



**March 16<sup>th</sup>, 2023**

**ACTIVITIES DOCUMENT AND  
RESEARCH PLAN  
(RAPI)**

GUIDE FOR THE DOCTORAL STUDENT



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## ¿What is RAPI? What is for?

The *Royal Decree 99/2011*, requires the annual monitoring and evaluation of the activities carried out by doctoral students in the process of preparing their thesis, establishing two documents to be prepared: the Activities Document and the Research Plan. These documents will be periodically reviewed by their respective tutors and thesis supervisors, and finally will be evaluated annually by the Academic Committee of the corresponding Doctoral Program.

RAPI is the tool established by our University (UCLM) to accomplish the legal requirements.

The *Activities Document* which appears in the '**ACTIVIDADES**' (**Activities**) entry has been designed so each doctorate student can introduce its data referred to 7 types of activities that can be developed:

1. ATTENDANCE TO COURSES, CONGRESSES, SYMPOSIA AND/OR CONFERENCES.
2. PRESENTATIONS OR COMMUNICATIONS IN COURSES, CONGRESSES, SYMPOSIUMS AND CONFERENCES.
3. PUBLICATIONS.
4. PRESENTATION OF PARTIAL RESULTS OF RESEARCH.
5. RESEARCH STAYS IN OTHER INSTITUTIONS.
6. PARTICIPATION IN RESEARCH PROJECTS.
7. PATENTS.

The Research Plan is typed in the entry "RESEARCH PLAN" and is not the thesis itself but the plan that the PhD student and his/her thesis advisor plan to follow in order to complete the thesis. It must be completed during the first academic year and regenerate in subsequent years, including updates in case. It has 7 sections.

1. **BASIC DATA** (with the following sections):
  - 1.1. Subject matter of the thesis.
  - 1.2. Provisional title of the thesis.
  - 1.3. Area of knowledge.
  - 1.4. UNESCO subject code.
  - 1.5. Line of Research.
  - 1.6. Check if your thesis requires a report from an Ethics Committee.
  - 1.7. Report of the ethics committee or negative report of the director.
2. **BACKGROUND AND CURRENT STATUS OF THE TOPIC.**
3. **OBJECTIVES.**
4. **MATERIALS, METHODS AND TIME SCHEDULE.**
5. **MOBILITY PLAN.**
6. **EXPECTED RESULTS.**
7. **REFERENCES.**

The following is a brief visual guide to assist in the completion of both the Activities Document and the Research Plan.

If you have any problems that cannot be solved with this guide, please send an e-mail to [doctorado@uclm.es](mailto:doctorado@uclm.es) We recommend that you attach a screenshot of the incident or error to your e-mail.

## Access to the Doctoral Student Follow-Up Tool - RAPI.

You can access to this platform through the International Doctorate School website (EID): [RAPI \(UCLM.ES\)](https://www.uclm.es/idi)

Once we click on the shortcut, we will be taken to the page, shown below, where it will be possible to find a series of suggestions and help guides (for Doctoral Students and for Directors) for the management of RAPI, and where it will be necessary to click on “[ACCEDER A LA HERRAMIENTA RAPI](#)” (**Access to the RAPI Tool**) to reach the application:

The screenshot shows the website interface for the RAPI tool. At the top, there is a navigation bar with the UCLM logo, the 'D' logo for the Escuela Internacional de Doctorado, and the text 'Escuela Internacional de Doctorado'. Below this is a red navigation menu with links for 'Presentación', 'Oferta de Programas', 'Procedimientos', 'Alumno/Profesor/a', 'Toda la Doctoral', and 'Anuncios'. The main content area features a large heading 'SEGUIMIENTO ANUAL DEL DOCTORANDO (RAPI)' and a sub-heading 'Herramienta RAPI (Registro de Actividades y Plan de Investigación)'. Below this, there is a prominent orange button labeled '[Acceso a la herramienta RAPI]'. A section titled 'NOTA IMPORTANTE sobre el plan de investigación' contains a yellow box with text regarding the incorporation of an ethics committee report. At the bottom, there is a section for 'Calendarios de evaluación' with a dropdown menu showing 'Curso 2021-22' and a small note below it.

You will be presented with a screen to choose the type of identification:

## Identificación de usuario

Solicitada por Preinscripción Doctorado (Producción)



Credenciales

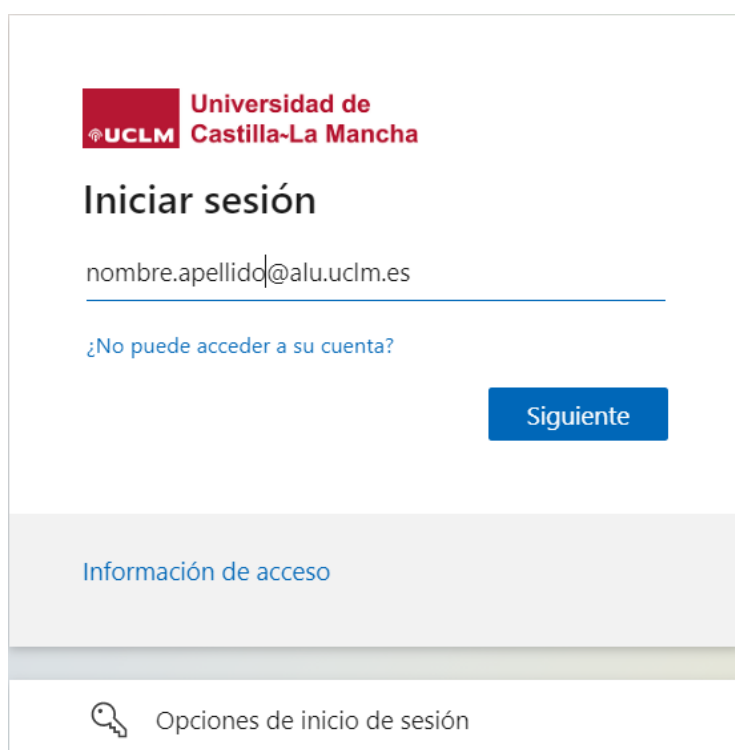



Sistema Clave (Certificado)

¿Qué opción de las anteriores tengo que usar?

Una vez que se haya autenticado no será necesario identificarse de nuevo para acceder a otros recursos.  
Para desconectarse, recomendamos que cierre su navegador (cerrando todas las ventanas).

Choose **“Credenciales” (Credentials)** and log in with your student e-mail address (nombre.apellido@alu.uclm.es) and the password you use for all other services in UCLM. If you have forgotten your password, you can regenerate it at <http://mis.tic.uclm.es/credenciales>



 **Universidad de  
Castilla-La Mancha**


### Iniciar sesión

nombre.apellido@alu.uclm.es

[¿No puede acceder a su cuenta?](#)

**Siguiente**

Información de acceso

 Opciones de inicio de sesión

Once identified, you will be prompted to access the following screen where you will need to click on **"Access as a student" (Acceso como alumno)**.

After that, we will be able to access the main page of our follow-up system where our initial data will be displayed. By clicking on **'Ver más' (See more)** we will check our personal and teaching data.

We will be able to go through our file record by clicking on the sections of the menu bar that appears in blue: Activities, Research Plan, Evaluation and Thesis.

## ACTIVITIES DOCUMENT

After accessing RAPI, it will be necessary to go to the tab “**Actividades**” (**Activities**) and click on it.



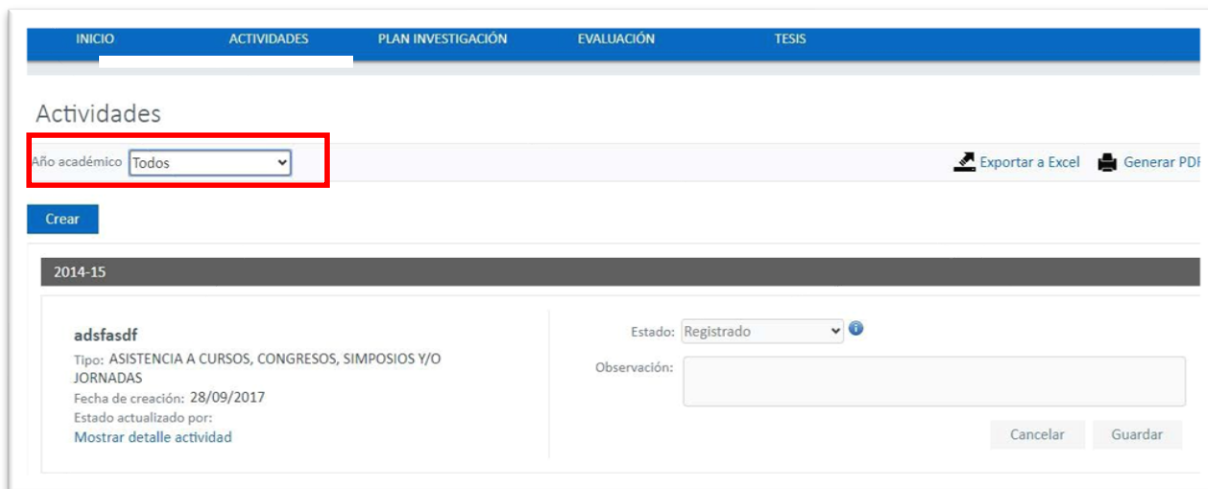
INICIO **ACTIVIDADES** PLAN INVESTIGACIÓN EVALUACIÓN TESIS

 Maria Carmen Perez Lopez  
✉ María.PLopez@uclm.es  
Programa: 1405 - PROGRAMA DE DOCTORADO EN CIENCIAS DE LA SALUD POR LA UNIVERSIDAD DE CASTILLA-LA MANCHA  
Inicio de estudios: 2014-15 | A Tiempo Completo

Has accedido como Alumno  
Selecciona "Cambiar rol" si deseas acceder con otro perfil  
[Cambiar rol](#)

Dedicación actual: A Tiempo Completo  
Fecha límite para defensa de la tesis: 23/04/2018  
[Ver más](#)

We will access to the section where we will see the different activities we already have registered. We can select ‘**Todas**’ (**All**) or just the academic year we are interested in.



INICIO **ACTIVIDADES** PLAN INVESTIGACIÓN EVALUACIÓN TESIS

### Actividades

Año académico: **Todos** [Exportar a Excel](#) [Generar PDF](#)

[Crear](#)

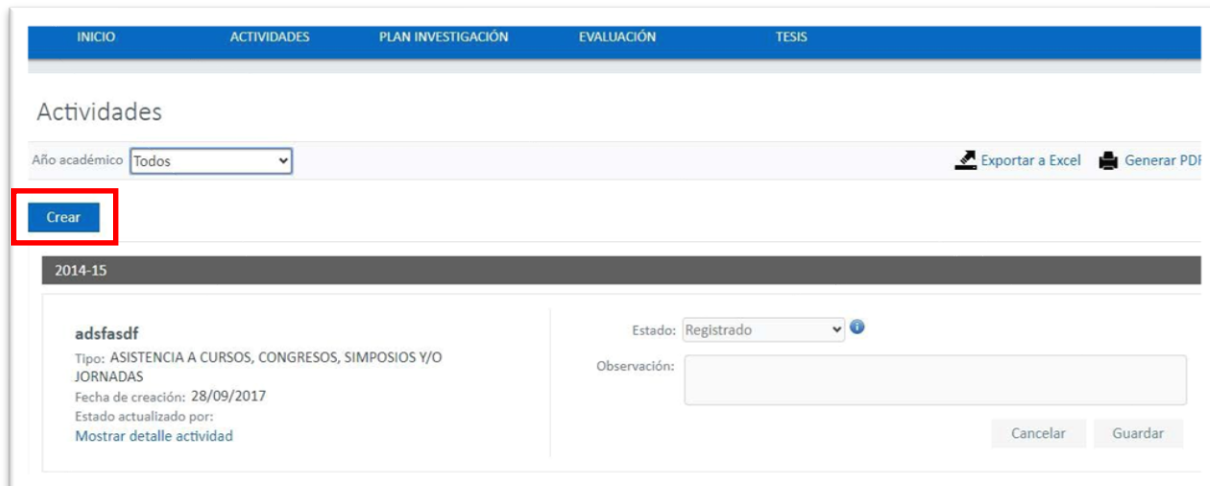
2014-15

**adsfasdf**  
Tipo: ASISTENCIA A CURSOS, CONGRESOS, SIMPOSIOS Y/O JORNADAS  
Fecha de creación: 28/09/2017  
Estado actualizado por:  
[Mostrar detalle actividad](#)

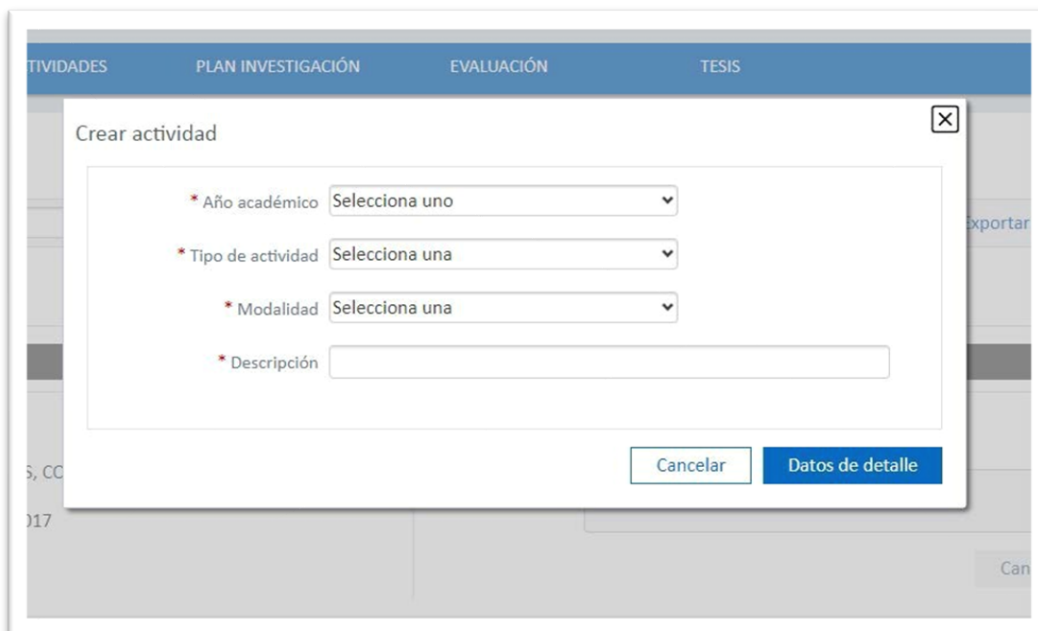
Estado: Registrado ⓘ  
Observación:

[Cancelar](#) [Guardar](#)

To introduce a new activity, we will click in the icon **“Crear” (create)** in order to be able to proceed to insert activities carried out during the course of the development of our thesis and for the corresponding academic year.



A box will pop up for us to fill in the basic data to create an activity.



There are two different types of modalities in the activities:

- Individual Activity.
- Predefined activity.

If we choose individual activity, once these sections have been filled in, we will click on "Detailed data" and a form will be displayed to fill in the activity data. Mandatory data are marked with an "\*".



Datos de detalle

Descripción VII Jornadas Doctorales

\* Título

\* Entidad organizadora

\* Lugar de celebración

\* Fecha inicio

\* Fecha fin

Horas

Créditos ECTS

\* Justificante asistencia  Ningún archivo seleccionado

If we choose predefined activity, we can choose from the drop-down list the activity performed. These are all courses and seminars organized by the International Doctoral School. In this type of activity, the detailed data will be filled in and we will only have to select and upload the proof of attendance.

Crear actividad

\* Año académico 2017-18

\* Tipo de actividad ASISTENCIA A CURSOS, CONGRESOS, SIMPOSIOS Y/O SEMINARIOS

\* Modalidad Actividad Predefinida

\* Actividades predefinidas

Selección de actividades predefinidas:

- CURSO DE COMUNICACIÓN ORAL EN INVESTIGACIÓN (Albacete)
- CURSO DE COMUNICACIÓN ORAL EN INVESTIGACIÓN (Ciudad Real)

Exportar a Excel Generar PDF

Actividades

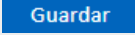
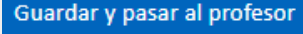
Año académico 2017-18

Crear

Año académico	Tipo de actividad	Modalidad	Actividades predefinidas	Observaciones
2017-18	ASISTENCIA A CURSOS, CONGRESOS, SIMPOSIOS Y/O SEMINARIOS	Actividad Predefinida	CURSO DE COMUNICACIÓN ORAL EN INVESTIGACIÓN (Albacete)	

Once the data has been filled in, we will have the option to "Save" or "Save and send to the professor" (thesis director) so that he/she can review it and proceed to "accept", "reject" or put it as "pending correction".

There are two possible states in which to place our activities:

- **By clicking the button**  **will be in "Registered" status.** In this state, the default state in which the activities initially remain, they are invisible to their director(s), and it is possible for the doctoral student to edit and modify them.
- **By clicking the button**  **will be in "Under Review" status.** In this state, the activities are visible to the director(s) and, therefore, can be reviewed and accepted by them. In this status, it is NOT possible to the student to edit anymore. The director has the possibility to accept, reject or ask for corrections. In the latter case, the student can make the necessary changes before putting them back "in review".

## RESEARCH PLAN


The *Research Plan* is the document which substitutes the *Thesis project* from the old PhD Programs. **It is not the Thesis** by itself. Instead, it is the plan that the doctorate student and his/her director/s have developed. **The text of the doctoral thesis does not have to be included.**

**It is compulsory to generate this plan every year.** It will be completed during the first academic year and may or may not be updated in subsequent years. In the second and subsequent years the research plan will be generated with the data from the last academic year. We can choose to keep the data or modify them. It has 7 sections.

After entering RAPI, it will be necessary to go to the “**Plan Investigación**” (Research Plan) and click on it.

INICIO    ACTIVIDADES    **PLAN INVESTIGACIÓN**    EVALUACIÓN    TESIS

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 **JUAN ALBACETE ALBACETE**  
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Programa: 1405 - PROGRAMA DE DOCTORADO EN CIENCIAS DE LA SALUD POR LA UNIVERSIDAD DE CASTILLA-LA MANCHA  
Inicio de estudios: 2014-15 | A Tiempo Completo

Has accedido como Alumno  
selecciona "Cambiar rol" si deseas  
acceder con otro perfil  
[Cambiar rol](#)

Dedicación actual: A Tiempo Completo  
Fecha límite para defensa de la tesis: 23/04/2018  
[Ver más](#)

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os / Notificaciones  
:nes notificaciones.

e Cooperación Universitaria    Registro de Actividades y Plan de Investigación (V. 17.0.2.3) |   Todos los derec

The research plan must be generated every academic year.

INICIO    ACTIVIDADES    **PLAN INVESTIGACIÓN**    EVALUACIÓN    TESIS

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Plan de Investigación

Año académico 2017-18 ▼

**Generar Plan**

No existen planes de investigación en el año seleccionado.

In the first year, all sections will be filled in, selecting and editing each one of them. To do so, click on the label Show activity details that you will find in each of the sections:

**DATOS BÁSICOS**

Fecha de creación: 18/02/2019

Estado actualizado por: Samuel Tébar Serrano (24/03/2019)

[Mostrar detalle actividad](#)

When showing the details, you have to click on **Editar (Edit)** to modify or complete the data. Please note that all fields marked with an asterisk are mandatory. (\*)

2022-23

**DATOS BÁSICOS**  
Fecha de creación: 16/03/2023  
Estado actualizado por:  
[Ocultar detalle capítulo](#)

Estado:  
Observación:

Cancelar Guardar

- \* Tema objeto de la tesis:
- \* Título provisional de la tesis:
- Área de conocimiento:
- Código de materias UNESCO:
- Líneas de investigación:
- Marque si su tesis necesita informe de algún comité de ética:
- \* Informe del comité de ética o informe negativo del director:

[Editar](#)

You must fill in the fields and click on the icon of **Guardar (Save)**.

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and insert link.

\* Título provisional de la tesis

\* Área de conocimiento

\* Código de materias UNESCO

Cancelar [Guardar](#)

From the 2022-23 academic year, UCLM doctoral thesis research plans (both new and old) must include the report of the corresponding ethics committee according to the information available on the [UCLM Scientific Ethics Portal](#).

In the event that the thesis director determines that the report of any of the ethics committees included in the previous link is **not required**, the box will not be checked and a free-text supporting document (no standardized model is required) signed by the thesis director in that way must be included.

Marque si su tesis necesita informe de algún comité de ética:

\* Informe del comité de ética o informe negativo del director:

There are two possible statuses of the sections of the research plan in which to place our activities:



- **Registered.** In this state, the default state, the activities are invisible to their director/s, and it is possible for the doctoral student to edit and modify them.
- **Under revision.** In this state, the activities are visible to their director/s and, therefore, they can be reviewed and accepted by them. In this state, it is NOT possible to the student to edit anymore. The director has the option to accept, reject or ask for corrections. In the latter case, the student will be able to make the necessary changes before putting them back "in review".

[Contact](#)

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**ANTECEDENTES Y ESTADO ACTUAL DEL TEMA**

Fecha de creación: 16/03/2018  
Estado actualizado por:  
[Mostrar detalle actividad](#)

Estado:   

Observación:

## Document generation

All the data included on RAPI can be exported to Excel and PDF; by clicking the corresponding icons located in the upper right part of the screen documents can be generated:



[Exportar a Excel](#)



[Generar PDF](#)

## KNOWLEDGE AREA CODES, UNESCO CODES AND LINES OF RESEARCH

In the **BASIC DATA** section there is a field that refers to the code of the Area of knowledge in which the thesis is registered. This code can be found in the following link:

[Codes for the different knowledge areas](#)

In the box labeled "**UNESCO subject code**" you must enter the codes of the subject covered by the Thesis topic, according to the International Nomenclature for Science and Technology Fields of UNESCO, which can be found at the following link:

[Nomenclature UNESCO – International Doctoral School \(EID\) \(uclm.es\)](#)

The different **lines of research** are grouped by the different PhD programs. They can be found at the following link:

[Research Lines – International Doctoral School \(EID\) \(uclm.es\)](#)

Note: If any of these links is not working, please, access to the EID web: [eid.uclm.es](http://eid.uclm.es) and, from this page, access to the area dedicated to RAPI tool, here you will find the updated links.