

DOCTORAL PROGRAM GUIDELINE



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PROGRAMA de
DOCTORADO

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Henry Hazlitt

Program Overview

The PhD program under the venue of the Centro Henry Hazlitt at Universidad Francisco Marroquín, is the road offered to students who seek to obtain the doctoral degree. The Doctorate is the last academic title the university can confer.

The program merges all the doctoral studies at UFM without distinction of disciplines, although each doctorate will have the support of the specific department relative to the investigation that will be developed.

The degree which is offered recognizes a doctorate investigation founded upon the defense of a thesis based on primary research, equivalent to the PhD or Philosophiae Doctor in the Anglo-Saxon ambit.

In no case, the UFM's doctorate is a professional degree that offers determined competencies for a certain field that requires specific university training. The investigative doctorate degree validates the candidate that obtains it as a qualified scientific researcher.

The doctorate portrays an intellectual enrichment for the aspiring PhD student who freely decides to engage, develop and submit the topic to evaluative research, scientific parameters and the critique of other doctors. Therefore, the concluding statements should provide an objective, general, systematic and verifiable result.

The doctorate offers the doctoral student an improvement in the professional field, access to determined employment opportunities or may grant social recognition. For Universidad Francisco Marroquín it is the best way to promote the most valuable investigators to reflect largely and profoundly upon their knowledge, experiences, abilities and competence as individuals to act in a free and responsible manner.

The doctorate can be the beginning of a career as an investigator, an additional stage in the analytical setting or a colophon. But overall, it is a moment for self-evaluation and self-awareness of the aptness an individual has to construct and improve the knowledge of liberty.

The PhD program at UFM offers the academic-administrative-legal setting to opt to the doctorate degree. To obtain the title, the doctoral student may have to overcome a series of academic requirements which are different in each particular case. Additionally, every student will have to defend and approve a doctoral thesis.

For it, the doctorate program, besides offering the resources to master the academic requirements that may come forward, guarantees that the doctoral student

will have a tutor that goes hand in hand with the writing process of the thesis. Furthermore, the tutor will put the doctoral student in contact with an assessment team and specialists that will serve as advisors on the particular theme. In the traditional model beforehand, the doctoral student had to carry out several years of doctorate study undertaking several courses regarding the thesis point. The new PhD program considers that it is more important to introduce the doctoral student with the group of specialists that are clearly related to the investigation that is being developed.

Additionally, the PhD program at UFM will inform of all upcoming events that the university carries out and that may be related to the research work, as well as any bibliographical, technological or relevant supplementary resources that can support the doctoral student. In this sense, the PhD program guarantees the doctoral students a personalized and close follow up while writing the thesis project.

The PhD program is formed by:

1. The Program Director integrated by the Centro Henry Hazlitt personnel that is in charge of the individualized monitoring of the doctoral student from the academic and administrative point of view, with the support and mentorship of the assigned tutor.
2. The Doctorate Commission formed by the PhD director, dean or director (or the person that may be appointed) from the department to which the research paper belongs to. This commission will give its opinion on the proposed subject, will advise on the possible tutor that will accompany the investigation, ensure the quality of any alternative thesis formats, guarantee the validity of the process and the defense of the thesis.

It is a requirement that both the director and the members of doctorate commission hold PhD degrees. Doctoral Thesis

The drafting, defense and approval of the thesis project is essential and a mandatory requirement to obtain the Doctorate Degree at UFM.

The doctoral thesis is the result of an original scientific investigation prepared by the doctoral student regarding in essence any academic discipline within the university, except engineering.

In general, the doctoral thesis will adopt a one hundred to five-hundred-page text form. However, it can be presented in other formats such as a collection of articles, the development of a patent or software.

The work done in the thesis project can be the result of an intellectual reflection, an experimental investigation

or the findings of a professional or clinical experience.

Furthermore, Universidad Francisco Marroquín hopes that this reflection allows the improvement of knowledge, teaching and diffusion of the ethical, legal and economic principles of a society of free and responsible people.

The thesis project constructs knowledge, consciousness that aspires to strengthen the freedom of human beings. The thesis project can be drafted in Spanish or English (except in the case of a thesis in philology or in which the translation requires a particular language).

In any case, the authorship of the doctoral student must be proved as well as the originality of the investigation and the follow up of the scientific method in order to obtain the final result.

The thesis will be elaborated, ideally during a three-year period, having presented throughout the first six months, a thesis project. Initially, the doctoral student was required to write a preliminary draft. However, at UFM, the proposal is to present the thesis project when the doctoral investigation has started and the support and mentorship of the tutor is available.

For more complete information on what is expected from a doctoral thesis, the program recommends the book by Umberto Eco, *How to Write a Thesis* (MIT Press, Cambridge, Massachusetts, 2015). Despite the years that have gone by, this book has been the most enjoyable publication the doctoral student can read when beginning to write the doctoral thesis. The book highlights how to start the investigation, the different thesis formats that are available (monographic, panoramic, theoretical, historical, experimental. . .) and overall, the result to which the student will have to aspire.

Thesis Models

Along with the traditional doctoral thesis, consisting of a homogenous one hundred to five-hundred-page essay, with at least an introduction, an explanation of the methodology that will be applied, the bibliographical revision of the subject matter, the development of the investigation and the concluding points, the thesis can be presented in other three additional formats:

1. Compendium of Articles

In this embodiment, the doctoral student compiles three articles relating to a similar theme. These articles have to be published or have been accepted for publishing during the three-year doctoral enrollment period. In other words, none of the three articles can be published or have been accepted for publication before the doctoral student has been registered into the PhD program. The three articles have to be published or

accepted for publication before the three-year doctorate program concludes.

The doctoral student has to be the only author and therefore the primary author of the three articles that will be accepted. In order to be recognized as the leading author, the rest of the authors have to attest to this in written form. These articles, also must have been published or accepted for publishing in one of the magazines included in the index of the Journal of Citation Reports (JCR).

At the beginning of the doctorate process, the doctoral student presents the investigations that have been developed or are in progress of being developed to the tutor and explains the intentions of writing the thesis as a compendium of articles. The tutor verifies the coherence between the three papers (the common thread among them) and if valid, the doctoral student then confirms the proposal as the thesis subject before the six-month deadline.

From then on, the doctoral student will have two and a half years to conclude the drafting and publication (or the acceptance of the publication) of the three articles. When presenting the doctorate thesis, the doctoral student must write an introduction that presents the three articles, explaining the relation between them. Accordingly, the articles will be placed and finally the concluding points will be formulated. These concluding points summarize the advances that have been made in each of the three articles.

At this point, the process of defending the thesis will be similar to that of a traditional thesis.

In some universities the magazine indexes are different (than the JCR) or accept instead of three articles, three chapters of books published from prestigious publishing houses, under the condition that the doctoral student is the sole and principal author. To opt for this method of compendium of articles, the doctoral student must refer to the Doctoral Committee the proposal justifying the validity of the other indexes or publishing houses. The proposal must be endorsed by the author and must be approved by the Doctoral Committee.

The difference between this second possibility and the preceding one, done through magazines of the JCR index is that in the first, the acceptance is done automatically when the three articles are presented and have coherence among them, whereas in the second option, a poor justification can suppose a rejection on behalf of the Committee.

2. Patent development

3. Software development

Double Doctorate

Those doctoral students that are interested in carrying out a double doctorate with Universidad Francisco Marroquín and with any other university around the world, can request the creation of an agreement of joint custody, as long as the subject of investigation is in context with the particular disciplines of the UFM. The agreement will be personalized and unique for each doctoral student:

- The agreement should specify:
- The name of the doctoral student
- The thesis proposal
- The tutors at UFM and the second university that will co-tutor the project
- The discipline within the Doctorate Program at UFM to which the doctoral student is associated to
- The Doctorate program of the second university to which the doctoral student is associated to
- The doctoral student must comply with all the academic requirements in both universities, and formalize the enrollment. For this, the doctoral student must pay the entire doctorate study in the original university and may have to pay administrative rates in the second university.

In case the doctorate program includes academic requirements beyond the ones that are related with the development and defense of the thesis, like the philosophy for freedom courses of UFM, these courses will have an additional cost.

Each university will assign a tutor to the doctoral student. Both tutors will undertake the functions jointly, although the tutor from UFM must guarantee the creation of a network of advisors that support the development of the investigation.

During the development of the thesis, in principle for three years, the doctoral student is not obliged to make physical stays at UFM. However, the doctoral student must comply with the follow up the tutor will establish through the means considered best (on site, via email, chat, or videoconference. . .) On the contrary, the second university may require the physical presence of the doctoral student, without undermining the follow up previously established from UFM mentioned before. The thesis will be written out in the language agreed to in each case, either English or Spanish.

If the doctoral student carries out a stay at UFM, all the formalities necessary to remain in Guatemala as well as medical and casualty insurance and other civil liabilities should be personally taken care of.

The sole evaluation of the thesis will be held at the original university of the student. In case this would be UFM, the defense will be held in Guatemala, following

the given process in the Doctorate program. In either case, all doctoral students must undergo the usual internal defense process in UFM prior to the final defense before the external jury.

The members of the jury in the final defense will be formed in agreement between both universities. Once the thesis has been validated, each university will pledge to deliver the corresponding PhD diploma, prior to the payment of the established rates.

These arrangements can be modified or canceled by mutual agreement, or in the case of a breach of contract. If conflicts were to arise, the parts will submit to the Rules of the International Chamber of Commerce, with an arbitrator elected in concordance to those Rules.

Requirements

To opt to the Doctorate program, the doctoral student must have a Master's Degree.

From then on, the candidate to the doctorate must present the subject of investigation, general or specific, that will be developed, as well as the academic and professional curriculum.

The presentation of the subject of investigation does not demand the development of a preliminary draft of the thesis. The doctoral candidate simply must explain in one or two paragraphs what the project is and the subject of investigation, clearly specifying and analyzing spatial and temporary limits.

If the theme of investigation fits into the particular disciplines of Universidad Francisco Marroquín, the candidate may be considered for the Doctorate program. Based on the doctoral student's academic curriculum, the pensum is established.

- All the doctoral students must take the philosophy of freedom courses of the UFM. UFM alumni can make equivalences of these courses. In the same way, OMMA alumni.
- All doctoral students must have research aptitude that can be acquired when doing a project in the Master's Degree, accredited through a series of publications, patents or software development, as an investigator. If there is no research aptitude, research methodology courses must be taken.
- Once the subject of investigation is known, the program will evaluate the need to take other specific courses. If the investigation is consistent with the academic trajectory or profession of the doctoral student, these specific courses will not be necessary.

In very particular cases, the accumulated professional and academic experience of the doctoral student can be considered equivalent to the Master's Degree. However,

these cases must be very well accredited and subject to a detailed analysis on behalf of the Doctorate Commission. The acceptance to the program of a doctoral student through professional and academic validation does not exclude the student from having to take the freedom of philosophy courses and to prove research aptitude.

Calendar

The Doctorate program will remain open during the whole academic year. The doctoral candidate can enroll at any moment.

When the enrollment has been formalized, the three-year deadline for the development and defense of the thesis will begin. The date of enrollment serves to quantify the three-year time limit, therefore calendar years are not taken into account. A doctoral student that enrolls on April 15, 2017 will have until April 14, 2020 to present the thesis.

The candidates interested in the Doctorate program can refer to the administration at any time during the academic year.

An initial interview will be held in which the doctoral student will present the academic and professional trajectory as well as the tentative subject of investigation. The administration, in return, will present the conditions of the program.

From then on, the doctoral candidate must define the subject of investigation before enrolling. Meanwhile, the Doctorate Commission, formed by the program administration and the dean of the discipline considered, will contemplate the appropriate tutor.

The time to define the investigation and to select the tutor will take as long as needed. The tutor can be proposed by the doctoral student and validated by the Doctorate Commission; proposed by the Doctorate Commission and accepted by the doctoral student; or in agreement with the Doctorate Commission and the doctoral student.

When the enrollment is finished, a written letter must be presented in which the doctoral student and the tutor define the subject of investigation and the tutor agrees to accompany the tutee for the next three years. All this must be in accordance to the guidelines in the tutor's pedagogical guide from UFM.

Prices and Payment

The Doctorate program has a fixed price for the development of the thesis and its defense. The price includes from the enrollment to the emission of the PhD diploma, once the thesis has been validated by the external jury within the three-year deadline.

In case the doctoral student requires more than three years to complete the thesis, the extension will have an added value.

- The fixed price of the doctorate program includes:
- The enrollment and the registry of the doctoral student
- The assessment and support of the program administration
- The usual services of the students of UFM: customer service, use of the general facilities, library, internet. . . excluding the parking lot that has an additional cost.
- Any academic activity organized by UFM to which the students from the university have free access.

The Doctorate program will inform the doctoral students of talks, round tables, conferences and similar that hold a relation with the subject of investigation. In case, these activities have an extra cost, the Doctorate program will inform the doctoral student of the price.

The honorarium of the tutor

- Any other cost derived from the relation with the advising team as long as this corresponds to the development of the thesis
- The orthographical revision of the thesis
- The internal defense of the thesis
- The final presentation of the thesis before the external jury
- The emission of the PhD diploma, once the thesis has been approved by the external jury

This fixed price does not include:

- The graduation ceremony, which is voluntary
- Any other mandatory courses that the doctoral student would have to take as a requirement for the program beyond the development and defense of the thesis (the philosophy of freedom courses, research methodology and other specific courses).
- Any other activity offered by the UFM, not included in the previously described above, that have an additional cost

The cost of the Doctorate program for 2017 is \$12,000.00, during three years starting at the moment of enrollment. The payment can be done in the following way: 20% registration fee (nonrefundable). The rest in 3 annuities or 36 monthly installments. The exchange rate, in case payment is done in currency other than the dollar, will be subject to the daily exchange rate.

In case the doctoral student exceeds the three-year deadline, the fourth year (which begins on day 1096 after enrollment), will have a 20% increase. This increase represents 20% more than one third of the total expected payment.

For example, one third of \$12,000.00 is \$4,000.00; the cost of the fourth year will be \$4,000.00 + 20% =

\$4800.00. The cost of a fifth year will be 40% more than one third of the expected price. The cost of a sixth year will have an increase of 60% and so forth.

The rates of the Escuela de Posgrado will apply to the freedom of philosophy and research methodology courses.

For 2017, the four freedom of philosophy courses, with a ratio of 1.5 UMA's per course, cost Q1,800.00 per UMA.

The total cost of these courses is Q10,800.00
For 2017, the three research methodology courses, with a ratio of 2 UMA's per course, cost Q1,700.00 per UMA. The total cost of these courses is Q10,200.00.

The rates of each school will apply to any specific courses.

The general rates should be consulted for the other costs (parking lot, graduation ceremony).

These prices can vary without prior notice.

Open Pensum

The doctoral program at Universidad Francisco Marroquín is organized in a personalized way for each doctoral student, therefore each student will have an individualized pensum.

The pensum will be established taking as a starting point the academic overview of each doctoral student and the thesis that the student plans to pursue.

The Philosophy of Freedom

As future doctors from Universidad Francisco Marroquín, all doctoral students must take the philosophy of freedom courses that are a distinctive characteristic of the university (6 UMAs). The Unidad de Mérito Académico (UMA) is equivalent to 18 class periods, 50 minutes each. The mission of the UFM is the teaching and diffusion of the ethical, legal and economic principles of a society of free and responsible people. The philosophy of freedom courses guarantee that all doctors at UFM conclude the doctorate knowing these principles which the university seeks to promote through its mission and application to the doctoral investigation.

For UFM alumni, course equivalences will be done, as the philosophy of freedom courses are a requirement also for students pursuing a BA or a Master's Degree at the university.

Similarly, course equivalences will be done for OMMA alumni, who have also taken these courses upon studying the Master's Degree.

Therefore, for all students that have not graduated from UFM or OMMA the philosophy of freedom courses are a requirement.

Research Capacity

In second place, the doctoral student must be able to show research capacity. This competence will have been obtained when writing a thesis for a Master's Degree or if the doctoral student has a proven investigative trajectory, for example, a long series of published articles in scientific magazines.

In case no research capacity is available, the doctoral student must take courses in investigative methodology (6 UMA's). These courses are common in all disciplines that cover the doctorate program as they center essentially in explaining what the scientific method consists of, how to take advantage of information and communication technology to perform an investigation and how to conduct academic reasoning.

Specific Courses

Once at UFM, the level of knowledge on the proposed thesis subject will be evaluated. In this evaluation, the doctoral committee will take into consideration the student's academic history, research background and professional trajectory.

If case the doctoral student lacks certain competencies, a series of specific courses on the topic of investigation must be taken. These courses will be conducted by the department or faculty associated to the subject.

However, the workload, more than the specific courses will be established over the advising network that the tutor will construct with the doctoral student.

Traditionally, the doctorate programs have an array of years a priori in which the doctoral student must take a series of courses on a specific subject that is shared with other doctoral students. These courses, hold great academic quality but have two main disadvantages:

- -the doctorate student drafts a thesis in a fairway manner regarding the doctorate courses rather than by particular interests
- -the courses, although related in way to the topic that will be developed may imply an intellectual cost that will have negative repercussions on the drafting of the thesis.

That is why, the doctorate program at UFM proposes in some few cases that the doctoral student completes the program with specific courses, however, most importantly the drafting of the thesis must be supported by the constant interaction between the doctoral student and the worldwide advising team in charge of the investigation that is being developed.

The doctoral thesis

Each doctoral student's pensum is completed (and structured) with the development and defense of the doctoral thesis.

In the section *What is the Doctorate Program?* and the subsection *The Doctoral Thesis* more information is offered about the thesis' objectives and formats.

Thesis Chronogram

The doctorate program is to be carried out in a three-year period.

During this time, the doctoral student must take the doctorate's required courses (as is explained in the section *Open Pensum*) and draft and defend the doctoral thesis.

The process prior to enrollment

Before starting the three-year program, the doctoral candidate must hold an interview with the doctorate's administration at UFM.

During these first encounters, the tentative pensum will be established and the subject to be developed will be defined. Once the general theme is vested, the search for the adequate and possible tutor or tutors will begin and the most competent one will be confirmed in accordance with the doctoral student.

The doctoral student and the proposed tutor will meet to define the subject of investigation. Subsequently, the student's enrollment in the doctorate program will take place. From then on, the three-year time lapse to draft the thesis will begin.

The doctorate student can enroll into the thesis program at any time. Registration is not tied to the usual enrollments of the academic year done each semester or trimester. The three-year doctorate calendar is distinctive of the program and each doctoral student will follow a different chronological agenda. For example, a doctoral student that has enrolled on April 1st 2017 must have concluded the thesis process before March 31st 2020.

The thesis project

From the moment of enrollment and subsequently during a maximum six-month deadline the student must present the thesis project to the tutor.

The thesis project, between 10 to 50 pages long, must clearly define the thesis' topic, the methodology and sources that will be applied to solve the investigation, as well as the work schedule.

This document does not require a passing grade in order

for the process to continue. It simply, allows the doctoral student to know if the thesis project is well under way or if there are certain issues that must be reconsidered: the process is taking too long, the thesis topic is not well defined, the sources remain unknown...

Traditionally, the doctoral students had to present a preliminary draft before writing the thesis. The doctorate program at UFM considers that the preliminary draft (very similar to the project that must be submitted during the sixth month period) done before enrollment, in the absence of a tutor and without the rest of the services the university offers, can produce a document that has demanded a great investment of time and work on behalf of the doctoral student without a valid result.

For that reason, the program considers more reasonable to have the draft done when the doctoral student is already engaged in the project with all the possible resources at hand.

Once again, the project does not require a passing grade to keep moving forward with the thesis. It merely permits the doctoral student and tutor to evaluate the progress of the investigation and discover the possible gaps that need to be filled out.

Mandatory courses

If the doctoral student requires methodology courses the program recommends that these are taken during the first year of the thesis project.

If the doctoral student requires the philosophy of freedom courses the program recommends that these are taken before concluding the second year of the thesis project.

If the doctoral student has to take other specific courses the program recommends that these are taken before concluding the second year of the thesis project. In this way, the third year of the program will be used to write the final draft of the thesis.

Thesis Presentation and Defense

After the maximum deadline of 1095 days, the doctoral student must have concluded and submitted the thesis. The document in digital form must be turned into the Ludwig von Mises Library at UFM where the thesis will be open for query.

Upon submission, the tutor must inform the Doctorate's administration. The administration will cross check with the Library that the thesis has been turned in.

After this confirmation and in less than 24 hours, an announcement will be posted on social media to all the members of UFM notifying that the thesis has been delivered and is open for consultation.

At this moment the thesis will be forwarded to three PhD revisers designated by UFM. Each reviser will evaluate the thesis and prepare an individual report.

Thirty days later, on the first business day, the revisers will send out their evaluations communicating if the thesis is: apt for presentation before the external jury, apt with corrections or not apt. For the thesis to be apt, the three revisers have to agree unanimously.

The program's administration will communicate the revisers' resolution to the doctoral student. If the thesis has been considered apt by the revisers and no corrections are needed, the final document will be sent to the external jury who will have twenty-one days to read and evaluate the thesis. Consequently, on the first business day, the thesis exam will take place before the external jury who at the end will decide if the thesis has been approved and the doctor's degree can be conferred to the doctoral student.

If the thesis has been considered apt with corrections, the doctoral student will have a 10-day time frame to make the corrections and present the new document that will be sent to the external jury. From then on, after a second 30-day period, on the first business day, the thesis exam will take place before the external jury. The external jury will decide to validate the thesis or not. If the thesis is validated, the PhD title can be conferred. If the revisers have not validated the thesis, the doctoral student, tutor and the program's administration must establish new deadlines to make the necessary changes, improvements and corrections, if this were the case, and continue with its defense.

If the external jury does not validate the thesis, the doctoral student will be invited to begin a new thesis project if still interested.

Once the degree has been conferred, the new doctor can be a participant in the next graduation ceremony that the UFM holds, although it is not necessary to participate in the commencement exercises to obtain the accreditation diploma.

What happens if the doctoral student has not concluded the thesis within the three-year deadline?

Upon writing the thesis, the doctoral student must honor the 1095-day deadline.

The doctoral student must be conscious of the magnitude the thesis project withholds. A common risk is to pursue an extremely ambitious investigation that surpasses the three-year calendar.

A second risk is the personal contingencies the doctoral student is subject to in everyday life, which can subtract valuable time from drafting the thesis and prolong its conclusion.

Same wise, unexpected situations can arise that may alter the chronogram; the annulment of the thesis by the revisers or that the doctoral student simply runs out of time.

A well written doctoral thesis of great quality can be achieved in three years. But if any of the circumstances described above were to happen, the program can evaluate the possibility of extending the time of submission to a fourth, fifth and even a sixth year.

In any case, at the moment of applying for an extension the doctoral student must consider the following:

- -the deferral must be requested by the doctoral student
- -the tutor will be required to give an opinion in reference to the request for deferral
- -the deferral must be approved by the Doctorate

Committee, who can dismiss it

- -in any case, the payment for the doctorate program for an additional fourth, fifth or sixth year, will be superior to the payment done during the first three years of the program

Please note that a thesis that has been adjourned or annulled by the external jury is not entitled to any extension. The doctoral student must begin a new process to obtain the degree.

Thesis Defense

When the doctoral student considers that the thesis has been concluded, its defense can begin. All communications will be made via email to all the people that have participated in the drafting and advising of the thesis project during the three-year time period.

Thesis Submittal

To initiate the process of defense, the doctoral student must inform the tutor of the conclusion of the thesis and the desire to submit the project. The tutor will inform the Doctorate's administration that the thesis has been completed and the selection of the revisers and external jury will begin. The tutor can come forward with this information various weeks in advance so as to have enough time to organize the juries. In either case, the minimum period will be ten business days before the doctoral student proceeds with the thesis submittal.

The revisers and external jury will be formed and assembled by the Doctorate's Committee. The tutor can express opinion over the members of the jury, although this opinion is non-binding. After the tutor informs the Doctorate Program of the intention of the doctoral student to defend the thesis, the tutee will submit the

thesis in digital form to the Ludwig von Mises Library at UFM, preferably in PDF format. The library will post the thesis on its webpage so that it can be open for consultation by whoever is interested.

On the day the doctoral student submits the thesis, the tutor will communicate this information to the program's administration and attach the following:

- -copy of the thesis in digital form
- -an evaluation report on behalf of the tutor on the standard quality of the thesis. It is not necessary for the tutor to present a favorable opinion of the thesis.

The program administration will confirm the submittal of the thesis with the Library. Then in a time limit no superior to 24 hours, the UFM will communicate through social media that the thesis has been submitted and is available for query.

The consultation period will extend during 30 days. If any lecturer wants to comment over the content of the thesis an email can be sent to doctorado@ufm.edu. These emails will be made known to the revisers that will evaluate the thesis.

The tutor and tutee are invited to promulgate through other personal means the submittal of the thesis in order to achieve the amplest scientific critique.

During the 30 days of submittal, additionally the Doctorate program will verify any signs of plagiarism through the appropriate software.

Thesis Review

The thesis review will be done by three PhD revisers assigned by UFM who anonymously will prepare an individual report.

The revisers will have been previously selected by the Doctorate's Committee and will have received a digital copy of the thesis, for reading and review after its submittal in the Library.

After 30 days, on the first business day, the final report will be sent to the program administration who will communicate the result to the doctoral student.

The ruling of the revisers can be:

- -apt, whereby the doctoral student can present the thesis to an external jury. To obtain a passing result, the three jurors have to concur. If one of the jurors differs, the result will be considered not apt.
- -apt with corrections. In this case, the doctoral student will be notified of the corrections that need to be made so that the thesis can be presented to the external jury.

The doctoral student will have 10 days to make these corrections.

- -not apt, whereby the doctoral student will not be able to continue with the process and the defense of the thesis. In this case, the jury will explain the reasons for the decision so that the tutor and the doctoral student can make the necessary changes and the thesis can be resubmitted to the revisers. However, the doctoral student must be aware of the doctorate program deadline. In case of exceeding the three-year time limit the doctoral student can ask for an extension to the Doctorate Committee. The "not apt" ruling can trigger the need for an extension.

Once the corrections have been made to proceed with a new defense of the thesis, the process must restart (submittal, communication through social media, invitation of the revisers). In case the defense of the thesis must be repeated before the revisers, the members can remain the same or suffer a change. This decision will be up to the Doctorate Committee.

- -annulled, when the jury has detected plagiarism of the thesis. Beyond the sanctions foreseen in the internal regulations of the university, the doctoral student accused of plagiarism will not be able to continue with the thesis project or obtain the doctorate's degree from Universidad Francisco Marroquin.

The external jury

Once the thesis presented by the doctoral student has been validated as apt by the revisers, the next step is to proceed with the defense before the external jury. For this, a new time lapse of 30 days will be established. 30 days after, on the first business day, the external jury will be summoned.

If the thesis has been considered apt with corrections, the doctoral student will have 10 days to make the necessary corrections. After the seven-day time frame, the final document must be turned in and a second 30-day period will open. On the first business day after this period the external jury will be summoned.

This jury will be integrated by 5 doctors, two from the staff at Universidad Francisco Marroquin and three external ones. The revisers can be members of the external jury.

The selection of the jury will be in charge of the Doctorate's Committee and will begin at the moment the tutor informs that the doctoral student will proceed to submit the thesis. Once the thesis has been validated by the revisers, the members previously selected (and that have already accepted the proposal) will receive a digital copy of the thesis.

On the day of the final defense, the eldest doctor will act as the president of the jury organizing the examination. The youngest doctor will serve as the secretary of the jury and will be in charge of drafting the minutes that will show the final verdict, as well as any other observations the jurors wish to record.

In the final defense, in addition to the five members of the jury, the doctoral student, the tutor and a representative from the Doctorate's program will be present. The representative from the Doctorate's program will only intervene if the jury requests an administrative clarification.

In case one of the members of the jury cannot be physically present in the room, a videoconference will be set up.

The final defense of the thesis will be open to the public. Besides the members that have been mentioned before, anyone interested in witnessing the hearing is welcome.

Before beginning with the final presentation, the doctoral student can introduce an addendum with all the corrections the internal jury has indicated after receiving the apt ruling. This addendum will be submitted in written form to every member of the jury.

From then on, the doctoral student will have 45 minutes, maximum time, to defend the thesis, relying on any form of audiovisual equipment and software.

At the end of the presentation, the members of the jury will carry out their questions and comments. Once that the intervention has concluded, the doctoral student can respond.

Finishing the debate between the doctoral student and the jury, the president can invite any other doctor present in the room to participate.

Finally, if desired, the tutor and tutee can take the stand. After the discussion, the audience, with the exception of the five members of the jury, will retire so that the jurors can determine the ruling. This verdict will be reached by simple majority. The secretary will write the minutes with the final decision including any additional comments considered relevant.

All the members of the jury will sign the minutes. In case one of the members is not present, an email must be sent to academicdoctorado@ufm.edu the acceptance of the verdict.

The scores can be:

- -outstanding, when the majority of the jury considers that the thesis meets all the merits necessary to obtain the Doctorate Degree from Universidad Francisco Marroquin.

- -outstanding with honors, when the majority of the members of the jury considers that the thesis not only meets all the requirements to obtain the Doctorate's Degree but in addition is of exceptional academic quality.
- -suspended, which means that the doctoral student cannot receive the Doctorate's Degree and must start with a new thesis project if desired.

The decision of the external jury is not subject of appeal. The doctoral students that have passed can request the immediate issuance of the certificate degree through the Doctorate Program. This administrative process can delay up to fourteen weeks.

On the other hand, if the new doctorate wishes to receive the certificate degree in the graduation ceremony at Universidad Francisco Marroquin, the next commencement date should be taken into account.

Presentiality

The Doctorate program at Universidad Francisco Marroquin is conceived so that it can be developed in any part of the world, without the physical presence of the doctoral student at the main campus at UFM.

As a result, the initial interview, tutoring, assessments and the research methodology can be done through the use of email, chats, videoconferencing (in the case of the defenses, internal and external videoconferencing is the only alternative to the physical presence of the tutor).

Moreover, the freedom of philosophy or research methodology courses can be taken virtually, without the presence of the doctoral student on site and at different timetables.

However, it is important to understand that a great deal of the university experience and therefore the doctoral one, will be acquired by sharing physical space with the people that are involved in the investigation.

Although the Doctorate program guarantees the possibility of remote connections for the particular activities of the program (tutoring, assessments, defense of the thesis, required courses...) it cannot guarantee the same connection for many other complementary activities (conferences, talks, seminars).

As a result, the elaboration of a doctoral thesis does not demand the physical presence of the doctoral student at the UFM campus. The doctoral student can develop the essential activities linked to the thesis from any place in the world. However, all the doctoral students are strongly invited to make use of all the multiple resources, overall, the academics and professionals at the UFM campus.

Conflict Resolution

Through the development of the thesis, academic inconveniences may arise. For example: a disagreement between the tutor and the doctoral student, or the rejection of the doctoral student to the decision of the internal jury.

Those disagreements that do not violate the guidelines of Universidad Francisco Marroquin will be resolved through the following procedure:

- -in case a problem arises before the defense of the thesis, in first instance the program administration will be called upon. In case there is no conflict resolution, the case will be submitted to the Doctorate Committee. If still no resolution is given, the program will appeal to the authority of the dean.
- -in case the problem is derived from the revision of the thesis, in first instance, the Doctorate Committee will be called upon. In case there is no conflict resolution, the program will appeal to the authority of the dean.
- -the decision that the external jury is not subject to appeal.

How to Choose a Tutor

The tutor is the person that will advise the thesis during its development. This follow up task implies not only the methodological support to the doctoral student, but the creation of a network of specialized advisers in the subject of investigation.

As a result, the tutor should master the subject of investigation and have the capacity to counsel. From there, the selection of the tutor is key to the success of the thesis.

The doctoral student must agree to work with the tutor and vice versa.

For the selection of the tutor, the following three possibilities are considered:

- The doctoral student proposes the name of the tutor. The Doctorate Commission validates the proposal and requests the commitment of the tutor.
- The Doctorate Commission proposes the tutor. The tutor is accepted by the doctoral student and requests the commitment of the tutor.
- The tutor commits to advising the doctoral student. The doctoral student accepts and the Doctorate Commission validates the proposal.

This is not an automatic process. Most of the time, regardless of where the proposal comes from, it will be necessary for the tutor and the doctoral student to establish a long talk and tune in academic interests.

The tutor should then consider personal capacity and availability to assess the doctoral student.

Once again, there are no time frames for the selection of the tutor. However, this selection must have concluded before the enrollment to the program.

When the enrollment is finished, a written letter must be presented in which the doctoral student and the tutor define the subject of investigation and the tutor agrees to accompany the tutee for the next three years. All this must be in accordance to the guidelines in the tutor's pedagogical guide from UFM.

It may occur, that during that time lapse, the academic relation between the tutor and the doctoral student terminates.

This breakup must be analyzed by the Doctorate Commission to evaluate any infringements of university guidelines.

If no infringements have occurred, the Doctorate program will consider another tutor that matches the academic interests of the doctoral student.

Joint Tutoring

It is possible for the doctoral student to have more than one tutor for the thesis.

This situation can arise in two particular cases:

- Regarding, double doctorates, when an agreement has been signed by the UFM and another university. In this case, each university will provide a tutor. For more information on double doctorates, consult the section What is the Doctorate Program?
- The second, is when the complexity of the thesis requires more than one tutor. More than two tutors can be considered, one being the head tutor and the other two, co-tutors. At the beginning of the thesis, the attributions of each one should be defined. The head tutor will be in charge of guaranteeing the continuous follow up of the thesis. The co-tutors will focus on content issues.

The Doctorate Commission in agreement with the doctoral student will evaluate the need for joint tutoring.

The selection of tutors will follow the established process. It may be possible that the co-tutor joins the team once the investigation has begun. If that were the case, the selection procedure will not change, only the work time frame of the co-tutor.

In either case, before posing the possibility of joint tutoring, it is important to consider the advising team, specialists that support the doctoral student in specific and particular subjects, without there being a

continuous relation as maintained between the tutor and doctoral student.

In most cases, a prolonged investigation with an external advisor can substitute the need for a co-tutor.

In consideration, one of the fundamental tasks of the tutor is to establish a network of external advisors for the doctoral student.



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