2023/2024 ANNUAL REVIEW

Each year, doctoral students have their progress evaluated through a review. This takes place before a jury of three members chosen from the PhD staff at the Department of Translation, Interpreting, and East Asian Studies. It is essential to pass it to continue with doctoral studies.

The review will be held on July 8th for first-year students (as an in-person session) and September 9th for the rest of the students (online).

Aspects to be evaluated: The Doctorate Program Committee has agreed that doctoral students will deliver an oral presentation of the thesis's progress in 8 minutes maximum, based on the written report they will have previously handed in.

Documentation for the review

1. Written report handed in by the doctoral student: PDF, 2 pages maximum (you must follow the PhD Student Report Model).
2. Accreditation of the alleged merits: scanned copy of all the certificates that justify the alleged merits.

First-year doctoral students must upload the documentation to a OneDrive folder before **10 June 2024** through the link that the Department will email them on 20 May 2024 or before.

Doctoral students of the **other courses** will have to upload the documentation to a OneDrive folder before **24 June 2024** through the link that the Department will supply them by e-mail on 30 May 2024 or before. All questions regarding annual reviews must be sent to <d.traduccio@uab.cat> or <doctorat.traduccio@uab.cat>, not to the Doctoral School.

All doctoral students must save their report and the scanned certificates proving their alleged merits in their virtual folder in SIGMA.

They must have their CV activated and/or updated following the CV model in the PhD students' section of the website of the PhD Candidates "List Program - Department of Translation and Interpretation and East Asian Studies - UAB Barcelona". They must do so through the online application DOCTORANDS - e-Formularis (uab.cat). Those updating their CV only need to indicate their name and the new fields. If someone does not want to publish their data on the web, they should inform the program's coordination and submit a CV in standard format.

Directors need to upload their own signed report to the student's folder in OneDrive (confidential folder), before 24 June 2024, using the link the Department will send them by e-mail before 7 July.

1. **Report signed by the directors of the thesis**
   Prior to the review, the thesis director(s) must issue a confidential report on the PhD candidate's progress. They should use the DIRECTOR'S REPORT MODEL. In addition to uploading their report to the OneDrive folder, directors must save it in the doctoral student's virtual folder in SIGMA.

Important remarks:

- Information on the training activity of RD99/2011 students. You will find information on the training activity on the PhD website.
  - Training activities: full-time students
  - Training activities: part-time students
- Presentations and reports can be done in Catalan, Spanish or English.
- If you want to get accredited merits that are not part of the training activities, obligatory activities, or optional activities, you can upload the certificates to the folder "Other merits" in OneDrive. These merits will only be assessed in the review and not officially registered in your record.
- Course certificates that are unavailable for uploading before the deadline can be uploaded until 31st August.
- The coordination will communicate the review result before the beginning of registration for the new academic year.
- If you have any questions or queries, you can send an e-mail to d.traduccio@uab.cat and doctorat.traduccio@uab.cat
- In case of a negative evaluation on the review, the Academic Committee of the Doctoral Program will summon the affected doctoral student within the period established by the regulations.