

SCHEDULE OF COURSES 2023-2024

Requirements:

- **Complementos de Formación (CF) (Research methods I and Methods II):** compulsory for first-year students that have not completed a MRes prior to the Ph.D.
- **Actividades Formativas (Focused courses, AF):** there are two types of AF. (1) offered by the Faculty of Business–CETIS programme¹ -; (2) offered by the University-International Ph.D. School-. AF are short, focused courses (btw 10-30 hours). It is compulsory to do 6 CETIS AF during the PhD. SEE THE GUIDE AF. ENHANCE YOUR TRAINING FOR A COMPREHENSIVE LIST OF AF OFFERED IN THE UNIVERSITY. To be allowed to proceed to the viva, you need to have completed 6 AF, excluding the compulsory one offered by the EID (Investigación en Comillas). You can take AF several times, but a protracted course will only count as one AF towards the 6. The only exception is the AF Planteamiento de una tesis doctoral/Advances in Business and Management Research that can be taken every year and will count towards the 6 as its content changes yearly. **REMEMBER THAT IF YOU WANT TO DO AN AF OFFERED BY ANOTHER PROGRAMME YOU SHOULD FOLLOW THE NEW PROCEDURE. SEE GUIDE DOC AF. ENHANCE YOUR TRAINING.** This doc also explains how to enrol in the AF offered by Deusto/IQS and how to record these activities in your portfolio.

All AF elective except for these three that are compulsory and should be done during the first year

- **AF-Ética e Investigación/Ethics in Research(10h) and Critical Thinking (10 hours):** compulsory for first year students (exceptionally could be done in the second year, if the supervisor approves it).
- **AF- Doctorado e Investigación Científica en Comillas (20h).** Doctorado e Investigación Científica en Comillas is offered in Spanish only.

Requisites:

- Full-time students: compulsory to do 2 AF every year.
- Part-time students: compulsory to attend at least 1 AF every year, except the first year where they have to do the two compulsory AF mentioned above.

This arrangement is flexible and if you do 3 AF one year, you can do only one the following year.

- **Seminarios de Investigación or Research seminars:** held twice a year following a multi-track conference format. **Each track is made equal to a research seminar.** From the second year onwards, students are required to present a paper (or part of a paper) based on their research. Concurrently, students will be asked to review other students' work. CANDIDATES HAVING SUBMITTED THE DISSERTATION FOR ASSESSMENT (I.E. THE FIRST STAGE IN THE PROCESS-TO-DEFENCE) ARE EXEMPTED TO PRESENT OR PARTICIPATE IN THE RESEARCH SEMINARS.

	Attendance only	Presentation
First-year, full-time students	3 RS	-
First-year, part-time students	2 RS	-
Full-time students (yearly)	2 RS	1RS
Part-time students (yearly)	1RS	1 RS

- **Conference paper:** it is required to have at least a CP accepted and presented in an international, relevant conference in order to be granted authorization to do the viva.
- **International stays: to be granted the AF international stay, students must stay** at least 2-week long in another university. Other international activities that can be taken into account in the portfolio are: courses in other universities, cooperation with researchers from other countries, cosupervisions, attendance to Doctoral Colloquium, Participation in the PhD International Seminar Series, etc. **Bear in mind that the Mención Internacional demands a minimum of 12-week stay**
- **Papers:** it is required to have at least a paper accepted for publication. Only journals indexed in Journal Citation Reports (JCR, Science, Social Science or Arts and Humanities-NOT EMERGING-) or Scimago Journal Rank (SJR) in any quartile are accepted as valid merits.

¹ SEE THE GUIDE DOC ENHANCE YOUR TRAINING FOR A COMPLETE CATALOGUE OF AF OFFERED BY THE EID.

Colour coding for easy location of information

Yellow	Purple	Dark blue	Blue	Grey	Green	Red
Complementos de formación (CF) courses and assessment deadlines. ONLY FOR 1 ST YEAR STUDENTS	AF FOR 1 ST YEAR STUDENTS AF-EID AF Ethics in research AF Critical thinking	AF for 2 nd year onwards	Assessment deadlines for students	Deadlines for AC and for supervisors	Annual research seminar	Other activities

September 2023.....	4
October 2023	6
November 2023.....	11
December 2023.....	14
January 2024.....	17
February 2024.....	19
March 2024	21
April 2024.....	23
May 2024.....	25
June 2024	28
July 2024.....	30

July 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 3rd July-2nd September: open period to ask for a suspension from the programme. Open period to ask for a change in dedication (Full Time or Part Time).	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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September 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8 12.00 Welcoming day for new students O306 15.30-18.30 O-306 CF Methods II. (Mamen Valor) Module 1. Lesson 1. Introduction to scientific inquiry.	9	10
11	12	13 16.30-19.30 O-306 CF Methods II. (Mamen Valor) Module 1. Lesson 2. Epistemology: approaches to scientific inquiry	14 16.30-19.30 O-306 CF Methods I. (Mamen Valor) Module 1. Lesson 1. Approaches to the study of causation	15 16.00-19.00 O-306 CF Methods I. (Isabel Carrero). Scientific documents structure, Systematic Search	16	17
18	19	20 16.30-19.30 O-306 CF Methods I (Mamen Valor). Module 1. Lesson 2. Design of a quantitative study (constructs, relationships, reliability and validity)	21 16:30-20.30 002 Computer lab. CF Methods I (Paolo Saona) Topic I & II: Research Process & Sampling Techniques	22 16:00-19:00 O-306 CF Methods I. (Isabel Carrero) Scientific Databases, Scientific Quality Criteria	23	24

25	26	<p>27</p> <p>16.30-19.30 O-306 CF Methods II. (Amparo Merino) Module 3. Lesson 1. Qualitative designs. Study of conscience</p>	<p>28</p> <p>16.00-19.30 002 computer lab. CF Methods I (Paolo Saona) Topic III: Questionnaire Design</p> <p>TBC 19:00 a 21:00 AF-EID- Doctorado e Investigación Científica en Comillas. Sesión 1: La investigación en una universidad de la Compañía de Jesús (Pedro Linares) <u>Sala de Reuniones de Collaborate</u></p>	<p>29</p> <p>16:00-19:00 O-306 CF Methods I. (Isabel Carrero). Literature Reviews I</p> <p>DEADLINE TO SEND THE ANNUAL TRAINING PLAN IN THE CORRESPONDING MOODLE TASK. ALL STUDENTS 2ND YEAR ONWARDS</p>	30	
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October 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	3	4	5	6	7	8
		<p>16.30-19.30 O-306 CF Methods II (Mamen Valor). Module 3. Lesson 1. Qualitative designs. Study of processes</p>	<p>16.00-19.00 O-306 CF Methods II (Amparo Merino), Module 3. Lesson 1. Qualitative designs. Study of discourse</p> <p>TBC 19:00 a 21:00 AF EID- Doctorado e Investigación Científica en Comillas. Sesión 2: El proceso de Investigación. (Carmen Valor) 1st YEAR STUDENTS <u>Sala de Reuniones de</u> <u>Collaborate</u></p> <p>14.30-16.30 AF Advances in Business and Management research Henar Alcalde (DBS). Advances in business innovation management research. ONLINE COLLABORATE INSERT LINK</p>	<p>15:00-18:0 O-306 CF Methods I. (Isabel Carrero). Literature reviews II 18:00-21:00 O-306 CF Methods I. (Isabel Carrero). Citing and referencing</p>		

9	10	11 16.30-19.30 O-306 CF Methods II (Amparo Merino), Module 3. Lesson 1. Post-structuralist approaches	12 NATIONAL HOLIDAY	13 UNIVERSITY HOLIDAY	14	15
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16	17	<p>16.30-19.30 O-306 CF Methods II (Mamen Valor), Module 3. Lesson 1. Qualitative designs. Study of practices</p> <p>16:30-19 002 AF Diff-in-diff regression (Riccardo Ciacci)</p>	<p>16.00-19.3 O-306 CF Methods II (Mamen Valor), Module 3. Lesson 1. Qualitative designs. Content Analysis</p> <p>TBC 19:00 - 21:00 AF EID- Doctorado e Investigación Científica en Comillas. Sesión 3: Ética de la investigación Sala de Reuniones de Collaborate Investigación (Julio Cesar de la Torre)</p> <p>14.30-16.30 AF Advances in Business and Management research Hye Jin Yoon (University of Georgia). A theory mapping on humor psychology. ONLINE COLLABORATE INSERT LINK</p>	<p>16:00-19.30 002 CF. Methods I (Paolo Saona, computer lab.) Topic IV: An Introduction to STATA</p>	21	22
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23	<p>24</p> <p>Workshop, PhD International Seminar Series. 15.00-16.30 0306 Writing an effective the Introduction and Discussion (Anoop Madock, Schulich Business School).</p>	<p>25</p> <p>16.30-19.30 O-306. CF Methods II (Amparo Merino), Module 3. Workshop 1</p> <p>16:30-19 002 AF Diff-in-diff regression (Riccardo Ciacci).</p>	<p>26</p> <p>16.00-19.00 O-306 CF Methods II (Mamen Valor) Module 2. Lesson 1. Conceptualization I</p> <p>Workshop, PhD International Seminar Series. 15.00-16.30 0306 Conducting case-based research: Design, analysis and theorizing from data (Anoop Madock, Schulich Business School).</p> <p>19.00 - 21.00 AF EID- Doctorado e Investigación Científica en Comillas. Sesión 4: Epistemología de la ciencia. () 1st YEAR STUDENTS Sala de Reuniones de Collaborate</p>	<p>27</p> <p>16:00-19.30 002 CF. Methods I (Paolo Saona, computer lab.) Topic V: Preparing and Transforming your Data</p>	28	29
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November 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 NATIONAL HOLIDAY	2 16.00-19.00 O-306 CF Methods II. (Mamen Valor) Module 2. Lesson 1. Conceptualization II 19.00-21.00 AF EID- Investigación Científica en Comillas. Sesión 5: Difusión de la Investigación (Belén Novoa) 1st YEAR STUDENTSSala de <u>Reuniones de Collaborate</u>	3 LONG DAY 15:30-19.00 002 CF . Methods I (Paolo Saona, computer lab.) Topic VI VII: Descriptive Statistics & Normal Distribution 19.00-21.30 Methods I (Paolo Saona) Topic VIII: Testing Hypothesis about a Single Mean	4	5
6	7	8 16.30-19.30 O-306 CF . Methods II (Amparo Merino), Module 3. Lesson 2. Hot topics in qualitative design	9 LOCAL HOLIDAY	10 REVISION DAY	11	12

13	14 DEADLINE TO SUBMIT RESEARCH PROPOSAL, Ethical form and draft of impact assessment (FIRST-YEAR STUDENTS THAT HAVE TO RESUBMIT)	15 16.30-19.30 O-306 CF Methods II (Amparo Merino), Module 3. Lesson 3. Analysis of qualitative data 1/2.	16 16.00-19.00 O-306 CF Methods II (Mamen Valor) Module 4. Academic writing 19:00 - 21:00 AF - Doctorado e Investigación Científica en Comillas. Sesión 6: Propiedad Intelectual y Plagio (Rosa de Couto) Sala de Reuniones de Collaborate 14.30-16.30 AF Advances in Business and Management research Ocasiano Valerio (IQS). Advances in inequality and poverty research. ONLINE COLLABORATE INSERT LINK	17 16:00-19.30 002 CF . Methods I (Paolo Saona, computer lab.) Topic IX: Testing Hypothesis about Two Independent Means 16.00-19.00 OO2 AF Introducción al QCA (Cayetano Molina)	18	19
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20	<p>21 DEADLINE SUBMISSIONS OF REPORT OF PROGRESS (2ND YEAR ONWARDS STUDENTS THAT HAVE TO REPORT IN NOVEMBER)</p> <p>ORAL PRESENTATION OF RESEARCH PROPOSALS OF STUDENTS THAT HAVE TO RESUBMIT. 15.30-17.00 O-306</p>	<p>22 16.30-19.30 O-306 CF Methods II (Amparo Merino), Module 3. Lesson 3. Analysis of qualitative data 2/2.</p>	<p>23 16.00-19.00 O-306 CF Methods II (Mamen Valor) Module 4. Academic writing (II)</p> <p>19:00-21:00 AF EID- Doctorado e Investigación Científica en Comillas. Sesión 7: Normativa aplicable al Doctorado en Comillas. (Sara Taramit y Federico de Montalvos) Sala de Reuniones de Collaborate</p>	<p>24 16:00-19.30 002 CF Methods I (Paolo Saona, computer lab.) Topics X & XI: One-Way Analysis of Variance & Cross Tabulation and the Chi-Squared Test</p> <p>16.00-19.00 OO2 AF Introducción al QCA (Cayetano Molina)</p>	25	26
27	28	<p>29 16.30-19.30 O-306 CF Methods II (Amparo Merino), Module 3. Workshop 2</p>	<p>30 16.30-19.30 O-306 CF Methods II (Mamen Valor) Module 4. Publishing</p> <p>14.30-16.30 AF Advances in Business and Management research Ciara O'Higgins (DBS). Advances in international management. ONLINE COLLABORATE INSERT LINK</p>			

December 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				<p>1 LONG AND EARLY DAY 15.00-18.30 002 CF Methods I (Paolo Saona, computer lab.) Topic XII: Linear Regression Analysis</p> <p>18:30-21.00 002 CF Methods I (Paolo Saona, computer lab.) Topic XIII: Regression Diagnostic</p>	2	3
4	5	6 NATIONAL HOLIDAY	7 UNIVERSITY HOLIDAY	8 NATIONAL HOLIDAY	9	10

<p>11</p> <p>16:00- 18:00 h 215 edificio B (CB). SM- Diseños experimentales (J.M. Caperos)</p>	<p>12</p>	<p>13 16.30-19:30 CF Methods II O-306 (Amparo Merino), Module 3. Lesson 4. Writing qualitative research</p>	<p>14</p> <p>14.30-16.30 AF Advances in Business and Management research. Daniela Freund (IQS) Advances in gender research in tourism. ONLINE COLLABORATE INSERT LINK</p>	<p>15 LONG AND EARLY DAY 15.00-18.30 002 CF Methods I (Paolo Saona, computer lab.) Topic XIV: Regression Analysis with Categorical Dependent Variables</p> <p>18.30-21.00 002 CF Methods I (Paolo Saona, computer lab.) Topic XV: Writing a Research Paper</p> <p>16.00-20.00 002 AF Introducción al QCA. Cayetano Molina</p>	<p>16</p>	<p>17</p>
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<p>18 TBC 16:00- 18:00 h 215 edificio B (CB). SM- Diseños experimentales (J.M. Caperos)</p>	<p>19</p>	<p>20 16.30-19.30 O-306 CF Methods II (Amparo Merino), Module 3. Final workshop</p>	<p>21 16.00-18.00 - O-306 AF-Doctorado e Invest Cient. en Comillas. Sesión 10: La carrera profesional del doctor (Laura Fernández)</p>	<p>22</p>	<p>23 CHRISTMAS HOLIDAYS</p>	<p>24 CHRISTMAS HOLIDAYS</p>
<p>25 CHRISTMAS HOLIDAYS</p>	<p>26 CHRISTMAS HOLIDAYS</p>	<p>27 CHRISTMAS HOLIDAYS</p>	<p>28 CHRISTMAS HOLIDAYS</p>	<p>29 CHRISTMAS HOLIDAYS</p>	<p>30 CHRISTMAS HOLIDAYS</p>	<p>31 CHRISTMAS HOLIDAYS</p>

January 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 CHRISTMAS HOLIDAYS	2 CHRISTMAS HOLIDAYS DEADLINE TO SUBMIT PAPER VIA MOODLE FOR	3 CHRISTMAS HOLIDAYS	4 CHRISTMAS HOLIDAYS	5 CHRISTMAS HOLIDAYS	6 CHRISTMAS HOLIDAYS	7 CHRISTMAS HOLIDAYS
8 DEADLINE FOR SUBMISSION OF EVALUATIVE WORK METHODS I AND METHODS II FOR FULL-TIME STUDENTS	9	10 DEADLINE FOR SUBMISSION OF REVIEWS (RESEARCH SEMINAR)	11 15:30-19:00 Winter Research seminars CETIS SEE TRACKS AND ROOMS IN MOODLE	12 16.00-20.00 O-306 AF -EID Doctorado e Invest Cient. en Comillas. Enfoques y formatos de la investigación. (Laura Fernández)	13	14
15 17:30 - 21:00 AF - Use of software for qualitative data analysis (Carmen Meneses)	16	17	18 14.30-16.30 AF Advances in Business and Management research. Laura Fernández (ICADE) Advances in corporate political activities. ONLINE COLLABORATE INSERT LINK	19 SUPERVISORS: DEADLINE TO SUBMIT EVALUATION OF RESEARCH SEMINAR	20	21

22 17:30 - 21:00 AF- Use of software for qualitative data analysis (Carmen Meneses)	23	24	25	26	27	28
29 17:30 - 21:00 002 AF- Use of software for qualitative data analysis (Carmen Meneses)	30 DEADLINE FOR SUBMISSION OF EVALUATIVE WORK METHODS I AND METHODS II FOR PART-TIME STUDENTS	31				

February 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7 15.00-18.00 AF Deep reinforcement learning (Eduardo Garrido) 002	8 16.0-19.00. AF Academic Writing (Peter G. Claeys). 0306	9	10	11
12	13 <hr/>	14 15.00-18.00 AF Deep reinforcement learning, Eduardo Garrido, 002	15	16	17	18

	20	21 15.00-18.00 AF Deep reinforcement learning, Eduardo Garrido, 0-002	22 16.0-19.00. AF Academic Writing (Peter G. Claeys). 0306	23	24	25
26	27	28 15.00-18.00 AF Deep reinforcement learning, Eduardo Garrido, 002 15.30-17.30 O-306 AF Critical thinking masterclass (Morten Huse, BI School) 16-21 AF Multivariate and SEM(Fabra-Redondo) ROOM: 002-Microinformatica	29 16.45-20 AF Multivariate and SEM(Fabra-Redondo) ROOM: 002-Microinformatica			

March 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 16.00- 21.00 O-306 AF Ethics in Research (JL Fernández)	2 09.00 -14.00- 306 AF Ethics in research (JL Fernández)	3
4	5	6 16-21 AF Multivariate and SEM(Fabra-Redondo) ROOM: 002-Microinformatica	7 16.0-19.00. AF Academic Writing (Peter G. Claeys). 0306	8	9	10

11	12	13 16-21 AF Multivariate and SEM(Fabra-Redondo) ROOM: 002-Microinformatica	14 16.45-20.15 AF Multivariate and SEM(Fabra-Redondo) ROOM: 002-Microinformatica	15 DEADLINE FOR SUBMISSION OF ASSESMENT RESEARCH METHODS I AND II FOR THOSE STUDENTS ASKED TO RESIT THE COURSES.	16	17
18 DEADLINE SUBMISSION FIRST DRAFT PROPOSAL FOR CRITICAL THINKING	19 ONLINE SESSION AF CRITICAL THINKING 15.30-18.00	20 16.45-20 AF Multivariate and SEM(Fabra-Redondo) ROOM: 002-Microinformatica	21 16.0-19.00. AF Academic Writing (Peter G. Claeys). 0306	22	23	24
25 EASTER HOLIDAYS	26 EASTER HOLIDAYS	27 EASTER HOLIDAYS	28 EASTER HOLIDAYS	29 EASTER HOLIDAYS	30 EASTER HOLIDAYS	31 EASTER HOLIDAYS

April 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 EASTER HOLIDAYS	2	3 16.30 -21:00 002 AF- Econometrics and data modelling with Stata (Carlos Martínez de Ibarreta)	4 16.30 -21:00 002 AF- - Econometrics and data modelling with Stata (C. Martínez de Ibarreta)	5	6	7
8	9 ONLINE SESSION AF CRITICAL THINKING 15.30-18.00	10 16.30 -21:00 002 AF- - Econometrics and data modelling with Stata (C. Martínez de Ibarreta)	11 16.30 -21:00 002 AF- - Econometrics and data modelling with Stata (C. Martínez de Ibarreta)	12	13	14
15	16	17 16.30 -21:00 002 AF- Econometrics and data modelling with Stata (C. Martínez de Ibarreta)	18 16.30 -21:00 002 AF- Econometrics and data modelling with Stata (C. Martínez de Ibarreta)	19	20	21

22	23	24	25 15.30-17.30 O- 306 AF Critical thinking masterclass (Morten Huse, BI School)	26	27	28
29	30					

May 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 NATIONAL HOLIDAY	2 REGIONAL HOLIDAY	3 UNIVERSITY HOLIDAY	4	5
6	7 16.00-21.00 AF-Publishing in journals (Isabel Figuerola-Ferretti) O-306 15.30-18.00 AF CRITICAL THINKING MASTERCLASS	8	9 16.00-21.00 AF-Publishing in journals (Isabel Figuerola-Ferretti) O-306	10	11	12
13	14	15 LOCAL HOLIDAY	16 DEADLINE TO SUBMIT RESEARCH PROPOSAL, Ethical form and draft of impact assessment (FIRST-YEAR	17	18	19

<p>20</p> <p>15 – 18 O-306 Presentation research proposal (First-year students) SUPERVISORS ARE INVITED TO ATTEND CHANGED</p>	<p>21</p> <p>15 – 18 O-306 Presentation research proposal (First-year students) SUPERVISORS ARE INVITED TO ATTEND</p> <p>DEADLINE TO SUBMIT PAPERS FOR PRESENTATION IN THE SUMMER RESEARCH SEMINAR.</p>	<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>	<p>26</p>
<p>27</p>	<p>28</p>	<p>29 DEADLINE TO SUBMIT REVIEWS (SUMMER RESEARCH SEMINAR)</p>	<p>30 15:30-19:00 Spring Research Seminars SEE TRACKS AND SCHEDULE IN MOODLES.</p>	<p>31</p>		

June 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 DEADLINE TO COMMUNICATE AC ASSESSMENT OF FIRST-YEAR STUDENTS (PROPOSALS)	4	5	6 SUPERVISORS: DEADLINE TO SUBMIT EVALUATION OF RESEARCH SEMINAR	7	8	9

10 DEADLINE TO SUBMIT ANNUAL REPORT ON PROGRESS (2 ND YEAR STUDENTS ONWARDS) DEADLINE TO INTRODUCE ACTIVITIES AND MERITS IN THE ONLINE PORTFOLIO (REGISTRO DE ACTIVIDADES)	11	12	13	14	15	16
17 DEADLINE TO APPEAL PANEL DECISION (First year students)	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11