**SUPERVISORY COMMITMENT AGREEMENT DOCUMENT**

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| **Doctoral candidate:** |
| LAST NAMES | FIRST NAME |
| DOCUMENTO DE IDENTIDAD | * ID
 | * PASSPORT NUMBER
 | OTHER IDENTIFICATIONS | Nº |
| **Doctoral programme:** |
| DOCTORAL PROGRAMME | ACADEMIC YEAR |
| COORDINATOR AT THE UNIVERSITY OF CANTABRIA |
| **Thesis Director/s:** |
| FIRST AND LAST NAMES | EMAIL ADDRESS |
| FIRST AND LAST NAMES | EMAIL ADDRESS |
| **Thesis Advisor**: |
| FIRST AND LAST NAMES | EMAIL ADDRESS |

1. **Object.**

The present document is a commitment assumed before the University of Cantabria (further referred to as UC) by the doctoral candidate, his or her Advisor, Director/s and the University of Cantabria doctoral programme Coordinator. The contract regulates the supervision functions required for the completion of the doctoral thesis. To all effects, the Director of the UC Doctoral School (further referred to as EDUC) represents the University.

1. **JOINT COLLABORATION AGREEMENT**

To this effect, the doctoral candidate, the Advisor, the Director/s, the UC Doctoral Programme coordinator and the Director of the EDUC, each within his or her own area of work, agree to establish the collaboration conditions which will allow the presentation of the thesis project, its elaboration and finale defense, according to the procedures and deadlines established in the applicable regulations.

The signatories of this agreement declare having knowledge of the general rules which regulate the doctoral studies (RD 99/2011), the UC Doctoral Studies Regulations as well as the EDUC’s Internal Regulations. The signatories accept that the dispositions found within these regulations constitute the framework for the transversal and specific education of doctoral studies leading to the elaboration, proceeding and defense of the doctoral thesis and the conferment to the doctoral candidate of the title “Doctor by the University of Cantabria”.

1. **RESEARCH PLAN**

Before the end of the first year, beginning with the registration in the programme, the doctoral candidate will elaborate a Research Plan which will imperatively include the methodology to be utilized and the objectives to be met, as well as the means and temporal planning to reach these objectives. This plan, backed by a report made by the Director/s and the Advisor, must be approved by the Doctoral Programme Academic Commission (CAPD in Spanish). This plan can be modified and improved in the annual evaluation process and with the support of the Advisor and Director/s.

The Research Plan must be included as an annex to this document once it has been approved by the CAPD. This research plan must also include the Title, presentation date and the date of the CAPD session in which it was approved.

1. **OBLIGATIONS OF THE DOCTORAL CANDIDATE**
2. The doctoral candidate agrees to carry out the educational activities programmed within the doctoral studies, to register them in the Doctoral Activities Document, to develop a Research Plan under the supervision of the Advisor and the Director/s of the Thesis, and following the existing regulations, to assume the obligations derived from the present agreement which can be summarized in the following statements:
	* Follow the recommendations of the thesis Advisor and Director/s regarding the educational activities programmed for the candidate.
	* Regularly inform the thesis Advisor and Director/s of the implementation of these activities and the evolution of the research work, the results obtained and any problems that may have arisen throughout the development of the activities.
	* Present the Research Plan and the Doctoral Candidate Activities Document within the deadlines established by the CAPD, for its submission to evaluation of the activities carried out within the deadlines established in the regulations.
	* Dedicate to the doctoral programme, including the thesis, the equivalent of 35h per week if studying full time, or 21 hours per week part time.
3. Furthermore, the doctoral candidate must carry out and positively overcome, as part of the activities described in the doctoral programme report, those requested by the Advisors and or Director/s upon approval by the CAPD.
4. The doctoral candidate undertakes to pay the academic supervision renewal fee annually on the stipulated dates. Failure to pay will result in withdrawal from the doctoral programme.
5. **Obligations of the Advisor**

The Advisor will ensure the good and fluid interaction of the doctoral candidate with the CAPD, providing the necessary orientation and advice. Annually, he or she will complete the evaluation/follow up reports regarding the Activities Document and the Research Plan, supplying this report to the CAPD. The issuance of the annual report is mandatory and inexcusable.

1. **Obligations of the thesis Director/s**

The Director/s of the thesis agree to supervise and provide continuous follow up on the research activities of the doctoral candidate, being responsible for the coherence and appropriateness of the training activities. The thesis Director/s agree to provide orientation and advice to the doctoral candidate, promoting his or her sense of initiative in order for the candidate to become self-sufficient in the research tasks and ensure a quality thesis dissertation.

Annually, the Director/s will complete the evaluation/follow up reports on the Activities Document and Research Plan, submitting these to the CAPD. The issuance of the annual report is mandatory and inexcusable.

1. **Obligation of the Doctoral Programme Academic Commission**

To annually evaluate the Activities Document and the Research Plan of every doctoral candidate, taking into consideration the reports submitted by the Advisor and Director/s.

1. **Resource Availability**

The doctoral candidate will have the physical and instrumental resources as well as the services necessary to carry out his or her doctoral thesis. These resources will be assigned by the thesis Director and are at (Institution) ………………………………………………………………………………………………………………… and are authorized by the director of the Center (Institute or Department) …………………………………………………………………………………………………………………, according to the rules and restrictions regulated to this effect by the UC.

1. **Thesis deposit application deadline.**

According to the UC Doctoral Studies Regulations (maximum and minimum duration of full and part time doctoral studies) and the dedication recognized and authorized by the CAPD, the parties agree that the presentation of the thesis deposit application form must be effective within the allotted period.

A modification to the deadline can be made if any of the circumstances mentioned in the UC Doctoral Studies Regulations are met, conditioned to the approval of the EDUC Steering Committee.

1. **Evaluation**
2. Before the end of the first year since the date of the doctoral programme registration, the candidate will submit the Research Plan to be evaluated by the CAPD.
3. Afterwards, and this will be done on an annual basis and on the dates provided by the CAPD, the candidate will submit to evaluation the Research Plan and the Doctoral Activities Document to the commission. To carry out this evaluation, the CAPD will use the reports emitted to this effect by the Advisor and the Director/s.
4. The positive evaluation will be an essential requirement to be able to continue in the programme. If a negative evaluation occurs, the doctoral candidate must then be re evaluated within the course of 6 months, during which he or she will submit a new Research Plan. In the case of another negative evaluation, the candidate will be dropped from the programme.
5. Before the deadline established in point IX, the doctoral candidate must have deposited his or her thesis dissertation.
6. After this date, and if the defense application is not begun, the thesis commitment will lose its validity and the candidate will be dropped from the programme.
7. **Conflicts of Interest**

The supervision of the thesis involves an evaluation activity included in RD99/2011, from which, according to Law 40/2015 on the Legal Regime of the Public Sector, article 23.2b, those who have "a marital bond or similar situation under the forth degree of consanguinity or second degree of affinity” with any of the interested parties must abstain. Therefore, those who have any of these links with the doctoral student cannot be tutors and/or thesis supervisors.

1. **Confidentiality**

The doctoral candidate agrees to keep in secret the confidential data provided by the Advisor, Director/s or any other member of the research team which he or she is a part of, and also to use the obtained information exclusively for the doctoral thesis.

The doctoral candidate agrees not to reveal nor transfer to third parties, not even in the case in which the doctoral Director is changed, any information on the work carried out, or the results of the research, whether these be of the candidate or of the group in which he or she is participating, without having received the required authorization from the previous thesis Director/s directly and in writing.

1. **Intellectual and Industrial Property**

The doctoral candidate assumes that, if during the course of his or her research any results obtained are susceptible to protection under any of the provisions established by the Law, the ownership of the industrial property rights, as well as those ownership rights integrating intellectual property rights correspond to the University of Cantabria, without prejudice to the legislation and regulations in effect or the regulations of the UC.

When other persons or institutions, whether these are public or private, not related with the UC, have participated in the attainment of the goals, the UC will own of a part of the rights proportional to the contribution of the UC, whether in terms of UC personnel or resources and facilities. This creates a situation of co-ownership, which must adhere to the mandates in the present agreement, unless otherwise expressly stated.

The agreement acknowledges the right of the research personnel who has obtained the results to be mentioned as inventor or author in the industrial or intellectual property rights, if appropriate, in agreement with the current legislation.

1. **Consultation and archiving of the doctoral thesis.**

Once the thesis defense is finalized with a positive c c outcome, the thesis will be stored in the open access Institutional Repository of the UC. To this effect, the EDUC will provide a copy of the doctoral thesis in an electronic format to the Institutional Repository.

The author of the thesis will authorize the filing and dissemination of the document through the signing of a non-exclusive distribution license following the regulations established in the UC Institutional Policy of Open Access to Scientific Production approved in the Government Council of the 24th of July 2012. By means of the authorization, the author/s of the documents maintain control of the author rights and can therefore use the work deposited as best considered.

If the doctoral candidate and or the Director/s of the thesis do not authorize the deposit and filing of the complete text in the repository, due to confidentiality reasons among others, they will have to request it previously with the EDUC which will decide in each case. A reduced version of the Thesis will have to be submitted to the repository in any case, which must contain the descriptive metadata following the provisions established in article 14.5 of the Royal Decree 99/2011 which regulates the official doctoral studies.

1. **Conflict Resolution**

The issues or controversies arising with the agents involved in the development of the doctoral programme will be submitted to the CAPD by the interested parties.

*If the controversy subsists, the body designated by the EDUC, prior analysis of the documents and necessary background information, will formulate a resolution proposal to the EDUC Director. The resolution of the EDUC Director will be communicated to the interested parties. These can then elevate a hierarchical recourse to the Dean of the University of Cantabria against the resolution.*

1. **Validity**

This document is in effect as of the date of its signing and up to the defense of the thesis. This document will be devoid of purpose if any of the clauses or the rules which regulate the doctoral studies of the UC are not met.

1. **Final disposition**

This Documentary Supervision Agreement, once it has been signed by all the parties, will be incorporated in the Doctoral Activities Document.

As a proof of conformity, this document is signed.

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|  | FIRST NAMES | DATES | SIGNS |
| DOCTORAL CANDIDATE |  |  |  |
| THE ADVISOR |  |  |  |
| THESIS DIRECTOR/S(If there are more than one Thesis Director, both of them must sign) |  |  |  |
| DOCTORAL PROGRAMME COORDINATOR |  |  |  |