

**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):

TUTOR¹ (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	

SUPERVISOR²:

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	

SUPERVISOR³:

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

¹ 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..

² 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.

³ 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 UAH with the aim of managing the academic records of their students and give them access to the derived university services, as well as for statistical purposes. The legal basis for the processing of your personal data lies on the execution of their pre-registration and/or registration and on the legal obligation of the University in educational matters. These data will not be disclosed or transferred to third parties except when legally authorized and will be held only for as long as it is necessary for the implementation of the tasks described and for the compliance of legal obligations. The entity responsible for the data processing is the General Secretary of the University of Alcalá, before whom you can exercise your rights by sending a letter addressed to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or sending an email (protecciondedatos@uah.es), attaching a copy of the DNI or equivalent. In case of conflict, you will be able to ask for redress before the Spanish Agency for Data Protection. For more detailed information you can consult the University's [Privacy Policy](#).