

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 member of the University of Alcalá):

| | |
|---|--------------|
| Surname(s) and name: | ID/Passport: |
| E-mail: | |
| Department: | |
| Academic category: | |
| He/she has accredited research experience ² <input checked="" type="checkbox"/> yes <input type="checkbox"/> no Do you belong to the teaching staff of the programme: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | |
| If you do not belong to the programme's teaching staff, tick one of these two boxes: <input checked="" type="checkbox"/> Part of a research group involved in the programme <input checked="" type="checkbox"/> You have research experience in one of the research lines of the programme: | |

SUPERVISOR :

| | |
|---|--------------|
| Surname(s) and name: | ID/Passport: |
| E-mail: | |
| Academic category: | |
| Department (in case you belong to the UAH): | |
| University/Organism/Institution (in case you do not belong to the UAH): | |
| He/she has accredited research experience ² <input checked="" type="checkbox"/> yes <input type="checkbox"/> no Is member of programme's teaching staff : <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | |

SUPERVISOR :

| | |
|---|--------------|
| Surname(s) and name: | ID/Passport: |
| E-mail: | |
| Academic category: | |
| Department (in case you belong to the UAH): | |
| University/Organism/Institution (in case you do not belong to the UAH): | |
| He/she has accredited research experience ² <input checked="" type="checkbox"/> yes <input type="checkbox"/> no Is member of programme's teaching staff : <input checked="" 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 For the purposes of **accrediting research experience**, it is understood to be the possession of at least one tranche of research activity recognised by the CNEAI in application of Royal Decree 1086/1989, of 28 August, on the remuneration of university lecturers, obtained in the last ten years, or, in the event that this cannot be accredited in this way, to have comparable research merits.

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

In general terms, the signatories of this document declare that they are aware of the general regulations in force governing doctoral studies and the specific regulations of the University of Alcalá, as well as the ethical principles and professional responsibilities established in the National Declaration on Scientific Integrity, the Regulations on the Protection of Industrial and Intellectual Property of the University of Alcalá and the recommendations contained in the EDUAH Code of Good Practice, accepting all its provisions. Specifically, the signatories of this document subscribe to the commitment in the following terms:

- **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. "Declares that there **are no situations of abstention** due to kinship with the doctoral candidate as stated in Article 23 of Law 40/2015, of 1st October, on the Legal Regime of the Public Sector."
- **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), 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.