

DOCTORAL PROGRAM GUIDELINE



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UFM
UNIVERSIDAD
FRANCISCO
MARROQUÍN

PROGRAMA de
DOCTORADO

CENTRO HENRY HAZLITT

Program Overview

Centro Henry Hazlitt's PhD program at Universidad Francisco Marroquín, is the pathway offered to students to obtain the doctoral degree, the last and preeminent academic degree that 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 related to the investigation that will be developed.

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

In no case, the doctorate at UFM is a professional degree that offers determined competences for the practice of a career that demands specific university training. Again, it is a research doctorate that validates the candidate who obtains it as a qualified scientific researcher.

The doctorate is considered as an intellectual enrichment of 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 may offer the doctoral student an improvement in the professional field, access to certain employment opportunities or grant social recognition. But for Universidad Francisco Marroquín it is the best way for our most valuable researchers to make a broad and deep reflection from their knowledge, experiences and skills on the ability of individuals to act in a free and responsible manner.

The doctorate can be the beginning of a career as a researcher, another stage in that career or its colophon. But overall, it is a moment for self-evaluation and self-awareness of the real capacity an individual has to construct and improve the knowledge of liberty.

The PhD program at UFM offers the academic-administrative-legal framework to qualify for a doctoral degree. To obtain this degree, the doctoral student may have to surpass a series of academic requirements, different in each particular case. Additionally, every student will have to defend and approve a doctoral thesis.

For this, the doctoral program, besides offering the resources to master the academic requirements that may come forward, will guarantee that the doctoral student has a tutor who keeps a constant follow-up of the thesis elaboration process. Furthermore, the tutor will put the doctoral student in contact with an assessment team and specialists who will serve as advisors to the investigation. In the traditional model beforehand, the doctoral student had to carry out several years of doctoral study undertaking several courses regarding the thesis topic. The new PhD program considers that it is more important to introduce the doctoral student to a group of specialists who 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 be useful to the doctoral student. In this sense, the PhD program guarantees the doctoral students a personalized and close follow-up while writing the thesis.

The PhD program is formed by:

1. The program Director, as part of Centro Henry Hazlitt, and personnel that is in charge of the doctoral student's individualized monitoring (from the academic and administrative point of view), with the support and mentorship of the assigned tutor.
2. The Doctoral Commission formed by the program Director (or the person to whom he/she delegates), and the dean or director (or the person to whom he/she delegates) of the department to which the research paper belongs to. This commission will give its opinion on the proposed subject, advise on the possible tutor that will accompany the investigation, ensure the quality of any alternative thesis formats,

and guarantee the validity of the thesis defense process.

Both the director and members of the Doctoral Commission are doctors.

Doctoral Thesis

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

The doctoral thesis is the result of an original scientific investigation developed by the doctoral student regarding all academic disciplines 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 improves the knowledge, teaching and diffusion of the ethical, legal and economic principles of a society of free and responsible people.

The thesis builds knowledge, a knowledge that must aspire to strengthen the freedom of human beings.

The thesis can be written in Spanish or English (except in the case of a thesis in philology or translation requiring a particular language).

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

The doctoral thesis will be elaborated, ideally during a three-year period. During the first six months a thesis project will be presented.

Initially, the doctoral student was required to write a preliminary draft. However, at UFM, we are committed

to presenting the thesis project when the doctoral investigation has already begun and the support and mentorship of the tutor is confirmed.

For more complete information on what is expected of the 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 passed, this book is still the most enjoyable text the doctoral student can read before writing the doctoral thesis. The book highlights how to start the investigation, the different formats that are available (monographic, panoramic, theoretical, historical, experimental...) and above all, the aspired final result.

Thesis Models

Along with the traditional model of a 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, a bibliographical revision of the subject matter, the development of the investigation and conclusions, the thesis can be presented in three additional formats:

1. Compendium of Articles

In this modality, the doctoral student compiles three theme-related articles. These articles must have been published or have been accepted for publication during the three-year doctoral enrollment period. That is, none of the three articles may have been published or accepted for publication before the doctoral student has registered in the PhD program. All three articles must have been published or accepted for publication before the end of the third year.

The doctoral student must be the sole or main author of the three articles that will be accepted. In order to be recognized as the leading author, the rest of the authors must attest to this in writing. These articles must have been published or accepted for publication in any magazine included in the index of the Journal of Citation Reports (JCR).

At the beginning of the doctoral process, the PhD

student presents the research that has been developed or will be developed to the tutor and explains the intention of writing the thesis as a compendium of articles. The tutor verifies the coherence between the three papers (the common thread between them) and if validated, the doctoral student turns the proposal into a thesis project before six months.

From there, the doctoral student will have two and a half years to conclude the drafting and publication (or acceptance of publication) of the three articles.

When presenting the doctoral thesis, the PhD student must write an introductory text that explains the relation between the three articles. Next, the articles will be inserted and finally the concluding points will summarize the progress that has been made in each of these three articles.

From there, the defense process will be similar to that of a traditional thesis.

In some universities the magazine indexes are different (than those of the JCR) or accept instead of three articles, three chapters of books published in prestigious publishing houses, with the condition that the doctoral student is the sole and main author. When choosing this model of compendium of articles, the doctoral student must submit the proposal to the Doctoral Commission justifying the validity of the other indexes or publishers. The proposal must be endorsed by the tutor and approved by the Doctoral Commission.

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 between them, whereas in the second option, a poorly reasoned justification can lead to rejection on behalf of the Commission.

2. Patent development

3. Software development

Double Doctorate

Those doctoral students who are interested in doing a

double doctorate with Universidad Francisco Marroquín and with any other university in the world, may request the creation of a joint custody agreement, as long as the research topic falls within the disciplines of UFM.

The agreement will be personalized and unique for each doctoral student:

The agreement must specify:

- The name of the doctoral student.
- The thesis proposal.
- The name of the tutors at UFM and the second university that will co-tutor the project.
- The discipline within the doctoral program at UFM to which the doctoral student will be assigned.
- The doctoral program of the second university to which the doctoral student will be assigned.

The doctoral student must meet all the academic requirements in both universities and formalize the enrollment. To do so, the doctoral candidate must pay the entire doctoral program at the original university and may have to pay administrative fees at the second university.

In case the doctoral program includes academic requirements beyond those related to writing and defense of the thesis, like the philosophy of freedom courses at UFM, these courses will have an additional cost.

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

While writing the thesis, originally three years, the doctoral student is not obliged to be physically present at UFM. However, the doctoral student must establish the most convenient type of follow-up sessions with the tutor (in person, email, chat, or videoconference...). On the other hand, the second university could require the physical presence of the doctoral student, without detriment to the monitoring previously established from UFM.

The thesis will be written out in the language agreed to

in each case, either English or Spanish.

If the doctoral student conducts a physical stay at UFM, he/she must personally carry out all the procedures necessary to remain in Guatemala, as well as subscribe personal medical and casualty insurance and other civil liabilities.

The evaluation of the thesis will be unique and take place in the student's original university. In case the original university is UFM, the defense will be carried out in Guatemala, following the given process of the doctoral program. In any case, all doctoral students must submit to the usual internal defense procedures in UFM prior to the final defense before the external jury.

The members of the jury for the final defense will be formed by mutual agreement between the two universities.

Once the thesis has been approved, each university will commit to deliver the corresponding doctoral degree, preceding the payment of the established rates.

These arrangements can be modified or canceled by mutual agreement of the parties, or in case of breach of any of the points. If conflicts were to arise, the parties will submit to the Rules of Arbitration of the International Chamber of Commerce, with an arbitrator chosen in accordance to those rules.

Admission Requirements

To qualify for the doctoral program, the doctoral student must have a master's degree.

From there, the doctoral candidate must present the research topic, generic or specific, that will be developed, as well as an academic and professional curriculum.

The presentation of the research topic does not require the preparation of a preliminary draft of the thesis. Simply, the doctoral candidate must explain in one or two paragraphs what the project is, clearly specifying the topic to be analyzed and its spatial and temporal limits.

If the research topic fits within the disciplines of Universidad Francisco Marroquín, the candidate may be considered for the doctoral program. Based on the doctoral student's academic curriculum, the study syllabus is established.

- All doctoral students must take the philosophy of freedom courses inherent of UFM. UFM graduates can make equivalences of these courses. Likewise, OMMA graduates.
- All doctoral students must have research proficiency that may have been acquired through the completion of a master's degree project or through their work, accredited through a series of publications, patents or software developments, as an investigator. If this research competence is not available, research methodology courses must be taken.
- Once the thesis topic is known, the program will evaluate the need to take other specific courses. If the investigation is consistent with the academic or professional career of the doctoral student, those specific courses will not be necessary.

In very particular cases, accumulated professional and academic experience may be an alternative to the master's degree. However, these cases will have to be very well accredited and will be subject to detailed analysis on behalf of the Doctoral Commission. The acceptance to the program through professional and academic validation does not exclude the doctoral student from having to take the philosophy of freedom courses and from having to prove research aptitude.

Admission Process

The doctoral program remains open throughout the entire academic year so the doctoral candidate can enroll at any moment.

When the enrollment has been formalized, the three-year deadline will begin for the completion and defense of the thesis. This precise date marks the starting point of the three-year limit, therefore calendar years are not considered. A doctoral student who enrolls on April 15, 2017 will have until April 14, 2020 to present the thesis.

Thus, candidates interested in the doctoral program at

UFM can refer to the administration at any time during the academic year.

An initial interview will be held in which the future doctoral student will present his/her academic and professional trajectory as well as a tentative thesis topic. The administration, in return, will present the conditions of the program.

From then on, the doctoral candidate must confirm the thesis topic before enrolling. Meanwhile, the Doctoral Commission, formed by a program manager and the dean of the discipline considered, will seek the appropriate tutor for that topic.

There is no time limit to define the thesis topic and to choose the tutor.

The tutor can be proposed by the doctoral student and validated by the Doctoral Commission; proposed by the Doctoral Commission and accepted by the doctoral student; or through consensus between the Doctoral Commission and the doctoral student.

Once the registration is formalized, the doctoral student must present a written statement confirming the thesis topic and the tutor's commitment to follow up on this research during the next three years, according to the guidelines described in the tutor's pedagogical guide.

Prices and Payment

The doctoral program has a fixed price for writing the thesis and for its defense. The price includes the doctoral student's enrollment all the way to the issuance 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 yearly extensions will have an added price.

The fixed price of the doctoral program includes:

- The enrollment and registration of the doctoral student.
- The assessment and support of the program's

administration.

- The usual services of UFM students: student service, use of general facilities, library, internet... parking is excluded. This service has an additional cost.
- Any academic activity organized by UFM to which the students from the university have free access. The doctoral program will promptly inform the doctoral students of those talks, round tables, conferences and similar that are related to the doctoral student's research. In case these activities have an extra cost, the doctoral program will inform the doctoral student of the price.
- The fees of the tutor.
- Any expense derived from the relationship with the advisors as long as this corresponds to the preparation of the doctoral 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 issuance of the PhD degree, once the thesis has been approved by the external jury.

This fixed price does not include:

- The graduation ceremony, which is voluntary.
- Any compulsory course the doctoral student should take beyond the preparation 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 description above, which has an additional cost.

The cost of the doctoral program for 2017 is US\$12,000.00, valid for three years from the time of enrollment.

The payment can be done in the following way: 20% in

tuition (non-refundable). The rest in 3 annuities or 36 monthly installments. The exchange rate, in case payment is done in a currency other than the dollar, will be applied according to the day on which the payment is made.

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 amount foreseen for the three years.

For example, one third of US\$12,000.00 is US\$4,000.00; the cost of the fourth year will be \$4,000.00 + 20% = US\$4,800.00. The cost of a fifth year will be 40% more expensive than one third of the total expected price. The cost of a sixth year will have an increase of 60% and so forth.

The Graduate School's fees will apply to the philosophy of freedom and research methodology courses.

For 2017, the four freedom of philosophy courses, at a rate of 1,5 UMAs per course, have a cost Q1,800.00 per UMA. The total cost of these courses is Q10,800.00

For 2017, the three research methodology courses, at a rate of 2 UMAs per course, have a cost Q1,700.00 per UMA. The total cost of these courses is Q10,200.00.

For any specific courses, the fees of each school should be consulted.

For other costs (parking, graduation ceremony...) UFM's general fees should be consulted.

These prices may vary without prior notice.

Open Curriculum

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

The curriculum will be established on account of the academic overview of each doctoral student and the thesis topic he/she 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 distinctive of the university (6 UMAs). Each *Unidad de Mérito Académico* (UMA) is equivalent to 18 class periods, 50 minutes each.

Let's recall, that the mission of UFM is to study and disseminate the ethical, legal and economic principles of the free society. The philosophy of freedom courses guarantee that all doctors at UFM conclude their doctorate knowing these principles of freedom which the university seeks to promote through its mission and application in the doctoral investigation.

For UFM graduates, course equivalences will be done, as the philosophy of freedom courses are compulsory for obtaining a degree or a master's degree at the university.

In the same way, course equivalences will be done for OMMA graduates, who have also studied these subjects as a requirement for completing a master's degree.

Therefore, the philosophy of freedom courses are compulsory for all those students who have not graduated from UFM or OMMA.

Research Capacity

Secondly, the doctoral student must show research capacity. This competence has been obtained when writing the master's thesis or if the doctoral student has a proven investigative trajectory, for example, a long series of articles published in scientific magazines.

In case there is no research capacity, the doctoral student must take research methodology courses (6 UMA's). These courses are common in all disciplines covered by the doctoral program, as they focus essentially on explaining what the scientific method consists of, how to take advantage of information and communication technologies to carry out an investigation, and how to conduct academic reasoning.

Specific Courses

At this point, the doctoral student's level of knowledge

on the proposed subject will be evaluated. In this evaluation, the Doctoral Commission will take into account the student's academic record, research work and professional trajectory.

If case the doctoral student lacks certain competences, 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 topic of investigation.

However, the academic load, more than on the specific courses, will be established through the network of advisors that the tutor will create with the doctoral student.

Traditionally, the doctoral programs include a series of base years where the doctoral student has to pass a series of subjects on a specific topic. These subjects are shared with other doctoral students.

These courses, which tend to be of high academic quality, usually present two drawbacks:

- The doctoral student writes a thesis based on the path opened by these courses rather than by particular interests.
- These courses, although tangentially related with the topic of investigation, may imply an intellectual cost that will have negative repercussions on the thesis.

For that reason, the program, can propose, in a few cases, to complete the doctoral training with some specific courses, but, above all, the preparation of the thesis should be based on the interaction between the doctoral student and the best specialists, from anywhere in the world, on the subject that is being investigated.

The doctoral thesis

Each doctoral student's curriculum is completed (and articulated) with the preparation and defense of the doctoral thesis.

In the section, *The doctoral thesis*, more information is offered about the objectives and formats of the doctoral thesis.

Thesis Chronogram

The doctorate is to be carried out over a period of three years.

During this time, the doctoral student must complete the necessary doctoral courses (as explained in the Open Curriculum section) and write 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 program Director at UFM.

In those first meetings, the tentative curriculum will be established and the thesis topic will be defined. Once the generic topic is approved, the search for the most suitable tutor will begin.

The doctoral student and the proposed tutor will meet to finalize the research topic. Subsequently, the doctoral student can be enrolled. From this point on, the three-year deadline to write the thesis will begin.

The doctoral student can enroll in the program at any time. Registration is not linked to the academic year where enrollments are done each semester or trimester. The three-year doctoral calendar is personalized and will follow a different chronological agenda. For example, a doctoral student that has enrolled on April 1, 2017 would have to complete his/her thesis process before March 31, 2020.

The thesis project

Within a maximum six-month period from the moment of enrollment, the student must present the thesis project to the tutor.

The thesis project is a document that can vary between 10 to 50 pages long in which the research topic is clearly defined, the methodology and sources to be applied to solve it, 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, doctoral students present a preliminary draft before writing the thesis. The doctoral program at UFM considers that this preliminary draft (very similar to the project that must be submitted during the first six months) done before enrollment, without the support of the tutor or the rest of the services that the university can offer, can produce a document that has required a great investment of time and work for the doctoral student without a really valid result.

Therefore, the program considers more reasonable to have this project when the doctoral student is already working 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 allows the doctoral student and tutor to evaluate the progress of the investigation and discover the possible gaps that need to be filled out.

Compulsory courses

If the doctoral student requires research methodology courses, the program recommends that these be taken during the first year of the thesis.

If the doctoral student requires the philosophy of freedom courses, the program recommends that these be taken before the conclusion of the second year of the thesis.

If the doctoral student requires other specific courses, the program recommends that these be taken before the conclusion of the second year of the thesis.

In this way, the third year of the program will be used exclusively 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 format is delivered to UFM

Library, where, through its webpage, the thesis will be open for consultation by all those specialists who wish to see it.

Upon submission, the tutor must inform the program. The program will cross-check with the Library that the thesis has been turned in.

After this confirmation has been done and within a 24-hour period, a notice will be posted on social media to all members of UFM informing that the thesis has been submitted and is open for consultation. In addition, the thesis will be forwarded to three PhD revisers appointed by UFM. Each reviser will evaluate the thesis and prepare an individual report.

Thirty days later, on the first working 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 will inform the doctoral student and the tutor of the reviser's resolution. 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 thirty days to read and evaluate the thesis. Respectively, on the first working 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 working day, the thesis exam will take place before the external jury. The external jury will decide if the thesis is valid and if the doctor's degree can be conferred to the doctoral student.

If the revisers have not validated the thesis, at the time of invalidation, the doctoral student, tutor and the program must establish new deadlines to change, improve or correct the thesis, if this were the case, and continue with the defense process.

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 will be able to participate in the next graduation ceremony carried out by UFM, although it is not necessary to participate in the graduation ceremony to obtain the accreditation diploma.

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

Since day 1 and while writing the thesis, the doctoral student must organize himself/herself to finish the thesis within the 1095-day deadline.

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

A second problem can come forth when the doctoral student's personal vicissitudes do not allow time to write the thesis, therefore prolonging its conclusion.

Likewise, unforeseen situations can arise that may alter a schedule, the revisers do not validate the thesis or simply, that the doctoral student runs out of time.

A doctoral thesis of great quality can be achieved in three years. But if any of the above-mentioned circumstances were to happen, the program can evaluate the possibility of extending the delivery time 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 Doctoral Commission, who can dismiss it.
- That, in any case, the payment for an additional fourth, fifth or sixth year, will be much higher than the payment made for the first three years of the program.

Please note that a thesis that has been suspended or rejected 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, the defense process can begin. All communications will be made via email to all the people that have participated in the thesis project during the three-year period. The doctoral student should use his/her ufm.edu email. In addition, all correspondence regarding the thesis defense should copy academicdoctorado@ufm.edu.

Thesis Deposit

To start the defense process, the doctoral student must inform the tutor that the thesis has been completed and is ready to be submitted. The tutor will inform the program so the selection of revisers and external jury can begin. The tutor can report this information even several weeks in advance so that there is enough time to organize the juries. In either case, the minimum period will be ten working days before the doctoral student proceeds to deposit the thesis.

The revisers and external jury will be formed and assembled by the Doctoral Commission. The tutor can express opinion over the members of the external jury, although this opinion is not binding.

After the tutor informs the program of the doctoral student's intention to defend the thesis, he/she will deposit the thesis in digital format at UFM Library, preferably in PDF format. The library will post the thesis on in its webpage so that it can be consulted, freely and openly by anyone who is interested.

On the day the deposit is made, the tutor will communicate this information to the program attaching:

- Copy of the thesis in digital format.
- An evaluation report by the tutor on the quality of the thesis. It is not necessary for the tutor to present a favorable opinion of the thesis.

The program will then confirm the deposit with the library and within a 24-hour period communicate through UFM social media that the thesis has been submitted and is available for consultation.

The consultation time will extend during 30 days. If any reader would like to send a comment on the content of the thesis, an email can be sent to doctorado@ufm.edu. These emails will be known by the revisers who will evaluate the thesis.

The tutor and the doctoral student are invited to announce through their personal means the deposit of the thesis in order to achieve the widest possible scientific critique.

During the 30 days of deposit, in addition, the program will verify any signs of plagiarism through the appropriate software.

Thesis Review

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

The revisers will have been previously selected by the Doctoral Commission and will have received a digital copy of the thesis, for reading and review after its deposit in the library.

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

The verdict of the revisers can be:

- Apt, whereby the doctoral student can present the thesis to the external jury. To obtain an apt result, the three jurors have to concur. If one of the jurors disagrees, 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 cannot

continue with the defense process. The program will notify the tutor and doctoral student of the reasons for this decision. Based on these observations the necessary improvements can be made so that the thesis can be resubmitted. However, the doctoral student must consider the program deadline. In case of exceeding the three-year period, the doctoral student can ask the Doctoral Commission for an extension. The "not apt" verdict can cause the need for an extension. Once the corrections have been made, in order to proceed with a new thesis defense, the process must restart (deposit, communication through social media, call for revisers). In case of having to repeat the thesis defense before the revisers, the members can remain the same or differ, as decided by the Doctoral Commission.

- Annulled, when the jury has detected plagiarism in the thesis. Beyond the sanctions provided in the internal regulations of the university, the doctoral student accused of plagiarism will not be able to continue with his/her thesis project nor obtain the doctor's degree from Universidad Francisco Marroquín.

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 30-day period is established. After 30 days, on the first working day, the external jury is convened.

If the thesis was considered apt with corrections, the doctoral student will have 10 days to make these corrections. After this time, the final document is delivered and a second 30-day period begins after which, on the first working day, the external jury is convened.

This jury will be integrated by five doctors, two staff members from Universidad Francisco Marroquín and three external doctors. The members of the external jury may have been revisers.

The selection of the jury will be in charge of the Doctoral Commission and will begin at the moment the tutor informs that the doctoral student will proceed to deposit the thesis. Once the thesis has been validated by the revisers, the previously selected jurors (and who have

accepted the proposal) will receive a digital copy of the thesis.

On the day of the final defense, the oldest doctor will act as the president of the jury, organizing the examination. The youngest doctor will serve as secretary of the jury and will be in charge of writing the minutes where the final verdict will be presented, as well as any other observations the jurors want to record.

The five members of the jury, the doctoral student, the tutor and a representative from the program will be present. The representative from the program will only intervene if the jury needs an administrative clarification.

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

The final defense is open to the public, so in addition to the people mentioned before, all those interested in the defense can attend.

Before beginning the final presentation, the doctoral student can present an addendum to his/her thesis as a result of new and very latest research. This addendum will be submitted in written form to every member of the jury.

From there, the doctoral student will have a maximum of 45 minutes, to defend the thesis, relying on a PowerPoint presentation or similar.

At the end of the presentation, the members of the jury will ask their questions and comments. Once their intervention has concluded, the doctoral student may respond.

After the debate between the doctoral student and the jury has finished, the president of the jury may invite any other doctor in the room to participate.

Finally, if desired, the tutor can take the stand.

After the discussion, the audience, with exception of the jury, will leave, so the verdict can be established. The verdict will be reached by simple majority. The secretary will record the final decision including 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 confirming the verdict.

The scores can be:

- Outstanding, when the majority of the jury considers that the thesis meets all the necessary merits to obtain the doctoral degree from Universidad Francisco Marroquín.
- Outstanding with honors, when all the members of the jury consider that the thesis not only meets the necessary requirements to obtain the doctoral degree, but in addition, the thesis is of exceptional academic quality.
- Suspended, which means that the doctoral student cannot receive the degree, and must start with a new thesis project if desired.

The decision of the external jury is not subject to appeal.

The doctoral students who have passed may immediately request the issuance of their doctoral degree through the program. This administrative process may take up to fourteen weeks.

If, on the other hand, the new doctor wishes to receive his/her degree during the graduation ceremony, the next commencement day should be considered.

Presence

The doctoral program at Universidad Francisco Marroquín is designed so that it can take place from any part of the world, without the physical presence of the doctoral student at the main campus of UFM.

Thus, the initial interview, tutoring, assessments, the review or the final defense can be done through the use of email, chats, or videoconferences (in the case of the external defense, the only alternative to the physical presence is videoconferencing).

In addition, the philosophy of freedom or research methodology courses can be taken virtually, without

physically attending the classroom and at different timetables.

However, it is important to understand that much of the doctoral experience, is acquired by sharing the physical space with those involved in the investigation.

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

Therefore, the program 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 doctoral students are strongly encouraged to take advantage of the multiple resources, and above all, the academics and professionals at the UFM campus.

Conflict Resolution

Throughout the development of the thesis, academic inconveniences may arise. For example: a disagreement between the tutor and the doctoral student, or the doctoral student's rejection to the decision of the revisers.

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

- In case a problem arises before the defense of the thesis, the program administration will be called upon first. If the conflict is not resolved, the case will be submitted to the Doctoral Commission. 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, the Doctoral Commission will be called upon first. In case the conflict is not resolved, the program will appeal to the authority of the dean.
- Remember that the decision of the external jury is not subject to appeal.

How to Choose a Tutor?

The tutor is the person that will guide the thesis during its development. This follow-up work involves not only methodological support for the doctoral student, but also the creation of a network of advisers specialized in the subject of investigation.

The tutor, therefore, must master as much as possible the topic of investigation and have the capacity to counsel.

Hence, 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 Doctoral Commission validates the proposal and requests the commitment of the tutor.
- The Doctoral 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 Doctoral 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 first, for the tutor and the doctoral student to establish a long conversation where academic interests are exposed and second, the tutor's qualifications are verified.

Once again, there are no deadlines for the selection of the tutor. However, this selection must have concluded before the doctoral student's enrollment to the program.

At the time of registration, a letter must be submitted presenting the subject of investigation and the tutor's confirmation to follow up on the thesis for the next three

years.

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

This breakup will have to be analyzed by the Doctoral Commission to evaluate any infringements of university guidelines.

If none have occurred, the 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 a second university. In this case, each university will provide its own tutor.
- 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 more on content issues.

The Doctoral Commission in agreement with the doctoral student will evaluate the need for joint tutoring. The selection of tutors will follow the established process. It is 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 starting time of the co-tutor.

In any case, before raising the possibility of joint tutoring, it is important to consider the advising team, specialists who support the doctoral student in specific and particular subjects, without the need for a continuous relationship similar to the one between the tutor and doctoral student.

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

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



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