

GUIDE FOR RESEARCHERS IN TRAINING (PhD STUDENTS)

The Doctorate is governed by Royal Decree 99/2011 (consolidated text of 13 May 2016).

The Doctorate School at the University of Cantabria (EDUC) is also governed by:

- La [Normativa sobre el Doctorado](#)
- The [Regulations Academic Management](#)

- Each doctorate programme has an Academic Commission (CAPD), which is responsible for the programme and the assessment of the student's progress

- On being admitted to the programme, each PhD student is assigned **a tutor and a supervisor** by the CAPD. The tutor is a lecturer in the doctorate programme in charge of assisting the student in the training process, providing information and guidance during the doctorate. The supervisor monitors the thesis and guides the student during its preparation. The tutor and the supervisor are often the same person. If they are different, the thesis supervisor may be assigned on the student's admission or in the following three months.

- When the tutor and supervisor have been assigned, together with the PhD student they sign:
 - The **Documentary Commitment of Supervision**
 - The **Code of Good Practices**

Both documents can be downloaded on the EDUC website and, once signed, **must be handed and signed to the EDUC in 20 days maximum**: (<https://web.unican.es/centros/escuela-de-doctorado/doctorandos-as>) .

- Before the end of the first year, the student prepares a **Research Plan** which explains the objectives, state of the art, methodology and work plan. There is no model for the Research Plan. Some doctorate programmes have their own.

This document, with the approval of the tutor and supervisor, **must be handed in to the EDUC and assessed by the CAPD before the end of the first year.**

- The **Doctoral Student Activities Document (DAD)** will be made available for each doctoral student, through the Virtual Campus, for the purposes of individualized control records of all activities of interest for the development of the doctoral student (courses, workshops, seminars, conferences, meetings , research experience, patent publications, posters, conferences, communications at congresses, stays, scholarships or research contracts, etc.). These activities must be uploaded to the Virtual Campus, together with the documentation that accredits them.

This document, once completed, must be sent to the tutor and director so that they issue their report and communicate it **to the EDUC, which will send it to the CAPD for the annual evaluation.**

The DAD accompanies the Thesis when it is being defended and is assessed together with the thesis by the examining panel.

The Research Plan (or your improvements and progress) and the DAD are assessed in each academic year by the CAPD, on a date towards the end of each year. The tutor and supervisor issue an annual monitoring report. **The research plan, and the tutor's and supervisor's reports must be handed in to the EDUC.**

The annual evaluation of the CAPD will be '**positive**' or '**negative**', for which it will issue a report. In the event of a negative evaluation, the CAPD will request the doctoral student to submit a new DAD and/or progress in the Research Plan within a period of **six months**. In the event of a new negative evaluation, the doctoral student will permanently **withdraw from the program**.

Since the final approval must be given by the CAPD, which meets periodically, the doctoral student must present these documents with time to do so. It is recommended that you contact the Coordinator of the doctoral program or their supervisors (tutor and director) to find out on what dates the CAPD plans to meet and thus be able to plan it.

- At the beginning of each academic year, **enrollment** must be renewed for **Academic Tutelage**, usually during the first fortnight of December. Failure to do so in a timely manner may result in **definitive withdrawal from the program**.

The EDUC develops a **Transversal Training program in two modules: Basic and Advanced**, free of charge. Each module consists of 40 teaching hours. The structure and courses of Transversal Training can be seen on the [EDUC website](#). For more information, please contact the mailbox: transversaleduc@unican.es

The Thesis cannot be presented if it is not proven that this training has been completed.

The **duration of the doctoral studies**, from the date of enrollment until the defense of the Doctoral Thesis, will be:

- The duration of a **full-time** doctorate course is **three years** from the date of admission. All doctoral students will be considered full-time from the beginning, unless they expressly request a change in the dedication regime. It is possible to apply for a one-year extension, which in special circumstances may be extended for a further year.
- The doctorate may also be **part-time**, in which case the total duration is **five years**. It is possible to apply for a two-year extension, which in special circumstances may be extended for a further year.

The application for a part-time doctorate and the extension can be made in the EDUC office with a request form, which in the case of a part-time doctorate must be accompanied by documentation justifying the request.

In all cases, the **minimum duration for the doctorate is one year**.

Authorisation and submission of the Thesis

When the thesis is finished and has received a positive report from the tutor and supervisor, it is submitted to the EDUC to begin the process for its defence. The CAPD will propose an examining panel, made up of three principal members and another three in reserve. Five copies of the Thesis must be printed.

Doctorate with International Commendation

To obtain this commendation, the student must have carried out research at a prestigious centre outside Spain for at least 3 months, and written and defended part of the thesis, normally the introduction and conclusions, in a language used in science different from Spanish, unless the research, reports and experts correspond to a Spanish-speaking country.

In addition, the reports of two doctors/experts from non-Spanish research institutions are required, and a member of the examining panel assessing the Thesis must belong to a non-Spanish research institution, different from the centre where the student carried out research.

International Co-tutorship doctorate

The doctorate can be co-tutored between the University of Cantabria and foreign university, with a specific agreement. The student will have two supervisors (one at each university) and must enrol at both universities. The student must spend at least 9 months at each of them. The Thesis will be defended at one of the universities and the student will be awarded the title of Doctor by both institutions. At least a summary must be written in an official language of the other country.

Industrial doctorate

When the doctorate is carried out at a company in the private or public sector or with a contract in a public administrative centre. The conditions for the award are specified in the Regulations (in the process of being approved).