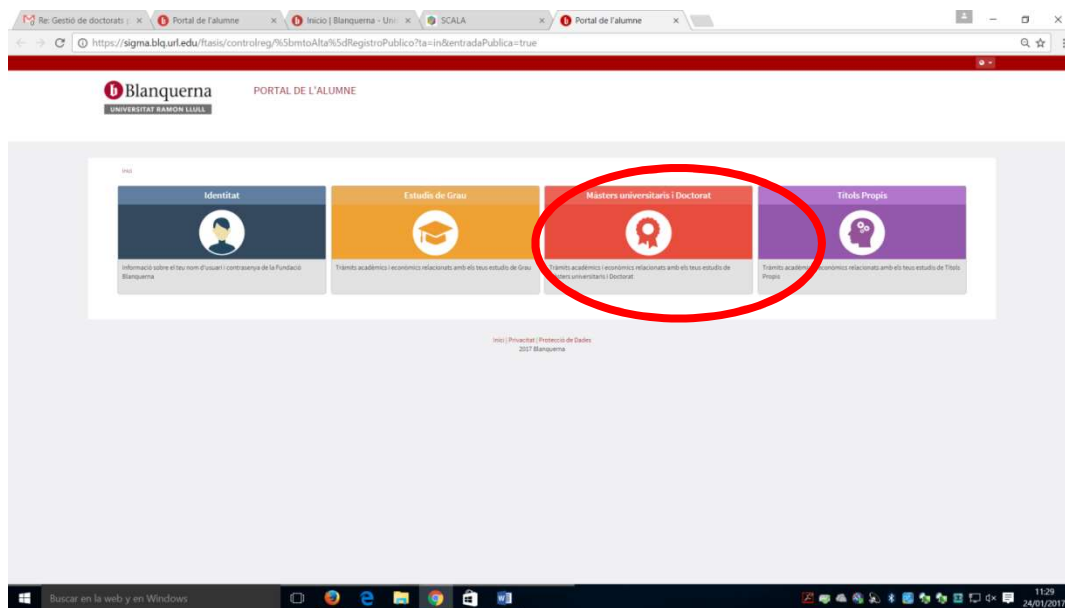
1. To access SCALA



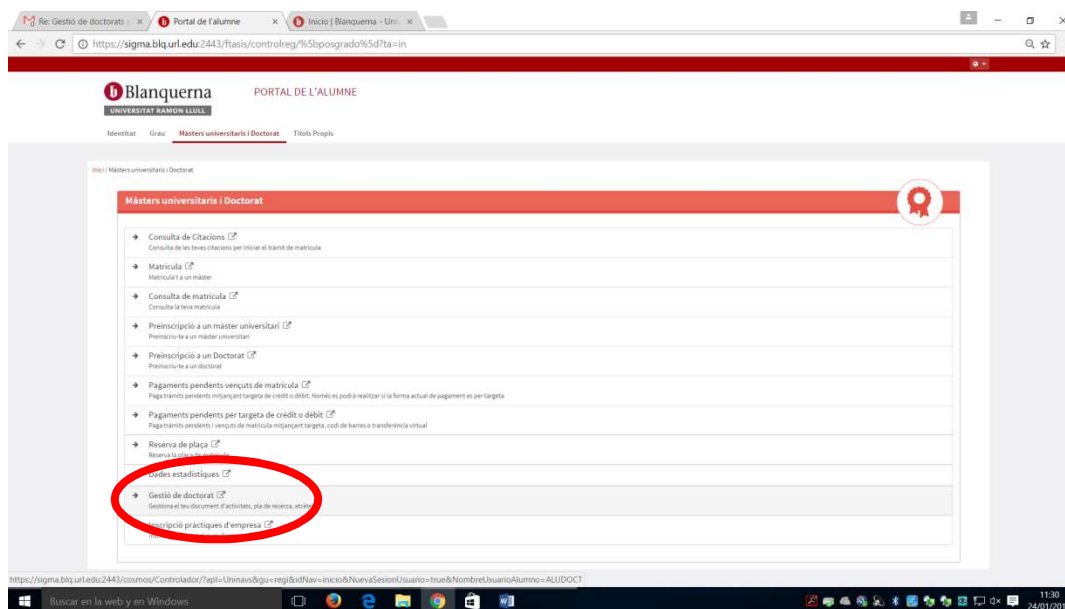
2. To access PortAL



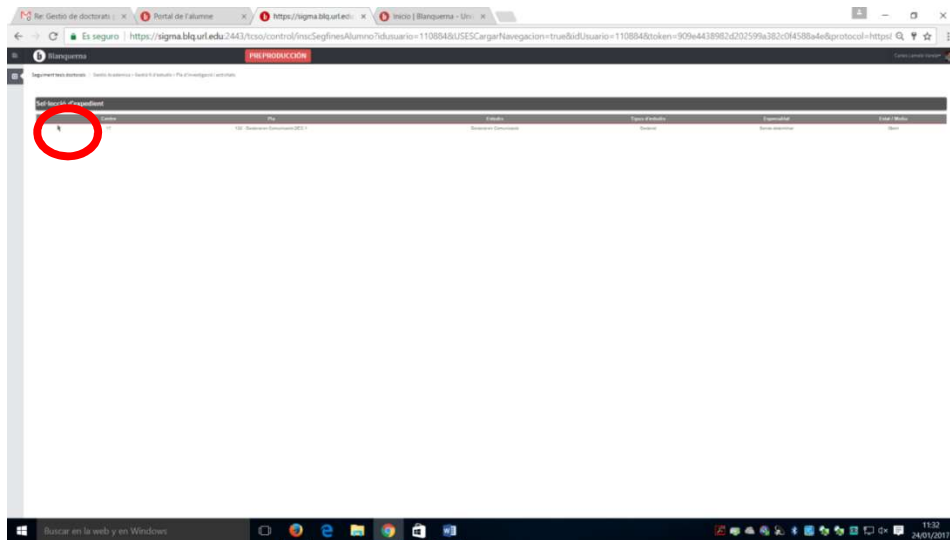
3. To access University Masters and Doctoral Programs



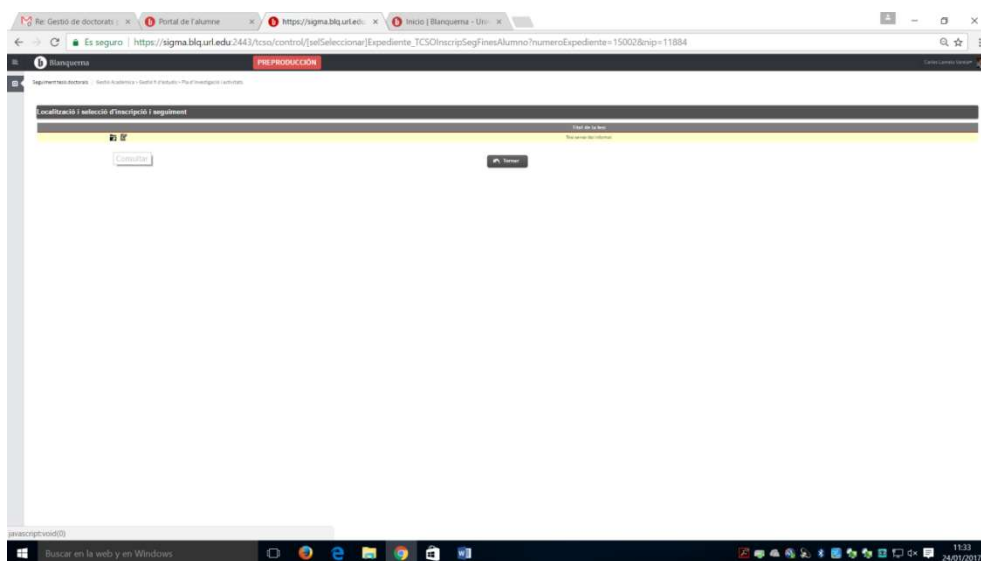
4. To access Management of Doctoral Program



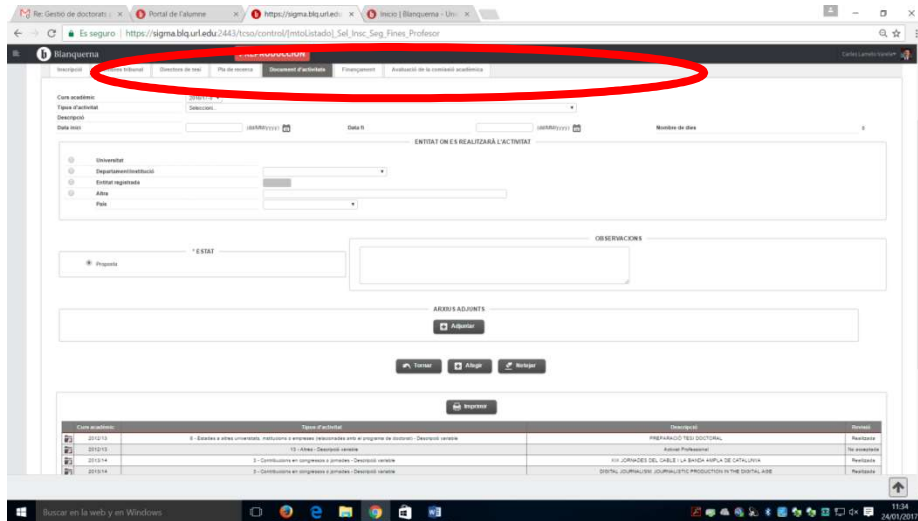
5. Click on the arrow located on the left-hand side of the screen.



6. Two icons will appear on the screen. The one on the left is for consulting the record and the one on the right for editing. To enter documentation and update the DAD, select the edit option.



The tabs to work on the record are located at the top of the screen.



Research plan

This is the first document to be evaluated. To enter the research plan select “Research plan”, enter description of the document (e.g. Research plan) and **upload PDF** of Research plan.

The screenshot shows the 'Plà de recerca' form. It includes fields for 'Descripció', 'Fitxer' (with an 'Adjuntar' button), 'Data document' (06/03/2017), 'Any Acadèmic' (2016/17-0), 'Data acceptació', and 'Observacions'. There is also a section for 'REVISIÓ' with a 'Primera revisió del curs' option. At the bottom, there are buttons for 'Tornar', 'Afegir', and 'Netejar'.

The Research Plan will then be immediately available to the supervisor who will accept it or add any necessary observations.

The screenshot shows the 'Plà de recerca' form, similar to the previous one, but with a table below it showing the research plan details. The table has columns for 'Curs acadèmic', 'Revisió', 'Data document', 'Data acceptació', and 'Descripció'. The first row shows '2016/17', 'Primera revisió del curs', '20/02/2017', '07/03/2017', and 'Plà de recerca'. The table is highlighted with a dashed orange circle.

Curs acadèmic	Revisió	Data document	Data acceptació	Descripció
2016/17	Primera revisió del curs	20/02/2017	07/03/2017	Plà de recerca

The Research Plan may be modified if considered appropriate by the doctoral candidate and the supervisor.

Document of Doctorate Activities (DAD)

In the Document of Doctorate Activities (DAD) section it is possible to enter all the educational activities carried out by the doctoral candidate. These activities may be proposed by:

- The supervisor
- The doctoral program administration
- The doctoral candidate

For these activities to be recorded in the DAD **they must be accepted by the Supervisor.**

For each activity proposed it is necessary to:

- 1) Select the type of activity (from drop-down menu)
- 2) Enter a brief description of the activity
- 3) Indicate the duration of the activity
- 4) Name the body responsible for the activity and the location of the activity
- 5) If appropriate, it is also possible to add comments addressed to the supervisor.

Once the activity has been carried out **it is necessary to upload a completion/attendance certificate** for the activity.

Example of activity

Curs acadèmic	Tipus d'activitat	Descripció	Estat
2016/17	21 - Cursos de formació - Descripció variable	Treballant la part de l'estadística. Teories, tècniques i eines estadístiques aplicades a la investigació en comunicació	Proposta acceptada

Doctoral Candidate Assessment Report

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From the second year onwards, the CAPD will carry out an annual assessment of the activity carried out by the doctoral candidate. In order to do so, the CAPD will use the Document of Activities, a confidential report drawn up by the supervisor, and a confidential report drawn up by the doctoral candidate.

The Doctoral Candidate's confidential report must be carried out using a model available on the Doctorate website.

The report must be sent to tab "Research plan".

The CAPD assessment may be consulted by clicking the tab entitled "Academic Committee Assessment".