














SAD User Guide for Doctoral Students

Online Application for Supervision and Assessment of Doctoral Students (SAD)

	Introduction	1
	Key Points	2
	Objective	2
	Technical Requirements	2
	Access to SAD	3
	Structure of SAD	3
	Content Status	4
	How to complete the PLAINV	4
	How to register learning activities (DAD)	6
	Print or Export	8
	Assessment Process	8



Introduction


The **SAD** is the online platform for the **annual assessment** of doctoral students. It allows you to:

- View your academic record details. Pay attention to the **deadline for thesis submission**. You must deposit your thesis before this deadline. If not, you will be definitively withdrawn from the programme.
- Submit the **research plan and the personal learning plan (PLAINV)**, as well as the **self-assessment questionnaire on ethical aspects of the thesis** or the opinion of the relevant ethics committee. It is mandatory to submit all this information in the first-year assessment. In subsequent years, you must update it with the progress of your thesis.
- Complete the **Doctoral Student Activity Document (DAD)** with the learning activities **you have already completed**. Future activities must be included in the personal training plan. In the DAD you must demonstrate that you are following your personal training plan.



- Check the assessments from your **thesis supervisor** and **tutor**.
- View your **grades**.

Key Points

 Check the **detailed information about SAD content** on the website:
[Supervision and assessment \(SAD\) | Doctoral School - Universitat Rovira i Virgili](#)

 Find out the **calendar for submitting information to the SAD platform**:
[Assessment calendar | Doctoral School - Universitat Rovira i Virgili](#)


Objective

To correctly complete the **PLAINV** and **DAD** within the deadline set in the calendar to ensure that the tutor, thesis supervisors and the academic committee of the doctoral programme can annually assess the progress of your thesis and the training activities you have undertaken.

Technical Requirements

To access SAD, make sure you have:

- A **computer** with **Internet** connection (**not a tablet or mobile phone**).
- Recommended browsers: **Firefox**, **Edge**, **Chrome**, and **Safari**.
- **JavaScript** and **cookies** enabled.
- **Acrobat Reader** installed.


 If the message “**BAD REQUEST**” appears, clear cookies and history or switch browser.


 Access issues: cau@urv.cat



Access to SAD

- Access via the **blue menu** on the website: [Supervision and assessment \(SAD\) | Doctoral School - Universitat Rovira i Virgili](#)
- Log in with your **URV username and password**. More information is available on the SAD login screen.
- If you have a **dual profile** (student/staff), log in with your **student identifier**.
- Available in **Catalan, Spanish and English** (depending on your browser language).


**Seguiment i Avaluació del Doctorand/a (SAD)**
Universitat Rovira i Virgili

 **Enter Username & Password**


Username*


Username is a required field

Password *



LOGIN

 [Recover your password / Change your password](#)
Username is your nif/nie/passport number [\(+info\)](#)
How to change the browser language? [\(+info\)](#)



Structure of SAD

SAD is organised into tabs:

- **Home:** academic data.
- **Activities:** to register completed learning activities (**DAD**).



- **Research plan:** to submit the research plan, the personal learning plan and the ethical aspects of the thesis (**PLAINV**).
- **Assessment:** to check assessments and grades.

You can change language to Catalan, Spanish or English.



✓ Content Status

- **Editing:** you can modify the content.
- **Reviewing:** content is locked, pending of academic review.

⚠ **Attention!** Once under “reviewing”, the content is locked and you cannot edit or revert to “editing”. Be sure that everything is correct before changing the status.

📌 **Remember:** Before the deadline, **everything** must be set to “**reviewing**”. You will know that everything is set to “reviewing” because the yellow triangles indicating pending tasks will disappear.



📄 How to complete the PLAINV

The **PLAINV** is your research and personal learning plan, and also includes the ethical aspects of the thesis.

- **First academic year:** you have to create the plan and complete **all** sections.
- **Subsequent academic years:** you have to generate the plan and update it by **editing the existing text**.



Steps:

1. Go to the **Research plan** tab.
2. Select the current academic year.
3. Click **GENERATE PLAN**.

4. Click **“Edit or show content”**.
5. Press the **red EDIT button**.
6. Complete each section with **plain text (no tables no images nor links)**. If you have tables or images, upload them as PDF in the Annex section. **SAVE** each section.

⚠ **Observations** are for short comments with supervisors, do **not** enter data there.

⚠ The **Annex** is optional. If not needed, indicate this in Observations and save as “reviewing”.



⚠ **From the second year onwards**, you must **EDIT** the content entered the previous year and modify it. Updated sections are marked “Modified”.


7. **Before the deadline**, change the status of **all** dropdowns to **“reviewing”** to lock them and send them to your tutor and supervisors for review.
8. Click the **SAVE** button to confirm the status change.



NAME OF THESIS

Date of creation:
Status updated:
Edit or show details 4

State: Editing 7  

Observations: 

Cancel 8 **Save**

* Name of thesis: 6 **Edit** 5

How to register learning activities (DAD)

In the **Activities** tab, enter the learning activities **you have completed** since your first registration in the doctoral programme or since the last assessment if you are a non-first-year student.

Steps:


1. Go to the **Activities** tab.
2. Select the current academic year.
3. Click **CREATE**.



1

HOME ACTIVITIES RESEARCH PLAN EVALUATION

Activities

Academic year  2

3 **Create**

4. Select the activity details in the dropdowns and add a description (e.g., course or conference name).
5. Click the **DETAILS** button.



Create activity



* Academic year

* Type of activity **4**

* Modality

* Description

5

6. Complete the requested data for that activity type.

7. Click **SAVE** so you can continue editing later.

Details

6 Description

Name of course

Name of the subject

Proof of attendance No se ha seleccion...o ningún archivo.

7

8. While the activity is **“editing”**, you can modify the data by clicking “edit and show content”.

If you made a mistake, click the bin icon to delete the activity.

9. Change the dropdown to **“reviewing”** to **lock** and send to the supervisor/tutor. Once done, you cannot delete or modify it.

Description of the activity

Type:

Date of creation:

Status updated:

[Edit or show details](#)

Status: **8**

Observations:

9





Print or Export

You can download the **PLAINV** and **DAD** in **PDF** or **Excel** from the corresponding icons.

Select **“All”** in the **academic year** dropdown to print all years. You can also print PLAINV or DAD year by year.



Activities

Academic year 1

2
 Export to Excel  Generate PDF

Research Plan

Academic year 1

2
 Export to Excel  Generate PDF

Assessment Process

- The **supervisor** and **tutor** review and evaluate your work.
- The **academic committee** assigns the final grade.
- Check everything in the **Evaluation** tab.

