

# **Procedure for the Evaluation of the RESEARCH PLAN or ANNUAL DEFENCE PhD Program on Information and Communications Technology of the University of Vigo**

Academic year 2018-2019  
Approved by the Academic Committee (CAPD)

## **General Considerations:**

1. This activity is compulsory for all the students enrolled in the academic year.
2. The working language is English.
3. A rubric for evaluation is approved by the Academic Committee of the PhD program (CAPD). This rubric will be used for all students. Nevertheless, evaluation committees will take into consideration the actual dedication of the students: Full-time students, Part-time students, etc. This rubric is in Annex 1.
4. This rubric will be completed by the Evaluation Committee, and by the advisor(s) of the thesis. In case of more than one advisor, all advisors must agree on a single rubric.
5. The Evaluation Committee will propose a Score to the Academic Committee of the PhD Program. CAPD will be in charge of delivering the final score.
6. There will be four Evaluation Committees:

### **Committee no 1**

- Antonio Pena Giménez
- Rebeca Díaz Redondo
- Manuel Caeiro Rodríguez

### **Committee no 2**

- Cristina López Bravo
- Eduardo Rodríguez Banga
- Juan Carlos Burguillo Rial

### **Committee no 3**

- Pedro S. Rodríguez Hernández
- Inés García-Tuñón Blanca
- Manuel Ramos Cabrer

### **Committee no 4**

- María Soledad Torres
- Manuel Fernández Veiga
- Martín López Nores

7. Each student will be assigned to one of the evaluation committees. This assignment is made by the CAPD.

### **Evaluation procedure and calendar:**

- a. All students must prepare a poster. The pdf file of the poster must be uploaded to the faitic server by **14:00 (CET) of May 27, 2019, Monday**. DocTIC will be in charge of the printing of the poster for those students who will attend the session.
- b. Those students unable to attend the workshop will contact the DocTIC coordinator ([doc\\_tic@uvigo.es](mailto:doc_tic@uvigo.es)) by **May 15, 2019, Wednesday** explaining the reason for his/her absence. Upon acceptance, one member of the corresponding evaluation committee will contact the student in order to set up an appointment by Skype. The students will receive the instructions about how the evaluation will be conducted. These students do not have to send the slide.
- c. The advisors must upload one rubric by **May 27, 2019, Monday** to the faitic server.
- d. Students attending the evaluation day must send one slide of the poster presentation (just 1 page in landscape orientation) by **14:00 (CET) of June 3, 2019, Monday**.
- e. The evaluation by the committees will take place during the poster sessions of the workshop (**June 6, Thursday and June 7, Friday**).
- f. The evaluation committees will deliver the score by **June 17, 2019, Monday**. Those students who fail will be granted with a two-week period to correct the observed deficiencies. Final scores will be delivered to the CAPD by **July 12, 2019, Friday**.
- g. There will be 1 Best Poster Award that will be selected based on student voting.

### **Instructions for the preparation of the material**

#### **POSTER LAYOUT**

- Poster orientation should be portrait (vertical).
- Poster size should be A0 (841 mm x 1189 mm).
- The title should be ideally in ALL CAPITAL LETTERS, 72 pt. font. Author, Thesis Advisor(s) and affiliation should be in 42 pt. font
- Use colour for highlighting and to make your poster attractive.
- Use pictures, diagrams, figures, etc., rather than only text wherever possible.
- Minimum font size for all text: 24 pt.
- Sections to be included:
  - Motivation of the work
  - Thesis Objectives
  - Research Plan
  - Results & Discussions (if available yet)
  - Next Year Planning
  - References

#### **POSTER SPOTLIGHT PRESENTATION**

At the beginning of each Poster session, the students will have the opportunity to show 1 (ONE) slide in landscape orientation MAXIMUM to focus attention on the topic of their poster. Please note that this slide is not meant to cover the whole research, BUT ONLY HIGHLIGHT THE MAJOR GOALS OF THE THESIS WORK.

This slide (in a pdf file) must be uploaded to the faitic server.

**Annex 1**  
**Academic year 2018-2019**  
**EVALUATION RUBRIC**

**PhD Program on Information and Communications Technology of the University of Vigo**

**Objective:** Evaluation of the research activities carried out and defence of the research plan for the coming year. Precisely, it will be assessed the ability to effectively communicate scientific concepts and ideas to a scientific audience. The evaluation committee evaluates this requirement for all PhD candidates annually. This rubric will be completed by the evaluation committee and by the advisor(s)

**Name of student:** \_\_\_\_\_

**Date of exam:** \_\_\_\_\_

**Name(s) of reviewers:** \_\_\_\_\_

**Signatures:**

<b>Criteria</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>SCORE</b>
<b>General (Layout of the poster)</b> Poster Format  Data Presentation in Tables and Figures  References	<b>Poster is organized correctly and clearly written.</b> Appropriate content is in each section of poster.  Data are presented clearly and accurately in tables & figures  Appropriate references and format	<b>Majority of poster is organized correctly.</b> Appropriate content found in majority of sections, but some information is misplaced. Some sections require additional clarification. Data presentation may be incomplete or lacking clarity.  Some inappropriate citations and Format.	<b>Poster is not organized properly.</b> Majority of the information is placed in wrong section or missing. Data presentation in tables and figures is incomplete and lacks clarity. Few/zero citations listed.	

<p><b>Motivation of the work</b> Background &amp; Technical Need</p> <p>Putting research in the context of the field</p>	<p>Clear description of the long-term technical goals will this work serve.</p>	<p>Fair description of the long-term technical goals will this work serve.</p>	<p>Poor description of the long-term technical goals will this work serve.</p>	
<p><b>Objectives &amp; Expected Significance</b></p>	<p>Clear statement of the question(s) that will be addressed.</p>	<p>Vague/unclear statement of the question(s) that will be addressed.</p>	<p>Statement of the question(s) that will be addressed is absent.</p>	
<p><b>Research Plan</b> Description of experimental/theoretical approach and analysis</p> <p>Next year planning</p> <p>Planning of publications (conference and journal papers)</p>	<p>Clear description of the research strategy</p>	<p>Fair description of the research strategy</p>	<p>Poor or absent description of the research strategy</p>	
<p><b>Analysis/interpretation of (preliminary) results</b> Plan for placing results obtained into current state of the field</p> <p>Analyzed and interpreted research results/data effectively</p>	<p>Clear description of the expected results and plan for evaluating the results</p>	<p>Fair description of the expected results and plan for evaluating the results</p>	<p>Poor or absent description of the expected results and plan for evaluating the results</p>	
<p><b>Critical Thinking:</b> Demonstrated capability for independent research in the area of study, significant expertise in the area, and ability to make original contributions to the field</p>	<p>Good</p>	<p>Fair</p>	<p>Poor</p>	
<p><b>Quality of Communication(*):</b> Communicated research results and implications clearly and professionally in both (a) written and (b) oral form.</p>	<p>Good</p>	<p>Fair</p>	<p>Poor</p>	

(\* ) The advisors should only take into account the quality of written communication

**Overall Assessment:** The assessment of the overall performance of the student based on the evidence provided in items above.

<b>Research Plan Unacceptable NOT PASS</b> (One or more Poor Scores)	<b>Research Plan Acceptable PASS</b>

**Provide comments and/or suggestions mandatory in cases of poor grading, highly recommended in fair grading:**

In case this is the second annual defense of the student indicate if you consider that a poster session will be needed next year

<b>Task</b>	<b>Agent</b>	<b>Due date</b>	<b>Time</b>
<b>Preparatory Session</b>	All	May 10, Friday	10:00-14:00
<b>Notice of not attendance to the workshop</b>	Student	May 15, Wednesday	
<b>Uploading of the poster file to FAITIC</b>	Student	May 27, Monday	
<b>Uploading of the rubric to FAITIC</b>	Advisor/s	May 27, Monday	
<b>Sending of the slide</b>	Student	June 3, Monday	
<b>Workshop Day1</b>	All	June 6, Thursday	09:30-14:30
<b>Workshop Day 2</b>	All	June 7, Friday	09:30-14:30
<b>Delivery of rubrics</b>	Committees	June 17, Monday	
<b>Final scores delivering</b>	Committees	July 12, Friday	