

## **Purpose of doctoral training activities**

Each PhD student can follow a unique planning, so that education is adjusted to the needs that correspond to the process of completing his or her doctoral thesis.

The training activities (TA) are structured in three sections which include different actions:

### **A. SPECIFIC TRAINING ACTIVITIES**

Management of search engines and documentary sources (AF1)

Specific training courses (AF3)

### **B. SCIENTIFIC ACTIVITY IN RESEARCH GROUPS**

Analysis and discussion of scientific papers and articles (AF2)

Presentations in laboratories and research teams (AF4)

Training stay (AF7)

Elaboration and publication of scientific productions (AF8)

### **C. ATTENDANCE AND PARTICIPATION IN SCIENTIFIC FORUMS**

Annual conference for PhD students (AF5)

Attendance and participation in scientific forums (AF6)

## **A. SPECIFIC TRAINING ACTIVITIES**

### **Management of search engines and documentary sources (AF1)**

**DURATION:** A total of 15 to 50 hours, of which 8 to 25 hours must be face-to-face and 7 to 25 hours non-face-to-face, to be carried out both at the UdL, at INEFC and at external institutions.

**TRAINING MODALITY:** Full and part-time

**TIPOLOGY:** Theoretical-practical training with a procedural objective

**TEMPORALIZATION:** Full and partial, during the entire doctoral program

**LANGUAGES:** Catalan, Spanish and English

**DESCRIPTION:** Tools will be provided to: 1) find and relate bibliographic sources according to the required scientific and bibliometric criteria; 2) focus and narrow down searches according to the specific research of PhD students; 3) create and manage databases from various bibliographic reference systems.

**CONTENTS:**

Information sources: typologies and uses

Bibliographic searches

Analysis and use of results

Documentary management

**COMPETENCES:**

Basic: 1 and 2

Personal skills and abilities: 2, 3, 5 and 6

Learning outcomes: 1 and 4

**TIME PLANNING:** A minimum of 10 hours of face-to-face training is required, combined with a minimum of 15 hours of non-face-to-face training, depending on the needs of the PhD student.

**CONTROL AND EVALUATION PROCEDURE:** Face-to-face training will be monitored through attendance and active participation. For the non-face-to-face training, the evaluation of the capacity of the PhD students in terms of database management and creation of their own

databases for the purpose of their research, as well as active participation in the mentoring, will be used. NOTE: Attendance to face-to-face training can be both physical and virtual.

NOTE: Depending on the methodology and analysis procedures required by the type of research (e.g. research based on documentary sources) the number of hours dedicated to this activity can be increased or reduced from the number of hours foreseen in activity AF4 (Presentations in laboratories and research teams).

### **Specific training courses (AF3)**

**DURATION:** From 30 to 60 hours, to be carried out both at the UdL, INEFC and at external institutions.

**TRAINING MODALITY:** Complete and partial

**TYPOLOGY:** Varied theoretical-practical training: substantive; methodological and technological

**TEMPORALIZATION:** Complete and partial

**LANGUAGES:** Catalan, Spanish and English

**DESCRIPTION:** The activities considered in this section consist in the attendance and passing of conferences and training courses related to the field of study and research of the doctoral program: methodological, technological, procedural aspects, etc. The aforementioned offer can be provided by the University of Lleida (through the ICE and other research or UdL training centres) and/or the INEFC as the institutions responsible for the Doctoral Program. PhD students can also take specific training courses in other institutions.

**CONTENTS:** Given the potential variety of possibilities of conferences and courses, the activities must be approved by the tutor and the director of the doctoral thesis, who will have to justify their convenience under the criteria of development of competencies, personal skills and abilities and learning outcomes necessary for the preparation and defence of the doctoral thesis.

**COMPETENCES:**

Basic: 1, 2, 4, 5 and 6

Personal skills and abilities: 2, 3, 4 and 5

Learning outcomes: 1, 3, 5 and 7

Specific: 2 and 3

**TIME PLANNING:** Each doctoral student can follow a unique planning, so that the continuing education is adjusted to the needs that correspond to the process of completion of the doctoral thesis.

**CONTROL AND EVALUATION PROCEDURE:** The classroom training is controlled from the certificates of attendance and the use of the conferences and courses.

**NOTE:** If a minimum of 20 hours of the total 60 hours of training are carried out in external institutions, this dedication will be considered as a mobility activity.

## **B. SCIENTIFIC ACTIVITY IN RESEARCH GROUPS**

### **Analysis and discussion of scientific papers and articles (AF2)**

DURATION: A total of 32 to 47 hours, of which 16 to 24 hours are face-to-face and 16 to 23 hours are non-face-to-face.

TRAINING MODALITY: Complete and partial

TYPOLOGY: Theoretical-practical training with an applied objective

TEMPORALIZATION: Complete and partial

LANGUAGES: Catalan, Spanish and English

DESCRIPTION: This activity is designed to analyse in a reflective and critical way scientific articles suggested by tutors, directors and research groups and to submit them to continuous discussion and evaluation within the research group.

#### CONTENTS:

Transversal:

Processing of scientific information

Understanding of methodologies according to specific, transversal and interdisciplinary knowledge sciences related to the field of Physical Activity and Sport

Understanding of statistical processing

Specific: Will be determined by the specific line of research of each PhD student

#### COMPETENCES:

Basic: 1, 2, 4, 5 and 6

Personal skills and abilities: 2, 4, 5 and 6

Learning outcomes: 1, 3, 5, 6 and 7

Specific: 2 and 3

TIME PLANNING: Each doctoral student can follow a unique planning, so that the continuing education is adjusted to the needs that correspond to the process of completion of the doctoral thesis.

#### CONTROL AND EVALUATION PROCEDURE:

Face-to-face training is monitored on the basis of attendance as well as active participation in the sessions of reflection and analysis of the scientific literature.

The quality of the analysis and discussion of the articles presented will be assessed for the non-attendance training.

NOTE: Attendance at face-to-face training can be both physical and virtual.

### **Presentations in laboratories and research teams (AF4)**

DURATION: A total of 30 to 60 hours, of which 20 to 40 are face-to-face hours and 10 to 20 non-face-to-face hours.

TRAINING MODALITY: Complete and partial

TYPOLOGY: Theoretical-practical training with a technological, scientific and procedural objective

TEMPORALIZATION: Complete and partial

LANGUAGES: Catalan, Spanish and English

DESCRIPTION: PhD students will attend and actively participate in the workshops organised by the heads of the laboratories and research groups in which the research lines and projects, as

well as research methods, procedures and techniques, will be presented.  
CONTENTS: Those that each laboratory or research group considers appropriate.

**COMPETENCES:**

Basic: 1, 2 and 4

Personal skills and abilities: 2, 3, 4 and 5

Learning outcomes: 1, 3, 4, 5, 6 and 7

Specific: 3

**TIME PLANNING:**

30 face-to-face hours: theoretical-practical training on methods, procedures and techniques related to the different topics worked on in the different laboratories and research groups. The aim is to present practices and simulations in real research contexts.

20 non-face-to-face hours: theoretical and applied training through the account of the scientific, technological and procedural components presented in each workshop, specifying the assessment of their applicability in the preparation of the doctoral thesis.

**CONTROL AND EVALUATION PROCEDURE:** On-site training will be monitored on the basis of attendance as well as the active participation of the PhD student. For the non-classroom training, the evaluation of the productions presented to the PhD student in the form of an account of the actions presented and the assessment of the applicability of these in their particular case will be carried out.

**NOTE:** Depending on the methodology and analysis procedures required by the type of research (e.g. research based on documentary sources) the number of hours devoted to this activity may be reduced from the planned number and may be increased in activity AF1 (Management of documentary sources and search engines).

**Training stay (AF7)**

**DURATION:** A minimum of 3 weeks, which can be in different centres, always external to INEFC and the UdL.

**TRAINING MODALITY.** Complete and partial

**TPOLOGY:** Scientific, technical and procedural training

**TEMPORALIZATION:** Full, from the beginning of the 2nd year. Partial, from the beginning of the 3rd year, prior to the processing of the thesis.

**LANGUAGES:** Catalan, Spanish and/or English, depending on the host research centre

**DESCRIPTION:** This activity must have the authorisation of the thesis tutor and supervisor and the PhD Academic Committee, in order to enable the student to carry out a stay in a research centre related transversally and/or specifically to the subject of his/her doctoral thesis.

**CONTENTS:**

Among several tasks that the doctoral student can carry out during his or her stay, the following are considered to be highly desirable:

Familiarisation with theoretical or methodological foundations complementary to those used within the research group in which the doctoral thesis is being carried out.

Article writing related transversally and/or specifically to the research topic.

**COMPETENCES:**

Basic: 1, 2, 3, 4, 5 and 6

Personal skills and abilities: 1, 2, 3, 4, 5 and 6

Learning outcomes: 1, 2, 3, 4, 5, 6 and 7

Specific: 1, 2 and 3

**TIME PLANNING:**

According to the needs and planning that the host centre establishes for the doctoral student.

**CONTROL AND EVALUATION PROCEDURE:** It will be evaluated on the basis of the report of the activities carried out at the destination, signed by the person in charge of the placement and stamped by the host institution. This report must also have the approval of the tutor and the supervisor of the doctoral thesis.

**Scientific article writing and publication (AF8)**

**DURATION:** At least one article submitted to a scientific journal and follow up

**TRAINING MODALITY:** Complete and partial

**TPOLOGY:** Scientific, technical and procedural training

**TEMPORALIZATION:** Complete and partial

**LANGUAGES:** Spanish and Catalan, although English is recommended

**DESCRIPTION:** Under the supervision of the tutor and the thesis supervisor, the PhD student will write at least one article related transversally and/or specifically to his/her research topic and it will have to be submitted for publication to an indexed journal in his/her field of knowledge, preferably in English.

**CONTENTS:** The student will have to identify the types of publications he/she wants to access in order to write and publish his/her production in accordance with specific publication standards.

**COMPETENCES:**

Basic: 2, 4, 5 and 6

Personal skills and abilities: 1, 2, 3, 5 and 6

Learning outcomes: 1, 2, 3, 4, 5 and 7

Specific: 1

**TIME PLANNING:** Not specified

**CONTROL AND EVALUATION PROCEDURE:** The monitoring and evaluation of this activity will be carried out on the basis of several possibilities:

The acceptance of the article for publication prior to the processing of the dissertation.

In the event that the article is rejected by the editor of the journal to which the article has been submitted, a situation that may occur due to the high rate of rejection, the Academic Committee of the doctoral thesis, with the approval of the tutor and the thesis supervisor, may assess the quality of the article.

The follow-up of the PhD student to remake the article according to the suggestions of the journal reviewers or, in case of rejection by the editor, the student's ability to adapt the article to be submitted to other journals for evaluation.

The journals must be indexed in the current index lists and, if not, the following quality indicators will be assessed: prior external peer review of the articles.

The existence of an international scientific committee.

High percentage of articles by authors not linked to the publishing institution.

Exclusive publication of research articles in different languages.

Presence in repertoires and bibliographic bulletins related to their speciality.

For the field of Social and Legal Sciences, the quality indicators to be considered are:

Information quality: identification of editorial and scientific committees, instructions to authors, information on the manuscript evaluation and selection process, translation of abstracts, article titles, keywords, English language abstracts and publication of data on the editorial process.

Editorial process quality: periodicity, regularity, scientific arbitration, reviewers, review anonymity, review instructions, reasoned communication of decisions, editorial and advisory boards.

Scientific quality: percentage and acceptance rate of research articles.

Dissemination quality and visibility: inclusion in bibliographic databases.

## **C. ATTENDANCE AND PARTICIPATION IN SCIENTIFIC FORUMS**

### **Annual conference for PhD students (AF5)**

**DURATION:** A total of 35 hours, of which 5 hours must be face-to-face and 30 hours non-face-to-face.

**TRAINING MODALITY:** Complete and partial

**TYPOLOGY:** Scientific, technical and procedural training

**TEMPORALIZATION:** In the academic year between the months of March and September

**LANGUAGES:** Catalan, Spanish and English

**DESCRIPTION:** Once a year, the PhD student must present, in a public session, the results of the production and training activities carried out during the previous year. The aforementioned session must be held before the Academic Committee of the PhD Programme and will be open to the public. Attendance is recommended for the rest of the PhD students on the programme. The number of annual sessions will depend on the total number of PhD students enrolled in the programme. According to the requirements established in Royal Decree 99/2011, the PhD student must present the research plan before the end of the first year after enrolment. This plan should include, at least, the specification of the theoretical reference framework, the objectives to be achieved as well as the methodology, the means and the temporalization for its achievement (the reference document prepared by the academic committee of this PhD programme must be followed). This plan will be applied in the following years. Based on this requirement, this evaluation activity is also considered as a formative one.

#### **CONTENTS:**

Research Plan presentation

Presentation of progress and improvements in relation to the Research Plan

A critical review of the actions carried out in the previous year

Action proposals for the following year

PhD thesis presentation and defence once the thesis has been completed and prior to its final official defence

#### **COMPETENCES:**

Basic: 3, 4, 5 and 6

Personal skills and abilities: 2, 3, 4, 5 and 6

Learning outcomes: 1, 2, 3, 5, 6 and 7

Specific: 1, 2 and 3

#### **TIME PLANNING:**

5h or 7h (depending on the modality of enrolment): approximately 1h and 30min are required for the presentation and annual defence of the PhD training process. For each of the sessions, the PhD student will have between 30 and 45 minutes for the presentation and a further 45 minutes for the justification and defence of the questions posed by the Academic Committee.

30h or 50h (depending on the modality of enrolment) non-face-to-face: their distribution is calculated according to 10h of preparation for each of the sessions, depending on the needs of the PhD student. This timetable includes both independent work and tutorials with the student's tutor and thesis supervisor. The objectives of the tutorials are both the preparation of the annual reports to be submitted to the Academic Committee and the preparation of the presentations.

**CONTROL AND EVALUATION PROCEDURE:** Face-to-face training will be monitored based on the presentation of the annual process and the defence following the Academic Committee's questions. For non-face-to-face training, the following will be considered:  
The evaluation of the annual reports provided by the doctoral student at the time of submission  
The reports drawn up by the tutor and the supervisor of the doctoral thesis

### **Scientific forum attendance and participation (AF6)**

**DURATION:** A minimum of attendance and, if possible, participation in 3 forums or conferences

**TRAINING MODALITY:** Complete and partial

**TYPOLOGY:** Scientific and procedural training

**TEMPORALIZATION:** Full, from the beginning of the 2nd year. Partial, from the beginning of the 3rd year, prior to the processing of the thesis.

**LANGUAGES:** Catalan, Spanish and English

**DESCRIPTION:** From the beginning of the second year, the PhD candidate must:

Attend a national scientific forum related transversally and/or specifically to the subject of the doctoral thesis.

Attend and present a paper, preferably orally, at a national scientific forum related transversally and/or specifically to the subject of the doctoral thesis.

Attend and present a communication, preferably orally and in English, at an international scientific forum related transversally and/or specifically to the subject of the doctoral thesis.

Although it is not compulsory, it is recommended that the sequence of the three activities be the one presented, as it is structured from least to most difficult. On the other hand, this activity must be carried out outside the student's university. However, this training activity will clearly require a face-to-face dedication of the forums as well as non-face-to-face work that refers to the demands of preparing the communications and the need for a tutoring process.

**CONTENTS:** With the authorisation of his/her tutor and thesis supervisor, the PhD student must cover the following contents:

Attendance and presentation of a communication, preferably oral, at a national scientific forum related transversally and/or specifically to the subject of the doctoral thesis.

Attendance and presentation of a communication, preferably oral and in English, at an international scientific forum related transversally and/or specifically to the subject of the doctoral thesis.

### **COMPETENCES:**

Basic: 1, 2, 3, 4, 5 and 6

Personal skills and abilities: 2 and 4

Learning outcomes: 1, 2, 3, 5, 6 and 7

Specific: 1 and 2

**TIME PLANNING:** A minimum of two communications will be mandatory, the dedication of which may require a variable timetable.

**CONTROL AND EVALUATION PROCEDURE:** It will be controlled according to the provision of certificates of attendance and presentation of papers. The list of congresses to be suggested within this activity must meet the following quality indicators:

Informative quality: identification of the international scientific organisation committees, instructions to authors, information on the evaluation process and selection of manuscripts.

Review process quality: anonymity in the review.

Dissemination and visibility quality: inclusion in bibliographic databases.

Publication quality: periodicity and regularity.

**NOTE:** Given the requirement that this activity must always take place outside the home university, this action will also be considered as a mobility activity.