

DOCUMENT OF REFERENCE



PhD PROGRAM IN COASTAL ENGINEERING, HIDROBIOLOGY & MANAGEMENT OF AQUATIC SYSTEMS (v.2.0)



Doctoral Program Academic Committee

Santander, January 2018

The present version (v2.0) of the document was approved by the Academic Committee of the Doctoral Program in Coastal Engineering, Hydrobiology and Management of Aquatic Systems (IH2O) at its ordinary meeting on February 1st, 2018.

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1. INTRODUCTION

1.1. Background

The publication of RD 99/2011 (consolidated text of May 13th, 2016) represents the starting point of a new organization of PhD studies in Spain. According to the requirements of the aforementioned Royal Decree, the University of Cantabria created the Doctoral School (hereinafter, EDUC), as a reference center for research training and PhD program management.

To this end, the EDUC approved its Internal Regulations (hereinafter, RRI), which were formulated in accordance with the Royal Decree, the Student Statute, the Law of Science and all other regulations in force. The RRI, together with the UC doctorate regulations, comprise the essential references of this document (<http://web.unican.es/centros/escuela-de-doctorado/normativa>).

Over the last years, doctoral training has suffered a great disparity of situations, mainly due to the diversity of funding sources for PhD students (competitive calls/projects), the availability of specific funds for experimental set ups (analytical work, sampling, modeling, etc) and training activities (courses, conferences, stays, etc), or the exclusive dependence of doctoral students on their supervisors (deadlines, specific objectives, etc.). In general terms, these circumstances provoked a great uncertainty within the education process, which was reflected in three basic aspects: 1) prolonged durations of the theses, 2) significant failure rates and 3) great heterogeneity in scientific results (i.e. impact papers, patents).

Therefore, the implementation of the new programs has provided an opportunity to establish a common frame of reference for the homogeneous and efficient development of all thesis projects. In this sense, the PhD Program in *Coastal Engineering, Hydrobiology and Management of Aquatic Systems* (hereinafter, "Program IH2O"), whose scientific organization is linked to the Environmental Hydraulics Institute (hereinafter, IHCantabria), represents the academic framework integrating all the doctoral training activities of the Institute, in such a way that both the research and the capacity building objectives are combined.

1.2. Objective

In this context, the general objective of this document focuses on the definition of a reference framework for the practical implementation of the doctoral training associated with the IH2O program.

1.3. Conceptual bases of the IH2O Program

As a preliminary step to establish this frame of reference, it is essential to conceptualize the role that doctoral education plays in the mission and strategy of IHCantabria and the collaborating entities. A series of fundamental principles must be taken into consideration:

- **IHCantabria** is a research institute of the University of Cantabria, mainly focused on basic and applied research on the water cycle from a multidisciplinary perspective, aimed at converting knowledge transfer into socio-ecological benefits.
- In this context, one of the three basic pillars on which this mission is based is "training" researchers and professionals in the different disciplines associated with the three major areas of the Institute, which coincide with the three specific lines of research included in the IH2O program (Figure 1).

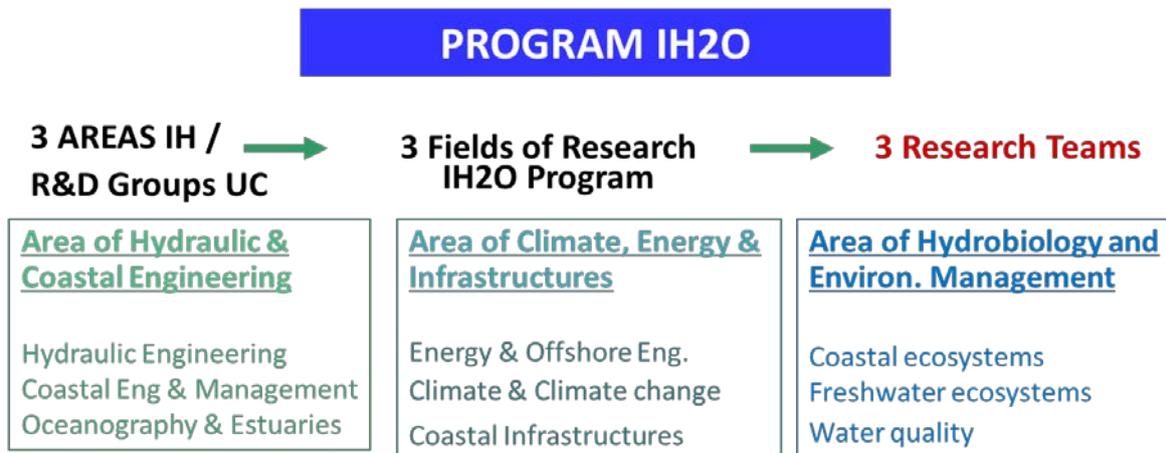


Figure 1. Structure of research lines of the program, work teams and areas of IHCantabria.

- This structure promotes the diversity of views and capabilities of IHCantabria, while optimizing the mechanisms of interaction between the various areas/disciplines in the development of projects, theses and papers, in order to incorporate a multidisciplinary approach to study the complexity inherent in the "water cycle" topic.

- On the other hand, the **Spanish Institute of Oceanography** (hereinafter, IEO) participates as a collaborating entity in the activities of the EDUC, forming an active part of the IH2O Program. To this end, the integration of potential IEO PhD students within the fields of research on Hydrobiology and Environmental Management is contemplated.
- This relationship justifies and ratifies the agreement signed in October 2012 between the University of Cantabria and the IEO for the development of marine research, including collaboration in the field of specialized postgraduate teaching (Master and PhD).
- In this framework of collaboration, both institutions facilitate the integration of doctoral students into research groups, which constitute the functional unit within which the different tasks are organized throughout their period of doctoral training. This integration is always carried out in accordance with the resolutions of the Academic Committee of the Doctorate Program (hereinafter, CAPD), the competent board in charge of the student's evaluation and monitoring.
- Fund raising is recognized as a priority for the practical development of the Program, mainly through competitive calls for the external financing of predoctoral researchers, but also encouraging the recruitment of students financed by other public or private institutions. Finally, the use of part of the own resources obtained in different calls (competitive, contracts of special relevance, etc.) for doctoral training is also contemplated.
- In any case, assuming the requirements demanded in the verification report approved by the Spanish Ministry of Education, the Program promotes a dual training, in which doctoral students must acquire both the scientific competences of the PhD level, as well as technological ones, associated with their effective involvement in the development and management of competitive research projects or contracts of special relevance.
- Within the scope of each research group, the tasks assigned to each doctoral student are agreed upon and defined by the Director, ultimately responsible for the definition of the "research plan", together with the Advisor, who will be co-responsible for the achievement of the various scientific and technological competences, through the development of the "training program".
- Therefore, for all purposes, the **"Research Plan"** and the **"Training Program"** are the basic documents where the objectives, the results, the main milestones and the indicative chronogram of the training process are established, from the initial admission into the Program until the PhD title is obtained.

- The acceptance of all these principles and those established in the Code of Good Practices of the UC represent the starting point for the implementation of any doctoral training project.
- Finally, in relation to the "Confidentiality" and "Intellectual property" of the results, products and patents that are generated during and as a result of doctoral training, compliance with the regulations that are applicable in this area will be ensured, in order to safeguard the prior rights of all parties (research groups, directors, advisors, students), and those deriving from the agreements signed by all of them after admission to the Program.

1.4. Structure of the document

In order to facilitate the understanding of the different phases and stages included in the development of the doctoral training, the contents of this document are structured in different chapters, which provide basic information on:

- The organization of the PhD training, including the different documents and reports that ensure the traceability of the entire doctoral period, as well as explanatory diagrams that help to understand who performs each function and when (**Chapter 2**).
- The administrative organization, relative to the composition and functions of the different delegate bodies in charge of the various tasks within the Program (**Chapter 3**).
- Frequently asked questions that are posed by the applicants in the different phases (**Chapter 4**).
- Contact details and links to the different entities participating in the development of the Program, including information on the people in charge, the managing bodies and access to the main sources of information (links, web pages) (**Chapter 5**).

2. ORGANIZATION OF THE TRAINING PROCESS

The doctoral training process includes four phases:

- **Admission.** This phase begins with the pre-registration to the program and culminates with the Academic Committee's resolution and the approval of the EDUC.
- **Planning.** The first period after admission to the program, is devoted to the establishment of hypotheses and scientific goals, which must end in the approval of the "Research Plan" and the "Training Program".
- **Execution.** The implementation and monitoring of the project and the training program integrate the longest and fundamental phase of the PhD, concluding once the Tutor and Director have reported favorably regarding the initiation of the thesis' deposit.
- **Defense.** The last phase includes the administrative process of the request for deposit and defense of the thesis.

2.1. PHASE I: Admission to the IH2O Program

This first phase includes 3 consecutive stages that are explained below (Figure 2):

2.1.1. Pre-registration

In accordance with current regulations at the UC, a single official period of admission to the doctoral program is established, which will take place at the beginning of each academic year (October-November), during which applicants must complete the pre-registration (**Form E-1**, see Ch 5) at the Doctoral School (EDUC). If and while vacancies remain available, the extended admission process will remain open, from January until the end of September.

EDUC is responsible for the administrative management of the program, and will verify compliance with the basic requirements of the admission profiles, as well as homologation of degrees, in case of applicants from other countries.

To carry out the pre-registration, applicants must provide the following documentation:

- Declaration (**Form A-1**) explaining: 1) the reasons why you want to join the Program, 2) your expectations regarding it, 3) your research interests and 4) a synthesis of your academic and scientific contributions.
- Complete *curriculum vitae* in reduced format (max 4 pp), following the official format supplied by the IH2O Program (**Form A-5**).
- Copy of the detailed academic record of the degree and Master's degrees that give access to the program, including the global average grade.

- Documents accrediting the research and/or professional experience related to the area of research requested, including the first page of the scientific papers and the certificates of attendance to scientific meetings.
- Official accreditation of B2 English level according to the Common European Framework of Reference for Languages (CEFR), or equivalent (minimum requirement), as well as levels above B2 (for assessment of the "Complementary merits" section).
- Evidence of academic or scientific awards.

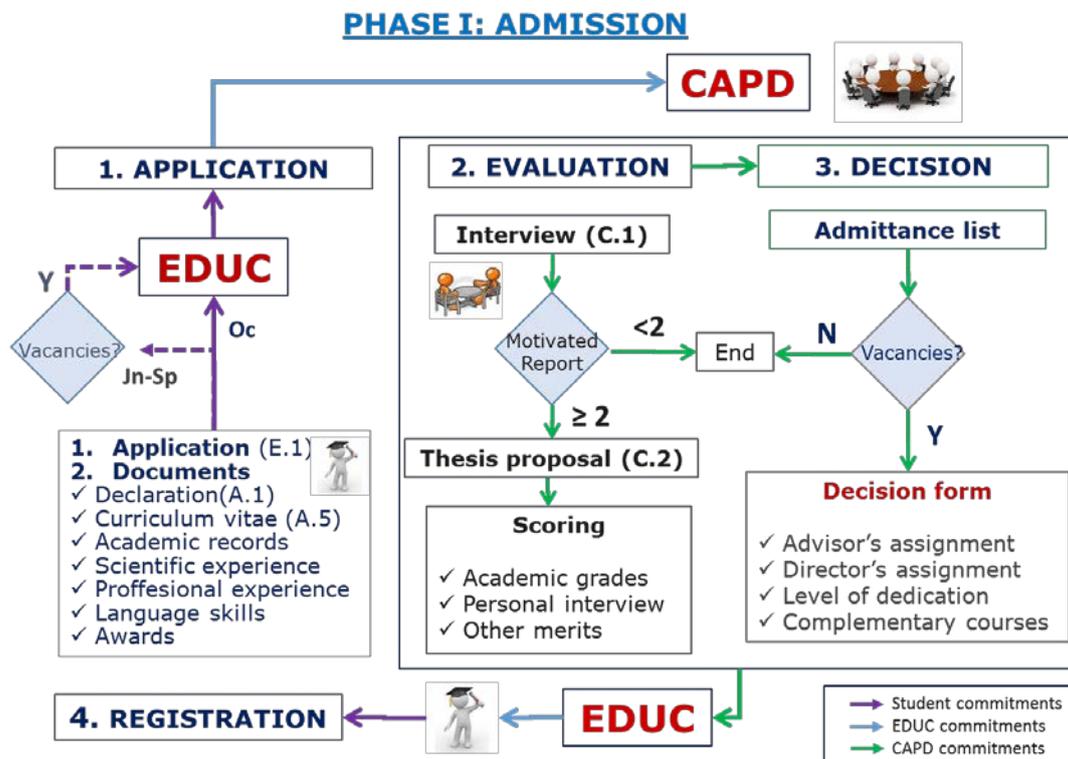


Figure 2. Diagram showing the admission process.

2.1.2. Evaluation by the Academic Committee

Once the pre-registration period has been closed and the corresponding documentation has been received, the CAPD will request one of the senior researchers of the program, belonging to the research area/field selected by the candidate, to conduct an interview. This researcher will issue a "Motivated Report" to the Academic Committee, in which he/she will assess (see **Form C-1**):

- The adequacy of the candidate's profile to the Program (0-2 points).
- The candidate's research experience (0-1 point)
- The candidate's professional experience (0-1 point)

If the candidate obtains a score of 2 points (minimum) or higher, he/she will have to prepare a "Thesis Proposal", according to the standardized format (see **Form C-2**), including the following aspects:

- Theme (UNESCO codes).
- Research group.
- Possible relationship with other groups.
- Proposal of Director (s).
- Possibility of joint supervision with another university.
- Dedication (full/ part time).
- Overall estimated cost of training (optional).
- Sources of financing to cover salary costs.
- Sources of financing for specific training activities.
- Sources of financing for the execution of the thesis.
- General approach of the thesis (max 1 sheet), including:
 - Provisional title, General hypothesis, Objectives.
 - Graphical abstract.
 - Expected results.

2.1.3. Resolution

Based on the documentation provided by each applicant and the interview reports, the Committee (CAPD) will conduct the evaluation of all candidates, establishing an order of priority based on their scores, according to the following criteria:

- **Academic grades:** 0-5 points, including undergraduate and Master's average grades.
- **Personal interview:** 0-4 points (according to Form C-1).
- **Other merits:** 0-1 point, assessing:
 - Academic and research awards (50%).
 - Certification of English language above B2 (50%).

To complete the process, the CAPD will forward the admission documents to the EDUC, together with the valued list of applicants, in which the following data will be recorded:

- The partial and global scores obtained in each section.
- The official assignment of the Advisor.
- The official assignment of the Director or Directors.
- The level of dedication (full/part time).
- The complementary courses, according to the student's profile.
- The preliminary intention to apply for the international mention.

At this point, the EDUC will inform the new doctorate of his/her admission and provide the documentation necessary to formalize the registration. This procedure must be managed under the premises of the Doctoral School itself. If the payment is not made within the stipulated period, the registration will be canceled.

Finally, in accordance with UC regulations, both the doctoral student and his/her advisor and director(s) must subscribe to the following documents:

- Code of Good Practices.
- Supervisory Commitment Agreement.
- Reference Document of the IH2O Program.

The first two forms are common to all doctorates of the UC and can be obtained directly at the EDUC website (see **Forms E-2 and E-3**), while the one corresponding to the IH2O Program is provided by the CAPD (**Form A-2**). If an assigned director does not belong to some of the institutions involved in the Program, they will act as temporary collaborating professors, the signature of all these documents being required before their definitive assignment can be formalized.

In all cases, the CAPD will verify, the fulfillment of the conditions required in the current regulations (1 research period) for directors and advisors. Otherwise, the Academic Committee must evaluate each of the proposals and inform the EDUC about the possible equivalence of merits, in accordance with the criteria established by the Doctoral School (**Form E-4**).

In the same way, in case a co-supervision is requested, the interdisciplinary criteria adopted by the EDUC (**Form E-5**) must be justified.

2.2. PHASE II: Planning the thesis

After admission, each doctoral student, under the supervision and coordination of his/her Director and Advisor, will prepare the two documents required for the development of the doctoral thesis (Figure 3):

- "Research Plan". This document comprises the detailed scientific proposal of the doctoral student. In order to organize its scope and contents, a standardized report, similar to those requested in public R&D calls, has been established (see Form A-3). Basically, the structure of the report includes the following sections:
 - Title
 - Summary (max 3500 characters)
 - Background and current state of knowledge (max 5 pp)
 - Hypothesis and objectives (max 2 pp)
 - Methodology (max 10 pp)
 - Contributions, expected results and dissemination activities (max 1 pp)
 - Chronogram (according to standard format)
- "Training program". In this second document, the Advisor and the Director, in agreement with the doctoral student, must reflect the expected timeline for the different activities that ensure the acquisition of the competences of the research area/field in which the thesis is framed. These can be scientific, technological, professional or personal skills.

This proposal should reflect, roughly, the agreement reached regarding the preliminary programming and the "intensity of dedication" to the various training activities throughout the education process, including the main milestones within the timeline (see Form A-4).

The document is organized according to the different types of transversal and specific training activities established in the Program, as well as the tasks implicit in the doctoral thesis work, including:

- Transversal training (EDUC).
- Specific training:
 - Specific training seminars (International, IH20+10 or equivalent).
 - Specialization courses.
 - Congresses and specialized scientific meetings.
 - Mobility / stays.
 - Participation in transfer projects.
 - Development of the thesis (thesis, papers, etc).

PHASES II/III: PLANNING/EXECUTION

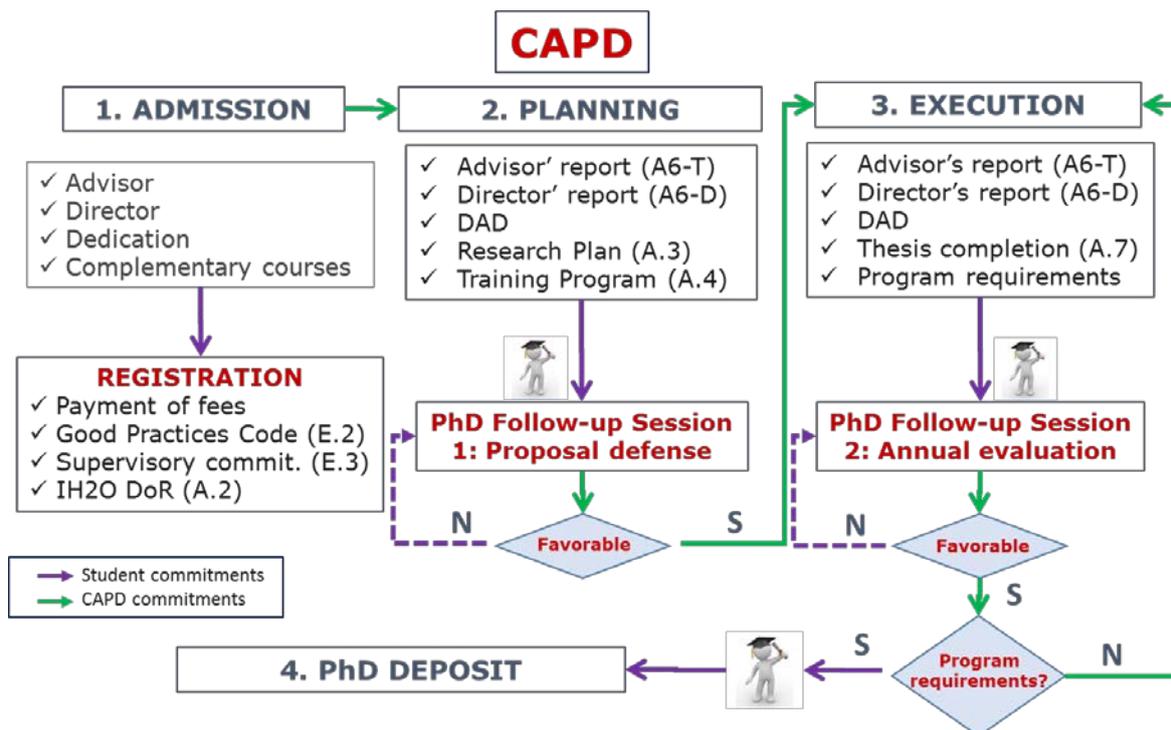


Figure 3. Representative diagram of the planning and execution processes.

Both documents will be subject to **evaluation** in the first session of the “**Doctorate Workshops**” (see Section 2.3, Execution of the project) to be held after admission to the program of doctoral students, in order to obtain the CAPD’s approval. The CAPD will convene two annual sessions of evaluation and/or follow-up of the doctoral students: in spring (March-April) and autumn (September-October), respectively.

After the public defense of the Plan and the Program, the corresponding **Document of approval and follow-up will be issued (Form C-4, Schedule II)**. It will include information concerning the initial approval and all subsequent annual follow-ups. This document will serve as an updated certificate of the CAPD on the development of each researcher in-training doctoral education.

2.3. PHASE III: Execution of the Thesis

This phase runs between two main milestones: the approval of the research plan and the defense of the thesis. During this period doctoral students must fulfill the training requirements of the Program, while developing the scientific objectives established in their research plans. In order to ensure the proper progress of this training process, annual **follow-up sessions** are established during the “Doctorate Workshops” (Figure 3).

In these Seminars, organized twice a year by the CAPD, the **Specific Training Committees** (see Section 3.2) carry out the evaluation of the doctoral students' progress, which will be later ratified by the Academic Committee of the Program and sent to the EDUC.

This process is carried out according to the following schedule, starting from its celebration at the end of March and October, respectively:

1. Students admitted in the ordinary call (October):

- Doctoral students admitted to ordinary examinations must have validated all the training activities carried out as of admission before March, updating their **Doctorate Activities Document (DAD)** accordingly. This task must be done through the virtual campus of the UC.
- The CAPD will convene and organize “**PhD Follow-up Sessions**”, delegating the evaluation of doctoral students to the Specific Training Committees. This evaluation will be compulsory for all doctoral students and will be held in a public act at the end of March. During the Session, each doctoral student will submit the evaluation of the Research Plan and the DAD, together with the Training Program.
- Before each Follow-up Session, which will be announced at least 15 days prior to its celebration, deadlines for the delivery of the following documents will be established:

- Research Plan (Form A.3)
 - Training Program (Form A.4).
 - DAD (document generated through the virtual campus of the UC).
 - Tutor's Report (Form A.6-T).
 - Director's Report (Form A.6-D).
 - Presentation of the doctoral student (according to file *.ppt, Template A.8).
- Before each “PhD Follow-up Session”, the CAPD will provide each Specific Training Committee with these documents (Research Plan, DAD and Reports of the tutor and director), through the Program's share point (cf. Apdo 5), so that they can conduct the evaluation of each student assigned to them.
 - During the Session, each student will have a maximum of 10 minutes to present his/her Plan, using the corresponding template (Templates A.8). Each presentation will be followed by a question time of 10 minutes by the Committee.
 - After the celebration of the Follow-up Session, the evaluation reports submitted by each Committee must be ratified by the CAPD. This information will be duly reflected in the **Assessment document (Form C-4)** of each student. A favorable evaluation will be an essential requirement for the student to continue in the Program. In case this evaluation is not passed, the candidate will have a second and last opportunity to defend a new Plan within a maximum period of 6 months, during a second session of the “PhD Follow-up”, which will take place in October.

2. Students admitted in the extended period:

- In the case of doctoral candidates admitted during the extended admission period (January-September), an equivalent system of approval is established, but transferred in time to the second annual meeting of the “PhD Follow-up Sessions”, which takes place in October.

After the approval of the Plan, **evaluation** of each doctoral student will be repeated annually until the doctoral thesis is deposited. These are held during the same “PhD Follow-up Sessions” and using the same procedure as the approval of the plans. In this case, each doctoral student must submit the following documents on the deadline established in each specific call:

- Annual monitoring report (Form A.7).
- DAD (document generated through the virtual campus of the UC).
- Tutor's Report (Form A.6-T).
- Director's Report (Form A.6-D).
- Presentation of the doctoral student (according to file *.ppt, Template A.9).

During the annual monitoring, each student will have a maximum of 10 minutes to present the most important advances made in the execution of their Research Plan and in the training program, using the corresponding template (Templates A.9). Special emphasis will

be placed on the analysis of compliance with the objectives of the thesis and on the most relevant results achieved up to that moment, together with the self-assessment of the degree of compliance with the requirements established in the IH2O Program. Each presentation will be followed by a question time of 10 minutes by the Committee.

At the end of each “PhD Follow-up Session”, the Assessment Document will be updated and sent to all doctoral students.

2.4. PHASE IV: Defense of the Thesis

Once the training process is finished, the doctoral students begin the last phase before obtaining the PhD title. This includes two stages: **1)** the administrative process of the **deposit** and **2)** the act of **defense**. Both of them generally take up to a maximum of two months. The detailed development of both stages can be found in the UC doctorate regulations.

The most important milestones are summarized below (Figure 4) together with some specific details of the IH2O program.

2.4.1. Thesis Deposit

The application to deposit the doctoral thesis is made at the EDUC, once all the requirements of the doctorate program, which are summarized in the following points, have been met:

- Undertake the **transversal training** courses established by the EDUC.
- Attend **18 hours** of research seminars, including among these the specific seminars of the program (IH2O+10), workshops, international meetings, etc.
- Undertake **2 specialization courses** on topics related to the doctoral student’s research field/area.
- Present **2 oral presentations** in conferences, it is advisable that at least one of them is done in English, at an international conference.
- Publish **2 papers in journals included in the Science Citation Index (SCI)** as first author or at least have the final acceptance letter from the editor of the journal. At least one of this publications/papers/articles must be in the first quartile (Q1) of any of the lists of the Journal of Citation Reports (JCR), in the year of the first submission.
- Undertake at least **one international mobility (minimum 1 week)**, i.e. any type of activity in which the doctoral student has to interact directly with researchers from international centers and with doctoral students from other countries (e.g. summer courses, workshops for doctoral students, etc). In the case of doctoral students who want to apply for the International Mention, a stay of at least **3 months** must be completed.

- Participate in a **transfer project** related to the research field, interacting with other specialists (researchers, technicians, consultants, managers, etc).
- Finish the Research Plan, its synthesis being reflected in the **final Thesis document** edited according to the official format of the program (**Template C.3**). This format is obligatory for all the official copies that have to be delivered during the process of authorization of the defense (5 copies). The final document must have incorporated the possible modifications proposed by the external reviewers in their reports. These evaluations are compulsory only for those theses that qualify for an international mention, although they are recommended by the CAPD for all the doctoral theses included in the Program.

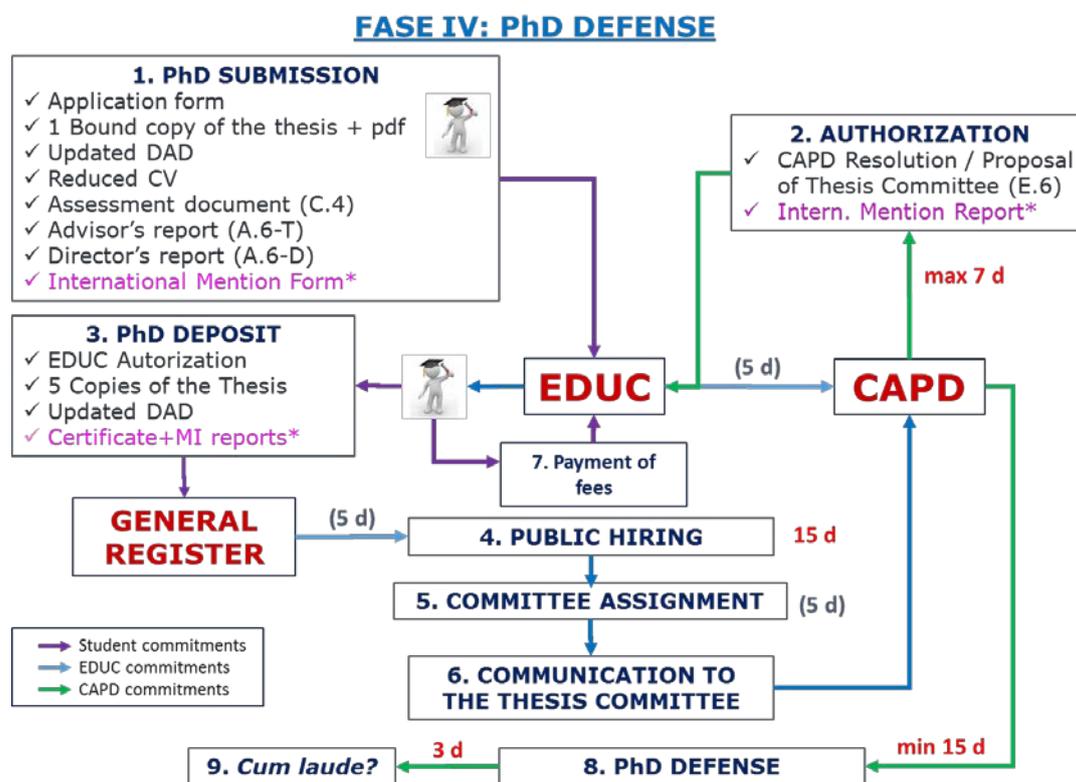


Figure 4. Representative diagram of the thesis defense process (in parentheses, estimated periods; in red, periods established in the regulations).

All activities carried out during the development of the thesis/training process must have been previously authorized by the advisor and the thesis Director, who will ultimately endorse their relevance for the training process. In case of doubt, the CAPD should be consulted about the validity/appropriateness of any activity before it is carried out. On the other hand, the CAPD, in conjunction with the R&D Groups and the collaborating entities, will be responsible for scheduling enough training activities (seminars, specialization courses, national / international meetings) each year for the doctoral students to be able to meet the established requirements.

To initiate the deposit's administrative process, the following documents must be submitted (Figure 4-1):

- **Application**, according to the official form provided by the EDUC.
- **1 bound copy of the thesis**, along with a CD that includes a copy in pdf format.
- **Updated DAD**, obtained through the virtual campus of the UC.
- **Reduced CV** (4 pp), in the official format of the program (Form A.5), in order to accredit any other additional merits (e.g. professional ones) beyond the doctoral training.
- **Assessment Document**, which shows the history of evaluations throughout the doctoral training, duly validated by the CAPD (Form C.4).
- **Advisor's report**, using the same format as the annual reports (Form A.6-T)
- **Director's report**, using the same format as the annual reports (Form A.6-D).

In case of requesting the International Doctorate Mention, the following additional documents must be delivered:

- International Mention application form provided by the EDUC.
- Certificate of the research stay (of at least 3 months) in a foreign University. .
- Reports from 2 international experts. These reports must address the quality, the degree of innovation and the relevance of the contributions made by the doctoral student in his/her thesis document. In addition, they may suggest changes that they deem appropriate to improve the content of the document.

PhD students included in the industrial doctorate modality must also comply with the provisions of UC regulations for this category/modality.

The EDUC will send this documentation to the Academic Committee for verification of its compliance with the transversal and specific training requirements demanded in the Program, and evaluation of the adequacy of the Thesis for its defense. Once the CAPD has been commissioned, it will request a proposal of Thesis Committee from the directors, including the list of members and alternates, as well as the justification of their profiles (**Form E-6**) and their CVs. Based on all the information received, the CAPD will:

1. Motivate the decision regarding the authorization of the deposit of the doctoral thesis and, where appropriate,
2. Make the final proposal of the Thesis Evaluation Committee.
3. Report on the fulfillment of the requirements to qualify for the International Mention.

To this end, the CAPD will have a maximum period of 7 working days, after which it will have to send the resolution authorizing or denying the deposit to the EDUC, so that it can officially inform the doctoral student. At the same time, the Academic Committee will return the copy of the thesis to the doctoral student.

At this point, the applicant must make the official deposit of his/her doctoral thesis, by delivering the following documentation to the General Register of the UC:

- Deposit authorization, generated by the EDUC and signed by the program coordinator.
- Five (5) identical copies of the Thesis, whose covers should conform to the official model approved by the CAPD (Template C.3). At least the two (2) copies that will remain in deposit in the UC (EDUC and IHCantabria) must be hardcover. The other three (3) may be delivered in paperback, but using the same cover color and typing. These three copies will be returned to the Doctoral student for delivery at the Doctoral School.
- In the case of opting for the international mention, the certificate of stay and the two external reports must also be provided, in addition to meeting the requirements on language and types of contents established in the current regulations.

The thesis will be held in deposit for fifteen calendar days (out of school holidays) after its registration. The direction of the Doctoral School will communicate the period of public consultation to the Departments, Research Institutes of the UC and the entities participating in the Doctoral School.

At the end of the deposit period, the EDUC must authorize or reject the defense of the Thesis, and approve, if that is the case, the composition of the Defense Committee. At this moment, the EDUC will officially inform the CAPD and the members of the Committee of their nomination, sending them a copy of the Thesis and of the registered documentation, at least fifteen working days before the public defense of the Thesis. This delivery can be done using electronic means.

2.4.2. Thesis defense

The act of defense of the Thesis will be convened by the President and communicated by the Secretary to the Committee at least 15 calendar days before its celebration. The secretariat of the Doctoral School will be responsible for giving the greatest possible publicity to the act of defense, while the CAPD will be responsible for coordinating the administrative process.

Prior to presenting the thesis, the PhD student must pay the corresponding fee, by means of a form that will be provided by the Doctoral School, and authorize the public dissemination of the thesis through the institutional repository of the UC.

The defense will be carried out in accordance with the provisions of current regulations. Afterwards, each member of the Committee will formulate a written evaluation of the Thesis, as well as of the training activities carried out by the PhD student. An official resolution will be delivered by the Defense Committee, including the global qualification granted to the Thesis in terms of "Not suitable", "Pass", and "Pass with credit" or "Excellent".



In addition, each member of the Defense Committee may propose, by means of secret votes, the "*Cum laude*" mention and the eligibility of the thesis for the extraordinary doctorate award. Both scrutinies will be carried out in the EDUC within a period of less than three working days, after which they will be made public and communicated to the new Doctor, the Director, the Advisor and the Academic Committee of the Doctoral Program.

3. ADMINISTRATIVE ORGANIZATION

3.1. Academic Committee

As established in current regulations, the scientific management of the Program is carried out by its Academic Committee, which is currently formed by the following researchers of the program, acting on behalf of different sectors:

	In representation of	
Juanes de la Peña, José Antonio		Coordinator
López Lara, Javier	Research Area on Climate, Energies and Infrastructures	Academic Secretary
Medina Santamaría, Raúl	IHCantabria Board	Member
Losada Rodríguez, Iñigo J.	IHCantabria Board	Member
González Rodríguez, Mauricio	Master and PhD academic sector	Member
Álvarez Díaz, César	Civil Engineering School	Member
Puente Trueba, Araceli	Research Area on Hydrobiology and Environmental management	Member
García Gómez, Andrés	Research Area on Hydraulic and Coastal Engineering	Member
Lavín Montero, Alicia	Collaborating institutions, Spanish Oceanographic Institute (IEO)	Member

The CAPD is chaired by the Program Coordinator, who will appoint an Academic Secretary within the members, to act as Deputy Coordinator, and be able to replace the Coordinator on behalf of the Program.

Besides, each research area of the program (i.e. areas of IHCantabria = R&D groups of the UC), as well as the Spanish Institute of Oceanography will have its own representative in the Committee. They will represent the professors of each area in the Committee.

All the information related to the CAPD, as well as to the different delegate and unipersonal/single member subcommittees of the programs (composition, functions, etc.) is detailed in the EDUC's Internal Regulations.

3.2. Delegate bodies

In order to speed up the procedures required for the development of the Program and promote communication between the Commission and the doctoral students, three delegate bodies of the Academic Committee are established (Figure 5).

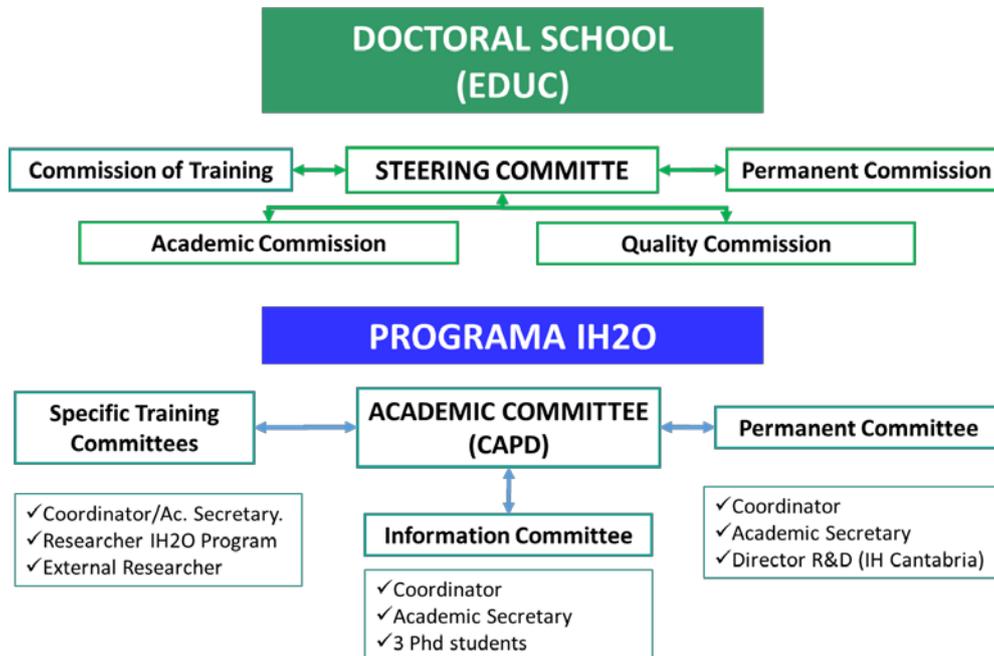


Figure 5. Representative diagram of the entities and bodies in charge of the administrative and scientific management of the Program.

A. Permanent Committee

- o Composition: This commission is composed by the IH2O Program Coordinator, who will chair it, the Academic Secretary of the CAPD, and the Research/Teaching Director of IHCantabria.
- o Tasks: The Permanent Committee is responsible for resolving the procedural matters established by the CAPD and for other matters specifically entrusted to it by delegation of the Academic Committee. .
- o Functioning: The Permanent Committee will meet, at least, quarterly, or at the request of any of its members, these meetings requiring the presence of all of them. The agenda will be set by the President, taking into account the requests of the other members. All agreements made by the Commission will be adopted unanimously by its three members, and will be informed, as soon as possible, to the CAPD.

B. Specific Training Committees:

- o Composition: Each Committee will be composed by a representative of the Academic Commission (Coordinator/Academic Secretary), who will act as President, a researcher of the UC belonging to the program, and a PhD from the collaborating entities or associated to other EDUC programs.

- Tasks: The Specific Training Committees are responsible for the evaluation of the Research Plans and the annual follow-up of the doctoral students, which takes place during the “Doctorate Workshops” (March-April / September-October).
- Functioning: The CAPD will inform the members of the different Training Committees of the celebration of the Seminars at least 15 days in advance, trying, when possible, to maintain the composition of the same Committee for each doctoral student. Likewise, it will provide all its members with access to the documentation provided by the doctoral students (see section 2.3). These Committees will meet during the celebration of the Workshop, where they will conduct an evaluation of the candidate assigned to them (Form C.4). The presence of the three members is required for the constitution of each Committee.

C. Information Committee:

- Composition: This commission will be integrated by the Coordinator of the IH2O Program, who will chair it, and the Academic Secretary of the CAPD, along with three PhD researchers, representing the doctoral students associated with each research area/line of research.
- Tasks: It is the responsibility of this Committee to serve as a forum for the exchange of information, suggestions and formal requests between doctoral students and the CAPD.
- Functioning: This Committee will meet, at least, every six months, or at the joint request of the doctoral students' representatives, requiring the presence of at least 4 of its members for its constitution.

D. International Committee:

- Composition: The members of this Committee will be the same researchers that make up the International Scientific Committee of IH Cantabria.
- Tasks: This Committee is responsible for the external evaluation of the Program, through the preparation of a summary report on the fulfillment of the program's objectives, as well as the proposal of potential specific improvements for each of the research lines/areas.
- Functioning: Every 5 years, the Permanent Committee of the Program will prepare an internal evaluation based, on the evolution of the different indicators of progress established in the **Program's report**. This evaluation will constitute the basis of a report that must be approved by the CAPD and sent to each member of the International Committee for review and evaluation.

3.3. Single-member bodies

The relationship between the CAPD and the EDUC will be channeled through the **Administrator of the University of Cantabria**, who will also act as Secretary of the Program. It will carry out the following functions:

- To participate, as a guest member, with a voice, but not a vote, in all the meetings of the CAPD, the Permanent Committee and the Information Committee, being in charge of preparing minutes of all their sessions.
- Safeguard all the information of the Program (minutes, records, etc.).
- Maintain the documentary and program activities record.
- Serve as a link between the EDUC, the CAPD, the professors and the doctoral students.

4. FREQUENTLY ASKED QUESTIONS (FAQ)

Admission Phase

Is it possible to do the PhD thesis from a foreign country?

The doctorate is PRESENTIAL. However, "shared doctorates" may be accepted in case of doctoral students /belonging to teaching institutions or research centers that have signed a specific agreement with the University of Cantabria. In this case, A MINIMUM OF A 1 YEAR STAY AT THE UC is required, depending on the profile of each student. These cases must be approved individually by the CAPD, who will analyze the convenience of each administrative situation.

Does the IH2O Program have its own funding sources for the development of new doctoral theses?

NO, only those associated with public calls. In this sense it should be noted that doctoral theses require four types of funding: 1) for the salary of the doctoral student, generally provided by public calls or by the Director, through a project, 2) for the annual enrollment to the Program, 3) for the completion of the training program, both courses and attendance to conferences and stays/ mobility, and 4) for the experimental development of the thesis, including all materials, use of lab facilities and overheads. Therefore, the Director of the thesis, together with the person in charge of the Research group, must estimate and guarantee enough resources for the development of the thesis before subscribing its acceptance.

Where should the administrative procedures of the Program (pre-registration, registration, certifications, etc.) be formalized?

All the administrative procedures related to the doctoral student's record are formalized at the Doctoral School. However, before making any inquiry, candidates should consult and inform themselves through the website (see section 5).

Do you have to submit certified copies of the supporting documentation during pre-registration?

Certified copies of the official titles should only be submitted if they were not issued by the UC. Validation of foreign titles must be carried out following the corresponding guidelines available on the EDUC website.

Which merits are valued in the admission process?

Only those merits listed in form C1 are valued: Adequacy of bachelor and master's degrees, accredited participation in R&D projects or transfer contracts, scientific SCI indexed or peer reviewed papers, presentations at conferences and accredited professional activity. The remaining merits, if considered relevant for the application, must be included in the CV.

Is it possible to request a "pre-admission" certificate to access public calls for PreDoc contracts?

THERE IS NO OFFICIAL PRE-ADMISSION CERTIFICATE. The CAPD can only assure/assert that a certain candidate meets the requirements to be admitted to a certain line/area of research, after evaluating their CV and carrying out the corresponding interview.

How is the adequacy of the candidate's profile assessed at the time of the interview?

The professors who carry out the interview will assess the compliance of the Code of Good Practices of the UC as a determining criterion to assess this adequacy, mainly in relation to the fact that "All proposed thesis projects must have sufficient resources for their development" (section 2.1), and taking into account that it is the obligation of the Advisor and Director (section 1.2, letter a) "To provide the PhD student with the means and the appropriate scientific environment" to develop it.

How many PhD students can be assigned to the same director?

There is no general rule in this regard, but it is suggested that the same teacher should not assume more than two new full students per academic year.

Is it possible to have a Thesis Director from outside the University or the Collaborating Institutions associated with the Program?

Yes, it is possible, provided that he/she shows compliance with the established regulatory requirements (1 research period or equivalent), as well as with all the principles established in the Code of Good Practices (see previous points), the Supervisory Commitment Agreement and this Document.

And a Tutor?

The Tutor will be assigned by the Academic Committee of the Doctoral Program at the time of admission. This function normally falls on a professor of the program who belongs to the IH Cantabria staff, in such a way that communication between the CAPD, the director, the doctoral student and the EDUC is ensured.

Planning Phase

Can a thesis be done as a co-supervision between two universities?

Yes. In general, the existence of this type of collaboration between the UC and universities from another country is promoted. To do this, it is necessary to sign a specific agreement between the two institutions of education where, among other issues, each university will state that it will grant its title to the doctoral student (double degree), and establish its requirements for this concession. In these cases, the doctoral student is required to stay a minimum of 6 months at the co-supervising university. It should be noted that the paperwork associated with these procedures can take a long time, so it is advisable to start them at the time of admission of the PhD student.

What is the difference between a collaboration agreement and a co-supervision?

Basically, that the collaboration does not imply recognition of the title by both universities, but simply that the exchanges of professors, doctoral students, training activities, etc. will be favored.

Who determines the initial dedication of a PhD student?

The Academic Committee at the time of admission, after analyzing the result of the interview.

What happens if a Research Plan is rejected a second time?

The doctoral candidate will be excluded from the program. However, after the first rejection, the CAPD will summon the doctoral student, the Advisor and the Director to analyze the reasons for this situation and try to find appropriate solutions.

What is the deadline to submit the thesis?

The approximate time for the completion of each thesis (number of years) will be specified in the Research Plan and the Training Program, and recorded in the admission document issued by the CAPD. These deadlines must be adapted to regulations (RD 99/2011) on ordinary and extraordinary periods for full-time (3 + 1 + 1 years) and "part-time" (5 + 2 + 1 years) students.

Execution Phase

Who should be responsible for the costs associated with the development of the Research Plan and the compulsory activities of the Training program?

The Advisor and the Director must subscribe to the Code of Good Practices and the Supervisory Commitment Agreement. These documents explicitly establish such responsibilities. Therefore, the CAPD must verify that the means to comply with these commitments are available, during the admission process.

Is it possible to change the dedication of a thesis once it has started?

Yes. This will be managed according to EDUC regulations.

Is it possible to request periods of inactivity due to personal reasons?

Yes. Ordinarily, the CAPD may authorize up to one year of leave for personal reasons. During this period, all academic activities are stopped. Periods of medical leave (pregnancies, prolonged illnesses, etc.) will not be computed within the doctoral period.

Who should be addressed to solve problems related with the Research Plan?

Initially, the Director, and the Advisor (for problems related with the training program), should be consulted. In case of conflict with any of them, it is possible to consult the representative of the research area/line in the CAPD, so that the problem can be exposed to the CAPD.

What is the difference between a mobility and a stay?

These terms have been used to differentiate between short-term activities (minimum 1 week), that encourage interactions and scientific exchanges of doctoral students with other doctoral students and researchers, and those of a longer duration (at least 3 months), that promote interactions between the research groups of the UC and the host institution and enable the development of specific results associated with the doctoral thesis.

Defense Phase

Is there a specific format for the reports of international experts?

No. However, work is being done to develop a standard form to standardize the objective, scope and extension of these reports, facilitating the work of the external reviewers.

How many copies of the thesis must be prepared for the deposit process?

Five identical copies should be deposited. When applying for the deposit procedure, one of them is delivered to the EDUC for evaluation by the CAPD. Upon their authorization, it will be returned to the doctoral student. Then, 5 copies (at least two being hardcover) must be deposited at the UC's Registry.

Can you insert images on the cover?

NO. The format is unique and common to all theses in the Program.

Is it possible to present the thesis as a "compendium of articles"?

NO. The Academic Committee decided not to authorize this format. It is assumed that most doctoral theses already contemplate a structure that allows linking each chapter with a scientific paper, while promoting a more profuse and detailed writing of the subjects under study, as well as the coherence among the different specific objectives of the thesis.

Is it possible to start the deposit of the thesis without having two already published SCI articles?

YES. It is enough to have the definitive acceptance of publication letter from the publisher. For the evaluation of the required quality indicators (at least 1 Q1), the journal's ranking will be considered on the initial date of submission to the journal.

In theses with an international mention, can researchers who have written the mandatory external reports participate in the defense Committee?

Yes, unless they have acted as tutors during the research stay.

5. CONTACTS & LINKS

5.1. Contacts

The following basic points of contact are established:

- Doctoral School (EDUC):
 - Secretariat: escueladoctorado@unican.es, 942 201296
- IH2O Program:
 - Coordinator: José A. Juanes. juanesj@unican.es, 942 201616 ext 1405
 - Administrator: Jesús Arriaga docenciaihcantabria@unican.es, 942 201616 ext 1406
 - Representatives, by R & D areas:
 - Andrés García. andres.garcia@unican.es, 942 201616 ext 1304
 - Javier López. lopezjav@unican.es, 942 201616 ext 1205
 - Araceli Puente. puntea@unican.es, 942 201616 ext 1104

5.2. Information of the Program

Links providing the official information of the doctoral program:

- General information. Web-page Universidad de Cantabria:
<https://web.unican.es/estudios/detalle-doctorado?p=185&a=2019>
- Additional information. Web-page Doctoral School (EDUC):
<https://web.unican.es/centros/escuela-de-doctorado/Paginas/Doctorado-en-Ingenieria-de-Costas-Hidrobiologia-y-Gestion-de-Sistemas-Acuaticos.aspx>
- Information on specific results. Web-page IHCantabria:
<https://mutta.ihcantabria.com/formacion/ih2o-doctorado-en-ingenieria-de-costas-hidrobiologia-y-gestion-de-sistemas-acuaticos/>

On the other hand, a virtual space has been created so that all members and collaborators can have access to updated information about the Program, through the IH2O folder on the Share point platform, accessible from the following personal link:

- https://unican-my.sharepoint.com/:f:/g/personal/arriagaj_gestion_unican_es/EhWYe8PoztBCjL-6Qaix_BOBVJleiEXH9OIeIngSH6MATg?e=PM05Sn

The various folders and subfolders have been structured as follows:

- **IH2O PROGRAM**

- **1. Information**

- Minutes of the Academic Commission
 - Documents
 - Templates
 - Forms for PhD students
 - Forms for the CAPD
 - Forms from the EDUC
 - Presentations
 - Results of monitoring by ANECA

- **2. PhD Follow-up Sessions**

- Calls
 - Documents for the Committees

- **3. Regulations**