

PROCEDURE FOR CO-TUTELAGE OF DOCTORAL THESES

(Passed by Governing Body on 26 May 2011 and 28 October 2014)

An Agreement between the University of _____ (if not European, the Official Postgraduate Studies Commission will have to be notified) and the University of Alcalá will be signed by the Rector or Presidents of each and the thesis supervisors.

The co-tutelage procedure must comply with these requisites:

1. – The modes of admission to doctoral studies and to the deposit and examination of the doctoral thesis will be those which govern tertiary level studies at the relevant university.
 2. – Those interested in embarking on a doctorate under co-tutelage should pursue their studies under the control and responsibility of a thesis supervisor from each of the universities involved.
 3. – Each thesis co-tutelage will be carried out in the framework of a tailored agreement between the two universities involved and on the basis of the principle of reciprocity. By virtue of the agreement each institution will acknowledge the validity of the doctoral thesis on the strength of a single presentation and each university will undertake to issue the degree title of doctor.
 4. – The doctoral candidate will be registered at both universities but exempt of payment at one of them. The agreement must specify which the exempting university is.
 5. – The period for researching and writing the thesis will be no longer than three years from the signing of the agreement and will be divided between the universities into alternating periods of residence at each. The minimum total period of residence at either will be six months, the rest of the residence being at the other. Each period of residence may be single or distributed across several periods.
 6. – Publication, exploitation and protection of the results of the research carried out will be insured by both institutions in line with each country's stipulated procedures.
 7. – The thesis will be examined once only at one of other of the two universities. One clause setting out this provision must be included in the agreement signed by both institutions.
 8. – The panel for examining the thesis will be designated by mutual accord of both universities, while its composition will be in accordance with current legislation in both countries.
- The University of Alcalá will cover the costs of one foreign panel member only. The costs of further foreign panel members will be covered by the relevant department.
- 9.- The thesis will be written in one of the languages used habitually for scientific communication in the relevant field of knowledge and supplemented with an abstract written in one of the official languages spoken in the country of one of the universities that sign the co-tutelage agreement.
 10. – The Doctoral Commission will monitor and control theses written under co-tutelage.

Passed by the Doctoral Commission: 15/11/1999

Passed by Governing Body: 26/1/2000

Modified by the Official Postgraduate Studies Commissions: 25/01/2010.

Modified by the Official Postgraduate and Doctoral Studies Commission: 18/05/2011.

Modified by the Official Postgraduate and Doctoral Studies Commission: 24/10/2014.