

TCTQ Support and Guidance Information FAQs

- What is entry and admission?
 - Entry refers to fulfilling the legal requirements to be able to take a PhD programme. The entry requirements may be viewed at:
<https://www.uib.eu/Learn/estudis-de-doctorat/doctorat/TCT2/>
 - Entry and admission requirements

The recommended entry profile for the PhD programme in CiTQ is: graduates in sciences or pharmacy, or industrial, chemical or agricultural engineers who hold a university master's in areas linked to chemical science and technology. In this sense, and notwithstanding PhD students having taken other equivalent studies, the university masters offered by the UIB are:

 - Chemical Science and Technology
 - Experimental and Industrial Organic Chemistry
 - Theoretical Chemistry and Computational Modelling.

A minimum knowledge of English is required enabling students to read international publications, write international articles, and attend and take part in international conferences. An appropriate level would be B2, for example.
- What are the entry requirements if I have studied in Spain?
- The requirements may be viewed at: [Official Doctoral Programmes - Doctorates - Learn - University of the Balearic Islands \(uib.es\)](#). What is evaluated for admission to the PhD in Chemical Science and Technology?
 - Admissions evaluates the academic record from your bachelor's and master's programmes (80%), your research motivation understood as a theoretical introduction to the programme, the objectives and possible methodology (10%), and your research CV (10%).
- How do I fill out the PhD pre-registration?
 - Pre-registration information may be viewed at:
https://eddoctorat.uib.cat/en/Preinscripcio_i_Matricula/Preinscripcio_matricula/
- What are the pre-registration and registration deadlines?
 - The deadlines may be viewed at:
https://eddoctorat.uib.cat/en/Preinscripcio_i_Matricula/Preinscripcio_matricula/
- What documents need to be attached to the PhD programme admission application?

- The documents may be viewed at:
https://eddoctorat.uib.cat/en/Preinscripcio_i_Matricula/Preinscripcio_matricula/
- When and how can I request a pre-admission letter for a PhD programme?
 - When applying for a PhD grant, a pre-admission letter is often required for the application. In these instances, a pre-admission letter may be requested from the Doctoral School: doctorat@uib.es.
 When pre-registering, you need to fulfil the entry requirements for official PhD programmes and the admission requirements for the PhD in Chemical Science and Technology programme.
- What is the admission process like for the PhD programme in Chemical Science and Technology?
 - You may view the admission procedure at:
<https://www.uib.eu/Learn/estudis-de-doctorat/doctorat/TCT2/>
- Do I need to find a supervisor before I pre-register?
 - During the pre-registration process, you will be asked to propose a supervisor, although it will be the academic committee that ultimately assigns you one. If the supervisor is not from the UIB, his/her CV and contact details must be attached.
 - Moreover, we recommend you contact a possible supervisor for guidance in writing the research motivation document. This document runs to a maximum of 2,000 characters and theoretically introduces the intended aims (based on previous studies) and links them to the research area, specifies the specific aims and sets out the methodology to be used to attain these objectives.
 - If you do not know which lecturer/supervisor to contact, you may contact the PhD coordination staff for advice on a person who can advise you.
- What requirements do thesis supervisors have to fulfil?
 - They must be lecturers with at least one six-year research term or equivalent (five scientific articles published in journals ranked in the top quartile in the Journal of Citations Reports over the last six years).
- What is the difference between pre-registration and registration?
 - Pre-registration is an initial stage where the candidate is assessed regarding entry requirements, admissions criteria are looked at and those candidates who fulfil the entry and admissions requirements, but who cannot be admitted due to lack of places, are put on a waiting list.
 - Registration takes place when students have already been admitted and is a later stage.
- What are the PhD tuition fees?
 - Currently, fees amount to around 260 euro per year. Of these, 210 are for academic tutoring and the rest is for admin fees and medical attention in the event of a school accident.
- Are there grants for PhDs?
 - Available grants and deadlines may be viewed at:
https://eddoctorat.uib.cat/en/Informacio/Beques/Beques_ajuts_UIB/

- What is the difference between a tutor and supervisor?
 - Tutors are always lecturers on the PhD programme who serve as intermediaries between students and the academic committee.
 - Supervisors are ultimately responsible for guiding the PhD in terms of research and training activities.
- What are the duties of tutors?
 - They oversee interaction between doctorands and the academic committee.
 - They help monitor activities undertaken by doctorands and their DAD file (CV in GREC), which includes all training activities, conferences, etc.
 - They sign the research plan submitted within the first year of the PhD programme.
 - They sign the thesis charter.
 - They monitor students and help them in annual PhD assessments.
 - They help students pick their thesis supervisor(s)—who must have at least one six-year research term—before PhD students are accepted. They support this proposal with a CV of the candidate supervisors.
- What are the duties and obligations of supervisors?
 - They keep an updated CV in GREC and an updated staff file on the website, including their six-year research terms and main publications.
 - They are ultimately responsible for guiding doctorands in research and training activities.
 - They monitor doctorand activities.
 - They justify doctorand training activities (CV in GREC).
 - They sign the research plan which, at the latest, must be submitted one year into the PhD programme.
 - They sign the thesis charter.
 - They monitor doctorands' annual assessments.
- Who is on the academic committee and what are their duties?
 - It comprises:
 - Susana Simal Florindo (chair).
 - Miquel Adrover Estelrich (secretary).
 - Maria del Carme Rotger Pons
 - Laura Daniela Ferrer Trovato
 - Carlos Palomino Cabello
 - Their duties with regard to doctorands are:
 - Assigning the tutor at the time of admission.
 - Assigning two thesis supervisors, each with at least one six-year research term.
 - Approving the research plans and annual assessments. In the event of a negative assessment, doctorands shall have six months to rectify it. A further negative assessment signifies withdrawal of the PhD student.
 - Designating five possible external examiners for the thesis.
 - Approving the thesis and authorising its presentation.
 - Appointing the proposed thesis panel.

- What are the duties and obligations of doctorands?
 - Registering on the PhD programme each year until their viva voce defence.
 - Requesting a GREC account and keeping an updated CV, which shall be their DAD (Doctorand Activities Document).
 - Producing a research plan signed by the tutor and supervisors, and submitting it to the committee before the end of their first year of registration.
 - Signing the thesis charter.
 - Undertaking annual assessments of their training and research plan progress.
 - Producing the thesis and doing the PhD training courses.
- Are training activities accredited?
 - Training activities may be accredited by filling out a request to the academic committee using the form in the management programme: <https://postgrau.uib.es/>
- Can the PhD be done online?
 - The PhD in TCTQ, which fundamentally involves producing a doctoral thesis, must be in-person.
- What is the difference between a part-time and full-time PhD?
 - Full-time registration is designed for those who can fully dedicate themselves to their thesis, such as research assistants. The PhD lasts three years, with a further two exceptional registrations available. In this sense, the thesis viva must take place within five years at most.
 - Part-time registration is designed for those who work outside the field of research. The thesis viva deadline is five years, which may be extended by a further three years, meaning a maximum term of eight years.
- How long do I have to submit the thesis?
 - Three years full-time, which can be extended by a further two years in exceptional instances.
 - Five years part-time, which can be extended by a further three years in exceptional instances.
- How can I request part-time registration?
 - By filling in the form and attaching the documents that justify part-time student status (employment contract, having dependent children, etc.) in the PhD management programme: <https://postgrau.uib.es/>
- How do I get a student card?
 - All information on cards may be viewed at: https://www.cti.uib.cat/Servei/cataleg_serveis/Targeta-universitaria/
- How can I access the library and online resources?
 - Resources can be accessed at: https://encore.uib.es/iii/cas/login?service=https%3A%2F%2Fencore.uib.es%3A443%2Fiii%2Fencore%2Fj_acegi_cas_security_check&lang=cat
 - If your account is not recognised, you need to register with the UIB library. You need to contact: https://biblioteca.uib.cat/?contentId=205807&x_ig_aplicacio=contacte

where you will be asked for a copy of your passport or ID and registration status, which can be downloaded in a PDF from UIBdigital.

- What training activities does the PhD in Chemical Science and Technology have and which are mandatory?
 - The PhD in Chemical Science and Technology has the following training activities: <https://www.uib.eu/Learn/estudis-de-doctorat/doctorat/TCT2/activitats.html>.
 - In the first two years, doctorands should preferably do a minimum of 150 training hours, including:
 - At least 60 hours on cross-cutting subjects offered at the Doctoral School.
 - At least 45 hours of courses offered by the CAD on the PhD in CiTQ, or courses at the UIB such as lab safety and similar subjects. Finally, online courses from accredited prestigious universities or other institutions are acceptable, such as the IdISBa, which the CAD deems appropriate for doctorand training.
 - At least ten conferences organised by the CAD or renowned prestigious institutions that the CAD deems appropriate.
 - In addition, up to 160 mobility hours are available as an elective three-month stay. Or three hours per working day if the stay is shorter.
- What should the research plan look like and when do I need to submit it?
 - The research plan should include at least the methodology to be used and the objectives to be attained, as well as the means and schedule to achieve it. The plan may be improved and expanded throughout the programme, and must be endorsed by tutors and supervisors. The research plan must be submitted to the academic committee for the PhD programme for applicable approval.
- What is the thesis charter and when do I need to submit it?
 - It is a commitment document referred to in article 11.8 of Royal Decree 99/2011 and article 13 in these regulations. It sets out the supervisory duties of doctorands and is signed by the university, the doctorand, the tutor and the thesis supervisor(s).
 - It is signed digitally and an example can be viewed at: https://estudis.uib.cat/digitalAssets/306/306923_Carta_Tesis_para_firmar_es.pdf.
- How are doctorands assessed annually?
 - Every year, the academic committee assesses the training undertaken by doctorands and their progress in the work plan.
 - You may view the procedures at: [en/https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tramits/](https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tramits/).
 - The initial monitoring procedures can be found at: https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tramits/primer_control/.
 - The subsequent monitoring procedures can be found at: https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tramits/controls_anuals/.
- What happens if I get a negative score in the annual assessments?

- Where doctorands receive a negative score in the annual assessment, they shall have six months to re-take the assessment. Where a second negative assessment is received, they shall have to withdraw from the PhD without the possibility of re-registering.
- What happens if I do not register on the PhD for a year?
 - You will need to wait three years to request re-registration, and your return will depend on approval from the academic committee.
- What do I need to do if I cannot continue on the PhD?
 - The best solution is to apply for temporary withdrawal. This may last for one year, although it may be extended to a further year.
- What format should the thesis have?
 - There are two types: the traditional monograph and by published works.
 - With regard to the format by published works on the PhD in Chemical Science and Technology, the works must be accepted by or published in indexed journals in the year of publication (or acceptance, where they are yet to be published), in line with the following terms:
 - A minimum of three articles in WoS (JCR) corresponding to at least the second quartile of JCR; the doctorand must be the lead author in at least two of the articles.
 - The full thesis format requirements may be viewed at:
en/https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tesis/Procediments/.
- What is the deposit and viva procedure for the thesis?
 - Once the thesis is finished, it is sent to the Doctoral School alongside the two prior reports from the thesis supervisors:
https://eddoctorat.uib.cat/digitalAssets/477/477037_TES_Informe_previ_c_a.docx.
 - The academic committee shall appoint five possible external examiners and the Doctoral School shall select two of them, who shall write an external report.
 - Students receive the external reports and make the appropriate changes to the thesis, based on the examiners' instructions.
 - Once the changes are made, the thesis is officially submitted, which includes submission of the thesis, the student's CV, the deposit request and the changes made to the thesis in accordance with the instructions given by the external examiners:
en/https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tesis/Procediments/.
 - The Academic Committee for the PhD in Chemical Science and Technology, and the EDUIB Executive Committee shall approve the submission and the examination panel.
 - The thesis shall be on deposit for ten days.
 - The thesis viva defence is a public event.
 - Th/<https://estudis.uib.cat/en/estudis-de-doctorat/Estudiar-a-la-UIB/Diposit-i-defensa-de-tesis-doctorals/>.
- How much time passes between finishing the thesis and the viva, approximately?

- This depends on several factors but at least two months, although generally it takes three.
- What are the international and industrial mentions for a PhD and what are the requirements for them?
 - These may be viewed at:
https://eddoctorat.uib.cat/en/Gestio_Doctorands/Tesis/Procediments/.
- Do you need any more help?
 - For further admin information (entry requirements, pre-registration dates, documents to submit, etc.), please contact the Doctoral School (doctorat@uib.es). Tel.: +34 971 17 24 98.
 - For further academic information (training activities, research areas, assessment requirements, annual assessments, admissions criteria, etc.), please contact the PhD coordinator, Dr Susana Simal Florindo (susana.simal@uib.es). Tel.: +34 971 17 27 27.
 - For information regarding possible research areas, please see the contact details for each area: [Official Doctoral Programmes - Doctorates - Learn - University of the Balearic Islands \(uib.es\)](#). For specific information after registering on the PhD, please contact your assigned tutor.