



Deusto

Deusto International Research School

Programme Guide

PhD in Business and Territorial Competitiveness, Innovation and Sustainability

Academic year 2020-2021

Introduction

This guide describes the training and research activities that PhD students must undertake during the 2020-2021 academic year. It also includes information regarding compulsory activities per year and information about registration and other information related to courses and seminars. For further information and access to all the pertaining documents of the programme, please check the **PhD Site**: <http://doctorado-phd.deusto.es>

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1. Course start and presentation

Welcome and presentation for all doctoral programmes:

Bilbao Campus: Wednesday, September 30, 2020

- General presentation: 16:00
- Presentation of programmes: 17:00

2. General rules of the PhD programmes for the selection of training activities

2.1 First year courses

Full-time first-year students must complete the “Research Ethics” course. They are advised to take two additional courses (preferably courses recommended for their particular programmes). Students can optionally enrol in an additional course. Maximum: Research Ethics course + 3 other courses

Part-time first-year students must complete the “Research Ethics” course. They are advised to take an additional (preferably, a course recommended for their particular programmes). Students can optionally enrol in an additional course.

2.2 Second and third year courses

It is recommended that full-time second and third year students complete two courses (preferably courses recommended for their programme, if applicable). Students may choose the option of enrolling in two additional courses per year.

In the case of part-time second and third year students, it is recommended that they complete one course (preferably a course recommended for their programme, if applicable). Students can optionally enrol in an additional course.

Important: All students are required to complete a total of **6 training courses** in addition to the Research Ethics course during their research training.

2.3 Seminars

Full-time students attend three seminars per year and present their work in one of them. Part-time students attend two seminars and present their work in one of them.

2.4 Summary table:

YEARS	Full time	Part time
1st year	Research Ethics course + Minimum: 2 courses Maximum: 3 courses	Research Ethics course + Minimum: 1 course Maximum: 2 courses
2nd year onwards	Minimum: 2 courses Maximum: 4 courses	Minimum: 1 course Maximum: 2 courses
Total	At least 6 courses in addition to the Research Ethics course	

SEMINARS	Full time	Part time
Each year	3 seminars with a presentation in one of them	2 seminars with a presentation in one of them

3. Compulsory activities

3.1 Compulsory activities in the first year

Presentation of research plans

During the first year, the research plan must be presented and defended. To do this, there are two calls. A first call in May and a second (extraordinary) call in January for those PhD candidates whose research plan was deemed unsuitable.

First call:

- Deadline for the submission of the research plan: 25 May 2021¹
- Defence of the research plan: between 7 and 18 June 2021

Second call:

- Deadline for the submission of the research plan: 10 January 2022
- Defence of the research plan: between 17 and 21 January 2022

Thesis registration

PhD students must apply to register the thesis at the General Secretariat within one month following the approval of their first research proposal by the Academic Committee. The registration is processed in the General Secretariat in the period they indicate.

3.2 Compulsory activities from the second year onwards

Progress reports

PhD supervisors must issue a progress report at the end of each semester:

- Date of the 1st progress report: 8 January 8 2021
- Date of the 2nd progress report: 8 June 8 2021

3.3 International stays

If a PhD candidate foresees a mobility abroad they must get their supervisor's approval and take it into account in their formative itinerary. All mobilities must be approved by the Academic Committee of the Program².

¹ Some of the dates mentioned in this guide are approximate and still to be confirmed.

² Please see the information related to the [international mention and outgoing mobility](#).

4. Basic information about thesis submission and defence

PhD thesis submission and defence

According to current regulations, full-time PhD students have a maximum of three years to submit their PhD thesis, starting from the date they are admitted to the programme until they submit their thesis. In the case of part-time PhD students the maximum duration is five years.

In addition to meeting all the requirements related to training activities, PhD students must comply with the following activities in order to proceed with the submission of the PhD thesis:

ACTIVITY	When	Requirements
Presentation of a paper in a conference	After having completed the first year of studies	At least one
Publication of an article in an indexed journal ³	After having completed the first year of studies	At least one
Training actions for gaining international experience	Preferably in the 2 nd or 3 rd year	Preferably, a stay at foreign research centres. If there are no stays abroad, internationalisation should be ensured with other actions.

Start of the thesis submission process

Once the PhD student has received the approval of the thesis supervisor, they can request the Academic Committee the review of the PhD student's transcript and the final evaluation in GAUDE. In the following month the PhD student can submit the thesis at the General Secretariat. If the PhD thesis is eligible for the International mention, the Industrial Mention or the International Co-supervision the relevant documentation will be also be submitted. The PhD site includes extended information regarding the submission and defence of the PhD thesis together with the relevant forms⁴.

Extension request

If PhD theses are not submitted before the abovementioned three- (full-time) or five-year (part-time) expiration deadlines, the Academic Committee may authorise an extension of one year, or a maximum of two years. In order to calculate the previous period, leaves due to illness, pregnancy or any other reason envisaged in the current legislation will not be considered.

Applications for extensions must be submitted within the academic year in which the deadline for thesis deposit will expire, and at least one working month before such deadline. Applications must be submitted to the General Secretariat.

³ Please see the [Guidelines for the standardisation of authors' names and affiliations in scientific publications at the University of Deusto](#)

⁴ Please see <https://sites.google.com/a/deusto.es/doctorado-phd/general-information#TOC-Thesis-deposit-and-defense>

5. Important dates in academic year 2020-2021 for the PhD programme in Business and Territorial Competitiveness, Innovation and Sustainability

PHD CANDIDATES	PROCESS	ACTIVITY	DATES
All	Registration	Registration for DIRS' courses and seminars: registration of activities in Gaude, acceptance of directors or tutors and sending an email to DIRS	First-year students: From 30 September until 5 October 2nd year students onwards: from 15 September until 21 September
First-year	Welcome and presentation	Welcome and presentation, CETIS program, San Sebastian / Bilbao campus	Wednesday 30 September 2020 Bilbao Campus 16:00 General presentation 17:00 Programme presentation
First-year	Assignment of doctoral thesis supervisors	Submission of documents to the Programme's Academic Committee (PAC)	Max. 23 October for students registered in July Max. 18 December for all students
2nd year onwards	Progress Report	Directors submit the first Progress Report to the Programme's Academic Committee	8 January 2021
First-year	Research Plan	Submission of the Research Plan to the Programme's Academic Committee	26 May 2021
		Defence of the Research Plan	Between 7 and 18 June 2021
2nd year onwards	Progress Report	Directors submit the second Progress Report to the Programme's Academic Committee	8 June 2021
All	Ordinary yearly assessment	Final definitive overall assessment	5 July 2021

6. Specific recommendations for the PhD programme in Business and Territorial Competitiveness, Innovation and Sustainability

The academic offer, as well as the calendar of activities can be found on the PhD site (<https://goo.gl/mJyqLo>) and on the DIRS website (<http://goo.gl/Wz14iA>).

Compulsory course

First year PhD students must choose one of the two courses below, depending on the language of instruction they prefer:

Course	Program	Coordinator	Dates and time	Type	Mode of instruction	Language
201001 Ética de la Investigación (Human Rights, Education, Leisure, Theology)	Transversal	Cristina de la Cruz	23 and 24 November, 15:30 to 19:30	Compulsory	In-class and virtual attendance	Spanish
201002 Ética de la Investigación (Engineering, Competitiveness-Cetis; Psychology, Law)	Transversal	Cristina de la Cruz	25 and 26 November, 15:30 to 19:30	Compulsory	In-class and virtual attendance	Spanish
201002 Research Ethics	Transversal	Ángela Bermúdez	21 and 22 Abril, 15:30 to 19:30	Compulsory	In-class and virtual attendance	English

Specific courses

The following courses are recommended in this programme, unless otherwise indicated by the programme's tutor and coordinator:

Course	Coordinator	Dates and time	Language and Mode of instruction
201101 Research Planning Literature Review and Academic Writing	Jon Mikel Zabala-Iturriagoitia	19-23 October 2020 Time: 14:00-19:00 San Sebastian	In-class and virtual attendance
201102 Disseminating Research: Guidelines for Conferences and Publications	Iñaki Peña	26, 27, 29 October 2020 Time: 15:00-19:00 San Sebastian	In-class and virtual attendance
201103 Bibliography for Research: Resources and Searching Tools	Iñaki Peña	27, 28 October 2020 Time: 10:00-14:00 (+2 hours TBA) San Sebastian	In-class and virtual attendance
201104 Fundamental Theories in Competitiveness, Innovation and Sustainability	Nekane Aramburu	21, 22, 25, 26, 27, and 29 January 2021 Time: 9:30 to 13:30 San Sebastian	In-class and virtual attendance

Seminars

All PhD students enrolled full-time must participate in at least three seminars (necessarily with a presentation in one of them). PhD students enrolled part-time must participate in at least two seminars per academic year with a presentation in one of them.

Seminar	Coordinator	Dates and time	Mode of instruction
201171 Research seminar in competitiveness I	Iñaki Peña	24 November 2020 Time: 9:00-13:30; 14:30-19:00	In-class and virtual attendance
201172 Research seminar in competitiveness II	Iñaki Peña	23 November 2020 Time: 9:00-13:30; 14:30-19:00	In-class and virtual attendance
201173 Research seminar in competitiveness III	Iñaki Peña	26 November 2020 Time: 9:00-13:30; 14:30-19:00	In-class and virtual attendance
201174 Research seminar in competitiveness IV	Iñaki Peña	22 April 2021 Time: 9:00-13:30; 14:30-19:00	In-class and virtual attendance

7. Registration and training activities

OpenDeusto Account

Registered PhD students must obtain an OpenDeusto email account and access to the university's student extranet. After enrolling at the General Secretariat, PhD students will receive an email to be able to register⁵.

The OpenDeusto account is necessary to check your marks on the student extranet, sign up for courses and seminars in GAUDe⁶, include communications and articles on the activities document in GAUDe or access the materials of the training activities on the Alud⁷ platform, for example. DIRS will only notify PhD students through the OpenDeusto account of updates on course admission, assessment and other key aspects which means that you must check this account regularly to avoid missing relevant information⁸.

Registration and admission in courses and seminars

Students must register the activities on their document of activities in [GAUDe](#), indicating the code and the name of the activity as it is called in the training offer. The [GAUDe registration guide](#)⁹ explains in detail how to register the activities. We recommend that you read the guide before registering. The status of these activities will be "proposed". Thesis supervisors must accept the activities that PhD students have proposed. Activities not accepted by thesis supervisors will not be taken into account.

It is very important that all the activities carried out during the thesis process are registered in the activities document, as this is the one that will give rise to the file that is generated for the final evaluation, prior to the deposit of the thesis.

When choosing training activities, it is essential to take into account the recommendations provided in the Guide to the corresponding doctoral programme.

Calendar for the registration in training activities for academic year 2020-2021

PhD students	Registration in training activities	Acceptance by thesis supervisors
First year	<u>30 September</u> to 5 October	Up to 7 October
Second year onwards	<u>15 September</u> to 21 September	Up to 25 September

⁵ Further information: <https://www.opendeusto.es/lang/es/myopendeusto/>

⁶ Access to GAUDe
<https://gaude.deusto.es/cosmos/Controlador/?apl=Uninavs&gu=a&idNav=inicio&NuevaSesionUsuario=true&NombreUsuarioAlumno=ALUMNO&idioma=es&pais=ES>

⁷ To log in to the Alud platform (based on Moodle) go to: <https://alud.deusto.es/login/index.php>

⁸ It is possible to automatically forward Gmail messages to another account like Gmail. Instructions: <https://support.google.com/mail/answer/10957?hl=en>
If you have any problems to access or use the student extranet or your OpenDeusto account you can contact Aulatic at: aula.tic@deusto or on tel: 944 13 90 03 (Ext. 2695). Aulatic also solves problems related to Alud.

⁹ GAUDe registration guide: <https://drive.google.com/file/d/1pAjsBBnTILbj3kqFxFHMeMGRP2dP7cOzm/view>

Some courses have a limited number of places. In those cases where there are limited places, there will generally be more than one session for each course. If applications outweigh the number of places available for a specific session, they will be reassigned to subsequent course sessions, or they will be put on a waiting list and given priority on the next session. The selection criterion will be the order of arrival of applications.

Admission to the training activities will be notified to PhD students. They will receive a Google Calendar invitation from Inge Zabaleta (inge.zabaleta@deusto.es) confirming admission to the training activity. This invitation will contain basic information about the course and they will be requested to confirm attendance.

Example of an invitation:

Inge Zabaleta 16 oct. (hace 4 días) ☆ Responder
para mí

Oct.

21

Mi.

150008 Recursos bibliográficos electr...

Míralo en Google Calendar

Cuándo: mié 21 de Oct de 2015 15:30 – 18:00 (CEST)

Ubicación: CRAI Mediateca Campus Bilbao

Participantes: La lista de invitados no está disponible

Agenda

mié 21 de Oct de 2015

No hay eventos anteriores.

15:30 150008 Recursos bibliográficos electr...

No hay eventos posteriores.

➔

Sí

Quizás

No

150008 Recursos bibliográficos electrónicos [más detalles »](#)

Estimado alumno/a:

Te informamos de que has sido admitido/a al curso "150008 Recursos bibliográficos electrónicos", cuya ficha adjuntamos.

Fechas del curso: 21 y 29 de Octubre
Horario: De 15:30 a 18:00
Lugar: CRAI - Mediateca - Campus Bilbao

Por favor no olvides llevar tu tarjeta UD.

Rogamos confirmación de asistencia en el "link" abajo indicado. Si no puedes asistir al curso es imprescindible que lo notifiques por escrito a dirts@deusto.es ya que de no ser así la calificación en la actividad formativa será no apto. Asimismo recordamos que se debe firmar el control de asistencia todos los días del curso.

Si tienes cualquier pregunta no dudes en contactarnos.

Un cordial saludo
DIRS

Dear student,

I am writing to inform you that you have been admitted to the course "150008 Electronic bibliographic resources" The course information is attached to this email.

Attendance

You cannot attend a training activity if you are not previously registered or admitted.

Attendance to training activities is compulsory and it will be recorded. A record of attendance must be signed for each session. Participants must attend at least two thirds of the class hours¹⁰, as established in the student regulations of the University of Deusto.

If you are unable to attend a training activity on which you are registered, you must give prior notice in writing to: dirs@deusto.es since, otherwise, the mark on the training activity will be a **FAIL**.

Virtual attendance to courses and seminars

Some of the PhD courses and seminars offer the option of attending virtually. In order to know which of these training activities have this option please check the Academic offer section of the PhD site (<https://goo.gl/lnk6ab>).

By virtual attendance it is understood that all registered PhD students attend the class but some of them, instead of being physically in the room, participate through a videoconference system. They can hear both lecturers and students and can interact with them and other students who are also attending virtually.

The virtual attendance has the same requirements as the in person attendance. In order to consider that a student has attended the class they must do so in real time.

This modality is addressed to PhD students residing abroad. If a PhD student wishes to attend virtually to a course or seminar they must complete the form that is included in the invitation to the course.

Assessment questionnaire on training activities

At the end of each training activity, and as part of the good practices promoted by DIRS, all PhD students will receive a short assessment questionnaire on the training activity. This questionnaire is completely anonymous and it will only take you a few minutes to complete it. The results of these questionnaires will provide us with very valuable information and they will be taken into account for continuous improvement of the training activities we offer. We appreciate your collaboration for sharing your opinion on the training activities you have attended.

Marks

There are three types of marks:

Pass: The student has met all the necessary requirements (attended at least two thirds of the lectures and completed assignments in due time and form).

¹⁰ [Student Regulations of the University of Deusto](#)

Article 27: Students must commit themselves to training in a responsible manner (BOUD issue no. 57, page 13)

2 Attendance and participation in class and in the rest of activities aimed at rounding off their training will be supervised by each lecturer, and are the students' responsibility. Failure to attend more than one third of the class hours for each subject will result in the student losing his/her right to sit exams at the regular exam session. This right will not be lost whenever a justified, accredited reason has been duly communicated.

Fail: The student has not met the necessary requirements (attendance and assignments).

Not Presented: The student did not finally attend the course or seminar.

DIRS will send within 4 weeks the accreditation of the activities that the student must attach to the corresponding activity on the GAUDe platform, as soon as it is received, so that the director can validate it. It is essential that the records are added, without them the activities will not be validated.

8. Action at the University of Deusto in the face of the new coronavirus

In view of the health situation caused by COVID-19, the University of Deusto has created a website (www.deusto.es/covid-19) to provide an updated response to all the queries and questions that may arise among the university community members, as well as to communicate all the measures that may be taken.