

In general, the University of Cádiz provides support to all students in the university community, through various services:

- Support service for job placement: General Directorate 3E Entrepreneurship, Business and Graduates: <https://direccion3e.uca.es/>
- Psychological and Educational Psychology Service (SAP): <https://sap.uca.es/>
- Disability Care Service: <https://inclusion.uca.es/>
- Counseling and support services offered by the Office of the Vice President for Students: <https://vrestudiantes.uca.es/>
- Unit for equality between women and men: <https://igualdad.uca.es/>

a) Academic orientation

The academic orientation of the doctoral student throughout his academic course is provided in several ways:

- Methodology course: This course is carried out immediately for new doctoral students. It includes several hours of information on these studies and the procedure and instruments they have to guide their training.
- Tutors and doctoral thesis directors: The tutor and the respective doctoral thesis director guide the doctoral students about the most appropriate activities for their training.
- Coordinator and Secretary of the Academic Commission: The professors who hold these positions continuously support the doctoral students in consultations on bureaucratic issues and efficient work management.

b) Professional orientation

Vocational guidance occurs through several actions:

Determination of the professional profile of new doctoral students. The Academic Commission carries out surveys and analyzes of new doctoral students in order to adapt the training activities if necessary.

Course on professional guidance for Doctors in Law: This course is scheduled at least twice a year, which includes information on the university civil service career, on other possible professional projections of the doctorate and on the dissemination, dissemination and transfer of research results.

c) Guidance on mobility and internationalization of doctoral studies

The Doctoral Program assumes that stays in Spanish or foreign centers contribute to the training of doctoral students and to the quality of research. For this purpose, the Internationalization Plan includes various actions that are carried out by the Comisión Académica:

- Information: provide affordable and comprehensive information on opportunities for stays in foreign research centers.
- Financing: collaborate in stays by providing financing or information on how to obtain it.
- Recognition: recognize the stays in foreign centers and the activities followed there as training activities specific to the program.

To this end, a course on the internationalization of legal research is organized annually, in collaboration with the Office of International Relations of the Universidad de Cádiz and with the Vice-Dean for Students and Mobility of the Faculty of Law.

Obviously, the tutor and the director of the doctoral thesis are the ones who are most important in advising the doctoral student on the convenience of mobility and of what type, taking into account their specific circumstances.

Finally, doctoral students can also go to the Program Coordinator and the Secretary of the Comisión Académica to request information and guidance.

d) Suggestions and claims

The communication tool for possible complaints, claims and other incidents that is made available to doctoral students is the "UCA User Service Mailbox", generally known as BAU, which constitutes a one-stop shop for queries, complaints and claims to channel communication between people, whether they are members of the university community or external, and those responsible for each of the Units and Services, both teaching and management and administration of the Universidad de Cádiz.

Its main objective is to improve all the services provided by the Universidad de Cádiz (teaching, research and management), stimulating communication between users and those responsible for the Units and Services, through an agile system, easy to use and with a high level of discretion that, in addition, will allow knowing the perception that its users have of the UCA, apart from promoting the objective of reducing the response time to the communications raised.

In the case of the doctorate, the recipient of these suggestions and claims is EDUCA, on whose [website](#) the link to formulate them is hosted.