



**Deusto**

Deusto International Research School

## **Programme Guide**

# **PhD in Business and Territorial Competitiveness, Innovation and Sustainability**

Academic year 2023-2024

## Introduction

This guide describes the training and research activities that PhD students must undertake during the 2023-2024 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, as well as the regulations, please check the **PhD Site**: <http://doctorado-phd.deusto.es>

## Contents

1. Course start and presentation.....	3
2. General rules of the PhD programmes for the selection of training activities .....	3
3. Compulsory activities .....	5
3.1 Compulsory activities in the first year .....	5
3.2 Compulsory activities from the second year onwards .....	5
3.3 International stays.....	5
4. Basic information about thesis submission and defence.....	6
PhD thesis submission and defence .....	6
Start of the thesis submission process.....	6
Extension request .....	7
5. Important dates in academic year 2023-2024 .....	8
6. Specific recommendations for the PhD programme.....	9
Compulsory course.....	9
Specific courses .....	9
Seminars .....	10
Transversal offer .....	10
7. Registration and training activities.....	13
@opendeusto account .....	13
Registration and admission in courses and seminars .....	13
Attendance .....	15
Virtual attendance to courses and seminars.....	15
Assessment questionnaire on training activities.....	15
Marks.....	16
8. Action at the University of Deusto in the face of the new coronavirus.....	<b>iError! Marcador no definido.</b>

## 1. Course start and presentation

Welcome and presentation for all doctoral programmes:

Bilbao Campus: Wednesday, 4 October, 2023

- General presentation: 16:00, Sala Gárate
- 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
<b>1<sup>st</sup> year</b>	Research Ethics course + Minimum: 2 courses Maximum: 3 courses	Research Ethics course + Minimum: 1 course Maximum: 2 courses
<b>2<sup>nd</sup> year onwards</b>	Minimum: 2 courses Maximum: 4 courses	Minimum: 1 course Maximum: 2 courses
<b>Total</b>	At least 6 courses in addition to the Research Ethics course	

SEMINARS	Full time	Part time
<b>Each year</b>	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: 21 May 2024
- Defence of the research plan: between 3 and 14 June 2024

##### Second call (23-24)<sup>1</sup>:

- Deadline for the submission of the research plan: 8 January 2024
- Defence of the research plan: between 15 and 19 January 2024

#### Thesis registration

PhD students must apply to register the thesis at the General Secretariat after approval of their first research proposal by the Academic Committee of the research plan. 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 2024
- Date of the 2nd progress report: 4 June 2024

### 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 Program<sup>2</sup>.

---

<sup>1</sup> Applicable only for those researchers in training who have not approved the research plan in the first call of 2023-2024.

<sup>2</sup> Please see the information related to the [International Mention](#) on the PhD site.

## 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
<b>Presentation of a paper in a conference</b>	After having completed the first year of studies	At least one
<b>Publication of an article in an indexed journal<sup>3</sup></b>	After having completed the first year of studies	At least one
<b>Training actions for gaining international experience</b>	Preferably in the 2 <sup>nd</sup> or 3 <sup>rd</sup> 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 must 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 forms.

Once the doctoral thesis has been completed, and with the approval of the thesis supervisor(s), the doctoral student will request the Academic Committee to proceed to the final evaluation of the training activities carried out during the current academic year. After verifying that all the training requirements have been fulfilled, the student will proceed to sign the qualification report, with an overall evaluation of "Pass".

In the month following the signing of the report, the doctoral student will request the thesis deposit at the General Secretariat. If the candidate is going to request the international mention, the industrial doctorate or an international co-supervision, the pertinent documentation must be attached. The doctoral site includes further information on the deposit and defense of the thesis along with the necessary forms<sup>4</sup>.

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

<sup>4</sup> Please see <https://doctorado-phd.deusto.es/procedures#h.p22o804jcyd2>  
[The Academic Regulations for Doctoral Studies at the University of Deusto](#) (BOUD 74) includes the current regulations on the deposit, evaluation and defense of doctoral theses in articles 19 to 27. English version: <https://bit.ly/3NBgHhx>

## Extension request

The duration of doctoral studies will be a maximum of three years full-time, from the first enrolment of the doctoral student in the programme to the submission of the doctoral thesis deposit request, and five years in the case of the part-time study mode.

If, once the above maximum period has elapsed, the application for thesis deposit has not been submitted, the academic committee of the programme, at the doctoral student's request, may authorise the extension of this period for one more year in full-time programmes. Exceptionally, it could be extended for another additional year under the terms set out in the corresponding doctoral programme. In the case of part-time programmes, the extension may be authorised for two more years, which, on an exceptional basis, could also be extended for an additional year.

Extension requests must be submitted duly reasoned to the General Secretariat, at least one month before the end of the deadline. Decisions shall be made by the academic committee of the corresponding doctoral programme.

For the purposes of calculating the amount of time actually spent, time spent due to illness or any other cause provided for in current legislation, or temporary absences, will not be taken into account.

## 5. Important dates in academic year 2023-2024

PHD CANDIDATES	PROCESS	ACTIVITY	DATES
All	<b>Registration</b>	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 <b>September 29th to October 6th, 2023</b>  2nd year students onwards: from <b>25 September to October 6<sup>th</sup>, 2023</b>
First-year	<b>Welcome and presentation</b>	Wednesday, 4 October, 2023  16:00 General presentation  17:00 Programme presentation	
First-year	<b>Assignment of doctoral thesis supervisors</b>	Submission of documents to the Programme's Academic Committee (PAC)	Max. 20 October 2023 for students registered in July  Max. 15 December 2023 for all students
2nd year onwards	<b>Progress Report</b>	Directors submit the first Progress Report to the Programme's Academic Committee	8 January 2024
First-year	<b>Research Plan</b>	Submission of the Research Plan to the Programme's Academic Committee	Until 21 May 2024
		Defence of the Research Plan	Between 3 and 14 June 2024
2nd year onwards	<b>Progress Report</b>	Directors submit the second Progress Report to the Programme's Academic Committee	4 June 2024
All	<b>Ordinary yearly assessment</b>	Final definitive overall assessment	12 July 2024



## 6. Specific recommendations for the PhD programme

The academic offer, as well as the calendar of activities can be found on the [PhD site](#) and on the [DIRS website](#)

### Compulsory course

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

Course	Coordinator	Dates and time	Mode of instruction	Language
230002 Ética en la investigación  PhD programs in Engineering, CETIS, Psychology, Law	Cristina de la Cruz	23 and 24 November from 15:30 to 19:30	In-class and virtual attendance	Spanish
230003 Research ethics	Ángela Bermúdez Vélez	20 and 21 March from 15:30 to 18:30	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	Mode of instruction	Language
<b>230101 Research Planning Literature Review and Academic Writing</b>	Zabala-Iturriagoitia,  Jon Mikel	Monday, 13 November 2023 (14:00-20:00) Tuesday, 14 November 2023 (14:00-20:00) Wednesday, 15 November 2023 (14:00-20:00) Thursday, 16 November 2023 (14:00-20:00)	In-class and virtual attendance	English
<b>230102 Disseminating Research: Guidelines for Conferences and Publications</b>	Peña, Iñaki	Tuesday, 24 October 2023 (15:00-19:00) Wednesday, 25 October 2023 (15:00-19:00) Thursday, 26 October 2023 (15:00-19:00)	In-class and virtual attendance	English
<b>230103 Bibliography for Research: Resources and Searching Tools</b>	Peña, Iñaki	Tuesday, 24 October 2023 (9:30-14:00) Wednesday, 25 October 2023 (9:30-14:00) Thursday, 26 October 2023 (9:30-14:00)	In-class	English

<b>230104 Fundamental Theories in Competitiveness, Innovation and Sustainability</b>	Aramburu, Nekane	Monday 16 October 2023 (15:00 - 18:00) Tuesday 31 October 2023 (15:00 - 18:00) Monday 6 November 2023 (15:00 – 20:00) Monday 27 November 2023 (15:00 – 18:00) Monday 4 December 2023 (15:00 – 18:00) Monday 18 December 2023 (15:00 – 18:00) Monday 8 January 2024 (15:00 – 17:00) Tuesday 23 January 2024 (15:00 - 17:00) Monday 5 February 2024 (15:00 – 17:00) Monday 19 February 2024 (15:00 – 17:00) Monday 4 March 2024 (15:00 – 17:00)	In-class and virtual attendance	English
--	------------------	---	---------------------------------	---------

## 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	Language
<b>Research seminar in competitiveness I</b>	Peña, Iñaki	Tuesday, 21 November 2023 (9:00-17:00)	In-class and virtual attendance	English
<b>Research seminar in competitiveness II</b>	Peña, Iñaki	Wednesday, 22 November 2023 (9:00-17:00)	In-class and virtual attendance	English
<b>Research seminar in competitiveness III</b>	Peña, Iñaki	Thursday, 23 November 2023 (9:00-17:00)	In-class and virtual attendance	English
<b>Research seminar in competitiveness IV</b>	Peña, Iñaki	Thursday, 25 April 2024 (9:00-13:30, 14:30-19:00)	In-class and virtual attendance	English

## Transversal offer

Transversal Course	Title	Dates and time	Mode of instruction	Language
230004	Protección de la propiedad intelectual e industrial en los estudios de doctorado	Jueves, 8 de febrero de 2024 de 15:00-20:00	Presencial y presencialidad virtual	Castellano (C)
230005	Protection of intellectual and industrial property in PhD studies	Jueves, 2 de noviembre de 2023 de 15:00 a 20:00	In-class and virtual attendance	English (E)

230006	Citizen Science applied to research bringing together co-creation & Open Science	Tuesday, 12 March 2024 (15:30 a 18:30) Thursday, 14 March 2024 (15:30 a 18:30)	In-class and virtual attendance	E
230007	Essential library resources for your PhD Thesis	Monday, 23 October 2023 (10:00-12:30) Tuesday, 24 October 2023 (10:00-12:30)	In-class	E
230008	Recursos de la biblioteca imprescindibles para tu tesis doctoral	Martes, 5 de marzo de 2024 (15:30-18:00) Jueves, 7 de marzo de 2024 (15:30-18:00)	Presencial	C
230009	Perspectiva de género en la investigación	6, 7, 8, 9 noviembre 2023 (16:00-19:00)	Presencial y presencialidad virtual	C
230010	Análisis cualitativo con ATLAS.ti	29, 30 y 31 de enero de 2024 de 15:30 a 19:30	Presencial	C
230011	Plan de desarrollo profesional	Abierto entre el 15 de enero y el 15 de abril de 2024	Online (materiales en Alud)	C
230012	Professional Development Plan	Abierto entre el 15 de enero y el 15 de abril de 2024	Online (materiales en Alud)	E
230013	La escritura de la tesis doctoral: algunos retos e interrogantes que se plantean y cómo darles respuesta	19, 20 y 21 de febrero de 2024 (15:30-17:30)	Presencial y presencialidad virtual	C
230014	Preparación de convocatorias de investigación predoctoral competitivas	13 y 14 de febrero de 15:30 a 17:30	Presencial y presencialidad virtual	C
230015	Gestión de tiempo y productividad	Miércoles, 25 de octubre de 2023 (15:30-18:00) Jueves, 26 de octubre de 2023 (15:30-18:00)	Presencial y presencialidad virtual	C
230016	Time management and productivity	Monday, 5 February 2024 (15:30-18:00) Tuesday, 6 February 2024 (15:30-18:00)	In-class and virtual attendance	E
230017	Communication skills for researchers	Monday, 20 November 2023 (15:00 to 19:00) Tuesday, 21 November 2023 (15:00 to 19:00) Wednesday, 22 November 2023 (15:00 to 19:00)	In-class and virtual attendance	E

230018	Gestión del estrés y bienestar emocional	Lunes, 12 febrero 2024 (10:00-13:00) Miércoles, 14 febrero 2024 (10:00-13:00)	Presencial y presencialidad virtual	C
230019	Introducción a la investigación-acción en los estudios de doctorado	Lunes 15, martes 16, jueves 17 enero 2024 (10:00-13:30)	Presencial y presencialidad virtual	C
230020	In-depth research-action	Jueves, 18 enero 2024 (9:00-14:00)	In-class and virtual attendance	E
230021	Metodología cualitativa de la investigación	4, 5, 11, 12, 13 diciembre 2023 (15:30-18:30)	Presencial y presencialidad virtual	C
230022	Análisis de datos con estructura jerárquica: modelos multinivel	Lunes 6, jueves 9, lunes 13 y jueves 16 de mayo de 2024 Horario: 15:30-19:30	Presencial y presencialidad virtual	C
230023	Introduction to Academic Writing: Basic Skills	9, 10 y 11 de enero de 2024 (15:30-17:30)	In-class and virtual attendance	E
230024	Análisis cualitativo con ATLAS.ti (REMOTO)	Por confirmar	REMOTO	C

## 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 register.

The @opendeusto account is necessary to check your marks on the student extranet, sign up for courses and seminars in GAUDe, include communications and articles on the activities document in GAUDe or access the materials of the training activities on the Alud 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 information.

If you have any problems to access or use the student extranet or your OpenDeusto account you can contact Aulatic at: [aula.tic@deusto](mailto:aula.tic@deusto) or on tel: 944 13 90 03 (Ext. 2695). Aulatic also solves problems related to Alud.

### 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 (for instance, *230003 Research Ethics*). The [GAUDe registration guide](#) 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 2023-2024

PhD students	Registration in training activities	Acceptance by thesis supervisors
First year	<b>29 September</b> to 6 October 2023	Up to 11 October 2023
Second year onwards	<b>25 September</b> to 6 October 2023	Up to 11 October 2023

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  
para mí ▾

16 oct. (hace 4 días) ☆ Responder ▾

Oct.

**21**

Mié.

**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 [dirs@deusto.es](mailto:dirs@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. The minimum attendance as indicated in the Student Regulations of the University of Deusto is 2/3 of the hours.

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](mailto:dirs@deusto.es) since, otherwise, the mark on the training activity will be a **FAIL**.

It is important to bear in mind that, once the training activities have been registered and approved, **only those absences that have been duly notified and justified will be admitted**, for reasons of illness, work or in case of enjoying a research stay at another university.

## 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](#).

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, so other students or internal training staff will only be allowed to attend virtually if there is a justified cause for it, which must be notified. If a student wishes to attend virtually, he/she must complete the form indicated in the course invitation. The application must be completed for each course and/or seminar to be attended virtually.

## 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).

**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 accreditations are added, without them the activities will not be validated.