

**Information about the follow-up Commission of the  
Ph.D programme in Neuroscience – UAB.  
RD99-2011  
(academic year 2013/2014)**

**Members:**

The committees will be formed by three Ph.D, including at least one from a centre or institution belonging to the sphere UAB.

There will be a committee chairman.

The composition of the commission will be announced a maximum of 4 months after the Academic Committee of the Ph.D Program (CAP) has approved the research plan submitted by the student.

The CAP, which may consult the director of the thesis, will decide the composition of the follow-up Committee. Once approved the commission will be posted on the website of the "*Institut de Neurociències*".

**Conditions :**

Each committee will monitor the development of the thesis throughout his duration.

The committee will evaluate annually the work done by the PhD student from the information submitted by him in his "Annual Report " and the formative activities done.

The report will include a summary of the work performed and the objectives planned for the following year (maximum two pages).

The chairman of the committee will decide the date the committee will meet the student for the annual evaluation.

At the day of the annual evaluation, the doctoral student will make a brief (10-15 minute) oral presentation followed by a general discussion.

The committee will write a report on the progress of the doctoral thesis that should include the adequacy of work done and also will give or not a positive qualification.

### **Calendar:**

The student must submit to the commissioners and the program coordinator his/her annual report at least 15 days in advance of the follow-up commission date.

The director/s will also submit his/her personal report to the administration of the "Institut de Neurociències" ([doctorat.inc@uab.cat](mailto:doctorat.inc@uab.cat)) at least 15 days in advance of the follow-up commission date; administration will give the report to the commission members.

The date of the follow-up is fixed by the President of the commission but should be in June or July 2014.

If the doctoral student cannot attend the evaluation meeting, he/she must notify to the program coordinator with enough time (1-2 months) to allow that the CAP together with the Ph.D program coordinator could decide an alternative way to evaluate the student.

The chairman of the committee will present the evaluation report to the *Institut de Neurociències* administration before 14th of September.

### **Important:**

The student must enclose to its academic transcript, the summary presented to the follow-up commission by using UAB intranet services, with the next nomenclature: **SEGUIMENT(1,2,3...)**