

FAQs

- 1. What do I need to do if I'm interested in the PhD programme?**

If you are interested in applying to join the PhD programme, please contact the programme coordinator (<https://estudis.uib.cat/estudis-de-doctorat/doctorat/TMAB/index.html>).
- 2. What degree do I need to have to apply to join the PhD programme?**

You must be a graduate and hold a master's degree (or specialised health training) with skills and knowledge in some of the PhD research areas (<https://estudis.uib.es/es/estudis-de-doctorat/doctorat/TMAB/desc.html#LiniesRecerca>).
- 3. What is assessed for admission onto the PhD programme?**

The Academic Committee for the programme assesses the suitability of candidates' degree qualifications and experience. It also verifies whether the proposal is in line with the PhD research areas (<https://estudis.uib.cat/estudis-de-doctorat/doctorat/TMAB/desc.html#LiniesRecerca>). Where the number of pre-registration applications exceeds the number of available places, a selection is made in line with the criteria set out in the 'Entry and Admissions Requirements' section and the verified PhD report.
- 4. Which grants/bursaries can I apply for if I want to do a PhD?**

Please see: <https://estudis.uib.cat/Beques-i-ajuts/>
- 5. What is the pre-registration and enrolment deadline for the PhD programme?**

You can view them at: <https://estudis.uib.cat/estudis-de-doctorat/Estudiar-a-la-UIB/Preinscripcio-i-admissio/>.
- 6. How do I fill out the PhD pre-registration?**

Please follow the EDUIB instructions (<https://estudis.uib.cat/estudis-de-doctorat/Estudiar-a-la-UIB/Preinscripcio-i-admissio/Instruccions/>).
- 7. I am working but am interested in doing a PhD. Can I combine working and studying for a PhD?**

Yes. You can enrol as either a full-time or part-time student on a PhD programme. The length of study is different for each https://eddoctorat.uib.cat/Gestio_Doctorands/regim_de_permanencia/.
- 8. If I have pre-registered and been admitted, does that mean I am already on the programme?**

No. First, you need to formalise your PhD enrolment either as a full-time or part-time student <https://estudis.uib.cat/estudis-de-doctorat/Estudiar-a-la-UIB/Preinscripcio-i-admissio/Instruccions/>.
- 9. Once I am enrolled, will I be a PhD student until my viva voce defence?**

No. It is important to bear in mind that in order to continue with your programme, you need to enrol every academic year until you complete your PhD. You will enrol during the period set for ongoing programmes https://eddoctorat.uib.cat/Preinscripcio_i_Matricula/Preinscripcio_matricula/. In addition, you need to pass the annual activity assessments carried out by the Academic Committee.
- 10. What happens if I do not enrol on the PhD for a year?**

According to the regulations, if you do not enrol in the set period, you will not be able to enrol on the same PhD programme for the following two years. This is why it is really important to stick to the enrolment deadlines. You may request readmission to the programme, although this may only be granted once (https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/readmissio/).

11. How much are the PhD fees?

Please see <https://estudis.uib.cat/estudis-de-doctorat/doctorat/TMAB/index.html>.

12. Can I enrol for a PhD if the pre-registration and enrolment period is not open?

This is only possible for students who have a pre-doctoral contract awarded outside the pre-registration and enrolment periods.

13. I want to submit an application for a pre-doctoral contract call and have been asked for a pre-admission letter to the programme. What should I do?

Please contact the programme coordinator.

14. Who can be a supervisor of a PhD thesis on the programme? Can there be more than one?

The thesis supervisor must be a researcher with a PhD and comply with UIB regulations for appointing supervisors <https://seu.uib.cat/fou/acord/13084/>. The supervisor does not have to be a UIB lecturer. More than one supervisor can be appointed, although the Academic Committee recommends no more than three joint thesis supervisors.

15. Why is there a tutor in addition to the supervisor?

Tutors are an additional post to monitor doctorand training activities and ensure correct interaction between the Academic Committee and the PhD student (<https://seu.uib.cat/fou/acord/13084/>)

16. What commitments do the supervisor and tutor make?

The supervisor and tutor take on the obligations set out in the PhD regulations (<https://seu.uib.cat/fou/acord/13084/>), as per what is stated in the Thesis Charter (https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/carta_tesi_cbp/).

17. What obligations do I have as a PhD student?

The general obligations of UIB PhD students are to enrol every academic year, sign the thesis charter, submit a research plan, and maintain a training and research activities record on the GREC CV management platform at the UIB. In addition, with regard to the PhD Programme in Environmental and Biomedical Microbiology, doctorands must undertake the specific training activities required on the programme (<https://estudis.uib.cat/estudis-de-doctorat/doctorat/TMAB/activitats.html>). Finally, students must comply with the research safety and integrity regulations at the UIB, and the institution where they are undertaking research where the latter is not the UIB.

18. What online platforms are available for doctoral procedures?

As UIB students, you will be assigned an institutional e-mail to be used to communicate with you. You may also receive notifications at a non-institutional e-mail, as long as you provide it to the EDUIB. It is important that your e-mail works as you will receive important notifications from the EDUIB, the PhD coordination team and the Academic Committee at the e-mail included in your student file. You may re-direct e-mails sent to your institutional e-mail to your personal account.

With regard to enrolment and registering your research plan and annual activity reports, there are currently three online platforms in use (UIBdigital, Acadèmic and the postgraduate platform <https://postgrau.uib.es/>). You will need to use a different combination of these when you enrol on the programme.

Students enrolled before the 2021-2022 academic year	Students enrolled from the 2021-2022 academic year
Enrolment: UIBdigital Research Plan Registration: https://postgrau.uib.es/ Annual Reports: https://postgrau.uib.es/ Other Procedures: https://postgrau.uib.es/	Enrolment: Acadèmic Research Plan Registration: Acadèmic Annual Reports: Acadèmic Other Procedures: https://postgrau.uib.es/

Finally, there is a PhD section on Aula Digital for academic issues. Here you will find document templates prepared by the PhD Academic Committee, general information about the programme, specific training activities, mobility, communication tools, etc.

19. How are the mandatory specific training activities I have done monitored?

Student progress is assessed annually by the Academic Committee through reports submitted by students and by supervisors/tutors. Students must submit the corresponding activity reports as per what is set out in the programme (<https://estudis.uib.cat/estudis-de-doctorat/doctorat/TMAB/activitats.html>). The documentation to be submitted is different in the first and subsequent years. The PhD section on Aula Digital contains all activity report templates prepared by the Academic Committee.

20. How do I submit the annual activity reports?

The assessment reports from the Academic Committee must be submitted over the EDUIB platform (<https://postgrau.uib.es/>) if you enrolled before the 2021-2022 academic year. If you enrolled from the 2021-2022 academic year onwards, you will submit them over Acadèmic. Additionally, you need to submit a CV from the UIB GREC platform.

21. How can I register on the UIB GREC platform?

Once you are enrolled, you need to submit a request to: <https://webgrec.uib.es/>.

22. What happens if the Academic Committee does not pass an annual activity report?

In the event of a negative assessment, you have six months to re-submit for assessment. Where a second negative assessment is issued, students are withdrawn and cannot re-enrol on the programme.

23. How long do I have to submit the PhD thesis?

The maximum deadline for a PhD depends on whether you are enrolled full- or part-time. For full-time students, it is three years with a possible two-year extension (a one-year extension and one-year write-up), making a total of five years. The timeframe begins from admission (if you enrolled before the 2021-2022 academic year) or from the enrolment date for students who enrolled from the 2021-2022 academic year onwards. Part-time students have five years, with a

possible three-year extension period (a two-year extension and one-year write-up), making a total of eight years

(https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/baixes_temporals/).

24. What do I need to do to request a PhD thesis extension?

You need to submit a request on the EDUIB web platform

(<https://postgrau.uib.es/>) and attach the required documentation, as per the regulations

(https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/baixes_temporals/). The PhD programme section on Aula Digital has document templates prepared by the Academic Committee.

25. When do I need to request extension periods?

Ideally, before the academic progress and attendance period ends.

26. Can I switch from full-time to part-time status?

Yes. The change needs to be requested from the Academic Committee over the EDUIB web platform (<https://postgrau.uib.es/>). It is important to bear in mind, however, that changes cannot be made in the last six months of the PhD programme (<https://seu.uib.cat/fou/acord/13084/>).

27. I have had a problem and cannot continue on the PhD temporarily. What can I do?

You may request temporary leave from the PhD programme for justified reasons (<https://seu.uib.cat/fou/acord/13084/>, https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/baixes_temporals/). Sick leave is directly managed by the EDUIB. Academic Committee will decide on leave due to another other reason.

28. Is there a schedule for PhD Academic Committee meetings? Where can I view it?

The PhD Academic Committee does not have a set meeting schedule and is highly flexible on sessions. Basically, it usually meets where there are academic procedures to resolve. It may convene in extraordinary session where there is a need or emergency. If you have an emergency and need to get a procedure approved, please contact the PhD programme coordinator.

29. I am about to submit the PhD thesis. Can I do it at any time or is there a deadline?

You may deposit your PhD thesis at any time, although it is important to bear in mind that you need to be enrolled on the programme, have passed all relevant annual assessments and be within the programme's academic progress and attendance period.

30. What title must my PhD thesis have?

The title of your PhD thesis is the one shown in your academic record, which is the title you gave when you submitted your research plan, including the language used.

31. Can I amend my PhD thesis title? How do I do this?

You may make a reasoned request to the programme's Academic Committee, explaining the need for the change of title. The request must be approved by your supervisor and tutor. Remember that although you use the same title, if you change the language used (e.g. the research plan was submitted in Catalan but you

have decided to write the thesis in English), you need to make this request. The request is submitted over the web platform (<https://postgrau.uib.es>).

32. What format should the PhD thesis have?

The UIB allows monographic or by published works theses. It is advisable to review the format requirements for each before deciding on which format to use for your PhD thesis

(https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/diposit_defensa/).

33. What do I need to do to submit the PhD thesis?

The PhD thesis deposit and viva defence procedure is available on the EDUIB website (https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/).

34. Once I have deposited the thesis with the EDUIB secretary's office, can I do the viva?

No. The UIB has an established dual assessment procedure for PhD theses; first, two external experts read it and, finally, a viva panel comprising three doctors (https://eddoctorat.uib.cat/Gestio_Doctorands/Tramits/diposit_defensa/).

35. Who proposes the external reviewers and thesis panel members?

The proposal is made by the Academic Committee for the PhD programme.

36. How much time passes between depositing the thesis and taking the viva?

The time varies depending, for example, on when the reports are sent back by the external reviewers, the changes that need to be made to the PhD thesis, approval of the viva by the programme's Academic Committee and confirmation by the EDUIB Executive Committee

(https://eddoctorat.uib.cat/Informacio/Comite_executiu/). It can take a minimum of two to three months.

37. If I need approval from the Academic Committee and the EDUIB Executive Committee to be able to do the viva, how can I find out when they meet?

The PhD Academic Committee does not have a set meeting schedule and is highly flexible on sessions. The EDUIB Executive Committee does have a meeting schedule and it is important to take this into account (https://eddoctorat.uib.cat/Informacio/Comite_executiu/). Remember that for a procedure to get to the Executive Committee, there must be enough time to call a prior meeting of the Academic Committee and the deadline set by the EDUIB must be followed to submit the minutes of this meeting. This is at least two days before the Executive Committee meets.

38. How can I request an international or industrial mention for my PhD?

The international and industrial mentions are not part of PhD programme management but rather done directly by the EDUIB. Nonetheless, if you plan to request an international or industrial mention, you should inform the PhD Academic Committee.

In order to request these distinctions, the thesis must comply with specific requirements that can be viewed at:

https://eddoctorat.uib.cat/Gestio_Doctorands/Mencions_Titol_Doctor/. It is important to check these requirements before depositing your PhD thesis as they may affect the thesis format and composition of the panel.

39. How can I submit my thesis for the Extraordinary Award for PhDs?

The calls to award the Extraordinary Awards for PhDs are not run on an annual basis. They run every two years as long as there is a minimum number of five defended theses over this period. Only theses that have been awarded a grade of *cum laude* qualify for these awards. The EDUIB publishes the extraordinary award calls on the following website: https://eddoctorat.uib.cat/Informacio/Premis_Extraordinaris/

Do you need any more help?

1. For admin information (entry requirements, pre-registration dates, documents to be submitted, problems submitting documents, queries regarding academic progress, procedures for submitting the PhD thesis, etc.), please contact the EDUIB (escoladedoctorat@uib.es; https://eddoctorat.uib.cat/Cita_Previa/).
2. For academic information prior to requesting admission (admission criteria, research areas, programme lecturers, supervisors, etc.) and/or during the PhD programme (training activities, annual reviews, templates for documents to submit, etc.), please contact the programme coordinator, Dr Balbina Nogales Fernández (bnogales@uib.es, Tel.: +34971172068).
3. Students enrolled on the PhD have a representative on the Quality Assurance Committee for the programme. You may contact your representative regarding any aspect related to how the PhD is run. The current student representative is Theo Obrador Viel (theo.obrador@uib.cat, Tel.: +34971173335). He is doing his PhD thesis as part of the UIB Microbiology Group.
4. Additionally, please see the FAQ section on the EDUIB website (https://eddoctorat.uib.cat/Gestio_Doctorands/FAQs/).