

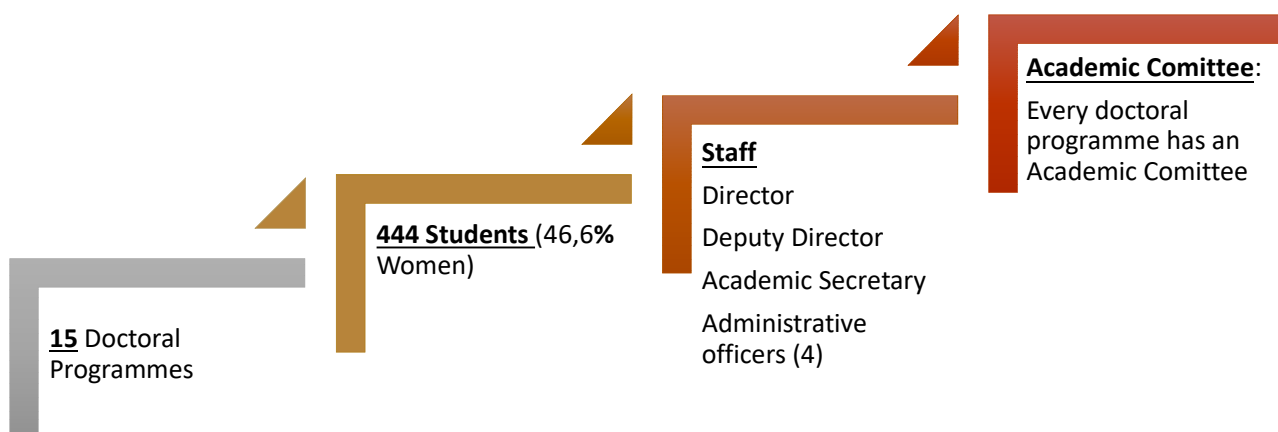
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Universidad Pública de Navarra
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Escuela de Doctorado de Navarra ([EDONA](#))
Navarra Doctoral School

Dr. JOSÉ MIGUEL LANA (Deputy Director)
ITZIAR ENECOIZ (EDONA Officer)

ORGANIZATION OF EDONA



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- There are fifteen Doctoral Programmes and 444 students. The division by gender is quite balanced, as nearly half of the students are women.

- Staff: Director, Professor Mercedes Sánchez, Deputy Director, Professor José Miguel Lana, Academic Secretary, Professor Alicia Martínez and four administrative officers.

- Every doctoral programme has an Academic Committee to analyse and evaluate the Doctoral process of every PhD student.

DOCTORAL PROGRAMMES (15)

Arts and Humanities	Sciences	Social Sciences and Law	Engineering and Architecture	Health Sciences
1. Humanities and Social Sciences 2. Heritage, Societies and Border Spaces	1. Environmental Agrobiology (I) 2. Science and Industrial Technologies 3. Mathematics and Statistics 4. Synthetic and Industrial Chemistry	1. Private Law 2. Economics, Business Science and Law 3. Economics, Management and Organisation 4. Humanities and Social Sciences 5. Social Work	1. Agrifood 2. Biotechnology 3. Communications Technology, Bioengineering and Renewable Energies 4. Efficient Production and Food Quality Systems	1. Health Sciences

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Doctoral programmes offered:

Seven of them are doctoral programmes of the UPNA:

1. Humanities and Social Sciences
2. Science and Industrial Technologies
3. Health Sciences
4. Economics, Business Science and Law
5. Agrifood
6. Biotechnology
7. Communications Technology, Bioengineering and Renewable Energies

and eight of them are Interuniversity doctoral programmes:

1. Heritage, Societies and Border Spaces
2. Environmental Agrobiology (I)
3. Mathematics and Statistics
4. Synthetic and Industrial Chemistry
5. Private Law
6. Economics, Management and Organisation
7. Social Work
8. Efficient Production and Food Quality Systems

KEY ASPECTS OF THE PhD STUDY PROCESS

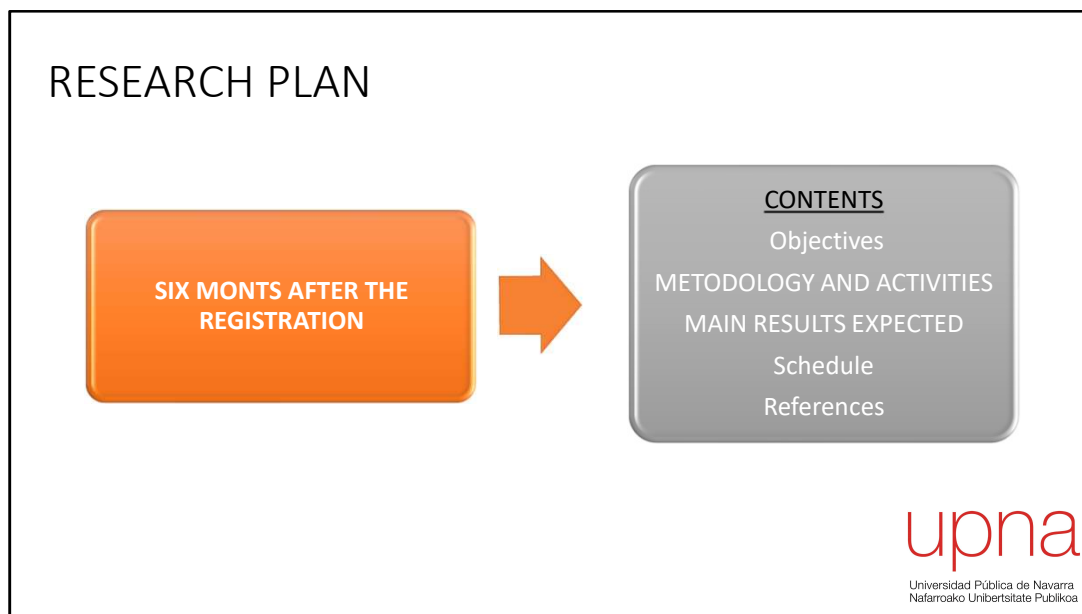


I think for a mentor it's important to have a very clear portrait of the PhD process, and there are several key elements that they should know very well: the Admission, the Research Plan, the duration of the studies and the training activities.

So I'm going now to talk about each of these items in more detail.

I'm starting with the **admission process**. You already know that students have to submit their application for admission. In order to do so, they have to follow five steps:

1. First, they have to check that they meet the general requirements for the programme they wish to apply to.
2. Then they have to contact the coordinator of the doctoral programme, who will inform them about how to contact a potential director.
3. Then they have to apply for admission to the PhD programme (they can do this all year round) and submit the required documentation at the Postgraduate Office.
4. Within one month after the submission, the Academic Committee of the programme will announce its decision on the admission and will assign a director or tutor. They could also decide that it's necessary to take complementary courses before starting the PhD.
5. Finally, if they are accepted on a doctoral programme, they have to go to the Postgraduate Office to formalise the initial registration.



After the official registration, PhD students have 6 months to submit the **Research Plan**.

1. They have to prepare the research plan on the subject agreed on with their tutor and present at the office of EDONA (it must be signed by the student, supervisor, tutor and, if relevant, other researchers proposed as thesis supervisors or co-supervisors). There will be as many signed copies as there are signatories plus one copy for the student's academic.
 2. The Academic committee for the programme will reach a decision within one month and this decision must be ratified by the **Permanent Committee** of EDONA.
 3. If the decision is favourable, the student is assigned a thesis director or tutor.
 4. If the plan is rejected, the **Permanent Committee** may set a new deadline for the modification or correction of the research plan.
5. Structure of the Plan:
1. Title of the thesis
 2. If it's fulltime or part-time commitment (3 or 5 years).
 3. The subject matter addressed and its relevance.
 4. The objectives and their significance.
 5. The scope and background publications,
 6. A summary of the state of the matter,
 7. The methodology that will be followed
 8. The work plan,
 9. The expected results,
 10. They also have to talk about the compliance with the requirements of both the EDONA's Training Plan and the programme verification report
 11. A time schedule of both the PhD student to preparation and the director to supervision.

EDONA must review the Research Plan within one month and may deny entry in the register if the plan does not comply with the provisions required. In this case, EDONA could set a new deadline for the modification or correction of the Plan.

PERMANENCE

Doctorate RD 99/2011

FULL TIME

1st Year	2nd Year	3rd Year	4th Year (Extension)	5th Year (Extraordinary extension)
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PART TIME

1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year (Extension)	7th Year (Extension)	8th Year (Extraordinary Extension)
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Regarding the **permanence**, this means the duration of the studies, there are two options:

1. Full time students: they have 3 years to complete their thesis, with the possibility of one more year if they ask for an ordinary extension, and yet another year if they ask for an extraordinary extension (5 years total).
2. Part time students: they have 5 years, with the possibility of two more years if they ask for an ordinary extension, and yet another year if they ask for an extraordinary extension (8 years total).

Training activities

Different research
Topics



Generic
knowledge
(science, write a
paper, Congress
presentation,
entrepreneurship
...)



PAPER
CONFERENCE
2 INTERNAL
SEMINARS

- 1. Thematic activities:** These activities include a series of courses, lectures, summer schools and doctoral seminars. The focus is on the development of academic, intellectual and technical skills. All these activities will have a value in hours of Thematic Training (FT) and will be offered on a calendar that allows the doctoral student to accumulate **100 FT hours** throughout the Doctorate.
- 2. Transverse activities:** These activities are intended to develop transferable capacities and skills that may be useful in contexts other than the university. EDONA is responsible for the definition of these activities, but other units may also include this kind of activities that may be interesting to doctoral students. All activities will have a value in Transversal Training hours (FTR) and will be offered on a calendar that allows to accumulate **30 FTR hours** throughout the Doctorate.
- 3. Common core training activities:** In addition to the activities required of the doctoral student in the regulations (Activities Document, Research Plan, Annual Report of the Research Plan), they must carry out the following activities.
 1. Students have to be the author of at least **one paper on their research** (written in the language of the field and addressed to an international audience).
 2. They have to **present their work in at least two seminars** on their is doctoral thesis (at the Public University of Navarra, or in a forum in which the Public University of Navarra participates). They have to present their work before at least 3 expert doctors who can guide them in their research. Appropriate forums can be the Department, Research Institutes, Research Groups, ...
 3. They have actively participated (oral or poster presentation) in at least **one international conference**.
 4. Finally, those who are enrolled Full Time have to **collaborate in teaching activities** in order to develop communication and training skills at a basic level in the university academic environment. Doctoral students who are doing the thesis at the Navarrabiomed or IDAB centers may be excluded.

TRAINING ACTIVITIES

EDONA



- Basic aspects of research activity
- Promotion of Doctoral Research and its orientation to the market
- G9 Doctoral Days
- Campus Iberus Doctoral Days
- Theses in 3 minutes Contest (Campus Iberus)
- Professional orientation workshop
- Academic Writing (in English)
- Workshop on SIGMA platform and the Document of activities
- Gender perspective in research



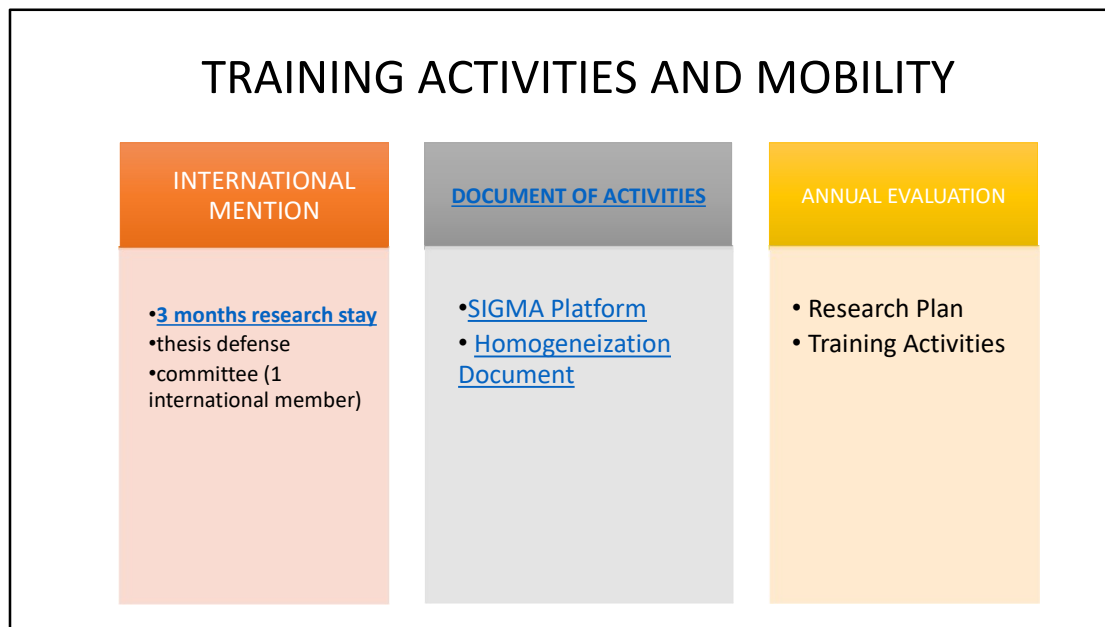
RESEARCH INSTITUTES

Annually EDONA will offer a calendar with regular **transverse training activities** scheduled throughout the year:

1. Basic aspects of research activity
2. Promotion of Doctoral Research and its orientation to the market
3. G9 Doctoral Days
4. Campus Iberus Doctoral Days
5. Theses in 3 minutes Contest (Campus Iberus)
6. Professional orientation workshop
7. Academic Writing (in English)
8. Workshop on SIGMA platform and the Document of activities
9. Gender perspective in research

On the other hand, Research Institutes will also organize different **subject-specific training activities**.

TRAINING ACTIVITIES AND MOBILITY



In order to gain the award of an **International Doctorate**, students have to meet a series of requirements:

1. They have to spend **at least three months outside Spain** at a higher education institution or respected research centre, either pursuing studies or performing research work.
2. Part of the doctoral thesis, at least the summary and the conclusions, has to be written and presented **in a language other than any of the official languages of Spain** (normally in one of the usual languages for academic papers in that particular field of knowledge). This rule doesn't apply when the periods abroad are spent in a Spanish-speaking country and the reports and experts are from that country.
3. The **two external reviewers** of the thesis must belong to a non-Spanish institution.
4. At least one **member of the examination committee** should be a specialist Doctor belonging to a non-Spanish institution, and different from the person in charge of the period abroad.
5. Finally, the thesis must be defended at the Public University of Navarre or, in the case of a co-tutelle (joint doctoral programme), according to the terms in the collaboration agreement.

Procedure

- 1.- Students have to include an application for recognition of an international doctorate when they submit their thesis.
- 2.- The report of the Examination Committee proposed for the defence of the thesis, the report of the external reviewers and other reports which it may require. EDONA will decide on the recognition.
- 3.- The file for the defence of doctoral thesis will include an additional section to be filled in by the Examination Committee.

Document of Activities

Students have to acquire a series of competences to obtain their PhD and, in order to do so, they have to complete the training programme (100 Subject-specific training hours and 30 Transversal training hours). Once they have done so, they have to upload their activities to the platform SIGMA. The EDONA Permanent Committee will define the criteria to assign a value in hours to the activities through the Homogeneization Guidelines.

Annual Evaluation

Finally the director of the thesis and the Academic Committee will make an annual evaluation of the Research Plan and the Training Activities.

Academic Calendar

<https://www.unavarra.es/escuela-doctorado/matricula-y-becas/calendario-academico>



Academic Calendar

Every year EDONA will publish on its website the Academic Calendar
October 1st is the beginning of the Academic Year.

Every year in October students have to enrol in their doctoral programmes
Throughout the year, they have to take several training activities:

- Until June 30th: students have to upload to SIGMA all the training activities they have taken during the academic year.
- Until July 5th: the thesis directors or tutors have to “accept” or “refuse” the activities uploaded to SIGMA. They also have to write monitoring reports on the Research Plan and the Training Activities.
- Until September 30th: Academic Committees will have to “validate” the activities, that will then be added to the student’s academic record.

Some interesting Activities...



[MOBILITY CALL](#)



[G9 PHD DAYS](#)



[CAMPUS IBERUS
PHD DAYS](#)



[INVESTITURE OF NEW
DOCTORS](#)



[EXTRAORDINARY PHD
AWARDS](#)

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Mobility Call

Every year EDONA will publish on the noticeboard of its website a mobility call in order to finance international stays or conferences. Those who profit from this call will have to make their thesis with the **international mention**.

G9 PhD Days

G9 is a non-profit association formed by Spanish public universities that are the only public universities in their Autonomous Communities. It was established in 1997 to promote collaboration between its members, and every year they organize these PhD Days to enhance the value of the doctoral degree to society in general and the business environment in particular. At the same time, they allow the mutual knowledge of the doctoral students and their research activity.

Campus Iberus PhD Days

Campus Iberus is a university network founded in 2012 by four Spanish universities to promote collaboration between them. These universities are Public University of Navarra, the University of Zaragoza, University of Lleida and University of La Rioja. One of the main objectives is to develop strategic alliances with prestigious national and international universities.

The objective of the PhD Days is to promote interaction between doctoral students of different research areas. It also offers various activities to improve transversal skills of researchers in training. The programme of activities combines presentations, panels and participatory sessions, over two days of work. There will also be sessions where doctoral students could present and discuss their thesis work with their peers.

Ceremony of investiture of new doctors

Every two years UPNA holds a ceremony of investiture for new doctors.

Extraordinary PhD Awards

The Extraordinary Doctorate Award is an honorable mention that will be included in the academic record of the person who obtains it. These awards will be granted every two years among the doctors who have defended their thesis and provided that they meet a series of requirements.

Further information

- The EDONA will upload this presentation into the **website**
- If you have any question, don't hesitate to contact the staff of EDONA at **escuela.doctorado@unavarra.es**



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MUCHAS GRACIAS POR VUESTRA ATENCIÓN
THANK YOU VERY MUCH FOR YOUR ATTENTION

Escuela de Doctorado de Navarra (EDONA)
escuela.doctorado@unavarra.es

MENTORÍA IBERUS CONNECT

Oficina de Atención Universitaria

Welcome Office

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Universidad Pública de Navarra
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OFICINA DE ATENCIÓN UNIVERSITARIA

Servicio de apoyo a la comunidad universitaria ***Support service for university students and staff***

Información general - *General Information*

- Oferta académica - *Academic offer*
- Admisión y matrícula - *Application and registration*
- Becas - *Grants*
- Servicios de la universidad - *University services and beyond*

Servicio de apoyo a personal internacional

Support service for international students and staff

Integrada en la OAU desde **2019**.

Atención en **castellano** e **inglés**.

Dirigido a personal docente e investigador internacional. Visitantes.

Apoyo a **estudiantes internacionales** con trámites de Extranjería, TIE...

OFICINA ACOGIDA INTERNACIONAL – WELCOME OFFICE

Web con información sobre

- Trámites - *Procedures*
- Renovaciones - *Permit renovations*
- Visados - *Visas*
- Formularios - *Application forms*
- Otros recursos de interés

Email: welcome.office@unavarra.es

Oficina de Acogida Internacional- Welcome Office

Portada/ Oficina de Acogida Internacional- Welcome Office

The screenshot displays the website's interface. On the left is a vertical navigation menu with orange buttons for 'SERVICIOS', 'PREGUNTAS FRECUENTES', 'RECURSOS DE INTERÉS', 'UBICACIÓN, HORARIO Y CONTACTO', and 'SUGERENCIAS'. Below the menu is contact information for the 'Oficina de Acogida Internacional' in Pamplona. The main content area features a large orange banner with the text 'Tarjeta de Identidad de Extranjero' and 'Recogida de solicitudes hasta el 24 de sept', accompanied by a 'Conocer +' button. To the right of the banner is a digital representation of a green ID card for a student from Guatemala, with fields for 'NOMBRE', 'NACIONALIDAD', 'DOMICILIO', 'LOCAL. PROV. VAL.', and 'SEXO'.

Carnet universitario



Mi UPNA

user/password, email

A screenshot of the UPNA 'Portal de Servicios' login page. The page has a red header with the UPNA logo and 'Portal de Servicios' text. Below the header, there is a 'Login' section with a back arrow, a 'Nombre de usuario' field, a 'Contraseña' field, and a blue 'Acceder' button.

ALOJAMIENTO ACOMMODATION

La OAU gestiona en su web una **bolsa de alojamiento** con diferentes opciones:

- **Compartir piso** - *Shared flats*
- **Residencias** - *Residences*
- **Alquiler de piso** - *Flat rental*

Alojamiento y residencias

Portada/ Alojamiento y residencias/ Bolsa de alojamiento

The screenshot shows the 'Bolsa de alojamiento' (Accommodation) section of the OAU website. On the left, there is a sidebar with a header 'BOLSA DE ALOJAMIENTO' and a sub-header 'RESIDENCIA "LOS ABEDULES"'. Below this, it lists 'Bolsa de Alojamiento universitario' with details for 'Edificio Biblioteca, Planta baja' and 'Campus de Arrosadia' (31006 Pamplona, Tel. 948 169096) and 'Campus de Tudela' (Avda. de Tarazona s/n, Tel. 948 417806). The main content area is titled 'Bolsa de alojamiento' and features a grid of options: 'Alquilar piso' (Rent flat), 'Residencias' (Residences), 'Compartir piso' (Shared flat), and 'Pisos particulares*' (Particular flats*). A house icon is positioned next to the 'Alquilar piso' and 'Compartir piso' options. Below the grid, there is a disclaimer: '*El propietario vive en la vivienda y alquila alguna habitación. En ocasiones, se alquila la habitación sin coste alguno a estudiantes nativos de lengua inglesa a cambio de clases de inglés hablado.' and a note: 'NOTA: Si no has encontrado alojamiento en las opciones anteriores te sugerimos consultar empresas del sector inmobiliario como El Idealista, la Asociación de Inmobiliarias de Navarra etc.' At the bottom, there are two footnotes: '* Callejero de Pamplona' and '* Transporte Urbano de Pamplona'.

CENTRO DE IDIOMAS UPNA *UPNA LANGUAGE CENTRE*

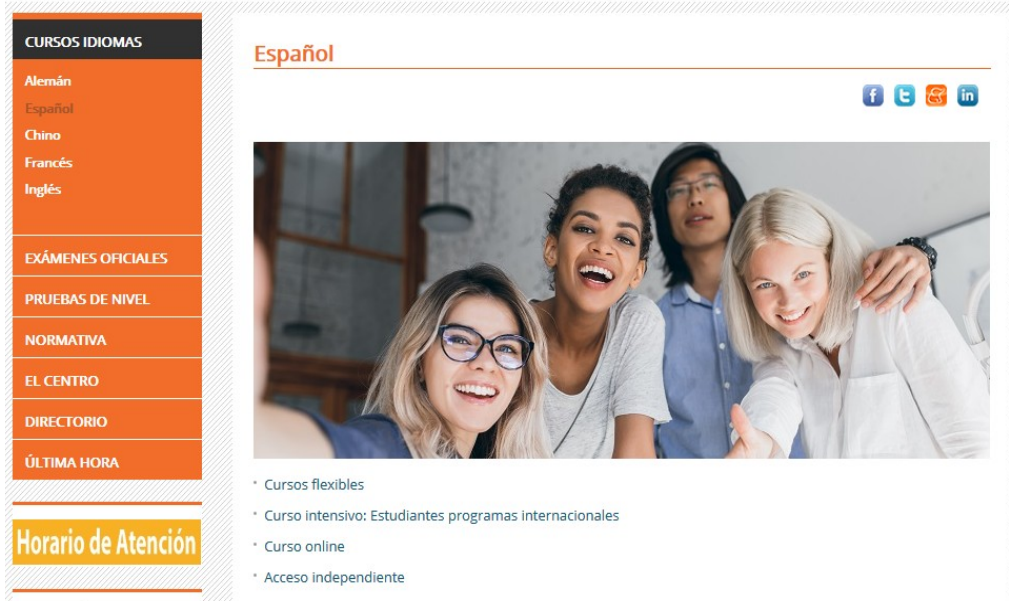
Cursos de Español

Spanish language courses

for international EDONA students
with a 50% discount on fees.

Centro Superior de Idiomas

Portada / Centro Superior de Idiomas / Cursos idiomas / Español



The screenshot shows a website page for Spanish language courses. On the left is a vertical navigation menu with orange buttons for 'CURSOS IDIOMAS', 'EXÁMENES OFICIALES', 'PRUEBAS DE NIVEL', 'NORMATIVA', 'EL CENTRO', 'DIRECTORIO', and 'ÚLTIMA HORA'. Below this is a yellow button for 'Horario de Atención'. The main content area has a header 'Español' and social media icons for Facebook, Twitter, YouTube, and LinkedIn. Below the header is a large photo of four diverse young people smiling. Underneath the photo is a list of course features:

- Cursos flexibles
- Curso intensivo: Estudiantes programas internacionales
- Curso online
- Acceso independiente

Oficina de Registro Cl@ve



Es un sistema de identificación, autenticación y firma electrónica común para toda la Administración General del Estado.

*Cl@ve provides an **electronic identification** with the Public Administrations.*

Se puede utilizar en trámites:

- **Gobierno de Navarra** (solicitud de Becas, Carpeta de Salud, Hacienda)
- **Seguridad Social**
- **Extranjería**

DÓNDE ESTAMOS *LOCATION*



Campus Arrosadia, Pamplona

Edificio Biblioteca/ Library building

Lunes a jueves 8:30 a 18h

Viernes 8:30 a 15h

oficina.informacion@unavarra.es

Campus de Tudela 8:30 a 14:30h

info.tudela@unavarra.es

Campus de Salud, Pamplona (a partir de Enero 2022)

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