

## TRANSVERSAL TRAINING ASSOCIATED WITH PHD STUDIES

### ENROLLMENT AND TEACHING CRITERIA

**(Approved by the Permanent Commission of the Direction Committee,  
16.07.2024)**

Autónoma University of Madrid (UAM), with the aim of providing comprehensive training to its doctoral students, improving their chances of finding employment, wants to promote their cross-disciplinary training, considering that this can further prepare them to understand and analyze the society in which they live with appropriate tools, in addition to providing them with a number of skills that are highly demanded by the labor market.

With this objective, the Doctoral School (EDUAM), proposes for the year 2024-25 an academic offer of transversal subjects aimed at all its training researchers who are enrolled in any of the academic tutorship associated with their doctoral training.

This offer comprises training activities that can be enrolled in three different ways:

**TYPE 1) Enrollment associated with the renewal of academic tutorship.** These activities are proposed by the University Departments that have so decided and which, after approval by the EDUAM Direction Committee and the University's Studies Commission, will be registered in Sigma-PDS, so that the teaching hours will count in the teaching dedication of the professors.

**TYPE 2) After renewal of academic tutorship.** These activities are proposed at the individual initiative of professors, or of any University unit/institute, including the possibility of participation of external agents to the university. After approval by the EDUAM Permanent Commission, they will be registered (as in previous years) in Sigma Títulos Propios.

**TYPE 3) CIVIS Offer.** Activities aimed at doctoral students from any university that is part of this Consortium of European universities. Enrollment in these activities is not carried out through Sigma, but through the CIVIS UAM web page.

**Specific considerations for each of the three types of training activity listed above.**

**TYPE 1) Enrollment in the SIGMA transversal offer associated with the renewal of academic tutorship.**

1. Proposals will be recorded in SIGMA:
  - Name of the training activity.
  - Persons in charge
  - Department
  - Professors/speakers of the activity
  - Contact person with the PhD students.
  - Enrollment dates

- Class dates.
  - Admission requirements
  - Minimum number of students
  - Maximum number of students
  - Methodology (include delivery mode: in-person/online and synchronous or asynchronous).
  - SIGMA and Moodle requirements.
2. The EDUAM Administrative Unit will register in Sigma PDS the course schedule and other data related to each training activity, in a similar manner to that of any subject of the university's official curricula.
  3. Enrollment for these activities will take place while the enrollment for the tutorship corresponding to the 2024-25 academic year (**from September 15 to 30, 2024**) is renewed, until the maximum number of available places is completed (a 10% over-enrollment will be allowed, to deal with possible cancellations and withdrawals on the part of those enrolled).
  4. The maximum number of type 1 training activities that can be enrolled for the 2024-2025 academic year is two, regardless of the number of ECTS associated to each one of them.
  5. At the end of the enrollment process, the EDUAM will proceed to cancel those training activities in which the number of enrolled doctoral students is less than 15.
  6. Enrollment in these activities and the result of their subsequent evaluation will be recorded in the doctoral student's file, without the need for subsequent specific certification by the EDUAM.
  7. To successfully complete these training activities, it will be necessary to attend a minimum of 75% of the sessions scheduled in each one of them, and to satisfactorily complete the evaluation tests carried out in each case.
  8. At the end of the activity, a satisfaction survey will be sent to the participants, and its outcome will be used to improve the offer of subsequent courses.
  9. The qualification of "Not evaluated" -without justification, in the opinion of the Permanent Commission- in any of the registered activities entails the penalty of not being allowed to participate in this transversal training program in the following academic year.

#### **TYPE 2) Enrollment in SIGMA transversal offer, after the academic tutorship renewal.**

1. Proposals will be recorded in SIGMA:
  - Name of the training activity.
  - Persons in charge
  - Department
  - Professors/speakers of the activity

- Contact person with the PhD students.
  - Enrollment dates
  - Class dates.
  - Admission requirements
  - Minimum number of students
  - Maximum number of students
  - Methodology (include delivery mode: in-person/online and synchronous or asynchronous).
  - SIGMA and Moodle requirements.
2. In general, registration for these activities will take place **from November 1 to 15, 2024**, until the maximum number of available places in each of the activities is completed. Exceptionally, training activities may be offered with a singular enrollment period.
  3. The maximum number of type 2 training activities that can be enrolled for the 2024-2025 academic year is two, regardless of the number of ECTS associated with each one of them.
  4. At the end of the enrollment process, the EDUAM will proceed to cancel those training activities in which the number of enrolled doctoral students is less than 15.
  5. To successfully complete these training activities, it will be necessary to attend a minimum of 75% of the sessions scheduled in each one of them, and to satisfactorily complete the evaluation tests carried out in each case.
  6. At the end of the activity, a satisfaction survey will be sent to the participants, and its outcome will be used to improve the offer of subsequent courses.
  7. The qualification of "Not evaluated" -without justification, in the opinion of the Permanent Commission- in any of the registered activities entails the penalty of not being allowed to participate in this transversal training program in the following academic year.
  8. Participation in these activities, and the result of their subsequent evaluation, will be certified by the EDUAM Administrative Unit.

**TYPE 3) Enrollment in the CIVIS cross-cutting offer (AFTER THE ACADEMIC TUTORSHIP RENEWAL).**

Registration for these activities will be done through the CIVIS web page (<https://civis.eu/en/civis-courses>), announcing in a timely manner the specific period when it will be available for each one, without prejudice that the Doctoral School will publicize the CIVIS activities aimed at doctoral students.