

**DOCTORAL PROGRAMME ADMISSION, ASSIGNMENT OF TUTOR AND SUPERVISOR(S), AND LEARNING  
AND GOOD PRACTICE AGREEMENT  
(Royal Decree 99/2011)**

Academic year     /

**PERSONAL DETAILS**

Surname(s):	First name(s):	ID/Passport:
Telephone(s):	E-mail:	
Programme:	Department:	

The Doctoral Programme Academic Committee favourably reports on the admission and agrees to assign the student the following Tutor and Thesis Supervisor(s):

**TUTOR<sup>1</sup> (The tutor must always be included in the programme and a member of the University of Alcalá:**

Surname(s) and name:	ID/Passport:
E-mail:	
Doctor in:	
Department	

**SUPERVISOR<sup>2</sup>:**

Surname(s) and name:	ID/Passport:
E-mail:	
Doctor in:	
University/Organism/Institution:	
Is member of programme's teaching staff : <input type="checkbox"/> yes <input type="checkbox"/> no	
Research profile includes at least one the programme's research lines and holds at least one six-year research: <input type="checkbox"/> yes <input type="checkbox"/> no	
Holds equivalent merits: <input type="checkbox"/> yes <input type="checkbox"/> no	

**SUPERVISOR<sup>3</sup>:**

Surname(s) and name:	ID/Passport:
E-mail:	
Doctor in:	
University/Organism/Institution:	
Is member of programme's teaching staff: : <input type="checkbox"/> yes <input type="checkbox"/> no	
Research profile includes at least one the programme's research lines and holds at least one six-year research: <input type="checkbox"/> yes <input type="checkbox"/> no	
Holds equivalent merits: <input type="checkbox"/> yes <input type="checkbox"/> no	

Alcalá de Henares, on  
Doctoral Programme Coordinator

Signed:

**DOCTORAL SCHOOL**

<sup>1</sup> According to the *Code of Good Practice* of the Doctoral School, as far as possible, the Tutor and the Thesis Supervisor should be the same person unless the supervisor is a researcher who is not affiliated to the University of Alcalá. The tutor must always be a member of the University of Alcalá..

<sup>2</sup> If the Academic Committee does not assign a Supervisor during the admission process, the name of the Supervisor should be communicated to the Doctoral School within the next six months, using a new admission form.

<sup>3</sup> If the Academic Committee does not assign a Supervisor during the admission process, the name of the Supervisor should be communicated to the Doctoral School within the next six months, using a new admission form.

## LEARNING AND GOOD PRACTICE AGREEMENT

This document is an agreement entered into by the university, the student, the thesis supervisor and the tutor.

### Terms of the Learning and Good Practice Agreement

Generally, the undersigned state that they are familiar with the general regulations regarding doctoral studies and the specific regulations of the University of Alcalá, as well as the ethical principles and professional responsibilities established by the National Declaration on Scientific Integrity and the recommendations of the Code of Good Practice of the Doctoral School, complying with all its provisions. In particular, the undersigned subscribe the agreement as follows:

- **The student:** will comply with the regulations regarding intellectual and industrial property in relation to research work, as well as maintain the record of activities and the research plan as approved; be directed by his or her tutor and supervisor; and follow the established procedure in the event of conflict with tutor, supervisor or research working group.
- **The tutor:** will plan and monitor the student's activities, advising him or her on training issues; write an annual report on the record of activities; and appear before the Academic Committee if requested to do so in order to account for that report.
- **The thesis supervisor:** will comply with relevant regulations regarding intellectual and industrial property in relation to research work, as well as oversee fulfilment of the research plan and the writing of the thesis by means of planned, periodical meetings with the student. He or she also undertakes to write an annual report on the monitoring of the research plan and to appear before the Academic Committee if requested to do so in order to account for that report.
- **The university:** will put at the student's disposal the resources set out in the research plan in order for the work leading to the writing of the doctoral thesis to be carried out.

Alcalá de Henares, on

Student's signature

Approved by Thesis Supervisor(s)  
(all supervisors must sign in cases of joint supervision)

Signed:

Approved by Thesis Tutor  
(whenever the tutor is different from the Thesis Supervisor(s))

Signed:

Director of the Doctoral School

Signed:

Signed:

### PROTECTION OF PERSONAL DATA

The personal data collected will be processed by the University of Alcalá for the purpose of managing the application to achieve doctoral programme admission, as well as for statistical purposes. The legitimate basis for such processing is the execution of the request, the legal obligations in educational matters, as well as your express consent. The data will be disclosed to the competent civil servant and public bodies. Likewise, we inform you that the data may be transferred internationally if the request management requires it and with the appropriate security measures. Beyond these assumptions, the data will not be disclosed except in the cases provided for by law and will be kept for the time legally established and necessary to fulfill the described purpose. The data controller is the General Secretariat of the University, before whom the corresponding rights may be exercised, by writing to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or by e-mail ([protecciondedatos@uah.es](mailto:protecciondedatos@uah.es)), attaching a copy of the DNI or equivalent. In case of conflict, an appeal may be lodged with the Spanish Data Protection Agency. For more detailed information, please consult the University's Privacy Policy.