



CONTINGENCY PLAN OF THE INTERNATIONAL DOCTORAL SCHOOL TO PREVENT DISSEMINATION OF COVID-19 PANDEMIA

In order to follow the instructions of the Rectoral Resolution R-290/20, published on march 14th by UPCT, that establishes the closure of the facilities and essential services of the University community due to the current situation in Spain, the following measures are adopted until further notice. It should be taken into account that they may be affected by future Rectoral regulations derived from regional or national ones.

About the presence of PhD students in the facilities of UPCT,

- Students should contact as soon as possible with their tutors and/or supervisors in order to agree on a workplan that will allow to develop their research activities outside of the UPCT facilities in the coming weeks.
- The University has provided access to the online portal online.upct.es, where information about instructions to use different collaborative tools and remote access is provided by Universidad Politécnica de Cartagena (UPCT).
- Those students developing experimental research within UPCT facilities have to contact their supervisors to establish workplans that will not demand the use of those facilities during this period except, in the case of special needs, for a minimum possible time. They will require authorisation from the head of Management (Gerencia).
- Students under contract with UPCT will follow the instructions received from the competent authority.
- The doctoral training activities that require physical presence organized by EINDOC-UPCT will be either re-scheduled or offered as on-line ones. The staff in charge of preparing them will contact the students that registered.
- All the on-line training activities will continue. The periods of evaluation (should they exist) will be flexible to facilitate the participation of PhD students.
- The VI Doctoral Conference programmed together with the University of Murcia in May is cancelled. It may be re-scheduled depending on the evolution of the current situation.

In relation to PhD students' mobility,

- Actions will be taken, in case foreign students may decide to interrupt their stay in UPCT and return in advance to their countries, to minimize the problems derived from this decision. All the actions will be coordinated with the Vice-rectorates involved.
- Mobility of all PhD students will be postponed if they have not started them. Once the situation goes back to normal they will be resumed. If circumstances justify an exception to this norm, the student should contact EINDOC-UPCT explaining the reasons and it will be evaluated.
- The EINDOC-UPCT call funding international mobility of PhD students is postponed until further notice.

About PhD viva presentation:

- It is strongly advised to postpone PhD viva presentations programmed for the coming weeks. If it cannot be postponed, the protocol for PhD viva presentation by teleconference of EINDOC-UPCT will be followed, as well as the measures of UPCT for PhD vivas in the present situation.
- When a PhD viva is postponed, once the new date is established, it will be reported to the Doctoral committee by the evaluation panel secretary.

About deadlines,

- Due to the exceptional circumstances that may prevent students from presenting documents on the deadlines established, the PhD students can justify why they could not meet the deadline of any administrative requirement to the Director of EINDOC-UPCT or to the competent Vice-Rectorate so that they will be taken into consideration.
- The deadline to present the research plans is postponed from the 1st of April to the 20th of April 2020.
- The deposit of the PhD thesis by telematic means will be enabled if possible. It is recommended to postpone it in case it is feasible.

For situations not considered in the previous text, the following general principles will be applied,

- Due to the present exceptional circumstances, adverse consequences to the PhD students and their work will be minimized.
- Communication among any UPCT member involved in doctoral activities, either at academic or administrative level, will be performed by telematic alternatives or email.
- For any situation or comment, the official email is escueladedoctorado@upct.es.

In relation to administrative questions or actions, the official communication channel will be the same email: escueladedoctorado@upct.es.

The activity of the academic commissions of all the doctoral programs will continue, using adequate on-line tools.

This contingency plan must be followed by all PhD students and staff involved in the EINDOC-UPCT activities.

In Cartagena, on March 18th, 2020.

Pablo Fernández Escámez

DIRECTOR OF THE INTERNATIONAL DOCTORAL SCHOOL