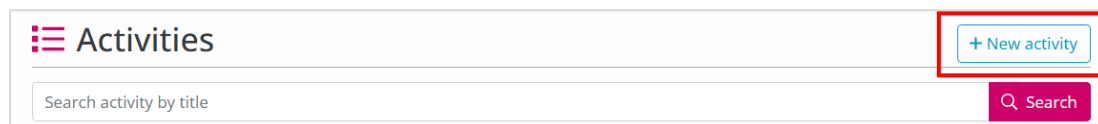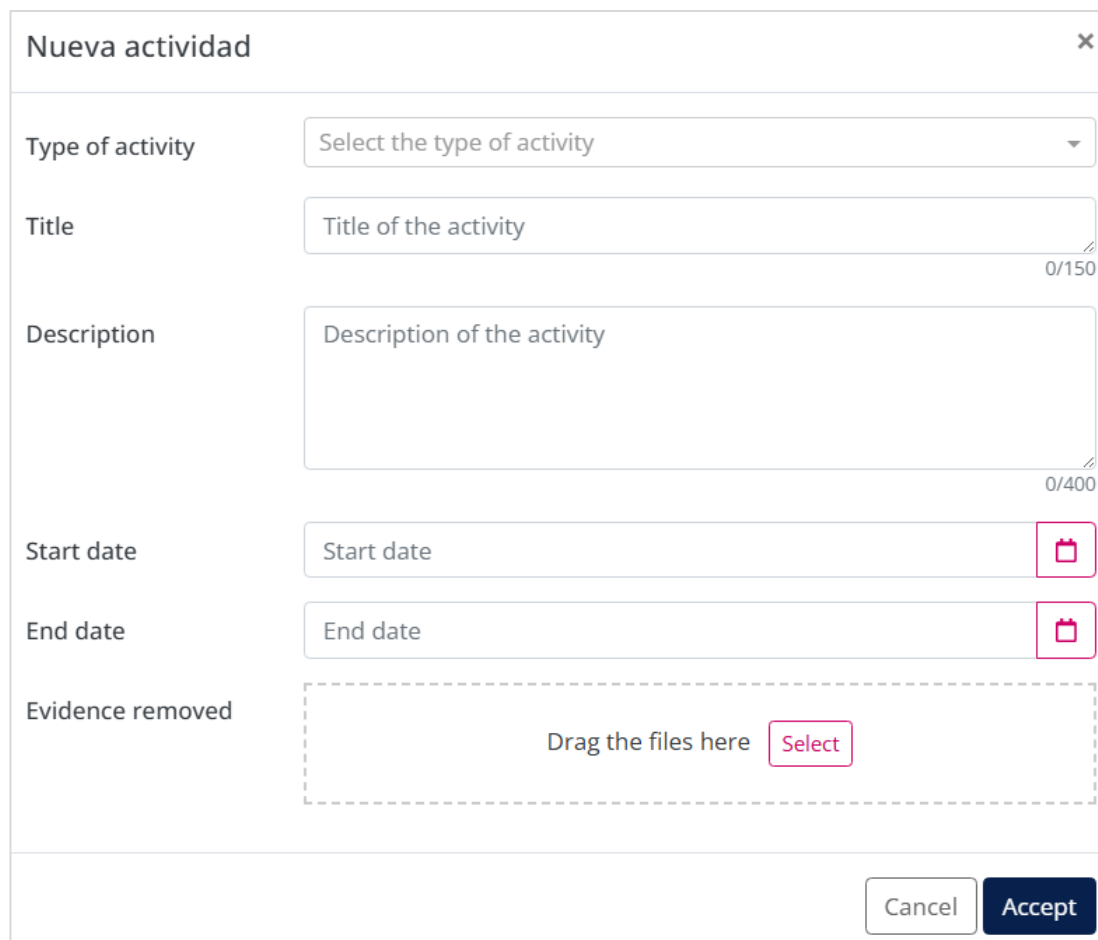## ACTIVITY MANAGMENT

All activities relevant to academic development must be recorded by the doctoral candidate in the DAD application and validated by their thesis tutor.

PROCESS FOR ADDING ACTIVITIES

To add activities in the DAD application, go to the "Activities" tab and click on "New activity"

Once the process has begun, all the required fields must be completed, specifying the type of activity to be added (selecting one of the options from the dropdown menu), its title, a brief description, the start and end dates, and any supporting documents providing its completion.

ACTIVITIES IN PROGRESS OR PENDING VALIDATION

Added activities will be recorded under the "Activities" tab with the status "Pending submission to tutor". In this state, the application will allow the modification of any of the completed fields, [icon] as well as the addition of evidence [icon] or replacement of attached documents. [icon] It will also be possible to delete both the registered activity and the attached document. [icon]

To submit the activity to the thesis tutor for validation, click on "Send to tutor for validation"

When submitting the activity, the following warning will be displayed:

Once the submission is confirmed, no further modifications can be made, and the activity will have the status "Pending validation by the tutor."

If the tutor rejects the activity validation, it will return to its initial status, allowing modifications and marking the task as "Review" by the doctoral candidate.

The system will send an electronic notification detailing the reason for rejection. This reason will also be visible when accessing the activity.

Activities will be recorded in the system by their date of incorporation and will remain visible in the DAD application throughout the entire duration of the program.

The application will also allow users to search for an activity by the title assigned at the time of its incorporation.
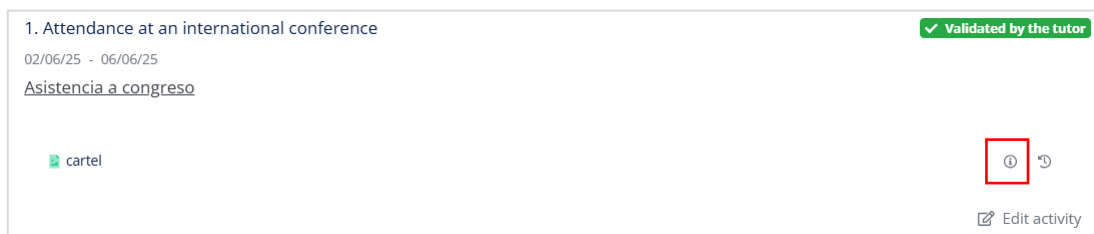
APPROVED ACTIVITES

Once the activity has been validated by the tutor, an icon will be displayed [✔] as an indication that the activity has been approved.

ATTACHED DOCUMENTS OR EVIDENCE

In cases where an attached document or evidence is a scanned copy or does not contain an electronic signature or a secure verification code, the physical location of the original document must be specified (for example, original document the doctoral candidate's archive or at the Secretariat of the Centre).

To do this, click on the "Details" icon [ⓘ] located to the right of the attached file.

By clicking on it, the following window will be displayed, allowing you to specify the physical location of the document.

MODIFY VALIDATED ACTIVITIES

Validated activities by the thesis tutor can be also modified. To do so, click on the "edit activity" link

! Modifying this activity will result in the loss of its validation.

Upon clicking, the following confirmation message will be displayed:

By accepting, the activity will be pending submission to the tutor and the different modification options will be enabled:

1. Attendance at an international conference
02/06/25 - 06/06/25

📄 cartel

[Pending to be sent to your tutor]

👤 Send to tutor for validation

Attaching new documents to an existing activity.

To attach a new document or piece of evidence to an already registered activity, click on the "Add evidence" icon. This action will only be possible if the activity is still in the "Pending to be sent to your tutor" status to the thesis tutor.

1. Attendance at an international conference
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📄 cartel

[Pending to be sent to your tutor]

👤 Send to tutor for validation

When clicking on the icon, the application will display the following window:

Add evidence   ✕

Drag the files here   Select

Cancel   Accept

You can add as many files as necessary.

Editing existing activities.

To edit the details of a registered activity, click on the activity. Once the information is displayed, click on the "Edit activity" icon This action will only be possible if the activity is still in the "Pending submission" status to the thesis tutor.

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📄 cartel

[Pending to be sent to your tutor]

👤 Send to tutor for validation

Clicking on the icon will open a window where you can edit all registered details (activity type, title, description, start date, and end date).

 ⟶ Delete activity.

To delete an activity click on the bin icon located on the right of the activity.

REPLACING OR DELETING ATTACHED DOCUMENTS IN AN ACTIVITY

REPLACING A DOCUMENT

To replace a document already attached to an activity, click on the activity. Once the activity details are displayed, click on the "Replace document" icon. This action will only be possible if the activity is still in the "Pending submission" status to the thesis tutor.

1. Attendance at an international conference
02/06/25 - 06/06/25

Pending to be sent to your tutor

📄 cartel

Send to tutor for validation

DELETE A DOCUMENT

To delete an attached document, click on the "delete" icon located to the right of the uploaded document.

1. Attendance at an international conference
02/06/25 - 06/06/25

Pending to be sent to your tutor

📄 cartel

Send to tutor for validation

It is important to note that the system will keep a record of all the documents that have been added to an activity, even if they have been eliminated. However, these records will only be visible to the doctoral candidate. The tutor will only see the latest version of the uploaded document and will never have access to deleted or replaced files.

To view the version history, click on the history icon, 🕓 and the following window will be displayed:

Version history ✕

1. 📄 cartel

Close