

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 the **Regulations for the Academic Management of Doctorate Studies**

(<http://web.unican.es/estudios/normatica-academica/normativa-de-estudios-de-doctorado>)

and by University **Internal Regulations**

(http://www.doctoradouniversidadcantabria.com/sites/default/files/RRI_aprobadoCG1922014_0.pdf)

- 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 in to the EDUC.

<http://www.doctoradouniversidadcantabria.com/content/normativas-0>

- 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 "Document of the Activities of the Doctorate student" (DAD) lists the training activities carried out in the course of the doctorate (courses, conferences, publications, etc.). From academic year 2016-2017, these activities can be uploaded to the Virtual Campus, together with the documentation accrediting them.

The Research Plan 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 report must be handed in to the EDUC.**

Based on these documents, the CAPD issues its own report. If the assessment is negative, the PhD student has six months in which to present a new Research Plan. If it is again assessed negatively, the student must leave the programme.

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

- At the start of each academic year, enrolment must be renewed by Academic Tutorship, normally during the first fortnight in October. If this is not done correctly in time, it may imply the student

definitively leaving the programme.

- The EDUC runs a programme for Cross-Curricular Training. Two Cross-Curricular Training courses are compulsory:
 - BASIC COURSE, ON THE DOCTORATE AND TECHNIQUES OF THE PRESENTATION OF SCIENTIFIC WORK, which is taken in the first year of the doctorate.
 - ADVANCED COURSE, ON THE FUTURE OF THE PHD STUDENT, which is taken at a time near the end of the doctorate.

Each course consists of 40 hours of classes, taken in the afternoons over two weeks. Cross-Curricular Training is free of charge. The Thesis cannot be submitted if the completion of this training is not accredited.

Other optional courses and workshops are also offered.

- The duration of a **full-time** doctorate course is three years from the date of admission. 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.

- **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.

- **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).

- **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.