**SPECIFIC AGREEMENT BETWEEN THE UNIVERSITY OF ALCALÁ AND THE UNIVERSITY OF NAME OF THE INSTITUTION FOR THE** **JOINT SUPERVISION OF A DOCTORAL THESIS**

**The University of Alcalá** (*henceforth referred to as UAH),* represented by the Vice President for Research and Transfer, Mr. Francisco Javier de la Mata de la Mata, in the exercise of the authority conferred on him by the Rector of the same University (Resolution of the 31 st of May, 2022, BOCM no. 136 of the 9 th of June, 2022).

**And for the University of** name of the other University , represented byname of the Vice Rector/President , in the name and on behalf of the same University and in the exercise of the authority conferred on him/her in accordance with the provisions stipulated in corresponding regulation and date of publication of the same.

Both representatives, recognizing mutual legal capacity, enter into this present contract in representation of their respective entities, and to that effect

**DECLARE**

A common desire to initiate and implement scientific cooperation between the research teams at both institutions, and facilitate mobility of doctorate students.

**CHAPTER I. RELEVANT LEGISLATION**

**For the Spanish party:**

* Royal Decree 99/2011 of 28 January, which regulates the official teachings of doctorate (BOE February 10, 2011), as amended by Royal Decree 195/2016, of 13 May, which establishes the requirements for the issuance of the European Supplement to the University Title of Doctor (BOE 3 July 2016) and Royan Decree 576/2023, of 4 July (BOE 18 July 2023).
* Joint Supervision of a Doctoral Thesis Regulations of the University of Alcalá. Approved by the Governing Council on 26 May 2022.

**For the** indicate nationality  **party:**

Indicate relevant legislation in the other country:

**CHAPTER II. ADMINISTRATIVE CONSIDERATIONS**

**Clause 1.**

The University of Alcalá and the University of name of the University have mutually decided, in compliance with the laws and regulations in force in each of their respective countries, and in accordance with the internal regulations of each University, to establish the joint supervision of a doctoral thesis to the benefit of the student:

* Surname(s) and name:
* DNI/current identification document:
* Date and place of birth:
* Nationality:
* Doctorate programme:
* Title of the doctoral thesis:

**Clause 2**

The time of preparation of the thesis will be that established by the permanence of the doctoral student covered by this agreement, in accordance with the provisions of Article 3 of Royal Decree 576/2023, amending Royal Decree 99/2011, of 28 January, which regulates official doctoral studies and will be divided between the UAH and XXXXXXXXXXX by alternative periods of stay in each of them. The minimum period of study at each of these Universities will not be less than 6 months, whilst the remaining time will be spent at the other University, as specified below:

INCLUDE THE STUDY PERIOD TIMETABLE. The period of study at each University must be specified.

|  |  |
| --- | --- |
| **University of Alcalá** | **Name of the other University** |
|  |  |

One variation in the duration of these periods will be authorised, on petition of the thesis supervisors at each University, by the Vice President responsible for doctoral matters at the University of Alcalá and by the governing body corresponding to the other signatory country.

**Clause 3**

The doctoral student will apply for admission to the corresponding doctoral programme and will enrol at each of the two universities, paying the enrolment fee at both centres.

The doctorate student will be admitted as a student at both universities, and will be entitled to use the services and structures of each.

**Clause 4**

The expenses incurred by the performance of the members of the examining board will be the responsibility of the University where the thesis defence takes place.

In the event that the Doctoral Thesis defence takes place at the University of Alcalá, funding will be provided in accordance with the same criteria used for theses with an international mention.

**CHAPTER III. ACADEMIC CONSIDERATIONS**

**Clause 5**

The envisaged title of the doctoral thesis is title of the thesis.

The doctoral thesis supervisors are:

* Dr. name and surname(s) of the thesis supervisor. ACADEMIC CATEGORY MUST BE INCLUDED member of the Department of name of the department at the UAH.
* Dr. name and surname(s) of the thesis supervisor. ACADEMIC CATEGORY MUST BE INCLUDED member of the Department of name of the department at the name of the other University.

Both undertake to exercise their supervisory role fully, in order that supervision of the doctorate student and coordination of their activities give rise to information exchange and periodic meetings.

Should one of the joint supervisors leave their institution, the appropriate procedures will be implemented at the said institution to replace the supervisor. Where it is not possible to identify an appropriate joint supervisor, the Agreement will be rescinded and the doctorate student will continue his or her doctorate studies at the institution of the other joint supervisor.

**Clause 6**

The thesis will be written and presented in indicate language and completed with a written summary in indicate language.

The thesis will be subject to a single defence at either of the two Universities indicate the University where the defence will take place.

**Clause 7**

The procedure for admission onto doctorate studies and submission, defence, description and reproduction of the doctoral thesis will be that which regulates third cycle studies of each of the Universities.

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 of each of the Universities. 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).

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

**Clause 8**

The examining body before which the thesis is to be defended will be designated by mutual consent between the two Universities, and composition shall be in accordance with the rules of the university where the examination is to be held.

In the case of conflicting legislation, and where this is not specifically envisaged in this present Agreement, this conflict will be resolved by the Vice President responsible for doctoral matters at the UAH and by the name of the relevant body at the University of name of the other University.

**Clause 9**

In virtue of the present Agreement, the UAH and the University of name of the other University acknowledge the validity of the doctoral thesis defended by Mr/Mrs/Ms name of doctorate student and each of the Universities undertake to issue the corresponding doctorate degree: Doctor of the University of Alcalá and name of the degree awarded and of the other University.

**Clause 10**

The publication, exploitation and protection of the results of the research conducted will be guaranteed by the two institutions in accordance with the procedures specific to each country.

Protection of intellectual property rights corresponding to the thesis subject matter, and the publication and exploitation of the registered scientific results will comply with current legislation and will be implemented in accordance with the pertinent procedures specific to each of the two countries cosignatories to this present Agreement.

**Clause 11**

The doctorate student will be responsible for informing the Vice President responsible for doctoral matters at the UAH or the name of the relevant body at the University of name of the other University, in writing, of any change to this present Agreement.

This present Agreement will be rescinded if the doctorate student does not enrol at either of the two academic institutions.

**Clause 12**

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 Vice President 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.

**CHAPTER IV. DATA PROTECTION**

Personal data collected under this agreement will be processed and included in the information management systems for which the signatories will take responsibility for the purposes of fulfilling this agreement by adopting all technical and organizational measures necessary to ensure the security of personal data provided, to avoid their alteration, loss, unauthorized processing or access, as stipulated in in both national legislation, LO 3/2018 (LOPDGDD) and the European General Data Protection Regulation (GDPR).

Both parts expressly declare they acknowledge their obligation to comply with the said regulation, especially in relation to their duty to inform the data subjects, to their duty of secrecy and confidentiality, to safety measures and to the signing of the relevant agreement between the data controller and the data processor. This agreement will set out the specific aspects related to the treatment of data performed by the data processor. The data may be transferred internationally if the request management requires it and with the appropriate security measures.

Each part undertakes not to divulge, disseminate or communicate under any circumstance other than those provided for by law, the information to which they may have access during the term of this agreement, and to apply and to use it solely for the purpose stipulated in the agreement or for its execution, in compliance of the provisions of current national and EU legislation regarding personal data protection.

Each part will be liable for the processing of personal data it performs. Thus, the signatories will be accountable exclusively for those infringements resulting from their breach of the obligations assumed under this agreement or the signed agreement between data processor and data controller in regard of data protection**.**

**CHAPTER V. TERM OF CONTRACT**

This present Agreement will be valid for the jointly supervised period of preparation of the doctoral thesis, which will not exceed 4 years from the date of signing.

At any time before the end of the aforementioned period, the signatories of the agreement may unanimously and expressly agree to extend the agreement for a period not exceeding the date of permanence of the doctoral student, provided that it does not exceed the four years established in article 49 h of Law 40/2015, on the Legal Regime of the Public Sector.

This agreement shall be signed in Spanish and in the language or languages requested by the other university.

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| For the University of name of the other University |  | For the University of Alcalá |
| In place, on the day of month of year |  | In place, on the day of month of year |
| The Vice Rector/President of the other University  Name of the Vice Rector/President of the other University |  | The Vice President for Research and Transfer  Francisco Javier de la Mata de la Mata |
| The Supervisor/Tutor of the doctoral thesis (University of name of the University)  Name |  | The Supervisor/Tutor of the doctoral thesis (University of Alcalá)  Name |
| The Student  Name | | |