

REGULATIONS FOR THE CO-SUPERVISION OF DOCTORAL THESES AT THE UNIVERSITY OF ALCALÁ

Approved by the Governing Council on May 26, 2022

PREAMBLE

Article 15.2 of Royal Decree 99/2011, which regulates official doctoral studies, establishes the circumstances that must be met in order for a doctoral thesis to be considered a joint or co-supervision thesis:

- (a) That the doctoral thesis be supervised by two or more Doctors from two universities, one Spanish and one foreign, who must formalize a co-supervision agreement.
- b) That during the period of training necessary to obtain the title of Doctor, the doctoral candidate has conducted a minimum stay of six months in the institution with which the co-supervision agreement is established, carrying out research work, either in a single period or in several periods. The stays and activities will be reflected in the co-supervision agreement.

The University of Alcalá approved at its Doctoral Commission (15/11/1999) and Governing Board (26/1/2000) a Doctoral Thesis Co-supervision Procedure, subsequently modified by the Commission for Official Postgraduate Studies (25/01/2010) and by the Commission for Official Postgraduate and Doctoral Studies (18/05/2011 and 24/10/2014).

Within this general framework, the intense international relations between the research staff of the University of Alcalá and other universities, both in Europe and worldwide, have allowed the signing of a significant number of specific agreements for the development of theses under co-supervision.

However, the variety of these international relations makes it opportune to develop a regulation that regulates the requirements, both material and formal, and the procedure for the elaboration, processing and examination of doctoral theses at the University of Alcalá, directed in co-supervision with a foreign university, with the aim of obtaining the degree of Doctor from both universities.

ARTICLE 1. DEFINITION

A co-supervised thesis is understood to be the completion of an original research work carried out by the doctoral student in any field of knowledge, directed by research personnel from two universities or institutions of higher education, one Spanish and the other foreign. The thesis may be submitted for examination at either of them, and the doctoral degree will be awarded by both universities or institutions.

ARTICLE 2. AGREEMENT

1) The completion of a doctoral thesis under co-supervision requires the prior establishment of a specific agreement between the two institutions concerned. The agreement must be signed by both rectors or presidents, in accordance with the principle of reciprocity, and each institution will recognize the validity of the doctoral thesis defended in this framework and will issue the doctoral degree once the thesis has been examined successfully and the appropriate formalities have been completed.

The Agreement will be signed by the Rector or the Vice Rector or the Vice Rector delegated by him/her, if applicable, after the formalities and requirements stipulated in the Circular of Agreements of the University of Alcalá currently in force (BOCM no. 280, of November 24, 2017) have been completed.

2) The Agreement shall be subject to registration, after its signature, in the Register of Agreements of the University of Alcalá. In accordance with the provisions of section VIII.2 of the Circular, the registration of the Agreement in the Register will be constitutive in nature, and the Agreement will not therefore take effect or generate obligations for the University until the moment of its registration.

3) Once signed, the modification of any of the provisions of the specific co-supervision agreement may only take place on a strictly exceptional basis and will require the agreement of the Academic Committee

of the relevant doctoral programme and of the thesis supervisors, as well as the prior authorization of the Committee responsible for doctoral matters. Should a substantial modification be required, an addendum to the agreement will be made, which must be approved by the Governing Council of the University of Alcalá.

ARTICLE 3. ADMISSION TO CO-SUPERVISION

1) Doctoral students who are enrolled at the University of Alcalá in a doctoral program regulated by RD 99/2011, and are interested in carrying out a doctoral thesis under a co-supervision scheme between the University of Alcalá and another university or foreign institution, must apply in writing on the standard form included in Appendix I, addressed to the coordinator of the doctoral programme in which they were admitted and enrolled, duly completed and attaching the documentation indicated.

2) The coordinator of the relevant doctoral programme shall send the application, after receiving a report from the programme's academic committee, to the committee responsible for doctoral matters, which shall verify compliance with current academic and procedural requirements of the general and specific regulations of the University of Alcalá on doctoral matters, before reaching a final decision.

3) The application for co-supervision must be made before the end of the first academic year of the doctoral programme. Exceptionally, for good cause, it may be requested in the following academic year, in all cases in accordance with the permanence of the doctoral student and the limitation of the deadlines for the examination of the thesis established in Royal Decree 99/2011, of January 28, which regulates official doctoral studies.

ARTICLE 4. REGISTRATION IN CO-SUPERVISION

1) Once the undertaking of a co-supervised thesis has been authorized, the doctoral candidate will enrol annually, and until the thesis has been examined, at both universities, in accordance with the regulations of each one of them. In any case, the corresponding public price approved by the Community of Madrid must be paid at the University of Alcalá, as academic supervision for the preparation of the doctoral thesis, unless otherwise agreed in the Agreement in relation to the amount of the fees or other sums.

2) While the thesis is in progress, the interested party will enjoy the status of doctoral student, for which he/she must comply with the requirements established for the admission, enrolment, evaluation and continuance processes established by the University of Alcalá, as well as the rules applicable at the other university

ARTICLE 5. CONDUCT OF THE THESIS

The doctoral thesis must be carried out under the control and supervision of a supervisor at each of the two universities signing the specific agreement (co-supervisors), appointed in accordance with the requirements of each university. In the event that the participation of three or more co-directors is considered, authorization must be requested from the Committee responsible for Doctoral Studies.

The time for completion of the thesis will be three years for full-time students and five years for part-time students, extendable, if necessary, up to the maximum duration of the studies established by Article 3 of Royal Decree 99/2011, of January 28, which regulates official doctoral studies.

The examination of the thesis may not take place in a period of less than one year from the signing of the agreement, and there must be at least one annual evaluation of the doctoral student at the University of Alcalá, except in those cases in which the Committee responsible for doctoral studies authorizes a different period of time.

The research done towards the writing of the doctoral thesis will be carried out by means of alternative periods of stay in each of the two universities party to the specific agreement. The minimum period of stay at one of these universities may in no case be less than six months, which may be completed in a

single period or in several periods. For the purposes of calculating the 6 months, stays carried out prior to the authorization of the co-supervision may be taken into account when the activities carried out during the stay are relevant to the thesis and provided that it is approved by the Academic Committee of the doctoral programme and the committee responsible for doctoral matters.

The publication, exploitation and protection of the results of the research carried out will be ensured by the two institutions in accordance with the specific procedures and regulations in force regarding intellectual property in each country, which must be specified expressly in the agreement signed between the two institutions.

The thesis must be written in the official language of one of the partner universities, or in English. If the thesis is not written in Spanish, it must be accompanied by a written summary, including conclusions, in Spanish. The specific agreement will determine the language in which the thesis is to be written.

The Academic Committee responsible for the program and the Doctoral Committee will monitor and control co-supervised doctoral theses.

ARTICLE 6. OTHER MENTIONS

The completion of the thesis under co-supervision will be compatible with the award of "International Doctorate" and/or "Industrial Doctorate" when the requirements established in the corresponding regulations are met and the award is requested at the time specified in said regulations.

ARTICLE 7. THE EXAMINING PANEL

The examining panel for the doctoral thesis shall be appointed in accordance with the provisions of the specific agreement. Its composition shall be in accordance with the rules of the university where the examination is to be held.

The expenses incurred by the members of the panel will be financed in accordance with the terms of the agreement or, failing this, will be the responsibility of the university where the thesis is examined. Should the examination take place at the University of Alcalá, the financing will be in accordance with the same criteria used for theses with an international mention.

ARTICLE 8. EXAMINATION OF THE THESIS

The thesis will be examined a single time at one or other of the two universities, as determined in the agreement and in accordance with the specified university's general procedure, the requirements of its regulations, and the agreement. This provision shall be the subject of a clause in the agreement signed by the two institutions.

Once the doctoral thesis has been prepared, the doctoral student will deposit the thesis at both universities, under the regulations applicable in each of them.

Permission for the examination of the thesis must be granted in accordance with the procedure and the requirements of the respective regulations and the protocol foreseen in the specific agreement. At all events, should the thesis be examined at the University of Alcalá, the doctoral candidate must also present an official certificate accrediting the time spent at the relevant foreign university (at least six months).

Should the examination take place at a foreign university, the composition of the panel and the date of the examination must be communicated to the Doctoral School of the University of Alcalá prior to the examination.

The doctoral student must pay, if applicable, the corresponding fees for the examination defense of the doctoral thesis only at the university where the thesis is to be examined.

ARTICLE 9. ISSUE OF CERTIFICATES

Once the thesis has been successfully examined, the interested party may request the awarding of the corresponding certificates at both universities, in accordance with the provisions of the respective specific

Agreement and the regulations in force at each of them.

The issue of the doctoral certificate will require the payment of the corresponding fees at both institutions. In the case of the University of Alcalá, the doctoral certificate will include on the front side the statement "thesis in co-supervision with the University of Alcalá".
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FIRST ADDITIONAL PROVISION

These Regulations shall be applied without limiting the provisions of R.D. 99/2011, of January 28 (BOE 10/02/2011), which regulates official doctoral studies, and any regulations issued in its development.

SECOND ADDITIONAL PROVISION

Under no circumstances will co-supervision be contemplated or deemed valid if it fails to comply with these regulations.

FINAL PROVISION

These regulations shall come into force on the day following their publication in the Official Bulletin of the University of Alcalá.

The Commission with competence in doctoral studies of the University of Alcalá will be responsible for the application and interpretation of these regulations, as well as for drafting the rules for the development of the same, which in any case must be approved by the Governing Council of the University of Alcalá after a report from its Regulations Commission.