

MANUAL DE OPERACIONES

Del Programa de Posgrado



*Posgrado Nivel Consolidado
Reconocido en el Programa Nacional
De Posgrado de Calidad PNPC-CONACYT*



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INTRODUCTION

As one of the postgraduate courses of the University of Guadalajara recognized by and registered in the National Register of Quality Postgraduate Studies (PNPC-CONACYT), the Doctorate in City, Territory and Sustainability is a high quality choice for the preparation of specialists in scientific research, and its principal aim is innovation in the production of knowledge and its application in all fields related to the complexity involved in the building of a city, the occupation of territory, and the environment; in the context of a search for, and the creation of, instruments of a theoretical-conceptual nature and for intervention, promoting sustainable development and social equity in the complex frame of globalization.

Background

The Doctorate program was created for the first generation of students in 2002, following the experience of a joint study program conducted at an international level with the University of Valladolid, in Spain, between 1992 and 1995, and with the University of Las Palmas in the Grand Canary, Spain, between 1998 and 2000. In 2021, nineteen years after its founding, it should be pointed out that keeping its position in the PNPC, and the academic achievements attained by the program, are the result of the efforts and commitments of students, teachers, and administrative staff; and are also due to the close link between the Masters in Graphic Processes and Expression in Urban Architectonic Projection (MPEGPAU) and our doctorate, postgraduate programs that have grown jointly with ours in a framework of academic participation through their objectives and tasks. Since 2018 the Doctorate Program has been one of the postgraduate courses that form the Institute for Research and the Study of Cities (IN-CIUDADES) / University Network of Jalisco – University of Guadalajara, with its main office at the University Center for Art, Architecture and Design. IN-CIUDADES is an organization

aiming to generate scientific knowledge of a high level, which translates into providing a wide range of products and services designed to attend, in all their complexity, with a special emphasis on innovation, to the problems that arise with land use and the processes of transformation that the territory undergoes as a result of the establishment of cities as the principal nucleus of human development.

From the start the program followed a strategy developed by a group of researchers, which led to collaborative work on a Network with the participation of professors from the Department of Iberian and Latin American Studies of the University Center for Social Sciences and Humanities (CUCSH) and from the Department of Urbanistic Projects of the University Center for Art, Architecture and Design (CUAAD), with the collaboration of academics from the Faculty of Architecture of the Autonomous University of Nuevo León and from the University of Veracruz.

Links

Following the effort to promote the integration of Universities and academic organizations from various fields, some of them are still in active collaboration; with the objective of complementing resources and capacities in order to promote programs of excellence, including: Academic Group CA-11 of the Center for Research into the Environment and Territorial Development (CIMA), registered with the Department of Urbanistic Projects of the CUAAD, which has been the basis for the development of the postgraduate courses mentioned here; also the valuable participation of professor-researchers in the University Network who are recognized by the National System of Researchers of CONACYT: CUCSH, CUCOSTA, CUCOSTA-SUR, CUCEI, CUCEA and CUTONALA.

During the years of work and consolidation of the program, we have also had the participation of an Academic Network integrated by professor-researchers from universities in Mexico: the

University of Veracruz, the Autonomous University of Nuevo León, the Autonomous University of Sinaloa, the Meritorious Autonomous University of Puebla, the Autonomous University of Yucatán, the Autonomous University of Nayarit, as well as from universities abroad such as the Autonomous University of Barcelona, the Polytechnical University of Cataluña, the University of Las Palmas in the Grand Canary, the Polytechnical University of Valencia, the Extremaduran Center of Studies and Co-operation with Ibero-America (CEXECI), in Spain; the University of Wisconsin, the Urbana-Champaign University of Illinois, USA; the University of Bío-Bío, in Chile; the University of the North, the National University of Colombia and the Central University of Ecuador; in the area of Ibero-American studies.

The international connections of the Program have been achieved through the Agreement on Academic Collaboration signed in 2017 with the Central University of Ecuador (UCE), based in the City of Quito, Ecuador, with the aim of offering the Program at that university to prepare their academic staff. In the study period 2017A, the postgraduate Program started to be given there, to student-professors from the Faculty of Architecture of the UCE, thus consolidating the actions and objectives laid out in our plan to raise the indices for quality and gain international recognition in forthcoming evaluations for the PNPC. Currently we have 10 students of the 2017A generation who have gained their title of Doctor, and in 2019 a second Agreement on Academic Collaboration was completed with the same University, to form generation 2019B, consisting of 11 teachers from different faculties of the UCE.

PNPC- CONACYT

In 2006 this postgraduate course was awarded recognition in the National Program of Postgraduate Studies, PNP, of the National Council for Science and Technology (CONACYT) (now called the National Program of Quality Postgraduate Studies, PNPC) for the period 2006-2011. Since 2011 this recognition has been ratified for several periods, most recently in 2017,

up until 2021. Currently it is registered as being of a "**High Level**" (i.e. "of excellence"), which has meant institutional benefits for staying on the register but also support for students through maintenance grants during their studies and the possibility of aspiring, in the third year, to mixed grants from CONACYT for stays in this country or abroad.

Objectives

One of the objectives of the Program is for the student to be able to manage the theoretical and scientific bases of processes of planning and participation by agents intervening in territorial and urban development, and to study the processes of material production that are applied in the territory and the city, with a clear critical vision and with the aim of finding new formulae for the development and occupation of geographical space in order to orientate future social processes; also to co-ordinate multidisciplinary work groups, with an attitude of leadership and a willingness to integrate and promote actions for improvement of the community, including social participation in the process; while keeping his or her ethical responsibility clear and active. The idea is to encourage innovative vision, and its relevance for all the processes involved in planning and urban development with its link to sustainability.

The program is designed for Research and those who qualify for the degree are expected to cover the full scope of teaching and research, as well as participating in a wide range of activities in the public, social and private sectors, as specialists in the city, territory and sustainability. The number of students enrolled to date is 210, of whom 43 are taking their three years of courses for credits (2021). 121 PhD theses have been defended (July 2021) and of these 54 have been awarded the title of excellence and have been recognized for publication. Terminal efficiency stands at 81.8%, and for the generations of 2002-2005, 2006-2009 and 2009B-2012A, 2012-2015, and 2014-2017 terminal efficiency was 100%. Of all the students,

90% have received or are receiving the support of a grant from CONACYT, and students have been accepted with grants from the Department of Foreign Relations.

Academic production

Academic production from the program, achieved with the aim of publishing the knowledge generated by the joint work of students and the professors their tutors, has been published in articles in peer reviewed journals, in books, in chapters of books, and in conference papers presented in Mexico and abroad, etc.

The program has also published, jointly with the MPEGPAU, the journal Con-textos, which has 6 issues to date, and currently the latest issue, CON-TEXTOS 7, to be published under an agreement for academic collaboration with the Autonomous University of Nuevo León, is being prepared.

In addition to this effort, the production of the Doctorate includes the publication of books by 16 members of the teaching staff. With regard to the production by graduates, a collection called Tesis/Investigaciones DCTS, has been formed with 19 books published since 2015. The PhD theses collected in book form, are chosen for the quality of the content, the originality of the topic and the innovative way in which it is approached, with conclusions that make relevant contributions to the lines of research in the Doctorate Program. The texts are selected through open invitation by the Postgraduate Program and on the Program's web page the details of each may be found: <https://dcts.cuaad.udg.mx/egresados-dcts/tesis-dcts> .

Since 2014, the indexed journal ACE, Architecture, City & Environment, has been jointly published with MPEGPAU; the journal has been issued by the Center for Land Policies and Valuations of the Polytechnical University of Cataluña since 2006, and is indexed at: Emerging Sources Citation Index (Web of Science), SCOPUS, Avery Index to Architectural Periodicals,

ÍnDICEs, CSIC and Ubadoc. Registered in the directories: DOAJ, ROAD, Dialnet and RACO. Evaluated by: SJR: Q2 in Architecture y Urban Studies, Erih+, MIAR, Latindex, CIRC, DICE, RESH and IBRA. Policy of open access: Dulcinea (information on Google Scholar and Dimensions). Some of the professors on the program's teaching staff are on the Editorial Committee. Teachers on the program also take part as members of the Editorial Council in recognized indexed journals such as: RUA (Red Universitaria de Urbanismo y Arquitectura), University Network for Urban Studies and Architecture, at the University of Veracruz; URBANO from the University of Bío-Bío in Chile, and NODO from the University of Antonio Nariño in Colombia.

Events:

Collaboration with the MPEGPAU is seen in the celebration of joint events:

- 2006, *Coloquio Taller Internacional Arquitectura y Ciudad: proceso y proyecto del siglo XX al XXI*, the International Workshop Conference on Architecture and the City: Process and Project from the 20th to the 21st Century.
- 2007, *IV Congreso Internacional Ciudad y Territorio Virtual*, the IV International Congress on the City and Virtual Territory.
- 2008, *Seminario Taller Ciudad: Análisis Proyecto y Utopía*, a Workshop Seminar on the City: Analysis, Project and Utopia.
- 2009, *De Ciudad A Metrópoli: Complejidad y Realidad*, a cycle of Conferences, From City to Metropolis: Complexity and Reality.
- 2010, *Ciudad y Región Urbana en la Perspectiva del Calentamiento Global*, a Workshop Seminar on the City and Urban Region in the Context of Global Warming.
- 2012, *4 Coloquio Internacional Ciudades del Turismo, el siglo XXI y los procesos del turismo: nuevos turistas nuevos destinos*, 4th International Conference on Tourism

Cities, the 21st Century and Processes of Tourism: New Tourists, New Destinations, in collaboration with el Colegio de Sonora, la Universidad Autónoma de Nuevo León and la Universidad Autónoma de Yucatán.

- 2014, *Ciudad siglo 21*, a cycle of conferences and discussion on the Twenty-first Century City, for debate and reflection on the future of cities in relation to the future of the planet, its inhabitants and transformations of its societies and cultures, science, technology, environment and geopolitics.
- 2015, *Conference – Acción Internacional. Ciudades y desigualdad social en el siglo XXI: Rumbo a Hábitat III*, International Action. Cities and Social Inequality in the 21st Century: in Readiness for Habitat III, with the participation of the postgraduates mentioned and also local universities such as the Technological Institute of Higher Studies of Monterrey (ITESM), the University of the Valley of Mexico (UVM), the Western Institute of Technology and Higher Education (ITESO), the University of the Valley of Atemajac (UNIVA) and the Higher School of Architecture (ESARQ).
- 2016, International Seminar *El Derecho la ciudad: Contexto e imaginario de América Latina. Hacia ONU Hábitat III*, The Right to the City: Context and Imaginary in Latin America. In readiness for UN Habitat III.
- 2017, *XV Aniversario Alternativa de las ciudades y el sur urbano ante la nueva agenda urbana*, Alternative Anniversary of Cities and the Urban South In the Light of the New Urban Agenda. To celebrate the recognition of excellence awarded to graduates at national level, graduates, professors and current students were invited to the event.
- 2018, *Primer Encuentro de Egresados*, First Reunion of Graduates. These were invited to discussion tables with professors, current and graduated students of the program, along with the presentation of the publications that formed the Collection of Theses/Researches DCTS (which currently has 18 volumes),

- 2019, First International Conference "*Hábitat, Medio Ambiente y Sociedad*", Habitat, Environment and Society,
- 2020, *Second Reunion of Graduates*, an academic event held to keep in touch with and to follow up graduates from the Postgraduate Program. It was conducted in a virtual format due to the COVID-19 emergency. We also took part in the Conference-Debate-Workshop "*El futuro de las ciudades y los nuevos escenarios frente a las contingencias globales*", The Future of Cities and New Scenarios in the Face of Global Contingencies, organized by IN-CIUDADES, in collaboration with National and International Universities.

Teaching Staff:

The teaching staff include full time professors from our university, all recognized by the National System of Researchers (SNI) of CONACYT, and part time professors, all from the University of Guadalajara, professors collaborating from outside, and academics with shared responsibility from Mexico and abroad.

The academic group associated with the program has developed over 25 research projects, financed by the University of Guadalajara and by outside institutions such as CONACYT, SEMADET-Jalisco, COECYTJAL, MODUTRAN, etc. Students on the program have participated in all of them.

The Postgraduate Program (PP) has supported students from its own resources so they can attend national and international events, as well as being able to conduct research stays, and attend courses and seminars; and this has continued to encourage mobility and exchanges. These have been with the Polytechnical University of Cataluña, the Autonomous University of Barcelona, the University of las Palmas in the Grand Canary, Spain; the National University of

General Sarmiento, Argentina, and the University of Bio-Bio, in Chile; the University of Sao Paulo, Brazil; the National University of Colombia, based in Medellin; the British Film Institute in London; the University of Wisconsin-Madison; the Complutense and the Polytechnical Universities of Madrid, and the University of Seville, in Spain; as well as the University of Veracruz, the Autonomous University of Nuevo León, the National Autonomous University of Mexico (UNAM), and the University Center of the Coast which is part of the University of Guadalajara; these are some of the institutions that have welcomed our students.

Generation of knowledge

In 2009 the doctorate program co-ordinated the International Diploma in Urban Mobility and Transport: Innovation and Sustainability, with the joint participation of the Institute for Research into Innovation and Governance of the CUCSH at the University of Guadalajara, the Mexican Society for Studies of the City, Territory and Sustainability (SOMECITES), the International Union of Public Transport (UITP), and with the support of the state government of Jalisco Urban Transport System (SITEUR).

Professors on the program have also collaborated in the implementation of the Masters/Doctorate in Urban Mobility and Transport which has its headquarters in the Tonalá University Center.

Currently we participate in the RULECCAR Network, co-ordinated by la Universidad del Norte in Barranquilla, Colombia, oriented towards problems of coastal tourist cities. Also in the Network of Urban Imaginaries co-ordinated by the Faculty of Architecture of the Autonomous University of Nuevo León, and in the CyTED network, co-ordinated by the University of Bio-Bio, in Chile. In 2014 the International Network City, Territory and Environment was formed jointly with the Polytechnical University of Catalonia, in Spain, and the University of Bio-Bio in Chile.

Objectives of the Postgraduate Course

To strengthen the lines of generation and/or application of knowledge, improve the rate of terminal efficiency, increase the participation of students and professors in the process of improving the quality of the program and increasing the production of scientific results, to support applications at international level to gain financial backing for projects, and to encourage the productivity of the teaching staff so they can gain recognition at levels II and III of the National Researchers System; and with the Agreement with the UCE, qualitative and quantitative goals have been reached whose aim is to make the Program international.

Objectives of the Operating Manual

The Manual will provide a guide to internal processes relating to the passage of the student through the Doctorate in City, Territory and Sustainability from inscription to taking the courses and finishing. It aims to be a tool that can direct students and teachers during the various stages of development in the Program, as well as being a tool for following up those who graduate from the Program.

This document is prepared in line with the General Postgraduate Regulations of the University of Guadalajara (RGP-UDG) and the Decree for Doctorate No. 1/2016/452 most recently updated in September 2017. It also forms a part of the activities established in the Improvement Plan proposed in the National Program of Quality Postgraduate Studies of CONACYT since 2011, which is updated systematically.

Dra. Ma.Teresa Pérez Bourzac
Co-ordinator

Dispositions of the General Postgraduate Regulations of the University of Guadalajara

<http://www.secgral.udg.mx/sites/archivos/normatividad/general/RGPosgrado.pdf>

1. AUTHORITIES OF THE POSTGRADUATE PROGRAM AND THEIR RESPONSIBILITIES

1.1 THE CO-ORDINATOR OF THE POSTGRADUATE PROGRAM

Each postgraduate program will have a Co-ordinator, who must fulfil the following requirements according to Article 16 of the RGP-UDG:

- Be a professor of the University Guadalajara.
- Have a title at least equivalent to the degree to be awarded by the program he or she is to co-ordinate.
- Have a background in related studies.

1.1.1 RESPONSIBILITIES OF THE POSTGRADUATE CO-ORDINATOR

The responsibilities of the Co-ordinator of the Postgraduate Program (PP), according to Article 17 of the RGP-UDG, are the following:

- To attend to students and advise them as well as being responsible for their continuation and progress in the course;
- To support the Co-ordinating Office of Studies (*Coordinación de Control Escolar*) in supervising processes of administrative forms;
- To manage what is needed for an adequate development of the Postgraduate Program;
- Provide any information, advice and technical supported requested by university authorities;
- To convene an Academic Council at least twice in the school cycle; and

- File information and documents of the Postgraduate Program and elaborate diagnoses, reports, records of evaluations and projects necessary for the processes of recognition and validation of the program or for obtaining resources for the same.

1.2 THE ACADEMIC COUNCIL

Each postgraduate program will have an Academic Council to be renewed every three years, consisting of the following members according to Article 12 of the RGP-UDG:

- The Co-ordinator of the Postgraduate Program, who will preside over the Council;
- From three to five full-time academics, professors of the PP, preferably linked to lines of research or professional fields related to the postgraduate program; and
- One or two prestigious academics of renown, not part of the PP, proposed by the Academic Council of the Rector of the Center.

The Program will also select an outstanding student in his or her second year to join the Academic Council, following the instructions in the PNPC that students should take part in the collegiate bodies of the program.

1.2.1 RESPONSIBILITIES OF THE ACADEMIC COUNCIL

The responsibilities of the Academic Council as anticipated in Article 13 of the RGP-UDG are as follows:

- To plan and organize the PP and evaluate its quality, relevance and operation, in support of its running;
- To assist in the programming and evaluation of courses and seminars of the Program and other supporting academic activities;
- Participate in the evaluation of the performance of professors and students of the Program;

- Evaluate the relevance of, and if required, propose modifications to, the programs of seminars in the study plan of the Program, for the Departmental Colleges, Divisional Councils, the Central Council and their commissions to analyze, and if appropriate, approve them;
- To propose strategies to Departmental Colleges that will support the development of the Program;
- Propose guidelines and criteria for the admission, promotion and permanence of the students in the Program, and for obtaining their degree;
- To read the applications made by those seeking to follow the courses of the Program, in accordance with the University regulations;
- To resolve, within their fields of competence, requests for recuperation exams by students, as well as questions arising in relation to their performance and staying or not in the Program;
- To propose to the head or heads of Department which academics should give the seminars;
- To recommend the profile of professors who are to give seminars, and propose the hiring of external professors, in co-ordination with the respective departments;
- To inform the Academic Secretary of the Center, once every school cycle, through the Co-ordinator of the Postgraduate program (PP), of the results of the evaluation of the program;
- To propose to the Rector of the Center an invitation for new applications, and the maximum number of students who should be admitted in each cycle;
- Propose the number of students for exchanges and the criteria that should be established in the agreements for their departure and reception;
- Designate the tutors, joint tutors, advisers, directors and co-directors of theses, and the readers of the works of the Program's students for obtaining their degree; and

- Convene the thesis directors to revise the works of the students for obtaining their degree and to evaluate their progress.

1.3 TEACHING STAFF OF THE PROGRAM

The team of professors has the ability and up to date experience for the generation and application of knowledge and for directing the PhD theses which are the foundation and objective of the program. 100% of the nucleus of teaching staff have doctorates (56% of them from abroad), and 25% are themselves graduates of the Program. The whole team of Teaching Staff consists of full time teachers (PTC) (16) and internal part time teachers (PTPI) (16); as well as part time teachers from outside the University of Guadalajara (PTPE) (13), and tutors from other institutions (11) all of great prestige, who support the development of the program through their participation in academic activities such as giving seminars and courses, tutorials, joint tutorials, directing and jointly directing theses, giving consultations and making evaluations, conducting revisions, and working as readers and synodic examiners of the theses.

100% of the basic group of teachers (PTC) are members of the SNI, of whom 81% are level I and 19% have level II. Of the professors from other institutions in Mexico, 9 are recognized by the SNI, of whom 30% are either level II or level III and 60% are level I. 38% of the basic nucleus of teaching staff belong to Consolidated Academic group CA-11. All the professors take part in academic activities of management and participation as evaluators for CONACYT at their various convocations.

1.3.1 DUTIES OF THE TEACHERS ON THE PROGRAM

The rights and duties of the professors in addition to those determined in the third article of the first chapter, Title Four of the General Rule for Postgraduate Studies at the University of Guadalajara, are these:

- To give seminars, courses, workshops, conferences, etc. that are considered in the Study Plan of the Program;
- To take an active part in annual evaluations, the seminar on studying for a discipline, readings and defenses of theses;
- To fulfil his or her commitments as a tutor, joint tutor, director, joint director, and/or adviser for theses developed as part of the Program;
- To conduct a systematic follow-up of the advances made in the work of the Doctorate student;
- To keep his or her profile on the web page of the Doctorate updated and also his CVU-CONACYT.

2. PROCEDURES AND REQUIREMENTS FOR ADMISSION

2.1 REQUIREMENTS

The Academic Council has determined the following requirements for admission into the PP according to what is established in Article 50 of the RGP-UDG and the Fifth Resolution of the Rules of the Program:

- Prospective students must have a Masters degree in subjects related to Architecture, Urbanism, Sociology, Economy, Public Administration, Engineering, Geography, Anthropology or History. Candidates from other disciplines will submit their application to the consideration of the Academic Council.
- Must attend the Seminar on Studying for a Discipline (preparatory).

- Be interviewed by the Academic Council of the Program.
- Read and understand a second language, with a valid official document to prove it.
- Commit to full time dedication to studying the course.
- Show an official document to certify knowledge of English.
- Be selected in accordance with the criteria for evaluating merits established by the Academic Council.
- Research project proposal.
- Two letters of recommendation from researchers of renown and prestige who are not members of the Teaching Staff of the Doctorate.
- Curriculum vitae with documentation for the last five years.
- Any other requirements established in the convocation.

2.2 DOCUMENTATION

These documents should be handed in to the Co-ordinating Office of Studies at the CUAAD.

Birth certificate, original and recent (four months).

Record of having registered as an applicant on line at www.escolar.udg.mx. Once the payment has been made, the applicant should wait two days, print the record of registering online and present it to Co-ordinating Office of Studies, Coordinación de Control Escolar, first admissions window, where a photo will be taken for the applicant's ID card (there is no appointment for postgraduates so it will not appear in the system).

- Original or copy of the applicant's degree certificate,
- Original certificate of studies showing the average marks for previous courses (minimum 80/100). For applicants with an average of between 78 and 80/1000, according to the General Postgraduate Regulations of the University of Guadalajara in Article 50 *bis*, it says that: "In exceptional cases, following a request by the applicant

and after hearing the opinion of the Academic Council, the Education Commission of the respective University Center Council or System may dispense with the requirement for an average mark established in Fraction III of the aforementioned Article, when this is justified by the academic or professional career of the candidate, and/or by the needs of the University of Guadalajara for the formation of human resources".

- NOTE 1: Candidates with an average of 78 to 80/100 should make a request to the Co-ordination of the Doctorate addressed to the Academic Council for their approval of the application two months before the Seminar on Studying for a Discipline, with a CV printed in free format.
- An original certificate of reading comprehension in English, from an authorized institution, or in Spanish if the applicant is fluent in a different mother tongue, that must have been issued between January 2021 and the close of this Convocation. Candidates who do not have this documentation may register at the Co-ordination of the Doctorate to take the reading comprehension exam at the Global Learning Center of the CUAAD (for more information, ask in the Co-ordination Office) Centro Universitario de Arte, Arquitectura y Diseño, Secretaría Académica, Doctorado Ciudad, Territorio y Sustentabilidad. Applies to candidates from abroad or Mexicans who studied in other countries or in another state of the country.
- Foreign students must present a document to show they have permission to stay in the country. Once accepted to the course, within 90 days of publication of the names of candidates admitted, they should apply for the corresponding authorization to study at this University, to the National Institute for Migration, INM, through their local Delegation. Candidates can fulfil this procedure through the office of the Attorney General of the university, Abogado General de la Universidad de Guadalajara, with Lic. Luz Elena Argote (Av. Juárez 976, 3rd floor. Telephone: 333134 4661, 333134 4662, 333134 4663 ext.11562).

- Certificates for studies granted abroad need to be legalized by the Mexican Consulate in the country concerned and come with an Apostille. Documents originating in a non-Spanish speaking country should be presented with an official translation and the certificate should be accompanied by a table of equivalences of qualifications, which may be requested from the Consulate of the country concerned.
- Candidates who studied in other states of the Mexican republic should present their certificate of studies legally validated, a procedure that is followed in the Secretaria de Gobernación (Ministry of the Interior) of the state where the previous academic grade was awarded.

NOTE 2: All the documents should cover the specific requirements mentioned on the web page: www.escolar.udg.mx, where there is a reference to Article 13 of the Second Chapter of the General Regulations for Admission of Students, which says: "It will be understood that candidates who fail to complete the related administrative procedures on the dates and in the hours established to that effect in the timetable for the application process lose their right to compete for admission".

The following documents should be handed in to the Office of Co-ordination of the Doctorate, Coordinación del Doctorado:

- Copy of the certificate to show the candidate's proficiency in reading comprehension of English.
- Copy of official ID with photograph (INE voting card, or passport).
- Application for admission (file attached to the web page).
- A letter of not more than three pages in free format explaining the candidate's motives for wishing to be admitted to the program.

- Commitment to full time dedication to studying the course (file attached to the web page).
- Two letters of recommendation from researchers of renown and prestige who are not members of the Teaching Staff of the Doctorate (file attached to the web page).
- CV (Currículum Vitae Único), must be in the electronic format downloaded from where it says CVU on the platform of CONACyT, and should be handed in printed along with supporting documents for the last 3 years (these may be created from the section "servicios en línea" or through the link here: <https://miic.conacyt.mx/generador-view-angular/index.html?application=REGISTRO#/seleccionaTipoCuenta>
- A digital version of the Masters thesis on a memory stick (USB). (Which will be returned when the selection process is over).
- Original receipt for payment of the SED (seminar of studying for a discipline) (file attached to the web page).
- Research project or Guide to the protocol (file attached to the web page). Printed version with digital version to be developed and concluded during the three years of study on the Program. May be handed in during the Seminar for Choosing a Discipline (SED) on the day the candidate makes his exposition, and should have the following features: (Aspects of the Content) title, line of research of the Program that the project will be signed up to, justification, definition of the problem, questions and objectives of the study, methodology proposed, texts consulted and suggested bibliography; (Aspects of the form) maximum length 15 pages, space between lines of one and a half lines, Arial 12 type, printed vertically on the page, bound, American letter paper size; one copy on paper and one as a pdf file to be handed in.
- If any of the documents required is missing, the candidate will automatically be disqualified from the selection process.

2.3 FREQUENCY OF PROMOTIONS

The call for applications will be submitted to the judgement of the Academic Council and published, on an annual basis, according to the official calendars of the University of Guadalajara.

2.4 TIMES FOR APPLICATIONS

The times for applications will be subject to the dates established by the Office of Academic Control of the General Administration of the University of Guadalajara, and may be consulted at the digital address of www.escolar.udg.mx.

2.5 PROCEDURES FOR ADMISSION

The student wishing to apply for admission to the PP should engage in the following activities:

- Register as an applicant at the digital address of www.escolar.udg.mx.
- Once registered, the application form should be printed and signed by the candidate to the program and to the SED who will then proceed to make the payments.
- All the documents mentioned should be handed in with a signed application form and corresponding payments at the Unit for First Admissions of the Office of Academic Control, Coordinación de Control Escolar, of the University Center of Art, Architecture and Design.
- Attend and take part in activities scheduled in the Seminar on Studying for a Discipline, SED, at the time and in the place to be announced by the Co-ordination of the Doctorate.

2.6 PROFILE OF THE CANDIDATE

- Must have a Masters degree in the field of Architecture, Urbanism, Sociology, Economy, Public Administration, Engineering, Geography, Anthropology, History or any discipline considered relevant in the judgement of the Academic Council.
- Command of English or other language of the same standing different to his or her first language.
- Experience in handling sources of information, data bases and digital technologies.
- Capacity for critical thinking for conducting analysis, producing knowledge schemes, taking part in the discussion of ideas and clearly expressing his or her conclusions in writing.
- Have a clear idea of conditions in the local and national contexts, essentially of social problems linked to urban-territorial and environmental processes.
- Maintain a spirit of public service, with a sense of ethics in formulating his or her research work, its contents and the application of its findings.
- Show proof of research experience in the LGAC of the Postgraduate Program through the publication of essays, articles, monographs, chapters in books, books, and taking part in academic events.

2.6 PROFILE OF THE GRADUATE

The fundamental qualities of the graduate awarded a doctorate on the Program are:

- The graduate should be able to handle the fundamentals of the theory and methodology of the processes of city, territory and sustainability; and develop knowledge of their problems from a critical perspective.
- Show command of his or her area of knowledge and research and a commitment to taking part in networks of academic and scientific collaboration.

- Have the ability to intervene in the incorporation of strategies for sustainable development, with regard to the quality of the environment.
- Have the ability to coordinate multi-disciplinary working groups, with an attitude of leadership and a willingness to promote actions for the improvement of the community, incorporating social participation into the process as a sign of the graduate's ethical responsibility.
- Have the capacity to maintain a critical and fresh view of all the processes involved and their relative importance, including the idea of citizens taking part in the processes of planning for urban-territorial development and sustainability.
- Be capable of joining an academic group that will develop new options for teaching and research in these areas.
- Should have the desired capacity for a command of English shown in a TOEFL score of 500 points, Cambridge English (B-2), Aptis (B-2) or IELTS (7).

2.7 PROCESS OF SELECTION OF STUDENTS

The Academic Council has determined the following methods of evaluation, on the basis of the options established in Article 52 of the RGP-UDG: Curricular Evaluation; Interview and Preliminary Course (Seminar on Studying for a Discipline).

2.7.1 THOSE IN CHARGE OF EVALUATION

Before the start of the Seminar on Choosing a Discipline, the Academic Council will establish the weighting of each of the methods of evaluation applied, in the light of the results from previous promotions. This collegiate body will revise the results obtained by applicants and will be the last instance in evaluating the intake of students.

2.7.2 THE PROCESS OF EVALUATION

The student must attend at the place and time indicated by the Co-ordinating Office of the Program (*Coordinación del Programa*) to take part in the Seminar on Studying for a Discipline, SED, which is the basis for the selection of students. For candidates who live outside Guadalajara, or Abroad, the procedure will be followed on line.

The SED consists of the following activities for the corresponding evaluation:

- Seminar on Studying for a Discipline, SED (Preparatory); lasting 1 week with 40 hours of work, at which attendance is compulsory, with the basic aim of getting the candidate to continue with his studies and obtain postgraduate certification, at PhD level, to conduct a self-critical analysis of his or her academic capacity, participate in the contents and tasks of the program and identify the subjects of personal interest as well as the levels of interpretation of phenomena that are covered as subjects of the Doctorate, and receive training in the processes of scientific knowledge and research techniques.
- Presentation and defense of the research project; candidates should make a sound proposal for research to be developed during their time in the program as the basis for what will be their PhD thesis, which should be concluded in the three years of study of the program. The dissertation should be related to the current LGAC (lines for the generation and application of knowledge) and to research projects of the in-house professors of the program. It should be in a digital format.
- Interview: held on a programmed date, it will be evaluated using a form with key questions and specific scores, through which among other things the degree of commitment required by those admitted to the Program is made apparent. These questions can be widened if any of the members of the Academic Council should consider it important.

- Curricular evaluation; this is based on a revision of the academic and professional record of the candidate and by the supporting documentation provided, essentially to consider his or her professional and academic experience, as well as their interest in updating their field of knowledge.

2.7.3 CERTIFICATE OF ADMISSION

The official Certificate of Admission will be issued by the Office of Academic Control of the University Center on the date published in the official calendar, on the grounds of:

- Having met the requirements and produced the documentation mentioned previously;
- Having attended and passed the selection process, the results of which will be sent officially by the Academic Council to the Office of Academic Control of the University Center, which in its turn will issue the official Certificate of Admission.

The Academic Council will propose to the Rector of the Center the minimum and maximum number of students for the promotion and the frequency of promotions on the basis of academic and quality criteria.

3 THE STUDENT OF THE POSTGRADUATE PROGRAM

3.1 HOW TO QUALIFY AS A STUDENT

The quality of student will be granted to whoever fulfils the following requirements:

- Has been admitted to the DCTS program, according to the requirements previously established and decided by the competent authority;
- Completes the formalities of registration in good time, and
- Pays the corresponding fees.

3.1.1 RIGHTS

According to Article 21 of the Organic Law of the University of Guadalajara, the rights and duties of the students are:

- To receive the teaching given by the University;
- To obtain, through clearance of the respective proofs of knowledge and other requirements established, the corresponding diploma, title or university degree;
- To meet, associate and inside the University express his or her opinions on matters concerning the Institution, with no other limitations than those of not interrupting university work and maintaining the decorum and respect due to the Institution and members of its community;
- To belong to governing bodies of the University;
- To engage in activities that benefit the Institution;
- To study and complete the other academic or non-academic activities deriving from the academic plans and programs;
- Will have the right to co-operate through economic donations to improving the University, so that it can fulfil its mission more widely;
- To conduct academic activities in terms of the corresponding plans and programs, and
- Others established in the corresponding regulations.

3.1.2 DUTIES

As well as fulfilling the requirements of the University of Guadalajara regulations, to remain in the Postgraduate Program students must also respect the following procedures:

- If the research work and/or prior project of research with which it was accepted should undergo any modification, the changes should be submitted to the postgraduate Academic Council in writing cleared by the appointed Director and/or Tutor, so these modifications can be approved or not by this collegiate body. This in accordance with the Second Title,

Chapter II, Article 13, Fraction VI of the General Postgraduate regulations of the University of Guadalajara.

- If the student is receiving a grant from CONACyT, at the end of every study period and/or course and/or term “A” or “B” as it might be, it is up to the person receiving the grant to make sure that his tutor and/or thesis director submits to the Co-ordination Office of the Postgraduate program, duly signed, the original reports of progress in the development of studies or the project, which should be credited in the text of the letter of performance of the person receiving the grant (evaluation of the performance of the person receiving a grant), while this information will be verified by the Co-ordinating Office through the CONACyT platform, following the corresponding procedure.
- It is the duty of the person receiving a CONACyT grant to bring his CVU up to date on the platform of that institution and submit a digital version every study cycle with proofs to the postgraduate Co-ordination office that the student is registered with, and it is vital to pay attention to handing in and updating records of activities such as conference papers presented, magisterial conferences given, publications – books, chapters, or articles in journals – stays conducted and/or research projects participated in before, during and after the conclusion of studies in the DCTS.
- As someone receiving a CONACyT grant, the student must comply with each and every obligation to be found established in the Regulations for Grants of CONACyT and in the Agreement on the Provision of Grants signed with that institution. He should therefore hand in during the first thirty calendar days of the start of each study cycle and/or term “A” or “B”, the letter of commitment only in the original, duly filled in and with the date of the next study period, in the office of the Co-ordination of the DCTS, by recommendation of CONACyT itself. Thus, in addition to the obligations listed above but not limited to those on the list, are all the rules that every student of the University of Guadalajara must

observe, whether receiving a grant from CONACyT or not, and these are found in the currently applicable regulations of the University.

- The activities and duties designated in the OPERATING MANUAL, are COMPULSORY. (Handing in progress in the research, revisions and approvals by the tutor and/or assigned director, etc.)
- The student is obliged to keep his record up to date on the web page of the DCTS (dcts.cuaad.udg.mx) and also the information on his CVU-CONACyT.
- Must keep an up to date record of tutorials on the web page of the DCTS (dcts.cuaad.udg.mx).
- Send the work requested by teachers on time by internet or if asked for in print.
- Should consider that the marks are given according to the General Regulations for Postgraduate Studies of the University of Guadalajara, Article 65 where it says that the results of evaluations will be expressed by a mark of between 0 and 100. The minimum mark to pass each unit of teaching-learning or subject matter will be 60. The overall average for all of the courses in a cycle will be at least 80 to stay in the program.
- Must attend events and accept invitations created by the postgraduate degree, which have the character of being compulsory, taking into account attendance, punctuality and not leaving.
- In the case of receiving economic support for the Doctorate (attendance at national or international academic events, seminars at other universities in the country or abroad, digital version of the thesis (USB) or the printed and bound version, etc.) the student must commit to completing the submission of all the forms and proofs necessary to verify the financial record of the resources in the established time and form.
- Payments should be made during the first month of each term, and if this agreement is not kept in time and form it will be the cause of immediate suspension by the Co-ordinating Office of Studies. Copies of receipts for payments with a copy of the order of payment

should be presented to the Co-ordinating Office of the Doctorate, and if the payment is made on line, a screen shot and the receipt given by the system should also be sent.

3.3 FLEXIBILITY OF THE PROGRAM

En el resolutivo décimo quinto del dictamen Núm. I/2016/452 se establece que para favorecer la flexibilidad curricular, la movilidad estudiantil y la internacionalización, además de los seminarios de investigación, será válido en este programa, en equivalencia a cualquier de los mismos, tomar cursos y asistir a actividades académicas, que a juicio y con aprobación previa de la Junta Académica, tomen los estudiantes en otros programas del mismo nivel y de diversas modalidades, de éste y otros Centros Universitarios de la Universidad de Guadalajara y en otras instituciones de Educación Superior, nacionales y extranjeras, o instituciones públicas y privadas de reconocido prestigio en la ciencia y la cultura.

3.4 FINANCIAL SUPPORT AND REMISSION OF FEES

Students of the PP can be given economic support for taking part in an academic event as the presenter of a paper from the second study cycle onwards (first and second years) and support for the Thesis in digital form (USB) and for the bound printed version in the third year, as long as they are to receive their title in the time established in the Study Plan (3 years). Support will be conditional upon the academic results obtained in the preceding term. It will be the Academic Council that justifies and awards the requests for economic support received in each cycle and it will have the power to approve their number and percentage, in accordance with the financial conditions of the Postgraduate program. All applications should have the approval of tutors and/or thesis directors.

Remission of payment for credits at the PP can only be requested from the second study cycle onwards. It will be conditional on the personal reasons argued by the student, as well as the

academic results in the previous study period supported by publications in prestigious journals of renown and attendance at conferences to present a paper. The time for receiving any such application will be in the first 15 days at the start of each cycle of studies. It will be the Academic Council that justifies and grants the requests for remission of fees received in each cycle, and this power is given to it by the Office of Remissions and Grants of the CUAAD. The Academic Council will have the power to approve the number and the percentage of remissions each cycle, depending on the financial situation of the Postgraduate program. All applications should be handed in with the approval of tutors and/or thesis directors and their approval or disapproval will be final.

Students who have received the benefit of remissions through the Academics Union, STAUDEG and the Workers Union, SUTUDEG, cannot be candidates for remissions.

3.5 EXTENSIONS

Extensions will be granted in accordance with Chapter IV of the General Regulations of Postgraduate Studies in Article 71⁴ stipulating that: "The maximum time allowed for obtaining the degree corresponding to the Masters or Doctorate studied, will be twelve months after the conclusion of the time the course is to last as established in the decree. The Education Commission of the Center or System will be able to authorize extensions for obtaining the degree, taking into account the opinion of the Academic Council and the circumstances of the applicant." However, students who are receiving a National Grant from CONACyT must adhere to the General Regulations of CONACyT National Grants, which establishes that the extension can only be for 6 months after the Plan of Studies has been completed.

Any request should be handed in before the end of the school term, on a paper directed to the Academic Council with the approval of the thesis director and a calendar of the work to be

completed in the requested time. The application does not guarantee that the extension will be automatically granted, as it may be refused if its justification is not based on the applicant's having kept up with his academic work and advancing his or her research work to finish the doctoral thesis. Extensions will be granted by study cycle. If the extension is requested after the reading, it can be for no more than one academic term.

4 PROCEDURES AND REQUIREMENTS FOR APPLICATIONS TO CONACYT GRANTS BY STUDENTS ADMITTED TO THE POSTGRADUATE PROGRAM

Once admitted through the publication of the official Decree of the Office of Academic Control of the CUAAD, and once CONACyT have published the convocation for grants, students who wish to do so may make an application be candidates to obtain one. These indications and requirements will be brought up to date with the Convocation in force at the time the applications are made.

4.1 REQUIREMENTS FOR APPLICANTS TO A NATIONAL GRANT

- Must be inscribed in or show he or she has been accepted by the institution for a postgraduate program to be physically attended, that is registered with the PNPC.
- Must have uploaded or updated his unique curriculum vitae, CVU (*currículum vitae único*) on the web page of CONACyT before the date of making the application.
- Submit the required documentation to the Office of Academic Co-ordination of the PP that the applicant is signed up to, so his request can be captured on the CONACYT web page.
- Must have obtained a minimum average of 7.8 in immediately previous studies if undertaken in Mexico and of 8.00 if conducted abroad (See section 2.1).

- Must be a student exclusively dedicated to the PP.
- If they have been in receipt of a CONACYT grant before, postgraduate students must have obtained the grade stipulated for awarding the grant and have completed the final document for obtaining the Letter of Recognition or the Letter of No Outstanding Debts.
- Must sign the request for a grant electronically; to do this the applicant must have an e-signature (*e.firma*), formerly called advanced electronic signature, FIEL (*Firma Electrónica Avanzada*), which has to be obtained through the tax office *Servicio de Administración Tributaria* (SAT) and fulfil the other requirements in the CONACYT system.

4.2 RIGHTS AND OBLIGATIONS

The National Council for Science and Technology (CONACYT) will have the following commitments:

- To pay the funds agreed, corresponding to the areas, amounts and dates established in the convocations or agreements;
- Inform those receiving a grant and if appropriate the institution in receipt when there are changes to the tables or there is some modification of the grant;
- Make sure the objectives foreseen in the corresponding agreements are being kept to, and demand the documents and reports that might be necessary to that effect;
- Suspend the grant or economic support in cases foreseen in Article 24 of the regulation for Grants;
- Cancel the request or the grant awarded when the candidate, person receiving the grant, counterparty, institution, company or organization are guilty of omission or falsehood in the information and/or documentation provided, and in case of the suppositions in Article 25 of the Regulation for Grants, and
- Others established in the Rule for Grants and the applicable regulations.

It will be the responsibility of the person receiving the grant to fulfil the objective for which the grant or support was awarded and also:

- To sign the corresponding agreement for assigning resources;
- To start and finish the course of studies or approved project by the date agreed to by CONACyT, in accordance with what is stipulated in the corresponding convention of assignation;
- Apply the amount of the grant to cover the objects it was given to the student for, according to the corresponding convention of assignation, with the responsibility of supplying proof of the right application of funds if required to do so;
- Submit to and attend to the follow-up procedures established by CONACyT;
- Maintain the quality of academic work or performance, in accordance with the criteria established in the Convocation or Convention of Collaboration that originated the grant;
- Maintain the quality of academic work or performance anticipated in the Study Program, or approved project, respecting at all times the academic and administrative regulations established by the institution or company where the studies or the project are pursued during the time that the grant lasts;
- If the person receiving the grant has to pursue his studies or his project abroad, or if he is a foreigner conducting his studies in Mexico, he should respect the legislation, regulations, uses and customs of the host nation, and also not take part in any kind of political event or demonstration;
- Make sure his tutor or institution through the person charged with the task sends CONACyT the reports on progress in the development of his studies or project, which it will be possible to get credits for in the evaluation of performance or report of marks, in the times established in the Convention of Assignation in procedures that CONACyT may publish on its web page; and also submit to CONACyT within the 12 months following the end of

the grant, a copy of the document that certifies either the award of the degree or achieving the objectives of the approved project;

- To end the grant or support CONACyT should be asked for a letter of recognition once the certificate has been obtained for studies followed, the academic degree awarded or the conclusion of the project that the grant or support was authorized for, and the student has presented CONACyT with the information and documentation to prove it;
- Keep the details of his address and contact up to date with CONACyT;
- Give CONACyT recognition or due public credit as patron, in the products created during the study program or while conducting the project, and
- Other requirements established in the Convocation, the Conventions and the other applicable legal and administrative dispositions.

RESTRICTIONS AND INCOMPATIBILITIES WITH OTHER SUPPORT GRANTED FROM FEDERAL FISCAL RESOURCES, IN ORDER TO AVOID REDUPLICATIONS. Section e)
The modality of the program that the candidate aspires to follow may be at a distance, virtual, on line, part time or personally attended only half the time, unless the preceding should be derived from the pandemic occasioned by the SARS-COV2 virus (COVID 19).

4.3 DOCUMENTATION REQUIRED

The documents requested by CONACyT should be completed in the times marked by the Coordinating Office of the PP and are described here and revised for each convocation (information for 2021 Convocation).

- Official form of acceptance or of signing up to the Postgraduate program, issued by IES-CII.
- Document to show previous minimum average mark.

- Certificate or official form to show the general average obtained in the immediately previous level of studies. Or else a certificate showing the marks awarded that support the average score obtained. In the case of a student who has followed studies at the immediately preceding level abroad, the candidate will also submit a table of equivalences for the general average obtained, on a scale of 0 to 10, issued by IES-CII.
- Official identification with photograph and signature of the candidate (only the following are accepted: voting card, professional title card or valid passport).
- Letter of commitment made under oath, on the form established for every candidate in this Convocation, showing a commitment by the applicant to be a full time student and to maintain the academic quality or performance that accords with the criteria established in the Regulation for Grants of CONACyT and those set out in the present Convocation, as well as the other legal or administrative dispositions applicable during the currency of the grant in a postgraduate program requiring personal attendance.
- In the case of a candidate whose nationality is not Mexican, a copy of his visa and a Temporary Student Card, TRTE (*Tarjeta de Residente Temporal Estudiante*); (the latter is an indispensable document for registering the CVU, as it contains the CURP number (unique population registry code) and is also needed to get the electronic signature or e.firma from the tax office (SAT) and to get a bank account through which the amount to be paid to those receiving a grant is received:

It is essential for the prospective student to be in Mexico, with his Temporary Student Resident Card (TRTE) integrated to the postgraduate program, from the moment the courses start, and he will only be allowed to leave the country in vacation periods or when he undertakes an academic stay.

4.4 TIMES FOR APPLICATIONS

The dates for during which the applications can be made will be stipulated in the ordinary convocations of CONACyT in the framework of the Regulations for Grants of CONACyT.

Results

The results of each convocation are published on the CONACyT web page www.conacyt.mx. The paperwork for the grant will be completed with the signing of the agreement between CONACyT and those awarded the grants, on the premises of the co-ordination office of the PP.

NOTE. The requirements, commitments, documentation, times for submitting applications and results are susceptible to updating in accordance with the annual convocations for National Grants by CONACyT.

5 PROCEDURES AND REQUIREMENTS FOR STAYING IN THE PROGRAM

5.1 STRUCTURE OF THE STUDY PROGRAM

Starting with the 2017B study cycle, the program has been based on three Lines of Research, that the projects to be developed by the students are linked to. Each will be under the direction of an appointed member of the Full Time or Half Time Teaching Staff of the Program, who will be responsible for it.

Line of Research 1	Theory and Conceptualization of Architecture and the City
Line of Research 2	Territory, Mobility and Public Space
Line of Research 3	Habitat, Territorial Planning and Sustainability

AREAS	Credits	%
Area of Specialized Training	150	100
Minimum number of credits to obtain the grade	150	100

RESEARCH SEMINARS – AREAS OF SPECIALIST TRAINING

STUDY UNIT	TYPE ³	HOURS BCA ¹	HOURS AMI ²	Total Hours	Credits
Research Seminar I <i>Course:</i> Methodology of the Research	S	40	40	80	5
Research Seminar II <i>Course:</i> Theory and Conceptualizations of Architecture and the City	S	40	40	80	5
Research Seminar III	S	40	40	80	5
Research Seminar IV <i>Course:</i> Habitat, Territorial Planning and Sustainability	S	40	40	80	5
Research Seminar V	S	40	40	80	5
Research Seminar VI <i>Course:</i> Territory, Mobility and Public space	S	40	40	80	5

Research Seminar VII	S	40	40	80	5
Research Seminar VIII	S	40	40	80	5
Research Seminar IX	S	40	40	80	5
Research Seminar X	S	40	40	80	5
Research Seminar XI	S	40	40	80	5
Research Seminar XII	S	40	40	80	5
Research Seminar XIII	S	40	40	80	5
Research Seminar XIV	S	40	40	80	5
Research Seminar XV	S	40	40	80	5
Total		600	600	1200	75

BCA¹ = Supervised by a teacher

AMI² = Independent study

S³= Seminar

STUDY UNIT	Credits
2 Annual evaluations of Research Tasks	30
PhD Thesis	45

Research seminars with subject contents:

Seminar I: *Methodology of the Research.* Concerned with conceptualizing the methodology adopted and its application to the research tasks of the students taken as a whole; seeking to

update structural schemes of theoretical, methodological and contextual knowledge in the 21st century with regard to research procedures; with the aim of distinguishing the approaches of the students and their possible deficiencies to do with contents of methodology and research.

Seminar II: *Theory and Conceptualizations of Architecture and the City.* Topics focused on explaining the relation between conceptual structures and theoretical contents in theories of the city, and the material and functional components involved in the construction of the city and its imaginaries.

Seminar IV: *Habitat, Territorial Planning and Sustainability.* Provides an introduction to the topic chosen for study and warns about the resulting problems, summarizing the current debate on conflicts and conditions, and introduces the conceptual and institutional methods and treatments for dealing with the phenomena and processes that mark the reality of the present context for the use of territories, showing the consequences of these for the environment and the co-existence of human communities with a functional occupation of the ecological natural environment, urban and regional planning, territorial planning, and sustainability.

Seminar VI: *Territory, Mobility and Public Space.* Addresses the implication of factors and practices involved in the formation, and functional organization, of urban and territorial structures, linked to social and productive procedures, public space, mobility and the presence of the phenomenon of proximity. It forms part of the analysis of relations between the urban fabric, its extension in space, and their connection to schemes relating between these factors in history to the modernization of cities.

The remaining research seminars, that is, Seminars III, V, VII, VIII, IX, X, XI, XII, XIII, XIV and XV, will have the teacher or teachers holding a conference on the area of knowledge that they

are specialized in and they will conduct a revision of the progress made in the research projects of the students of the doctorate with each student making a presentation to the group for comment. Students should show their progress, synthetically and concretely, following the criteria previously described here, and then relevant observations will be made to them by the Teachers of the Seminar with comments from fellow students, in line with the progress made in their research project.

All the Seminars will be held in the University Center for Art, Architecture and Design, at the Huentitán Campus, address: *Extremo Norte de la Calzada Independencia 5075, en el Segundo nivel del Edificio Jardín Norte, Aula I o II* (second floor of the North Garden Building, Classroom I or II). The teacher for each Seminar will be responsible for organizing it and its dynamics. The program includes the possibility of establishing a different methodology or teaching method, to fit the requirements of the contents and orientation of the research projects of the students of the doctorate.

5.1.1 EVALUATION OF SEMINARS

The evaluation of students of the PP has as its aim the provision of elements to show the progress made in their studies and the degree to which they have fulfilled the objectives laid out in the Study Plan. The evaluation will be dependent on the academic productivity of the student in the judgement of the professor responsible for each seminar, and on approval of the student's work and its continuance, by his or her tutor. The results of the evaluations should be made known to the students through an electronic medium and may be consulted on the web page of the Integrated System of Information and University Administration (SIIAU).

The advances made that are evaluated in each Seminar will depend on the quantitative and the qualitative progress of the research project. The percentage of progress made and the Approval of the Tutors should be handed in for each Seminar, as in the table below:

5.1.1.1 SPECIFICATIONS FOR PROGRESS MADE IN THE RESEARCH TO BE REPORTED IN EACH SEMINAR.

Name of Seminar	Specifications to be met for each Research Seminar. Aspects to be evaluated	Additional specifications
FIRST YEAR First Semester		
Research Seminar I <i>Curso Temático</i>	Subject contents of the methodology of research. <ul style="list-style-type: none"> • Class attendance. 40% • Analyze the Research proposal presented in the SED (preparatory). 30% • Definition of the problem to be studied. 20% • Objectives and questions. 10% 	The student should begin to make contact with his tutor to keep track of advances in the research. Note: Only the APA guidelines should be used for citations and references.
Research Seminar II <i>Subject course</i>	Subject contents of the Line of Research <i>Theory and Conceptualizations of Architecture and the City</i> . <ul style="list-style-type: none"> • Class attendance. 40% • Justification, problem, and objective of the article to be submitted. 30% • Essay. 30% 	<u>Submit Note of Approval before the Seminar.</u>
Research Seminar III	Revision of advances and evolution of the construction of the protocol or research proposal. <ul style="list-style-type: none"> • Class attendance. 40% First advance of Theoretical Framework and State of the Art.	<u>Submit Note of Approval before the Seminar.</u> Evidence for progress made in the research work in 20-30 pages of writing (minimum).
Research Seminar IV <i>Subject Course</i>	Subject contents of the Line of Research <i>Habitat, Territorial planning and Sustainability</i> . <ul style="list-style-type: none"> • Class attendance. 40% • Text with considerations and opinions, maximum three pages. 40% • Analysis of readings. 20% 	<u>Submit Note of Approval before the Seminar.</u>

FIRST YEAR Second Semester		
Research Seminar V	Concepts or categories, variables of the research (their consistency). <ul style="list-style-type: none"> • Class attendance. 40% • Process of constructing the methodology. 30% • Continued progress in the state of the art and theoretical framework. 30% 	<u>Submit Note of Approval before the Seminar.</u> Evidence for progress made in the research work in 30-40 pages of writing.
Research Seminar VI <i>Subject Course</i>	Subject contents of the Line of Research <i>Territory, Mobility and Public Space</i> . <ul style="list-style-type: none"> • Class attendance. 40% • Progress with the article: Objectives. List of journals where the research might be published depending on the objective. Index of the article with a summary of contents. 30%. • Participation in group activities. 30% . 	<u>Submit Note of Approval before the Seminar.</u>
Research Seminar VII	Protocol for the Research, with conceptual and methodological elements. <ul style="list-style-type: none"> • Class attendance. 40% • Sketch of the overall construction of the research. 30%. • Structure and suggested chapter headings and bibliography. 30%. 	<u>Submit Note of Approval before the Seminar.</u> Evidence for progress made in the research work in 40-60 pages of writing. Submission of first scientific article of 10-15 pages written jointly with tutor.
Evaluation of Research Work I	Presentation of the Research work (30 minutes). <ul style="list-style-type: none"> • Consult Appendix "Evaluation Form I". 	<u>Submit Note of Approval before the Seminar.</u> Evidence for progress made in the research work in 80 pages of writing, corresponding to 35% of total progress to be made in the research.

		Note: Only the APA guidelines should be used for citations and references.
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Name of the Seminar	Specifications to be met for each Research Seminar. Aspects to be evaluated	Additional specifications
SECOND YEAR Third Semester		
Research Seminar VIII	Revision of the work on the basis of results and observations in the first Evaluation of Research Work. <ul style="list-style-type: none"> Class attendance. 40%. Strategy for incorporating observations made, into the research work. 40%. Calendar of activities for tentative chapters and sub-chapters from now till the date that the document is to be submitted for Evaluation of Research work II. 20%. 	<u>Submit Note of Approval before the Seminar.</u>
Research Seminar IX	Exposition of suggested new index and finished protocol. <ul style="list-style-type: none"> Class attendance. 40 %. Completion of Final Protocol. 60%. 	...
Research Project X	Explanation of the conceptual basis and the definition of contributions to knowledge in the PhD Thesis. <ul style="list-style-type: none"> Class attendance. 40%. Make contributions of the thesis explicit (theoretical, methodological, epistemological, etc.) 40%. Case studies (if any), or examples of practical examples, or field work. 20%.

Research Seminar XI	Revision of changes made after seminars IX and X. <ul style="list-style-type: none"> Class attendance. 40%. Progress on the case study (if any), or examples of practical cases, or field work. 20% Bibliography in order. 20%. Proposed first chapter. 20%. 	<u>Submit Note of Approval before the Seminar.</u> By the end of the third semester, should have 45% of the research project completed.
SECOND YEAR Fourth Semester		
Research Seminar XII	Advances in the research according to each case study (if it went ahead) on the basis of its methodology. <ul style="list-style-type: none"> Class attendance 40%. Index or indices: by chapter, onomastics, terminology, etc. 20%. Revision of spelling and syntax. 20%. Regulate maps, graphs, illustrations, photos, etc. 20%. 	50% progress for the whole thesis.
Research Seminar XIII	Advances in the research according to each case study on the basis of its methodology. <ul style="list-style-type: none"> Class attendance. 40%. Presentation of index and chapter headings, confirmation of times chosen for the topic or their ending. Contents of each chapter. 60%. 	<u>Submit Note of Approval before the Seminar.</u>
Research Seminar XIV	Presentation of progress made with the contents of the research. <ul style="list-style-type: none"> Class attendance. 40%. Final revision of the definition of the problem to be considered, the object of study chosen, the objectives and results 	Submission of the second scientific article, written by the student alone. Should have a Note of Approval from the Academic Council and one from his tutor.

	aimed at, the State of the Art, Theoretical Framework, Consistency and Clarity in the methodological structure adopted, notes on the knowledge to be contributed, etc. 60%.	
Evaluation of Research work II	<p>Presentation of the Research work (30 minutes).</p> <ul style="list-style-type: none"> Consult Appendix "Evaluation Form II" 	<p><u>Submit Note of Approval before the Seminar.</u></p> <p>Evidence for progress made in the research work in 150 pages of writing, corresponding to 60% of total progress to be made in the research.</p> <p>Note: Only the APA guidelines should be used for citations and references.</p>

Name of the Seminar	Specifications to be met for each Research Seminar. Aspects to be evaluated	Additional specifications
THIRD YEAR Fifth Semester		
For the formal writing of the Thesis, see the Appendix "Form of the Thesis"		
Note: Only the APA guidelines should be used for citations and references.		
Research Seminar XV	<p>Revision of the work on the basis of results and observations from The Evaluation of Research work II.</p> <ul style="list-style-type: none"> Class attendance. 40%. Strategy for incorporating observations to the research work. 40%. Calendar of activities with tentative chapters and sub-chapters up until the date of submitting the document for Reading the 	<p><u>Submit Note of Approval before the Seminar.</u></p> <p>Submit official form for the official registration of the title of the thesis and appointment of the director for the Academic Council.</p>

	Thesis (and including the Thesis Revision Seminars I and II). 20%.	
Seminar for Revision of Thesis I	<p>Presentation in 40 minutes of work on the thesis.</p> <ul style="list-style-type: none"> Formal elaboration of the thesis (See Point 6), including Abstract of the thesis in English and keywords. 	<p><u>Submit Note of Approval before the Seminar.</u></p> <p>Evidence for progress made in the research work in 150-200 pages of writing, corresponding to 75% of total progress to be made in the research.</p>
THIRD YEAR Sixth Semester		
Seminar for Revision of Thesis II	<p>Presentation in 40 minutes of work on the thesis.</p> <ul style="list-style-type: none"> Formal elaboration of the thesis (See Point 6), including Abstract of the thesis in English and keywords, with preliminary conclusions. 	<p><u>Submit Note of Approval before the Seminar.</u></p> <p>Evidence for progress made in the research work in 200-250 pages of writing, corresponding to 85% of total progress to be made in the research.</p> <p>Note: Only the APA guidelines should be used for citations and references.</p>
Reading of the Thesis.	Presentation in 1 hour of work on the Thesis. Revision and formal reading of the Thesis, before appointed members of the synod.	<p><u>Submit Note of Approval before the Seminar.</u></p> <p>100% of the Thesis 250 – 300 pp.</p> <p>Note: Only the APA guidelines should be used for citations and references.</p>
Defense of the Thesis	Presentation for 1 hour of work on the Thesis. Final defense of the Thesis, before appointed members of the synod.	<p><u>Submit Note of Approval before the Defense.</u></p> <p>100% of the Thesis</p>

		<p>250 – 300 pp.</p> <p>Note: Only the APA guidelines should be used for citations and references.</p>
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5.1.2 PASSING SEMINARS

For a course to be passed the student should have a mark of more than 60/100, but the final average per term for the subjects of the period may not be lower than 80/100, failing which he or she may not present their Annual Evaluation and proceed to the next period. Also if receiving a grant, the CONACYT grant will be cancelled and it would be necessary to repay the money received for this purpose.

5.1.3 FAILING SEMINARS

In exceptional cases, under Article 66 of the University of Guadalajara General Postgraduate Regulations (RGP-UDG), the student who has not passed the evaluation for a seminar, or whose average is below 80 in any term, will be able to request a recuperation exam before the Academic Council. This exam is granted to postgraduate students only once and for only one subject during the whole period of their studies in the PP. The student will make a formal request in writing to the Academic Council for the opportunity to take this exam, which will be evaluated by three professors: the professor of the failed seminar, one of the team of teaching staff and one from outside. The result is final.

5.1.4 ANNUAL EVALUATIONS

Objective:

These have the objective of encouraging and checking progress made in the research project the student has chosen to present as the Topic of his Thesis once the academic year is over.

Thus the student should present advances to his research project on the date and in the place established by the Academic Council of the PP, through a written account and a presentation in public of the same before a tribunal. Approval of the two annual evaluations is necessary for staying on the PP and they will be given 15 credits each.

5.1.4.1 REQUIREMENTS FOR SUBMITTING TO EVALUATIONS

The requirements for presenting the annual evaluations of Research Work I and II are as follows:

- Must have passed all the courses of the completed cycle and have a minimum average of 80/100.
- Must have the revisions by his or her tutor as established in this manual. As evidence of the advances made the student should hand in a Note of Approval form signed by the tutor.
- Should also have registered tutorials, on line, on the web page of the Doctorate.
- Must not be behind with the payment of fees for the program.
- Must provide evidence of having published a scientific article.

5.1.4.2 ON SCIENTIFIC ARTICLES

Article written jointly with the Tutor:

This document should be written with the tutor, and it is the tutor who will approve it for submission to the Academic Council, who will revise the relevance of proceeding with the administrative requirements for publication. Advances in the text will be revised in Research Seminars II, IV and VI, and then submitted in Research Seminar VII, after which evidence will be required of progress in the administrative requirements for publication, before the Evaluation of Research Work I.

Article written by the Student alone:

This document should be written by the student on his own and it will be the tutor who will approve it for submission to the Academic Council, who will revise the relevance of proceeding with the administrative requirements for publication. Advances in the text will be revised in Research Seminar XIV, and after this Seminar, evidence should be produced of progress in the administrative requirements for publication, before the Evaluation of Research Work II.

In both cases during the initial period of writing the article, a list should be presented of journals that might publish it, and these should have impact, be indexed or refereed, and of national international renown and prestige. Both articles should be original and the topic should be related to the research developed as part of the Doctorate.

5.1.4.3 QUALITATIVE CHARACTERISTICS OF THE RESEARCH

The document presented for the *First Annual Evaluation, Evaluación de Trabajos de Investigación I*, as the basis for the study of a research topic, should have the following qualitative characteristics:

- Clarity and consistency in the justification for studying the research problem and the subject chosen;
- Research questions and objectives (main and particular);
- Hypothesis and its connection to the framework for constructing the object of study;
- Existence, coherence and clarity of the State of the Art (revision of literature relevant to the research) and clarity of the Methodological structure that will support study of the topic;
- Existence and coherence of the preliminary Theoretical framework to support the topic of study;
- Existence and rightness of the variables and preliminary indicators chosen for study of the subject;

- Existence of sufficient bibliography, up to date and relevant;
- Coherent and clear written expression;
- Scientific language;
- Interpretation of bibliographical references according to the American Psychological Association; as a body standardizing the content, form and structure of bibliographical references internationally.
- Plan of work plan and chronogram of activities.

The document presented for the *Second Annual Evaluation, Evaluación de Trabajos de Investigación II*, should have the following qualitative characteristics:

- Definition and explanation of the Problem to be researched;
- Construction of the object of study and consideration of objectives and results;
- Coherence and clarity in the State of the Art;
- Definition and explanation of the essential basis of the framework (theoretical, historical, of references, etc.);
- Coherence and clarity in the methodological structure supporting the study and research into the subject and its relation to the aims;
- Notes on the knowledge that will be contributed by the thesis;
- Existence of sufficient bibliography, up to date and relevant; of which at least 15% should be in another language, preferably English;
- Coherent and clear written expression;
- Scientific language;
- Chapter headings for the subjects to be developed in the research with a synthesis of their contents;

- Interpretation of bibliographical references according to the American Psychological Association; as a body standardizing the content, form and structure of bibliographical references internationally;
- Plan of work plan and chronogram of activities.

5.1.4.4 FORMAL CHARACTERISTICS OF THE WORK

The document presented to either of the Annual Evaluations should have the following formal characteristics:

- Length of not less than 80 pages for the first evaluation and of over 100 for the second, written with spacing of one and a half lines, using Arial 12 typeface.
- Upright format on American Letter sized paper.
- Present 1 digital version of the document in PDF.

5.1.4.5 THE TRIBUNAL FOR EVALUATIONS

The tribunal set up for the Annual Evaluations will be formed by 5 professors, 3 of them full time or internal part time members of the in-house teaching staff, 2 of them part time external professors or invited experts, who will be designated by the Academic Council.

5.1.4.6 CRITERIA FOR EVALUATION

The criteria taken into account for the evaluation will cover the following aspects:

- Fulfilment of the qualitative and quantitative characteristics of the written work already specified.
- Presentation in public fulfilling the criteria of time (30 minutes), ability to synthesize, and clarity.

- Technical and technological resources employed in the presentation and/or advance of the project.

The result of the evaluation will be expressed by a mark of between 0 and 100. The pass mark of the evaluations will not be less than 60/100 and passing is necessary for staying in the PP.

5.2 THIRD YEAR.

In the first semester of the third year, Seminar XV will be held. In the second semester of the third year, there will be Thesis Revision Seminar I and Thesis Revision Seminar II, at which the student will present a draft of his PhD Thesis with 75% or 85% respectively of the complete text written, and a jury will make comments and recommendations on the work. The Revision Seminars will have a member of the teaching staff in charge who in every case will be appointed by the Academic Council, and the jury will consist of Full Time and Part Time Teaching Staff and members from outside the Program, to give advice together on the research papers. These Seminars do not give marks (“credits”) but do form part of the curriculum of the Plan of Studies. At the end of this semester, the student will have to present the final version of his or her Thesis for it to be read, and defended before a jury with the characteristics mentioned previously.

5.3 RESPONSIBILITIES OF THE TEACHING STAFF.

According to the General Regulations for Postgraduate Studies, RGP, of the University of Guadalajara, in Title Four, Article 41, on procedures of teaching and learning for postgraduate programs, teaching staff who are directors or co-directors may be:

I. Thesis Director, responsible for accompanying the student through his time on the course, and to give direction to students, during their research and the preparation of their dissertation, working out jointly with the student an individual plan for academic activities that the student is to follow right up to the presentation and defense of his work before a jury;

II. Co-director of the Thesis, to work in collaboration with the Thesis Director. Should it be necessary due to the complexity of the final work to be submitted, up to two academic co-directors may be included;

III. Thesis Adviser (*Asesor de Tesis*), who collaborates in the dissertation of the student, combining his efforts with those of the Thesis Director, or

IV. Reader, who is responsible for analyzing the dissertation elaborated by the student, once it has the Approval of the Thesis Director, to make observations he considers to be pertinent.

5.3.1 RESPONSIBILITIES OF THE THESIS DIRECTOR.

The thesis director should guarantee personal, frequent and regular attention to the student, with the objective of keeping track of the methodology as well as detecting in good time any problems that might lead to falling behind, or abandoning the course, or unwarranted awarding of the title.

I. To support the student in the definition of his research project or the professional experience that the thesis or degree work will be based on;

II. To support the student in planning and developing the thesis, or professional work experience, on the basis of a work plan that will be submitted to the Academic Council for their consideration;

III. To advise and supervise the student in the development of his or her dissertation, as well as that of the periodical presentations to be made of it, handing in his observations in writing. The revision of the work will concentrate on language, structure, analysis and discussion of data;

IV. To deliver a written report every school cycle to the Academic Council on the student's progress with his dissertation, according to the established plan. This report will be made on the evaluation form issued by CONACyT;

V. To take the necessary actions within the area of his competence to make sure the student receives the diploma or degree in the times appointed in his work plan and in these rulings;

VI. To propose to the Academic Council the appointment and change of advisers when circumstances require it;

VII. Grant his approval once the dissertation has been completed;

VIII. Supervise the preparation of the student for the presentation of the final exam, and

IX. Form part of the jury for the final exam.

The student should be permanently in touch with his Thesis Director, and in the third year he will submit the director's Note of Approval (see Appendix "Note of Approval Form for Seminars") in Seminar XV and the Revision Seminars as evidence that his Thesis is advancing correctly. The student will also submit an official note from the Director in which the Office of Coordination is informed that the document is ready for Reading and subsequently for the Defense of the Thesis.

5.3.2 RESPONSIBILITIES OF THE CO-DIRECTOR OF THE THESIS

The position of Co-director will be for a professor working with the Director on giving the student orientation and his work should be registered in the same way as that of the tutor.

5.3.3 RESPONSIBILITIES OF THE THESIS ADVISER.

The responsibilities of the thesis Adviser are:

I. To help the student with planning and developing the dissertation, giving advice on a specific aspect or stage;

II. To keep up continuous communication with the student to evaluate the progress made with the specific aspect or stage of the dissertation advised on, and to make the appropriate recommendations;

- III. To revise the dissertation in line with his area of specialization;
- IV. To deliver in writing his observations to the Co-ordinator of the Postgraduate Program, who will send them on them to the Thesis Director and the student,
- V. To make a written report every school cycle to the Academic Council on the course of his counselling.

5.3.4 RESPONSIBILITIES OF THE THESIS READERS

The responsibilities of the Readers are:

- I. To revise the final version of the dissertation, and
- II. To deliver in writing their observations to the Co-ordinator of the Postgraduate Program, who will pass them on to the Thesis Director and the student.

5.3.5 TUTORING

The category of student is acquired under Article 56 of the RGP – UdeG. The student acquires the category of pupil during the first two years of the study plan once he has started his activities in the PP, and receives tutoring until the subject of his thesis is approved.

5.3.6 ASSIGNMENT OF TUTOR AND CO-TUTORS

The Academic Council of the Doctorate will assign a tutor and by agreement with the tutor a co-tutor to each student; the co-tutor's work begins with an agreement between himself and the tutor as long as the professor is linked to the initial area of interest of the student. The tutor may be replaced in the second year or if necessary before, for any of the following reasons: if the subject orientation developed in the tutoring is not akin to the assigned tutor's interests; if the student's topic of interest is changed or if either the tutor or the pupil fail to meet their obligations. In these cases for the change to be approved by the Academic Council the request should be presented with the agreement of the assigned tutor.

5.3.7 TUTORIALS

The tutorial system forms a part of the mechanisms for following through with the course of studies undertaken. It guarantees personal attention, frequently and on a regular basis for the students. It starts when the student begins his studies and aims to follow through and support in timely fashion the orientation and content of the research which will give the doctoral thesis its basis and form, and at the same time, allows observation of any problems that might lead to delay, giving up studies or untimely graduation.

The student should be in touch with his tutor permanently and personally submit the tutor's Note of Approval (Appendix "Form for Note of Approval for Seminars") with the results of the revision and approval of the same at the start of each Seminar, from Seminar II onwards, and during the whole of the First Year of the Program; this will also be an indispensable requirement for presenting his research at the first Evaluation of Research work.

In the second year, the student will submit in writing his Note of Approval (Appendix "Form for Note of Approval for Seminars") with the results of the revision and approval of the same in seminars IX, XI and XIII, and this will be an indispensable requirement for being able to present his research to the Evaluation of Research work II.

The program has developed a system of online tutoring as an electronic alternative for keeping up with the process of tutoring for the students. The system is on the web page of the Program and has the following features:

- **Communication of "one to many"**: one user sends a message on the forum and all those taking part receive it;

- **Asynchronous communication:** participants do not have to be connected at the same time to receive messages;
- **Organization of messages** and replies in “discussion threads” or “topics”;
- Possibility of adding **attached files** to the messages;
- Users **receive notifications** in their electronic mail when a new message is sent to the forum;
- **Privacy:** only authorized users can have access to the forum;
- **Persistence:** the messages remain stored on the server and it is possible to have access to them at any time.

These features mean that the system can be used at the same time as an instrument for communication at a distance between students and tutors and as a log to record tutoring activities.

Both the students and their tutors and co-tutors should use this tool to communicate on the procedures of tutoring, to develop the research and to write the thesis. At the end of each study cycle every student should have had the same number of tutorial sessions as approved submissions. The messages sent to the system of online tutoring are organized by threads or topics. Each topic gets one tutorial session and corresponds to a specific argument or stage in the research project and the writing of the PhD thesis document.

The tool of online tutoring does not necessarily replace all the personally attended tutoring sessions. When the student has a personally attended tutorial session he should open a new topic of discussion in the corresponding forum and sum up in a message the arguments that were treated in person. To which those taking part in the forum may reply, clarifying or

commenting on this new topic. Otherwise the summary provided by the student will be taken as the only evidence of personally having attended tutoring session.

5.4 TRACKING PROGRESS THROUGH THE COURSE

The Academic Council of the Program has established the criteria and the mechanisms for permanently following the course of the students through their studies, and it is this Collegiate Organ that is responsible for analyzing the results obtained with the objective of detecting in good time any cases showing low performance and to apply the actions that are needed for improvement.

Activities connected to keeping track of the students:

- The appointment of tutors.
- Analysis of the results of the students’ academic activities.
- Analysis of the Tracking of tutorials.
- Revision of Academic Production.
- Revision of particular cases (licenses and withdrawals).
- To revise the meeting of their commitments by the students.

6 PROCEDURE AND REQUIREMENTS FOR OBTAINING THE TITLE

6.1 QUALITATIVE CHARACTERISTICS OF THE THESIS

The document presented as the Thesis should have the following qualitative characteristics:

- Make contributions to the knowledge of a subject;
- Define the problem of the object of study;
- Contemporary relevance of the topic;

- Strength in the justification for studying the subject;
- Existence, coherence and clarity of the methodological structure supporting study of the topic;
- Existence and coherence of the theoretical framework;
- Coherence with the objective of the Thesis in the structure of the chapters and sub-chapters;
- Rightness of variables and indicators used in the study;
- Use of innovative technological or methodological resources for the analysis;
- Existence of sufficient bibliography, up to date and relevant, of which at least 20% should be in another language other than the student's first language;
- Coherent and clear written expression;
- Interpretation of bibliographical references according to the American Psychological Association; as a body standardizing the content, form and structure of bibliographical references internationally.

6.2 FORMAL CHARACTERISTICS OF THE THESIS

The document presented as the Thesis should have the following formal characteristics:

- Minimum length of 250 pages.
- Upright format, American letter size, in hard binding.
- Pages consecutively numbered in the top right or bottom right hand corner.
- Structure of the text requiring (approximately) 350 words per page printed on one side only (space between lines of one and a half; Arial 12 typeface or equivalent in readable type, titles no more than 16 points in size; upper and lower margins of 3.0 cm, right hand margin of 2.5 cm., and left margin of 4.0 cm., for binding).
- 8 bound copies of the text of the Thesis and a version in PDF should be handed in to the Co-ordination of the Doctorate.

The cover should have the following elements; the arrangement described below is suggested as a model, however, other covers or flyleaves may be proposed with a different design, as long as they contain the elements listed here:

- Name of the Institution: UNIVERSIDAD DE GUADALAJARA (capital letters, centered)
- Name of the university center: CENTRO UNIVERSITARIO DE ARTE, ARQUITECTURA Y DISEÑO (capital letters, centered)
- Logotype of the University of Guadalajara
- Title of the thesis (capital and small letters, centered)
- (THESIS to obtain the degree of Doctor in City, Territory and Sustainability)
- Name of the academic program (capital letters, centered)
- Full name of the PhD candidate (capital and small letters, centered)
- Name of the Thesis Director (capital and small letters, centered)
- Name of the Co-Director of the thesis (capital and small letters, centered)
- Place and date (capital and small letters, centered)

Revise more extensive information in Appendix "Format of Thesis work".

6.3 READING OF THE THESIS

6.3.1 REQUIREMENTS AND READING

Once the Thesis has been completed, the Director will notify the Academic Council of the PP in writing, to say that the document is ready to be read. The readers will be informed of their appointment as such in a form from the Co-ordinator, who will have a bound copy of the completed text of the thesis and its digital version. The Director, the readers and the student

must present themselves on the date, at the hour, and in the place appointed by the Academic Council, to hold the reading.

The readers will have a week at the most, counting from the date of the reading of the thesis, to send their observations to the Co-ordinator. These will be sent in the form of a letter where the relevant suggestions are noted, and which will be sent on, both to the Thesis Director and to the student.

In the case of external readers who live away from Guadalajara, they will send the results of their reading by electronic means and their comments will be read and given to the student on the day appointed for the reading. The external readers will be able to take part using Skype.

6.4 PROCESS OF FINAL CORRECTION OF THE THESIS

Once the student has incorporated the observations made by each of the readers into the text, the Thesis Director will notify the Academic Council in writing that each and every one of the observations made by the readers has been incorporated into the text and it is therefore ready for presentation and a final defense. It is advisable for the student to send the observations included in the final work to each of the readers, before the final printing.

6.5 REQUIREMENTS FOR OBTAINING THE TITLE

The requirements for obtaining the degree as stipulated in Article 77 of the RGP-UDG and in the Twelfth Resolution of the PP Decree, are the following:

- Must have concluded the corresponding plan of studies, and passed all the courses and/or seminars established in the corresponding study cycles (75 credits); passing the Evaluations of Research work I and II (15 credits each);

- Must prove publication (during the time of being a regular student of the PP) of at least two articles or chapters in books, in prestigious reputable publications at national or international level, co-written with the tutor and written on his own;
- Must have shown the desired level of command of English, demonstrated by TOEFL ITP (500 points), or Cambridge English (B-2) or Aptis (B-2) or IELTS (7);
- Must have presented, defended and received approval for the PhD thesis produced in a research project or dissertation;
- Must have paid the corresponding fees for the examination and have no debts;
- Must have received a favorable result in the test against plagiarism;
- Must hand in Documentation in full, see Section 6.62.

6.6 ADMINISTRATIVE PROCEDURES FOR EXAMINATION FOR TITLE

To obtain the Title the student must complete the corresponding procedures both in the Office for Co-ordinating Studies and in the Co-ordination of the Doctorate.

6.6.1 PROCEDURE IN THE SYSTEM (“MI VENTANILLA”):

- Request revision of Student's record.
- Fees charged (packet containing pre-certification card for the doctorate)

6.6.2 ADMINISTRATIVE PROCEDURES AT THE WINDOW FOR GRADUATES OF THE OFFICE FOR CO-ORDINATING STUDIES OF THE CUAAD (COORDINACIÓN DE CONTROL ESCOLAR)

Should present himself at the window for graduates of the office for Co-ordination of Studies of the CUAAD, for the following procedures:

- Hand in proof of payment and bill for the corresponding fees (original).

- Hand in corresponding photographs (ask beforehand at the window, for characteristics and quantity of photographs).
- Will be given his pre-certification card, with which he must get signatures and stamps to show he has no debts with the Repository, Library or Study Office.

6.6.3 SUBMISSION OF DOCUMENTS TO THE CO-ORDINATING OFFICE OF THE DOCTORATE

- Official note from the Thesis Director giving his approval for Defense of the Thesis (free form).
- Submit 1 (one) printed and 3 (three) USB bound in with the final version of the Thesis in PDF. These USB should include, in addition to the thesis, a Word document with an abstract of the thesis (maximum half a page) and the form to “Authorize publication by the U of G” (and a further 5 USB should be delivered for each member of the Jury for the Thesis Exam).
- Copy of payment slip for title exam.
- Pre-certification card duly stamped.
- Form “Authorizing publication by DCTS” of the thesis on the web page of the doctorate, <https://dcts.cuaad.udg.mx/dcts>
- Form “Authorizing publication by the U of G” enabling public access to the thesis in the Virtual Library of the University of Guadalajara, <https://wdg.biblio.udg.mx/>
- Copy of ID (INE voting card, or Passport).

Revise more extensive information in Appendix “Procedures for Reading and Defense of the Thesis”.

6.7 JURY FOR THE THESIS

With the objective of evaluating the final work handed in, the Academic Council of the Doctorate will appoint a jury, formed in accordance with Article 78 of the RGP-UDG as shown here:

- Five academics, two of whom may be from outside the Institution or Program, with a background relevant to the area in question, and at least three are part of the teaching staff of the postgraduate course and one of them will be the Director of the Thesis.
- The members of the jury will choose from among themselves who will be President and Secretary, with the rest committee members, and
- To be considered for membership of the jury, the academic in question must have the same degree as that sought by the person to be examined.

6.8 PRESENTATION OF THE THESIS

According to Article 79 of the RGP-UDG, the final exam for the dissertation can only be held if at least 3 members of the jury are present and the Thesis Director is one of them. The presentation of the Thesis will be in public, and may be attended by professors, students, and members of the general public. The presentation of the candidate will last at least 40 minutes, and at the most an hour, and will be made orally using the technological tools necessary for a proper explanation if so required. Once the presentation of the Thesis is over, the jury will proceed to make the comments and ask the questions it considers appropriate, to which the PhD candidate must respond and/or justify why he does not accept them.

Once the questions from the members of the jury have finished, those with Doctorates themselves who are present may ask the PhD candidate questions, as long as the jury agrees. Then the jury will debate the quality of the thesis and its approval behind closed doors, and proceed to inform the candidate of the result which may be: Approved or Failed and they will give a mark of at least 80/100 to those who pass.

In those cases where it is considered appropriate the jury will recommend publication of the thesis to members of the Academic Council and the student will be responsible for getting this

done. The President of the Jury will take the oath of the student following the fulfilment of Articles 78, 79 and 80 of the General Regulations for Postgraduate Studies.

6.9 OBTAINING THE DEGREE CERTIFICATE

For the graduate to obtain the degree certificate he must hand in the following:

- Evidence of having started the administrative procedure for a letter of recognition from CONACyT (for those students who had received grants).
- Must have complemented his profile on the web page of the Doctorate and integrated an abstract of his PhD thesis (half a page long) in the appropriate place.
- Must have updated his CVU on the CONACyT platform.

FOLLOWING-UP FORMER STUDENTS

6.10 OBJECTIVES

The PP has a follow-up program for former students; its aim is to construct a data base with historical information about the professional and academic course of students, as a tool of analysis and reference for periodical evaluation and updating of the PP. Since 2014 a publishing line has been developed, called DCTS Researches, whose objective is to publish (through open invitation and selection) the results of research found in the PhD dissertations that have been recognized as worthy of publication. From time to time the PP sends invitations to graduates to form part of the tribunes at Annual Evaluations, Readings and Defenses of the Thesis.

Also two events for graduates have been celebrated in 2018 and 2020, and these have contributed to keeping a Network up to date and to maintain constant flow of communication. All this information may be found available on <https://dcts.cuaad.udg.mx/dcts>

6.11 COMMITMENT OF THE GRADUATE

When the participation of the student concludes, with the presentation and approval of his Thesis, and he passes to the category of (qualified) former student, i.e.graduate, he acquires the commitment to inform the PP periodically, through the mechanisms decided by the PP, of any changes to his academic or professional trajectory. This information will be stored on a basic register which will be useful for the periodical evaluation and updating of the PP.

- To keep his profile on the web page up to date.
- To keep his CVU-CONACyT up to date.

6.12 PROCEDURE

The following-up of former students is conducted on the basis of various actions such as the following:

- THE PERIODICAL STUDY OF GRADUATES (2010, 2015 AND 2021): The objective of these studies is to find out how graduates from the Doctorate have joined the work force, and to follow their trajectories, under a set of headings: Details of the Title, Evaluation of the postgraduate course, Subsequent employment, Relevance of the information, Orientation of the research, etc. These studies are conducted periodically and contribute to knowledge of the extent to which our graduates have found work as professionals or employment in academia or research.
- In the section on following-up graduates, the web page has the digital versions of the Theses that have been recognized as worthy of publication, as well as the collection of DCTS Researches and a link to the Repository of Theses at the University of Guadalajara. In addition to which, the graduate's profiles contain data such as a contact, employment situation, *curriculum vitae*, synthetic CVU, articles and books published, academic events attended and research projects, prizes and distinctions.

- All those who have graduated are invited to take part in the annual events held by the PP by convocation as readers of papers or as attendees.
- By 2021, six graduates had been invited to form part of the NAB.

This Operating Manual is approved, together with the updating of the Study Plan of the Doctorate and it will be obligatory starting with the 2017B term. The current version is subject to modification whenever updating is required.

7 GLOSSARY OF ABBREVIATIONS

Guadalajara, Jalisco. June 2021

JA: *Junta Académica* (Academic Council)

PNPC: *Programa Nacional de Posgrados de Calidad* (National Program of Quality Postgraduate Studies)

CONACyT: *Consejo Nacional de Ciencia y Tecnología* (National Council for Science and Technology)

RGP-UDG: *Reglamento General de Posgrados de la Universidad de Guadalajara* (General Postgraduate Regulations of the University of Guadalajara)

PP: *Programa de Posgrado* (Postgraduate Program)

SED: *Seminario de Estudios Disciplinarios* (Seminar on Studying for a Discipline)

SIIAU: *Sistema Integral de Información y Administración Universitaria* (Integrated System of Information and Administration of the University)

The information and regulations mentioned in this document may be consulted on the following web pages:

- <http://www.udg.mx/>
- www.dcts.cuaad.udg.mx
- www.escolar.udg.mx
- www.conacyt.mx.
- www.siiiau.udg.mx



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