

INTERNAL REGULATIONS OF THE UNIVERSITY OF CANTABRIA

DOCTORATE SCHOOL

Preamble

Royal Decree 99/2011 of 28 of January (consolidated text of 3 June 2016) organised doctoral studies in a new way, allowing universities to create Doctorate Schools. The University of Cantabria (UC) decide to found its Doctorate School by agreement of the UC Governing Council on 18 April 2011. The University of Cantabria Doctorate School (UCDS) is conceived as a centre of special interest for the promotion of the university and is linked to other initiatives, especially the International Excellence Campus.

The present Internal Regulations has been drafted in accordance with the Royal Decree, the Student's Statute, Science Law and other regulations in force.

TITLE I. NATURE, STRUCTURE, GOALS AND FUNCTIONS OF THE UCDS

Article 1.

The UCDS is tasked with organising, within its administrative field, the teaching and activities corresponding to doctorates at the University of Cantabria.

It will carry out its activity in collaboration with other universities and organisations, centres, institutions and entities with R+D activities, whether public or private, Spanish or foreign, when an agreement is reached on their integration with the UCDS.

The UCDS will carry out its objectives connected with the strategy of research at the university or universities and, if applicable, with public research organisations and other entities and institutions involved and will demonstrate a suitable capability of management for its goals, ensured by the supporting universities and institutions.

The UCDS will plan the range of activities inherent in the training and development of research staff undergoing training (PhD students), carried out by members of the UCDS and with the assistance of external professionals. It may also provide other open activities in research training.

The UCDS will carry out the necessary actions to guarantee that researchers undergoing training can achieve the academic and professional knowledge and skills set out in their doctorate programme. It will also include among its objectives personal and values training.

The UCDS is organised as an inter-disciplinary school, which will guarantee leadership in its field and a sufficient critical mass of doctors, lecturers and students.

The UCDS members are:

- a. Research staff forming part of the UCDS doctorate programmes.

- b. Administrative and services staff belonging to the school.
- c. Students in the UCDS doctorate programmes.
- d. Members of the UCDS Steering Committee.
- e. Visiting lecturers ascribed to the UCDS.

UCDS staff must subscribe their commitment to the Code of Good Practices approved by the School.

TITLE II. GOVERNING BODIES

CHAPTER 1. Steering Committee

Article 2.

The Steering Committee is the ordinary collegial governing body of the UCDS.

Article 3.

The UCDS Steering Committee will be formed by:

- a. The Director of the UCDS
- b. The sub-directors of the UCDS
- c. The administrator of the UCDS
- d. The vice-chancellor of the UC in charge of Doctorate Affairs
- e. The vice-chancellor of Research and the Transfer of Knowledge at the UC
- f. The director of the Quality Area and Planning of Educational Resources in the UC vice-chancellorship of Academic Planning.
- g. Coordinators of the UC Doctorate Programmes.
- h. UC coordinators of inter-university doctorate programmes.
- i. Members of each of the entities participating in the UCDS which, according to the agreement reached, have the right to belong to its Steering Committee.
- j. A lecturer from each of the five main areas of knowledge that form part of a doctorate programme.
- k. 10% of the members in representation of the other entities collaborating with the UCDS.
- l. 20% of the members in representation of the PhD students, or at least 10 members, so that there are at least two from each of the main areas of knowledge.
- m. 5% of the members in representation of the Administration and Services staff of the UCDS.

The percentages in the above points will be rounded upwards.

Article 4. Renewal of the UCDS Steering Committee

The UCDS Steering Committee will be renewed every two years. Elections will be called by the Director of the UCDS for the collectives with representation in the committee whose participation requires the election process.

Each collective will elect its representatives from among its eligible members.

In the collectives of lecturers, students and Administration and Services staff all the members belonging to those collectives will be eligible, unless they have expressed their withdrawal in writing.

The elections in those collectives will be carried out during the academic year and the vote will be universal, free, direct, secret and non-delegable.

In the Collaborating Entities sector, the representation will be rotary and the order of representation will be fixed by the UCDS Steering Committee. In any case, the entities will propose their representatives, in accordance with the agreements made.

The UCDS Electoral Committee is the collegial body in charge of the organisation and supervision of the electoral processes in the UCDS. It will be named by the Steering Committee and consist of the Director or the person that the director delegates, who will convene and chair the committee meetings and a representative of each of the collectives represented in the Steering Committee.

The functions of the Electoral Committee are:

- a. To fix the electoral calendar.
- b. To indicate the composition and functioning of the polling stations.
- c. To establish the ways of voting.
- d. To determine the necessary rules for holding the elections
- e. To announce the candidates and the provisional results of the different elections.
- f. To decide on any complaints, in a maximum period of eight days.
- g. To announce the definitive results of the elections.

Article 5. Steering Committee Meetings

The UCDS Steering Committee meetings will be chaired by the Director of the UCDS.

The Secretary of the committee meetings will be designated by the director of the UCDS from among its members.

The Director may invite people deemed necessary to instruct the committee at the meetings. They will be able to speak but not to vote.

The committee meetings may be ordinary or extraordinary. The committee will meet in an ordinary meeting at least once every six months or when a fifth of the members request a meeting. Extraordinary meetings are those held when the urgency of the matter to be discussed does not permit the requirements for convening an ordinary meeting to be fulfilled.

The committee may agree to a postponement of the meeting on the proposal of its members, and a date to continue the meeting with the same agenda must be established.

To call an ordinary meeting of the committee, the following requirements must be fulfilled.

- a. It must be called by the Director.
- b. Notice must be sent to all the members at least seven calendar days in advance, excluding non-teaching periods.

- c. If a meeting is called on the request of a fifth of the members, notice must be sent within a maximum period of fifteen days after the request was made.
- d. Notice must include a detailed agenda drafted by the Director. The agenda will include the matters that the Director considers necessary and those that are requested by a fifth of the committee members at least ten days in advance of the meeting.
- e. Documentation about the points on the agenda must be enclosed with the notice as well as any minutes pending approval. When the volume of documentation is large, it will be left in a designated place where it can be consulted, from the time when notice of the meeting is given. Otherwise, it may be sent electronically.
- f. Matters that are not on the agenda cannot be discussed or agreed on, unless all the committee members are present and a majority of them vote in favour of declaring the matter as urgent.
- g. The first point on the agenda will be the reading and approval of the minutes of the previous meeting, and the last point will be any other business.

An ordinary committee meeting will require the presence of the director or a sub-director and at least half the members. If the quorum is not reached, the meeting will be convened for a second time half an hour after the first time, and in this case the attendance of 25% of the committee members, including the Director or sub-director, will suffice. The Secretary will keep the minutes of each meeting. This will contain the details listed in Law 40/2015 of 1 of October, on the Legal System of the Public Sector. Decisions will be valid if they are agreed by at least the simple majority of the members present at the time of the vote, except in the case of the modification of the Internal Regulations of the UCDS, where any decision will need the approval of the majority of the committee members. Voting may be:

- a. By assent. Approval will be given with this procedure when the proposals are made by the chairperson and they do not meet any objections or opposition.
- b. Ordinary.
- c. Secret. Voting will be secret when proposed by any committee member.

Extraordinary meetings of the Steering Committee will be governed by the same regulations as the ordinary meetings, except in the following aspects:

- a. Extraordinary meetings must be convened a minimum of 48 hours in advance of the meeting and a maximum of 15 days after they are requested.
- b. They will be convened by the Director on his or her own initiative or on the request of 20% of the committee members.
- c. The agenda will not include “reading and approval of the minutes of the previous meeting” or “any other business”. The minutes of the extraordinary meetings will be read and approved in the next ordinary meeting.

Article 6.

The UCDS Steering Committee will carry out functions regarding the School’s organisation and management. In particular, it is the responsibility of the Steering Committee:

- a. To propose new doctorate programmes for their approval be the Governing Council, with a report of the Doctorate Commission, and by the UC Social Council, if applicable.
- b. To contribute information for the Report of the doctorate programmes presented in accordance with the UCDS Internal Regulations, for its approval by the UC Governing Council and Social Council, with the report of Doctorate Commission.
- c. To provide information about the proposals of the coordinators of the doctorate programmes in accordance with the UCDS Internal Regulations, for them to be sent to the Vice-chancellor of the UC.
- d. To approve the formation of the Academic Commissions of the UCDS doctorate programmes and the discontinuance and replacement of their members.
- e. To approve the inclusion and discontinuance of the members of the UCDS doctorate programmes, in accordance with the stipulations in the present regulations.
- f. To determine the cross-curricular training activities for PhD students and to define and organise others that may be of interest to complete their training.
- g. To choose the members of the Delegate Commissions and to establish the functions and attributions of these commissions.
- h. To define collaboration policies with other entities and to draw up the agreements needed for their approval by the corresponding organisations.
- i. To solve conflicts that may arise between the different bodies in the UCDS, in accordance with the UC regulations in force.
- j. To approve the Director's annual report, which must include a report of the UCDS's activities and the Strategic Plan for the following year, which in turn will include the budget guidelines and approve the balance of the preceding financial year.
- k. To draw up and approve the Internal Regulations and, if applicable, any modifications to them.

Article 7. The Standing Commission

The Standing Commission of the UCDS Steering Committee will be formed by:

- a. The Director, who will chair it.
- b. The Administrator, who will act as the Secretary.
- c. A coordinator of a UC doctorate programme or the UC coordinator of an inter-university doctorate programme.
- d. A lecturer who is at that time active in research training in the UCDS, either as the tutor and/or thesis supervisor or in the Academic Commission of a programme.
- e. A PhD student.
The latter two will be members of the Steering Committee and will be chosen by it on the proposal of the sector involved.
- f. Members of participating entities will also belong to the Standing Commission, when their agreement with the UCDS establishes it.

The Standing Commission has the function of performing administrative matters determined by the Committee as well as other matters expressly delegated to it by the Committee. In any case, the Standing Commission will decide on:

- a. Proposals of discontinuance and replacement of doctorate programme coordinators.
- b. Proposals of discontinuance and replacement of members of the academic commissions of doctorate programmes.
- c. Proposals of the entry and discontinuance of members of doctorate programmes.

Decisions of the Standing Commission will be communicated, as soon as possible, to the UCDS Steering Committee.

Article 8. Academic Commission

The Academic Commission, a delegated body of the UCDS Steering Committee, will be formed by:

- a. The Director, who will chair it.
- b. A sub-director.
- c. The Administrator, who will act as the Secretary.
- d. A doctorate programme coordinator from the field of Sciences.
- e. A doctorate programme coordinator from the field of Engineering and Architecture.
- f. A doctorate programme coordinator from the field of Health Sciences.
- g. A doctorate programme coordinator from the field of Social and Legal Sciences.
- h. A doctorate programme coordinator from the field of Humanities. The coordinators will be chosen by the members of the Steering Committee.
- i. The Director of Quality and Planning of Educational Resources, from the UC Vice-chancellorship of Academic Planning.
- j. A representative of the PhD students.
- k. Members of participating entities will also belong to the Academic Commission, when their agreement with the UCDS establishes it.

The Academic Commission will decide on those matters related to the academic management of the UCDS and which are delegated to it by the Steering Committee.

Among its functions:

- a. It will inform about the creation, modification and extinction of doctorate programmes.
- b. It will assess merits equivalent to periods of research activity for individuals proposed as doctorate programme coordinators and members of the academic commissions of the doctorate programmes.
- c. It will decide on validations in cross-curricular training activities.
- d. It will decide on complaints against the decision of changing the nomination of tutors and thesis supervisors taken by the academic commission of the doctorate programmes.
- e. It will decide on the exceptional acceptance of a period of less than a year for the submission of a thesis.
- f. It will inform about the corresponding report on a research project in the case of the commendation of Industrial Doctorate.

Article 9. Quality Commission

The UCDS Quality Commission is the body delegated by the UCDS Steering Committee to participate in the planning and monitoring of its Quality Guarantee System. It will also act as one of the vehicles of internal communication of the policy, objectives, plans, programmes, responsibilities and achievements of this system.

The UCDS Quality Commission is formed by:

- a. The Director, who will chair it.
- b. A sub-director.
- c. A person from the UCDS administration, who will act as the Secretary.
- d. The Director of the University of Cantabria Quality Area.
- e. A doctorate programme coordinator or lecturer from the field of Sciences.
- f. Two doctorate programme coordinators or lecturers from the field of Engineering and Architecture.
- g. A doctorate programme coordinator or lecturer from the field of Health Sciences.
- h. A doctorate programme coordinator or lecturer from the field of Social and Legal Sciences.
- i. A doctorate programme coordinator or lecturer from the field of Humanities. These coordinators or lecturers will be chosen by the Steering Committee.
- j. Members of participating entities, when their agreement with the UCDS establishes it.
- k. A graduate, named by the Steering Committee on the proposal of the UCDS Director.
- l. A PhD student, named by the Steering Committee on the proposal of the UCDS Director.
- m. A quality technician.

The responsibilities of the UCDS Quality Commission are:

- a. To promote and supervise the Quality Guarantee System (QGS) in doctorate programmes.
- b. To coordinate the carrying out of the QGS procedures applicable to doctorate programmes and cross-curricular training.
- c. To collect information generated by the QGS, coordinate proposals and actions to improve doctorate programmes and cross-curricular training, take them to the UCDS Steering Committee for their approval and monitor them.
- d. To draw up and pass the annual monitoring report of the studies managed by the UCDS, verifying that the different programmes satisfy UC quality policies and objectives.

CHAPTER 2. Individual responsibilities

Article 10.

The UCDS Director will be nominated and appointed by the UC Vice-chancellor from among researchers of acknowledged prestige at the university or promoting institutions of the UCDS when they meet the legally established requirements.

Article 11.

The UCDS Director will leave the post on his or her own request or on the decision of the UC Vice-chancellor and, in all circumstances, four years after being appointed.

Article 12.

The functions of the UCDS Director are:

- a. To manage and coordinate the activity of the UCDS and ensure the continuity and fulfilment of its objectives.
- b. To represent the UCDS in the governing bodies of the UC and in all other instances when required.
- c. To carry out and ensure the carrying out of the agreements of the UCDS Steering Committee.
- d. To manage the administration and finances, as well as all the services of the UCDS.
- e. To decide on cases of the recognition and transfer of credits.
- f. To carry out the functional management of the administration and services staff ascribed to the UCDS.
- g. To prepare the annual reports, strategic plans, budget guidelines and balance of the preceding financial year, and send them to the Steering Committee for their approval.
- h. To direct and supervise the fulfilment of the code of good practices and obligations corresponding to its objectives by the UCDS staff, and to take the necessary measures to solve problems that may arise.
- i. To verify that the human and material resources of the UCDS are appropriate for the efficacious development of its activities.
- j. To propose to the Steering Committee, for its approval, the members of the UCDS International Advisory Commission.
- k. To regularly inform the UCDS Steering Committee of the actions taken in the course of his or her duties.
- l. To verify that the members of the UCDS are informed of all matters that might affect them, in relation to the activities of the UCDS.

Article 13.

The Sub-director or Sub-directors of the UCDS will be nominated by the Director and appointed by the UC Vice-chancellor. They will be researchers of acknowledged prestige at the UC or one of the institutions promoting the UCDS and who have carried out at least two periods of research. They will leave their post on their own request or on the decision of the Vice-chancellor after the UCDS Director's proposal and, in any case, when the Director's mandate ends.

Article 14.

The Sub-director or Sub-directors of the UCDS will assist the Director in his or her functions, by carrying out the tasks delegated or entrusted to them.

Article 15.

The UCDS will have an Administrator who, under the functional supervision of the Director, will develop and carry out the economic and administrative management of the UCDS and put into

practice the agreements of its Steering Committee regarding those matters. The post of Administrator will be awarded in accordance with the specific UC regulations for Centre Administrators.

CHAPTER 3. International Advisory Committee

Article 16.

The UCDS will have an International Advisory Committee formed by member of acknowledged prestige in the five branches of knowledge and/or aspects of the transfer of technology.

Article 17.

The nomination of the members of the International Advisory Committee is the responsibility of the UCDS Director, after hearing the opinion of the Steering Committee.

Article 18.

The International Advisory Committee will carry out an annual assessment of the UCDS's academic activities and lines of action, as well as issuing all the occasional reports required by the Steering Committee.

TITLE III. DOCTORATE PROGRAMMES

CHAPTER 1. Creation of Doctorate Programmes

Article 19.

The UCDS's research activities and doctoral training will be articulated through the doctorate programmes developed by the School.

Article 20.

The UCDS Doctorate Programmes may be UC or inter-university programmes and may have the collaboration of other public or private organisations, with the corresponding signed agreement, in accordance with Article 8.2 of Royal Decree 99/2011.

Article 21.

The proposal of creating a doctorate programme may come from:

- a. The UCDS Steering Committee, once it is approved at a meeting of the committee.
- b. In the case of exclusively UC programmes, from a group of at least 10 researchers, members of the programme, all of whom have supervised a thesis and are lecturers with a permanent contract with the UC or staff doctors ascribed to the University Mixed Institutes.
- c. In the case of inter-university programmes, from a group of at least 10 researchers, members of the programme, all of whom have supervised a thesis and are lecturers with a permanent contract with the universities proposing the programme or staff doctors ascribed to the Mixed Institutes at those universities, and at least one of them must be from the UC.

The proposal will be presented to the UCDS management, in a text signed by the proposers and must be accompanied by a detailed report and a proposal for the coordinator.

The proposal will be considered by the UCDS Steering Committee, which will send it to the Vice-chancellor in charge of Doctorate Affairs for his or her approval, a report of the Doctorate Commission and, if applicable, its approval by the UC Governing Council and Social Council.

If any other entities are collaborating with the programme, this report must take into account the agreement reached with those entities.

Article 22.

The report proposing a doctorate programme must contain all the data necessary for its later verification, in accordance with Appendix I in Royal Decree 99/2011.

Article 23.

The report issued by the UCDS Steering Committee will be adapted to the assessment criteria for the verification of doctorate programmes, as explained in Appendix II in Royal Decree 99/2011.

This report will give positive consideration to a critical mass of active researchers who may act as tutors or thesis supervisors, their high qualification as researchers in the areas associated with the programme, the degree of internationalisation and the participation of public or private institutions with great experience in R+D, the existence of infrastructures and suitable material means for the research training, the potential for the transfer of technology and the capacity of international and intersectorial mobility of the future PhD students, in addition to other criteria enhancing the quality of the doctoral training.

CHAPTER 2. Coordinators of the Doctorate Programmes

Article 24.

Each doctorate programme will have a coordinator, who will be an important researcher, endorsed by the prior supervision of at least two doctoral theses and justified by at least two periods of research activity recognised in accordance with the stipulations in Royal Decree 1086/1989, or equivalent merits if the above assessment criteria is not applicable and which will be considered by the Steering Committee. The coordination will have a duration of four years, with the possibility of renewal.

Article 25.

The coordinator of a UC doctorate programme will be appointed by the Vice-chancellor of the university. A report on the proposal will be supplied by the UCDS Steering Committee.

Article 26.

The coordinator of an inter-university doctorate programme will be appointed in an agreement between the vice-chancellors of the universities taking part in the programme. A report on the proposal of candidate will be supplied by the UCDS Steering Committee.

If the programme coordinator does not belong to the UC, a coordinator of the university will be named, who must form part of the Academic Commission of the inter-university programme, have supervised at least one thesis and taken part in at least one period of research activity recognised in accordance with the stipulations in Royal Decree 1086/1989 or equivalent merits if the above assessment criteria is not applicable and which will be considered by the Steering Committee. This coordinator will be named by the UC Vice-chancellor.

The functions and representation of the coordinators of doctorate programmes described in the present regulations will be applicable to UC coordinators in the case of inter-university doctorate programmes.

Article 27.

Doctorate Programme Coordinators have the following roles:

- a. To supervise and coordinate the activity in the programme and ensure the continuity and fulfilment of its objectives, verifying that the programme proceeds with the highest degree of efficacy, quality and success.
- b. To propose to the Steering Committee the formation of the Academic Commission of the Programme, to chair it, carry out the agreements it reaches and ensure they are fulfilled.
- c. To represent the Programme in the UCDS Steering Committee and ensure that the agreements that the UCDS reaches regarding the Programme are fulfilled.
- d. To verify that the members of the Programme are informed about all the matters related to the activities of the Programme and which might concern them.

CHAPTER 3. Academic Commissions of the Doctorate Programmes

Article 28.

The activities of each doctorate programme will be organised, designed and coordinated by an Academic Commission.

Article 29.

The members of the academic commissions will be doctors with acknowledged research experience who have supervised at least one doctoral thesis and are able to justify at least one recognised period of research activity in accordance with the stipulations in Royal Decree 1086/1989 or equivalent merits if the above assessment criteria is not applicable. They may be members of the UC, public research organisations or other Spanish or international entities and institutions working in R+D.

Article 30.

The designation of the members of the academic commissions of the doctorate programmes is the responsibility of the UCDS Steering Committee, on the proposal of the programme coordinator and according to the regulations, statutes and/or collaboration agreements with the institutions implicated in the doctorate programme.

Article 31.

The number of members of the academic commissions will depend on the characteristics of the doctorate programme, the number of tutors and thesis supervisors and the number of research lines in the programme. It should be included in the report proposing the programme and reported to the UCDS Steering Committee. The academic commission should have between five and nine members.

Article 32.

The doctorate programme coordinator will chair the meetings of the Academic Commission, of which he or she will be a full member.

Article 33.

The members of the academic commissions may leave it on their own volition. Their dismissal may also be proposed by the doctorate programme coordinator, who will give a reasoned report to the UCDS Steering Committee, which will assess it in the light of the regulations, statutes and/or collaboration agreements with the institutions implicated in the doctorate programme. Members of the Academic Commissions will cease in their functions when the programme coordinator leaves, or after four years of their mandate. They may be proposed again to carry out the same functions.

Article 34.

The functions of the Academic Commissions of the Doctorate Programmes are:

- a. To supervise the training and research activities in the programme.
- b. To assign tutors to the PhD students in the programme and to change the tutors at any time during the period of the doctorate, if any justified reasons arise.
- c. To assign thesis supervisors to the PhD students in the programme and to change the supervisors at any time during the period of the doctorate, if any justified reasons arise.
- d. To organise activities of interest for the training of PhD students in the programme, which will be added to those organised by the UC through the UCDS.
- e. To assess, at least annually, the research plan and document of activities of the PhD students in the programme, as well as the reports of their tutors and supervisors.
- f. To decide about the continuity of the students in the programme, which should be justified. In the case of a negative assessment, the student must be assessed again within a period of six months, after presenting a new research plan. If the assessment is again negative, the student must leave the programme definitively.
- g. To assess the suitability of the theses submitted by the PhD students in the programme. They should also assess the training activities carried out by the student. A positive assessment of the activities will be necessary to be able to proceed with the thesis oral examination.

- h. To determine the exceptional circumstances justifying the absence of publicity about any part of the thesis, as stipulated in Section 6 in Article 14 of Royal Decree 99/2011.
- i. To inform that the theses submitted by the PhD students in the programme are eligible for the commendation of International Doctorate..
- j. To inform that the theses submitted by the PhD students in the programme are eligible for the commendation of Industrial Doctorate.
- k. To issue reports about the applications of inclusion or withdrawal of researchers as members of the doctorate programme and to submit them for the approval of the Steering Committee.

TITLE IV. UCDS TUTORS

Article 35.

UCDS tutors will be designated by the Academic Commission of the Doctorate Programmes to verify the interaction of the PhD students with the Commission. There may be a maximum of two tutors.

Article 36.

Tutors must be doctors with proven research experience, connected legally or by contract with the UC or entities collaborating with the UCDS during the period when the PhD students are studying for their thesis. They are responsible for the suitability of the training and research activity of the students as regards the principles of the programme and of the UCDS. The research experience will be justified by at least one period of research activity in accordance with the stipulations in Royal Decree 1086/1989 or equivalent merits if the above assessment criterion is not applicable and which will be considered by the UCDS management.

The tutors must have the time, knowledge, experience, technical aptitude and dedication necessary to be able to offer their PhD students the appropriate support and apply the procedures of progress and review, as well as the necessary mechanisms of reaction.

Article 37.

The tutors' duties are:

- a. To sign the document that establishes the functions of supervising the PhD student, in the way determined by the UC.
- b. To assist the PhD students in the training process, by facilitating information, guidance and resources for learning.
- c. To facilitate the planning of the PhD students' curricular programme.
- d. To review the personalised document of activities of the PhD students on a regular basis.
- e. To guide and endorse the PhD student's research plan periodically.
- f. To stimulate the transition of the PhD students towards the world of work, the initial development of their professional career and access to continual training.
- g. To attend the needs of disabled students, according to the model determined by the UC.
- h. To subscribe their commitment to the code of good practices approved by the UCDS.

Article 38.

The tutors' rights are:

- a. Full integration in the structure and activities of the UCDS, in accordance with the present regulations for its doctorate programmes.
- b. Use of suitable and accessible academic facilities and the appropriate material means for their activity as a tutor.
- c. Academic recognition of their tutorship activity in the framework of the UC statutes.
- d. Participation in training activities for tutors offered by the UCDS in order to fulfil their function of guiding PhD students with responsibility.
- e. All those rights recognised by general legislation, the laws of the Autonomous Community of Cantabria, and the statutes and regulations of the UC.

TITLE V. THESIS SUPERVISORS

Article 39.

Thesis supervisors must be Spanish or foreign doctors with proven research experience, whatever the university, centre or institution where they are employed. The research experience will be justified by at least one period of research activity in accordance with the stipulations in Royal Decree 1086/1989 or equivalent merits if the above assessment criterion is not applicable and which will be considered by the UCDS management. They will be assigned to the PhD students by the academic commission of the doctorate programme that the student has enrolled in, at the time of enrolment or in a maximum period of three months after enrolment. They may also be the student's tutor. A maximum of two co-supervisors is possible, when academic reasons arise, such as cases of an inter-disciplinary topic or programmes carried out with Spanish or international collaboration, with the authorisation of the Academic Commission of the programme.

Article 40.

The thesis supervisor will be responsible for the coherence and suitability of the training activities, and the impact and novelty of the thesis topic, as well as guiding the planning and adaptation to other projects and activities in which the student takes part. The endorsement of the thesis supervisor regarding the study visits and activities of the PhD student will be a necessary requirement for eligibility for the commendation of International Thesis.

Article 41.

The supervisor's duties are:

- a. To sign the document that establishes the functions of supervising the PhD student, in the way determined by the UC.
- b. To create a constructive and positive relationship with the PhD student in order to establish the necessary conditions for an efficient transfer of knowledge and the correct development of the student's career as a researcher.
- c. To review the personalised document of activities of the PhD students on a regular basis.

- d. To guide and endorse the PhD student's research plan periodically.
- e. To verify that the PhD student knows the strategic objectives governing his or her field of activity and the funding mechanisms, as well as to apply for the necessary permits before beginning their project or accessing the resources provided.
- f. To verify that the results of the student's research are fructiferous and are disseminated and used, for example, through announcements, transfers to other research contexts or, if applicable, commercialisation.
- g. To facilitate that the student's research activities are made known to society in general so that they may be accessible to non-specialists and thus improve their understanding by the general public.
- h. To verify that the PhD students follow safe working practices, according to national legislation. They should also ensure that the students take the necessary steps to satisfy legal requirements in terms of data protection and confidentiality.
- i. To attend the needs of disabled students, according to the model determined by the UC.
- j. To subscribe their commitment to the code of good practices approved by the UCDS.

Article 42.

The supervisor's rights are:

- a. Full integration in the structure and activities of the UCDS, in accordance with the present regulations for its doctorate programmes.
- b. Use of suitable and accessible academic facilities and the appropriate material means for their activity as a supervisor.
- c. Academic recognition of their activity as a thesis supervisor in the framework of the UC statutes.
- d. Participation in training activities for thesis supervisors offered by the UCDS in order to fulfil their function of guiding PhD students with responsibility.
- e. All those rights recognised by general legislation, the laws of the Autonomous Community of Cantabria, and the statutes and regulations of the UC.

TITLE VI. RESEARCHERS UNDERGOING TRAINING IN THE UCDS

Article 43.

A person accepted in a doctorate programme managed by the UCDS and who has enrolled in the programme will be considered a pre-doctoral researcher undergoing training or PhD student.

Article 44.

Rights of researchers undergoing training (PhD students)

- a. Guarantee of equality in duties and rights, whatever the doctorate programme in which they have enrolled. This equality will be exercised under the general principle of university co-responsibility, understood as the reciprocal rights and freedom as regards respect for people and the university institution as the common good of all those forming part of it.

- b. The rights and duties of researchers undergoing training will be applied in accordance with the legislation of the state and the autonomous community, and the Statutes of the UC.
- c. Researchers undergoing training will have the right to receive from the UCDS the general information of interest to them and, in particular, information about their rights as PhD students.
- d. Researchers undergoing training will be able to collaborate in teaching tasks according to the regulations in force.
- e. Within the terms stipulated by law and the UC regulations, and as a guarantee of their right to mobility, researchers undergoing training will have the right that their knowledge, skills and professional experience acquired before entering the corresponding doctorate programme are recognised. This recognition will be included, if applicable, in the European Supplement to the Qualification.
- f. Researchers undergoing training enjoy the following common, individual or collective rights:
 1. To be informed about the regulations referring to the assessment and monitoring of their training activities.
 2. To an assessment of their training activities in accordance with public, objective, transparent and pre-established criteria. It should take into account the overall creativity of the research work and results in the form of publications, patents and other outcomes, and also the context of their training development.
 3. To the recognition of the authorship of the work carried out during their training and the protection of the intellectual ownership of that work, particularly the results of the thesis and previous research, in the terms of the legislation in force about those matters.
 4. To use the name of the entities in which they work while carrying out their scientific activity.
- g. Researchers undergoing training will also enjoy the following rights:
 1. To have a tutor and supervisor, both with proven research experience, who respectively guide their training process and supervise the production of the thesis.
 2. That the UC and UCDS promote the integration of the PhD students in their doctorate programmes in research groups and networks.
 3. To be recognised as researchers and that the UC promotes in their programmes opportunities for the development of their research career.
 4. To take part in programmes and applications of grants for research training and Spanish and international travel, as well as inter-sectorial and inter-disciplinary mobility.
 5. To the freedom to propose problem-solving methods within the framework of recognised practices and ethical principles and applicable regulations about intellectual property, while taking into account the limitations derived from the circumstances of the research and the context, the supervision, guidance and management activities, and financial and infrastructure limitations.
 6. That co-authorship is recognised and assessed positively as a demonstration of a constructive application of practices in research.
 7. To take part in the monitoring of doctorate programmes and in the processes of institutional assessment, in the terms laid out in the regulations in force.

Article 45.

Duties of researchers undergoing training (PhD students)

Researchers undergoing training must accept the commitment of maintaining an active and responsible position in the UC, which they must know, and respect its Statutes and other regulations for its functioning. To be able to express this commitment, their duties are:

- a. To study and participate actively in the academic activities that help to complete their training. In particular, to maintain a structured and regular relationship with their tutors and thesis supervisors, as well as to update their document of activities in accordance with the regulations in force. This will include the discoveries in their research, reactions through reports and seminars, the application of this feedback and progress in their studies, according to the agreed calendar, objectives fixed, and the presentation of results and/or products of the research.
- b. To observe recognised ethical practices and the fundamental ethic principles corresponding to their field of study, as well as the ethical rules in the different national, sectorial and institutional deontological codes. They must sign the commitment to fulfilling the code of good practices adopted by the UCDS.
- c. To respect the principle of intellectual property and the joint property of data when the research is carried out in collaboration with supervisors and/or other researchers.
- d. To know and fulfil the internal regulations about health and safety, especially those concerning the use of laboratories, fieldwork and other research environments.
- e. To fulfil the responsibilities corresponding to any position of representation that they are elected to.
- f. To use the name of the entities for which they work in the course of their scientific activity, in accordance with the internal rules of those entities and the agreements, pacts and contracts they subscribe.

In addition to the above, PhD students will have all the duties included in the legislation in force and particularly in the Student's Statute.

TITLE VII. REFORM OF THE INTERNAL REGULATIONS

Article 46.

The present regulations can be reformed on the proposal of the UCDS Director or at the request of a third of the members of the Steering Committee.

The request for reform will be made in a written document, addressed to the Director, specifying the signatories, the reasons, the texts to be reformed and, if applicable, the alternative texts.

The debate and approval, if that is the case, of the proposal of reform will take place in an extraordinary meeting of the Steering Committee. The reform must be approved by an absolute majority of the Committee. If it is approved, it will be submitted to the Doctorate Commission for its subsequent ratification by the UC Governing Council.

If the proposed reform is rejected by the Steering Committee, another initiative for the reform of the same titles or articles cannot be presented within the following year.

FINAL PROVISION

The UCDS Steering Committee will be responsible for applying the present Internal Regulations, in accordance with the rule of law.