

**REGULATIONS FOR THE ACADEMIC MANAGEMENT OF
DOCTORATE STUDIES GOVERNED BY ROYAL DECREE 99/2011**

Contents

General Provisions.....	2
Preliminary Title.....	3
Title I: Structure and Organisation of Doctoral Training	6
Title II: Pre-enrolment and Admission.....	7
Title III: Enrolment and duration of the Studies. Supervision and Monitoring the Doctoral Student.....	13
Title IV: Doctoral Programmes.....	19
Title V: Regulations for the Doctoral Thesis Procedures.....	23
Title VI: Thesis in a Co-tutorship system.....	30
Title VII: Joint Doctoral Programmes.....	33
Title VIII: International Doctorate.....	34
Title IX: Industrial Doctorate.....	36
Title X: Doctoral Theses as a Compendium of Papers.....	37
Additional Provision.....	38
Final Provisions.....	38

GENERAL PROVISIONS

Doctoral studies and the award of the qualification of Doctor at the University of Cantabria are governed by the provisions in:

- Organic Law 6/2001 of 21 of December, of Universities and the regulations for their development.
- Royal Decree 99/2011 of 8 of January (consolidated text of 3 June 2016), regulating official doctoral studies.
- Royal Decree 195/2016 of 13 of May, establishing the requirements for issuing the European Supplement to the University qualification of Doctor and which modifies Royal Decree 99/2011.
- Statutes of the University of Cantabria (UC), approved by Decree 26/2012 of 10 of May (Official Gazette of Cantabria, 17 May 2012).
- Other provisions about doctorate studies passed by the State and adapted to the UC.
- The present regulations.

Preamble

Doctorates form one of the cornerstones of the development of the society of knowledge in the framework of the European Space of Higher Education (ESHE). In this context, the University of Cantabria (UC) deems it necessary to reorganise and rationalise the offer of Doctoral Programmes in order to achieve greater efficiency and raise their standard of quality. Additionally, this process should favour the establishment of relationships for the development of joint inter-university doctoral programmes or with other public R+D+I entities of a strategic nature.

Organic Law 6/2001 of 21 December, on Universities, in its new redaction in Organic Law 4/2007 of 12 of April, which modified the previous law, defines the structure of university studies in three cycles: Degree, Master and Doctorate. Doctorate studies, corresponding to the third cycle, lead to the award of Doctor, which is an official title valid in the whole of Spain.

Royal Decree 99/2011 organises doctoral studies in a new way, allowing universities to create Doctorate Schools. The UC decided to found its Doctorate School in an agreement of the Ruling Council on 18 April 2011. This process culminated with the publication in the Official Gazette of Cantabria (BOC) of Decree 154/2011 of 22 of September. In its foundation report, it was conceived as a centre with a special interest for the visibility of the University of Cantabria and was linked with other initiatives, especially with the International Excellence Campus.

1. Object

The present regulations develop the provisions in Royal Decree 99/2011 of 28 of January and Royal Decree 195/2016 of 13 of May, governing the official teaching in the doctorate and concerns the organisation and development of doctorate studies at the University of Cantabria as well as the procedures for admission, development and assessment of doctoral theses.

2. Definitions

Doctorate: Third cycle of official university studies leading to the qualification of Doctor and which imply the acquisition of skills and abilities connected with high-quality research.

Doctorate Programmes: University programmes that are carried out alone or jointly with others to articulate their strategy in training for research. They include all the activities leading to the acquisition of the skills and abilities needed to obtain the qualification of Doctor. These activities include the organisation and development of the different aspects of training for the doctorate, the procedures for the production of doctoral theses and the lines of research in which these are carried out.

PhD student: A researcher undergoing training who, after demonstrating the access requirements established in the regulations, has been admitted to a Doctorate Programme and has enrolled in this programme.

Document of the Activities of the Doctoral student (DAD): Individual record monitoring the activities. This document will be presented in the corresponding format and will be regularly reviewed by the Tutor and Thesis Supervisor and assessed by the Academic Committee responsible for the Doctorate Programme.

University of Cantabria Doctorate School (UCDS): The University of Cantabria Doctorate School is a unit of the university responsible for the coordination of the teaching and activities corresponding to the doctorate programmes. It has a Steering Committee, in which all the collectives taking part in the Doctorate Programmes of the Doctorate School will be represented, and which will carry out the functions regarding the organisation and management of the School. It is governed by Internal Regulations that include, among other aspects, the rights and duties of all the members of the Doctorate School, and the composition and functions of the Steering Committee, its Standing Committee, the Academic Committee of the Doctorate School, the Quality Committee of the Doctorate School and the Academic Committees of the Doctorate Programmes.

Thesis Supervisor: Person with the maximum responsibility in supervising the research work of the PhD Student.

Tutor: Person responsible for supervising the training activities of the PhD Student and overseeing the student's interaction with the Academic Committee of the Doctorate Programme.

Academic Committee of a Doctorate Programme: The body responsible for the definition, updating, quality and coordination of the Doctorate Programme. It will also be responsible for assessing the progress of the research and training, as well as authorising the presentation of the thesis of each student in the programme.

Doctorate Committee: The collegial body of the University of Cantabria with authority in the Doctorate matters indicated in these regulations

Structure:

Chairperson: Vice-chancellor in charge of Doctorate Affairs

Vice-chairperson: Director of the EDUC.

Secretary: A member of the administrative staff of the EDUC.

Other members:

- An sub-director of the EDUC.
- A coordinator for the branch of Sciences.
- A coordinator for the branch of Engineering and Architecture.
- A coordinator for the branch of Health Sciences.

- A coordinator for the branch of Social and Legal Sciences.
- A coordinator for the branch of Humanities.
- The Director of the Quality Section of the Vice-chancellorship of Academic Planning.
- Head of the Academic Management Service or the person who is delegated.
- Three doctors named by the UC Governing Council, on the proposal of the Vice-chancellor in charge of Doctorate Affairs.
- A representative of the PhD students.

TITLE I: STRUCTURE AND ORGANISATION OF DOCTORAL TRAINING

1. Structure of doctoral training

Doctoral training activities at the UC, in the framework of the Royal Decree 99/2011 on Doctorates, are organised through the Doctorate Programmes developed by the Doctorate School of the UC (UCDS).

The Doctorate Programmes of the Doctorate School may be of the University of Cantabria alone or in conjunction with other universities, and they may collaborate, through a corresponding agreement, with other public, private, Spanish or foreign organisations, in accordance with Article 8.2 in Royal Decree 99/2011.

Proposals for creating Doctorate Programmes at the UC will be reported to the Steering Committee at the Doctorate School in the way established in its Internal Regulations and taken to the Vice-chancellor in charge of Doctorate Affairs for their approval, report of the Doctorate Committee and approval by the Governing Council and Social Council of the UC, and then sent to the Autonomous Community. After their definitive approval, they will be published in the UC annual Doctorate Programmes Guide.

The termination of a Doctorate Programme may be proposed by the management of the Doctorate School, with a report of its Steering Committee. This proposal will be presented to the Vice-chancellor in charge of Doctorate Affairs, who will send it to the Doctorate Committee for their report and to the Governing Council for its approval.

2. Organisation of doctoral training

Doctorate Programmes will include aspects of training for research, without their structuring in ECTS credits being necessary. They will include cross-curricular training and specific training within the field of each Doctorate Programme. The organisation of this training and the monitoring procedures must be expressed in the report for the verification of the Doctorate Programmes.

The training activities carried out by the PhD students must be included in the Document of Activities of the Doctoral Student (DAD), which is the individual record monitoring their activities.

The main activity of the PhD Students will be research, expressed in the writing of an original body of research in any field of knowledge, guided by their thesis supervisor.

Doctoral studies will, as a minimum, guarantee the acquisition by the Student of the skills listed in Article 5 of Royal Decree 99/2011.

TITLE II: PRE-ENROLMENT AND ADMISSION

1. General principles

Access to the University of Cantabria will be achieved through the full respect for fundamental rights and the principles of equality, merit and ability. The principles of universal accessibility will also be taken into account, in accordance with laws relating to equal opportunities, non-discrimination and universal accessibility of people with disabilities.

2. Access requirements

In accordance with the stipulations in Article 6 of RD 99/2011 and the UC regulations, one of the following conditions must be met to enter a Doctorate programme:

- a) Possess an official Spanish degree qualification or the equivalent, and a university master's degree or equivalent, and to have obtained over 300 ECTS credits in the course of these two courses.
- b) Possess an official Spanish university qualification, or equivalent from any other country in the European Higher Education Area, enabling access to a Master's programme as stipulated in Article 16 of Royal Decree 1393/2007 of 29 of October and have obtained a minimum of 300 ECTS credits in all official university studies, of which at least 60 should have been at Master's level.
- c) Possess an official university qualification corresponding to Level 3 in the Spanish Qualifications for Higher Education Framework, in accordance with the procedure established in Royal Decree 967/2014 of 21 of November, which set the requirements and procedure for the standardisation and declaration of equivalence of qualifications and official university academic level. Also for the validation of foreign Higher Education studies and the procedure to determine the correspondence of the levels in the Spanish Qualifications for Higher Education Framework of official qualifications of Architect, Engineer, Graduate, Technical Architect, Technical Engineer and diploma-holder.
- d) Possess an official Spanish degree qualification, whose duration in accordance with the regulations of European law comes to at least 300 ECTS credits. These graduates must carry out the training complements referred to in Article 7.2 of RD 99/2011, unless the study plan of the corresponding degree course included research training credits, equivalent in value to the credits for training in Master's studies.
- e) University graduates who, after obtaining a place for training in the corresponding access examination for places in specialised health training, have passed assessments for at least two years' training in a programme to obtain an official qualification in one of the specialities in Health Sciences.
- f) Possess a qualification obtained in a foreign educational system, without needing homologation. In these cases, the University will verify that the level of training shown by the foreign qualification is equivalent to the level required to obtain the corresponding Spanish official Master's qualification, and that this foreign qualification enables access to Doctorate studies in the country of

the qualification. The fulfilment of these requirements must be accredited by the applicant.

Documents issued in a foreign country must meet the following requirements:

- i) They must be official and issued by the authorities with the right to issue them, in accordance with the legal regulations of the country in question.
- ii) They must be duly legalised according to the following conditions:
 - Documents issued in countries that have subscribed the Hague Convention of 5 October 1961. It is sufficient for them to have the unique legalisation or Apostille issued by the authorised parties in the country.
 - Documents issued by other countries. They must be legalised diplomatically by the following organisations:
 - Ministry of Education in the country of origin.
 - Ministry of Foreign Affairs in the country where the documents were issued.
 - Diplomatic or Consular representation of said country in Spain.

This requirement is not needed for documents issued by authorities in member countries of the European Union.

The documents must be translated into Spanish. Official translation may be:

- By a sworn translator, duly authorised and inscribed in Spain.
- By any diplomatic or consular representation of Spain abroad.
- By the diplomatic or consular representation of the applicant's country in Spain, or of the country of the document, as applies.
- By an official translator abroad, when the signature of this official translator is duly legalised.

The Doctorate School is responsible for verifying that an application meets the access requirements and if not, they cannot continue processing the application.

This admission does not in any circumstance imply the homologation of the previous qualification of the applicant or its recognition for any other purpose than access to the Doctorate training.

Applicants with a qualification obtained according to foreign educational systems must proceed in accordance with the stipulations in the applicable state legislation in order to access a University of Cantabria Doctorate Programme.

g. Possess a Spanish Doctorate qualification according to previous university systems.

3. Admission to Doctorate Programmes

Admission to Doctorate Programmes follows the stipulations in Royal Decree 99/2011, in the Verification Reports of the Doctorate Programmes and in the present regulations.

3.1. General admission regulations

Priorities and criteria of assessment for awarding places will be those established in Royal Decree 99/2011 of 28 of January (BOE of 10 February), in the Verification Reports of the Doctorate Programmes and the UC Doctorate Regulations.

The calendar priority is established as the criterion for awarding places in the following way: first, places will be awarded to applicants admitted in the convocation in November; remaining vacant places may be awarded to applicants during the academic year.

The criteria for admission to Doctorate Programmes defined in the Verified Report will be made public before the pre-enrolment process and must guarantee equal opportunities. Each academic year they will be published on the official website of the Vice-chancellor in charge of Doctorate Affairs.

3.2. Responsible organisation

The admission process for each Doctorate Programme taught in the Doctorate School will be decided by the Academic Committee of the Doctorate Programme, following the conditions established in the approved Verification Report and in the present regulations.

The Management of the Doctorate School will be responsible for following and monitoring the process.

3.3. Quota of places

The University, through the Vice-chancellor in charge of Doctorate Affairs, will agree for each academic year, together with the offer of Doctorate Programmes, the maximum number of places in each one. These limits to admission will be established in the Verification Reports of the Doctorate Programmes.

10% of the places will be reserved for candidates with disabilities equal to or higher than 33%, should there be any.

3.4. Complementary training

The Academic Committee of the Doctorate Programme that the candidate applies to will examine this applicant's documentation and will be able to set additional requirements and criteria, as well as specific complementary training.

These admission requirements and criteria, and the complementary training, must appear in the Doctorate Programme verification report.

This specific complementary training will be, as regards public process and the concession of grants and scholarships, considered training at doctorate level and they will count towards the limit established in Article 3.2. of Royal Decree 99/2011.

The applicant will be informed about the complementary training on being admitted and the training courses must be taken before or simultaneously with the Doctorate Programme to which the student has been admitted.

In the case of candidates with special education needs, caused by some kind of disability, the admission systems and procedures will include the appropriate services of support and advice, which will assess the need for possible changes to the curriculum, itineraries or alternative studies.

In the case of admission, the Academic Committee of the Doctorate Programme will assign a Tutor and a Supervisor to the PhD student.

4 Pre-enrolment

Administrative procedure

4.1. Application for a place. Time and places for the application

Candidates will apply for a place by indicating which Doctorate Programme they wish to enter among those offered by the University of Cantabria.

For each academic year, the governing bodies of the University will decide the Doctorate Programmes on offer. This information will be made public in advance on the website of the Vice-chancellor in charge of Doctorate Affairs.

Applications for a place may be made personally in the Doctorate School or through Internet. Documentation may be handed in personally at the Doctorate School or sent according to the procedure indicated in Article 16.4 of Law 39/2015 about the Common Administrative Procedure of Public Administrations.

4.2. Justification of requirement for access

1. All the applicants must prove with documents that they fulfil the academic requirement to access doctoral studies when they apply for admission (pre-enrolment). Applicants who have obtained the previous training in courses given at the University of Cantabria will not need to justify these requirements.
2. The pre-enrolments made through Internet by applicants whose previous training was not at the University of Cantabria will be considered provisionally until the applicant proves with documents the fulfilment of the academic requirements to access doctoral studies. The accreditation of these requirements must be made in the maximum period of 10 days after the date of the end of the pre-enrolment period. Otherwise, the Doctorate School will cancel the pre-enrolment.

4.3. Documentation

Together with the standard application form, the applicant must provide the following documentation:

- Photocopy of the ID card, or passport in the case of foreign applicants.
- Original or attested photocopy of the Personal Academic Certification issued by the University showing the subjects taken with their marks and credits (except in the case of courses taken at the University of Cantabria)
- Qualifications at Spanish universities: the original or attested photocopy of the qualification, except for applicants with qualifications at the University of Cantabria.
- Qualifications at foreign universities: Attested photocopy of the qualification duly legalised by diplomatic means and translated into Spanish by an official organisation or sworn translator.
- Together with the qualification, a certificate of the equivalence of average marks should also be presented.
- Other certificates of training or merits (other university studies, training in languages, “technical English”, work placement scholarships, professional or research experience).
- Documentation specific to each Programme.

4.4. Lists of admitted applicants

1. The places awarded will be made public through the lists of candidates admitted to the Doctorate Programmes.
2. These lists will be published on the website of the Vice-chancellor in charge of Doctorate Affairs and on the noticeboard in the Doctorate School, according to the calendar established for each academic year.
3. If not admitted, an applicant will be able to appeal to the Governing Council of the University of Cantabria in a period of one month after the day following the reception of letter informing of the non-admission, in accordance with the stipulations in Law 39/2015.

4.5. Communications with applicants

Applicants who have been admitted to a Doctorate Programme will be informed through the publication of the lists of admitted candidates. The admitted applicants will be able to consult information about the exact date of admission, Tutor and Supervisor, if the latter has been assigned, the lines of research and, if applicable, the complementary training that is required.

4.6. Right to the place awarded

Once the place has been awarded, the applicant’s right to make use of it finishes at the end of the enrolment period established to formalise each of the admission lists. If the enrolment is not formalised in that period, it will be understood that the applicant renounces the place.

4.7. Changes in the Doctorate Programme

Students who have begun to study in a Doctorate Programme will be able to access new programmes subject to the procedures established in the present regulations.

Activities carried out in Doctorate Programmes may be recognised by their equivalent in new programmes by the Academic Committee of the Programme. To be recognised, they must be similar in their duration and contents to the training activities in the programme. When they have been recognised, they will be included in the Document of Activities of the Doctoral Student (DAD).

In the case of PhD students on joint Doctorate Programmes admitted in another university who wish to change their enrolment to the UC, they will automatically apply for their admission and enrolment to the Academic Committee of the Programme, which will decide.

TITLE III: ENROLMENT AND DURATION OF THE STUDIES. SUPERVISION AND MONITORING OF THE DOCTORAL STUDENT

1. Enrolment

1.1. Students beginning doctoral studies at the University of Cantabria

PhD students beginning studies at the UC must have been awarded a place through pre-enrolment, after their admission by the Academic Committee of the Doctorate Programme, to be able to enrol in the Doctorate Programme.

Enrolment may be done personally in the Doctorate School or through Internet, in the period set for each academic year by the Doctorate Committee and which will be made public in advance.

Enrolment grants the right to academic tutorship and all other rights for researchers undergoing training included in the internal regulations of the Doctorate School.

PhD students must sign the Good Practices Code in the Doctorate School when they formalise their enrolment.

The fees for enrolment will be fixed for each academic year by order of the Education Council, which determines the public prices of academic services and activities.

1.2. Documentation

The documentation to be provided to formalise enrolment will be:

1. For all PhD students
 - a) Photocopy of the ID card, or NIE number or passport in the case of foreign students, and study visa for non-EU students (the original must be presented for its verification). This documentation is not necessary if it was presented during the pre-enrolment process.
 - b) A passport-size photograph (except in the case of students who already possess the UC university card).
 - c) Proof of the payment of the public enrolment fees in the bank named on the forms.
 - d) Personal academic certificate indicating the qualifications and proof of the payment of the qualification issuing rights (except for graduates of the UC). This documentation is not necessary if it was presented during the pre-enrolment process.
 - e) Qualification:
Students at Spanish universities: They must provide a photocopy of the qualification certificate (the original must be presented for its verification) except the students who qualified at the UC. This documentation is not necessary if it was presented during the pre-enrolment process.
Students from foreign universities: They should provide an attested photocopy of the certificate duly legalised through diplomatic channels and translated into Spanish by an official organisation or a sworn translator.

As well as this certificate, they should provide the certificate of the equivalence of the average marks issued by the National Agency of Assessment of Quality and Accreditation (ANECA). This documentation is not necessary if it was presented during the pre-enrolment process.

2. Exemptions and reductions in the payment of the enrolment fees.

Conditions for exemptions or reductions in the payment of the public enrolment fees are given below. They should be justified when the enrolment is formalised with the corresponding documents

- Large family
- Scholarship holders
- Orphans of civil servants or soldiers who died in service
- Members of the Association of Victims of Terrorism
- Domestic violence
- Disability recognised in a degree equal to or higher than 33%.

1.3. PhD students continuing the same studies at the University of Cantabria

Students should renew enrolment in academic tutorship for each year in the period allotted by the Doctorate Committee. Enrolment may be done personally in the Doctorate School or through Internet.

The students described in the previous paragraph and who do not formalise their enrolment in the allotted period will be excluded from the Doctorate Programme.

Proof of the payment of the public enrolment fees in the bank named on the forms must be provided for enrolment, unless a standing charge has been agreed

1.4. Administrative regulations

Cancelations

Students may apply for the cancelation of the enrolment within 20 calendar days after its formalisation.

In exceptional circumstances, they may apply for cancelation of the enrolment after this time, with the right of the academic fees to be reimbursed, provided that extraordinary situations that are duly justified have occurred, such as the death of a family member, illness, incompatible employment activity, recognition of disability or other circumstances that make it impossible for the student to continue the studies.

The non-payment of the total enrolment fees, if the option of paying the total fees was chosen, or the corresponding part in the case of payment by instalments, will cause the cancellation of the enrolment.

Exemptions and reductions

Exemptions and reductions in the payment of the public enrolment fees are specified below and are justified with the corresponding documents:

1. *Students who are members of a large family: Special Category:* They will be totally exempt from the payment of public fees for academic and administrative services, while they must pay for the cost of the enrolment forms and, if applicable, the School Insurance. The students will lose these rights from the age of 25 years.

On enrolling, the students should provide an attested or verified photocopy of a valid Numerous Family Card.

Students who are members of a large family: General Category: They will be exempt from the payment of 50% of the public fees for academic and administrative services, while they must pay for the cost of the enrolment forms and, if applicable, the School Insurance. The students will lose these rights from the age of 25 years.

On enrolling, the students should provide an attested or verified photocopy of a valid Numerous Family Card.

2. *Students with a scholarship or grant which, according to the regulations in force, include exemption from the payment of public fees:* They will be totally or partially exempt from the payment of public fees for academic services in accordance with the stipulations in the offer of doctorate vacancies. They must pay for the administrative costs, the enrolment forms and, if applicable, the School Insurance.

The must provide the required documentation in accordance with the stipulations in the offer of doctorate vacancies.

3. *Orphans of civil servants or soldiers who died in service:* They will be totally exempt from the payment of public fees for academic services. They must pay for administrative services, the enrolment forms and, if applicable, the School Insurance. The right to this exemption covers unmarried orphans younger than 25 years of age.

They must provide a certificate accrediting their status as an orphan and that their father or mother died in service.

4. *Victims of terrorism:* They will be exempt from the payment of public fees for academic services. They must pay for administrative services, the enrolment forms and, if applicable, the School Insurance. This applies to direct victims of terrorism, their widows or widowers, children and orphans. Children and orphans are eligible until they reach 28 years of age, if they are unmarried and living at home.

They must provide a certificate accrediting these circumstances.

5. *Victims of Domestic Violence*: They will be exempt from the payment of public fees for academic services. They must pay for administrative services, the enrolment forms and, if applicable, the School Insurance.

They must provide a certificate accrediting this circumstance.

6. *Disabled students*: They will be exempt from the payment of public fees for academic services. They must pay for administrative services, the enrolment forms and, if applicable, the School Insurance.

They must provide a certificate accrediting this circumstance.

Reimbursements

In accordance with the stipulations in Law 8/1989 of 13 of April, on Public Fees and Prices, in the Law of Legal Regime of Public Administrations and Common Administrative Procedure, and other applicable provisions, the cost of the enrolment may be reimbursed in the following cases:

- a) When a larger payment has been paid than the cost of the public fees in force, because of a basic or arithmetic error in establishing the cost.
- b) If, after paying the enrolment fees, the student obtained a scholarship or grant which, according to the regulations in force, involves exemption in the payment of public enrolment fees.
- c) If, after paying the enrolment fees, the student certifies that at the time of making the payment, he or she was in a legal or administrative situation that involves exemption from the payment.
- d) When for causes not attributable to the obligatory payment for university academic services, these services are not given.

In the case of payment for academic services (academic fees) by instalments, if any instalment is not paid, the enrolment will be automatically cancelled, without the right to any reimbursement.

Payments made for secretary services (Secretary fees) will not be reimbursed in any circumstances and they will be considered administrative expenses.

In the case of the reimbursement of academic fees, if these correspond to an enrolment paid by instalments, the amount reimbursed will deduct the payments still outstanding. If the fees were paid in a single payment, this will be reimbursed to the student.

Students must apply for the reimbursement of academic service fees in the offices of the Doctorate School with the original receipt for the enrolment. When the Director of the School has been informed, the application will be sent to Academic Management Service, which will decide on the matter. The Academic Management Service will then send the application to the Finance and Budget Service, which will make the corresponding reimbursement.

Settlement of the enrolment fees

The Doctorate School will monitor the process of the settlement of the enrolment fees and will remind students with fees outstanding by registered letter. When the allotted period finishes, the Doctorate School will propose to the Academic Management Service that enrolments with fees partially or totally outstanding are cancelled.

2. Duration of the studies

The duration of doctoral studies will be a maximum of three years, full time, from the enrolment of the applicant to the Doctorate Programme to the discussion of the doctoral thesis.

Nonetheless, on the authorisation of the Academic Committee of the Doctorate Programme, doctoral studies can be carried out part time. In this case, the studies will be able to have a maximum duration of five years, from the enrolment of the applicant to the Doctorate Programme to the discussion of the doctoral thesis.

In all cases, the minimum time between enrolment and discussion of the thesis will be one year. In exceptional circumstances, the Steering Committee of the Doctorate School may accept a shorter time for causes that are documentary justified.

If, up to two months before the deadline, the application for the submission of the thesis has not been made, the Academic Committee of the Doctorate Programme, having regard to the favourable report from the tutor and the supervisor, may authorise an extension of this time for a further year, which in exceptional circumstances may be extended for, as a maximum, an additional year, in the conditions laid down in the corresponding Doctorate Programme. In the case of part-time studies, the extension may be authorised from two years, which in exceptional circumstances may be increased for, as a maximum, an additional year.

In the event that there has been a transition from full time to part time or vice versa, for the estimation of the maximum duration of the first extension the following calculation will be made:

- the periods already completed or remaining until the end of the maximum period, recorded in years or fractions of the year, will be multiplied by a factor of 1/3 or 2/5, respectively, in the case of full-time or part-time.
- the maximum duration of the first extension will be the sum of these components, recorded in years or fractions of the year.

In the calculation of the above periods, times of illness, pregnancy or any other cause considered in the regulations in force will not be taken into account.

PhD students may apply for temporary leave from the Doctorate Programme for a maximum period of a year, which may be extended for another year. The application, duly justified, must be addressed to the Director of the Doctorate School, who will send it to the Academic Committee of the Doctorate Programme, which will decide on the matter. The Doctorate Committee will be informed about any temporary leave.

Temporary leaves will not be taken into account in the calculation of the maximum duration of the first extension.

PhD students may apply to change from full-time to part-time studies, and vice versa. The application, duly justified and approved by the tutor and the supervisor, must be made to the Director of the Doctorate School, who will send it to the Academic Committee of the Doctorate Programme, which will decide on the matter. If accepted, the time since admission to the Programme will be deducted. The remaining time, in years, until the submission of the doctoral thesis, as explained above, computed in years or fractions of years, will be multiplied by a factor of $5/3$ or $3/5$, depending on whether the change is from full-time to part-time or vice versa, respectively.

For the granting of the extraordinary extension, the PhD student must address the request, justified and with the approval of the tutor and the supervisor, to the Director of the Doctoral School, who will send it to the Academic Committee of the Doctoral Program, so that it can report about its appropriateness. The final decision will rely on the Academic Committee of the EDUC.

PhD students may request their voluntary abandonment from the Doctoral Programme at any time. If, subsequently, they wish to re-enter the same programme, the following must be taken into account:

- If the voluntary abandonment occurs before the first annual evaluation, the PhD student may request re-entry to the same Doctoral Programme by applying to the Director of EDUC, who will send the application to the Academic Committee of the Doctoral Programme for evaluation. In the event that the application is resolved favorably, the previous period of stay in the Programme will not be taken into account for the purpose of computing the permanence in it. Likewise, the PhD student may keep his previous Supervisor, Tutor, DAD and and Research Plan, if the Academic Committee of the Doctoral Programme considers it appropriate.
- If the voluntary abandonment occurs after the first annual evaluation, the PhD student will not be able to reapply for the same Programme until after four academic years, and this procedure can only be initiated if there are no pending debts with the University. However, the applicant may be admitted to another Programme of the University of Cantabria, with the consideration of a new doctoral candidate and with the approval of the Steering Committee of the Doctoral School.

3. Supervision and monitoring of the PhD student

Each year, the Academic Committee of the Doctorate Programme will assess the progress of the research plan and the document of activities (DAD) together with the tutor's and Supervisor's reports. A positive assessment of the research plan and the DAD will be an essential requirement to continue in the Doctorate Programme. If the assessment is negative, which must be duly reasoned, the Academic Committee of the Doctorate Programme may ask the PhD student to present a new progress report

of the research plan and/or DAD within six months. If a new assessment is again negative, the student will definitively leave the Doctorate Programme.

The Doctorate School will inform the Vice-chancellor in charge of Doctorate Affairs of definitive abandonments in the Doctorate Programmes as a consequence of a negative assessment of the Research Plan, for its monitoring and control.

In the case of such a definitive withdrawal, the PhD student may not reapply for admission to the same programme until after four academic years. However, he/she may be admitted to another Programme of the University of Cantabria, with the approval of the Steering Committee of the EDUC and with the consideration of a new PhD student.

PhD students may appeal against the decision of the Academic Committee of the Doctorate Programme, to the UC Academic Complaints Committee, which will reach a final decision after receiving a report from the Doctorate Committee.

TITLE IV: DOCTORATE PROGRAMMES

1. Organisation of the Programmes

Each Doctorate Programme will be organised, designed and coordinated by its own Academic Committee, designated by the Steering Committee of the Doctorate School, on the proposal of the Coordinator of the Doctorate Programme, and in accordance with the regulations, statutes and/or collaboration agreements with institutions involved in the Doctorate Programmes.

The Academic Committee of the Doctorate Programme will be chaired by a Coordinator named by the Vice-chancellor of the UC, and by an agreement among Vice-chancellors of the participating universities in the case of an inter-university doctorate programme, or in the way indicated in the agreement with other institutions, in the case of a doctorate in collaboration. The proposal must be made with the information of the Doctorate School Steering Committee.

In the case of Inter-university doctorate programmes, if the Coordinator does not belong to the UC, a Coordinator that does belong to the UC will be named and will form part of the Academic Committee of the inter-university doctorate programme. This coordinator will be named by the Vice-chancellor of the UC and the proposal must be made with the information of the Doctorate School Steering Committee.

2. Coordinator of the Doctorate Programme

The Coordinators of the Doctorate Programmes are responsible for directing and coordinating the activities in the Doctorate Programmes. They will be named from among significant researchers who will have previously supervised at least two doctoral theses and who will justify at least two periods of research activity recognised in accordance with the provisions in Royal Decree 1086/1989 of 28 of August about the remuneration of university teaching staff. When the researcher occupies a post in which this criterion is not applicable, equivalent merits must be accredited and they will be assessed by the Doctorate School Steering Committee.

The Coordinator of the Doctorate Programme is responsible for proposing the members of the Academic Committee of the Doctorate Programme to the Doctorate School Steering Committee. The coordinator will represent the Doctorate Programme in the Steering Committee and will ensure that the agreements of the Doctorate School as regards the Doctorate Programme are complied with.

The Coordinator must also ensure the participants in the Doctorate Programme (Supervisors, Tutors and researchers undergoing training) are fully informed about any matters that might concern them.

3. Academic Committees of the Doctorate Programmes

The activities of each Doctorate Programme will be organised, designed, managed and assessed by an Academic Committee of the Doctorate Programme, formed by doctors with recognised research experience who have supervised at least one

doctoral thesis and can justify at least one period of research activity recognised in accordance with the provisions in Royal Decree 1086/1989, or equivalent merits when this criterion is not applicable which will be assessed by the Doctorate School Steering Committee.

They may be members of the UC, public research institutions, or other national and international bodies and institutions involved in R+D.

The Academic Committees of the Doctorate Programmes will be chaired by the Coordinators of the said programmes, who will be full members.

The Academic Committee of each Doctorate Programme is responsible for its definition, updating, quality and coordination, as well as assessing the progress of research and the training of the PhD student. It will also authorise the submission of the thesis of each student in the programme.

4. Tutors

The Tutors of the PhD students will be doctors with accredited research experience and statutorily connected with the University of Cantabria. Their research experience must be justified by at least one period of research activity recognised in accordance with the provisions in Royal Decree 1086/1989, or equivalent merits. When this criterion is not applicable, the merits will be considered by the Doctorate School Steering Committee, which must accept them.

Tutors will be designated when students are admitted to the Doctoral Programme by the Academic Committee of the Doctorate Programme in which the student enrolls, and they will oversee the student's interaction with the Committee.

The Tutor's functions are the following, among other roles:

- To review at regular intervals the document of activities of the doctoral student (DAD)
- To assist the student in his or her training process.
- To inform and assess periodically the student's research plan with the Academic Committee of the Doctorate Programme.

Tutors must sign the Doctorate School's Code of Good Practices, if they have not done so before their designation as a tutor.

The maximum number of PhD students that can be assigned simultaneously to the same tutor will be 6, regardless of whether the theses are full-time or part-time.

On the student's request, the Academic Committee of the Doctorate Programme may change the student's tutor at any time during the period of the doctorate, provided that the reasons are justified.

Appeals against the decision of the Academic Committee of the Doctorate Programme may be made to the Doctorate School Steering Committee.

5. Thesis supervisors

Thesis supervisors will be Spanish or foreign doctors with accredited research experience, whatever the university, centre or institution they belong to. Their research experience must be justified by at least one period of research activity recognised in accordance with the provisions in Royal Decree 1086/1989, or equivalent merits when this criterion is not applicable. These merits will be considered by the Doctorate School Steering Committee, which must accept them. This procedure will be documented in the PhD student's file.

Supervisors will be assigned to their corresponding PhD students when these are admitted by the Academic Committee of the Doctorate Programme in which they enrol. The Tutor and Supervisor may be the same person. If the Supervisor is not assigned at the time of the student's admission, this should be done in a maximum period of three months after the time of enrolment. Co-supervision (with only two supervisors) is possible, when academic reasons occur, as in the case of an interdisciplinary topic or programmes carried out in situations of national or international collaboration, if authorised by the Academic Committee. This authorisation may be withdrawn later if, in the opinion of the Academic Committee, co-supervision does not benefit the production of the thesis. The assignment of up to three supervisors may be considered in case of co-tutelle, when the regulations of the other university permit it.

Co-supervisors must fulfil the same requirements to direct a thesis as Supervisors. The Doctorate School may consider exceptional situations for causes that are duly justified.

The Thesis Supervisor is ultimately responsible for the coherence and suitability of the training programme and the impact and novelty, in its field, of the thesis topic. The Supervisor will also guide the planning and adjustment, if necessary, to other projects and activities in the fields in which the PhD student is involved. The Thesis Supervisor's endorsement of the student's study visits and activities will be a necessary requirement for the student to be eligible for the commendation of international doctorate.

The Supervisor's functions are the following, among others:

- To review at regular intervals the document of activities of the doctoral student (DAD)
- To endorse the research plan periodically with the Academic Committee of the Doctorate Programme.

The Thesis Supervisors will guarantee that the activities and research plan are authorised by the corresponding Ethics Committee, if required by the proposed studies.

The above functions apply to both Co-supervisors in the case of a co-supervised thesis.

The Supervisors and Co-supervisors must sign the Doctorate School's Code of Good Practices, if they have not already done so, before being designated. They must also observe and make the student observe the UC's Code of Good Practices in Research.

In each annual call, no more than two new thesis can be assigned to a Supervisor, except in co-supervision, when it will be counted as $\frac{1}{2}$ for each of the co-supervisors. In any case, the maximum number of theses, whether from the UC or from other Universities, which can be supervised simultaneously, will be 6, regardless of whether they are full-time or part-time. For the calculation of the maximum number of theses supervised simultaneously, a factor of $\frac{2}{3}$ will be applied to each thesis in co-supervision regime.

On the student's request, the Academic Committee of the Doctorate Programme may change the student's supervisor and/or co-supervisor at a time prior to one year to the deposit of the theses, provided that the reasons are justified.

The supervisors who retire during the period of realization of the thesis may continue acting as such until its submission.

Appeals against the decision of the Academic Committee of the Doctorate Programme may be made to the Doctorate School Steering Committee, which will reach a final decision.

6. The PhD Student's activities and research plan

When the student enrolls in the Doctorate Programme, a personalised Doctoral Student's Activities Document (DAD) will be created for each student for their individualised monitoring, as described in Article 2.5 of Royal Decree 99/2011. The PhD student will be responsible for including all significant training activities in the DAD, and the Tutor and Supervisor must review it periodically.

The DAD and the progress of the Research Plan will be examined each year by the Academic Committee responsible for the Doctorate Programme. The Doctorate School is responsible for filing the DAD and the document of the Research Plan Progress.

When the Thesis Supervisor has been assigned, the Student, Tutor and Supervisor must sign a document approved by the Governing Council, establishing the functions, rights and duties of the researcher undergoing training and his or her relationship with the UC.

Before the end of the first year, the PhD student will draw up a Research Plan that will at least include the methodology to be used and the objectives to be reached, as well as the means and schedule to reach them. This Research Plan may be improved and developed in greater detail in the course of the Doctorate Programme and must be supported by the Tutor and Thesis Supervisor. The Plan should also be authorised by the Ethics Committee, as explained above, if required for the proposed research.

TITLE V: REGULATIONS FOR THE SUBMISSION OF THE THESIS

1. Doctoral Thesis

The doctoral thesis will consist of an original piece of research written by the PhD student within the research lines of the Doctorate Programme. The thesis should enable the PhD student to work autonomously in the field of R+D.

2. Format of the Doctoral Thesis

The thesis should be bound in such a way that its conservation in normal circumstances will be guaranteed and the alteration of the original contents will be impracticable. The cover should give the title, author, supervisor/s, year and the name of the Universidad de Cantabria. The EDUC will establish a homogeneous format for the cover, the spine and back cover.

In the case of a thesis written in a language other than Spanish, it should contain a general summary in Spanish, with the results and a discussion, which reflects the conclusions that can be reached from the research and possible future developments in the research line. It will also give the procedures and materials used in the research and which were the basis for the production of the thesis. This summary will be bound together with the thesis as a part of it.

All the information on the cover must be in Spanish (and, optionally, the title in English). Theses in co-tutelle may also use the scientific language of the country with which the co-tutelle agreement has been signed. A thesis that aspires to an international commendation may additionally use for the title the language of the country where the stay required for the commendation was made.

3. Authorisation and deposit of the Doctoral Thesis

3.1. Authorisation of the deposit

When the thesis is completed, the PhD candidate will apply in Doctorate School office to begin the process of its assessment. For this purpose, the candidate will deposit a duly bound copy in the EDUC office, together with the Tutor's and Supervisor's reports. In the application, the candidate should specify if the thesis is seeking a commendation of International Doctorate, Industrial Doctorate, or Co-tutelle Thesis.

The Doctorate School management will send the thesis to the Academic Committee of the corresponding Doctorate Programme. The Committee will then decide in a maximum period of seven working days after receiving the thesis, whether:

- To authorise its submission.
- To ask for external reports, in which the decision about the authorisation of the submission may be delayed for a maximum period of fifteen working days.

In this circumstance, the Committee must inform the candidate, tutor and supervisor of their decision of seeking an external assessment.

- Not to authorise its submission.

Each Academic Committee of the Doctorate Programme should issue a document with their criteria of assessment, which must be public and easily accessed by the PhD students.

Authorisation by the Academic Committee of the Doctorate Programme for the submission of the thesis must include:

- A proposal for the examining panel.
- If applicable, the Department or Institute where a copy of the doctoral thesis should be deposited.
- A report, if applicable, about the request to opt for the commendation of International Doctorate.
- A report, if applicable, about the request to opt for the commendation of Industrial Doctorate.

If the submission of the thesis is not authorised, the PhD candidate may appeal to the Doctorate Committee, which will make the final decision.

3.2. Submission of the thesis

When the Academic Committee of the Programme authorises the submission of the thesis, it will send the Doctorate School the documentation listed in the previous section.

Before submitting the thesis, the doctoral candidate should request in the Doctorate School the corresponding control document which certifies that it fulfils the requirements established for its submission. This document, together with one copy of the Thesis, will be deposited by the PhD student to the Registration Office of the UC, which will send it to the Doctoral School, where it will be in deposit for its examination. At the same time, the student will deposit four copies of the Thesis at the Doctoral School. In the case of a Thesis in co-tutelle, when the oral examination will not be in the UC, the candidate will only deposit one copy in the Registration Office of the University.

The thesis will be deposited for a period of fifteen calendar days, counted from the day following the deposit in the Registration Office, which does not include the period between the 1st of August and 1st of September, or the time of the Christmas and Easter vacations. During the period of the deposit, any doctor will be able to consult the thesis and, if applicable, may send in writing to the Doctorate School any considerations deemed appropriate.

For this purpose, the Doctorate School management will inform the Departments and Research Institutes in the UC and participating organisations in the Doctorate Programme about the period of public consultation.

At the end of the consultation period, if no comments have been received, the Doctorate School management will authorise the thesis oral examination. Otherwise, depending on the comments received, the Doctorate Committee will decide whether to authorise the oral examination or to cancel it.

If the thesis oral examination is not authorised, the Doctorate Committee must send written information to the doctoral candidate, supervisor, tutor and Academic Committee of the Doctorate Programme with the reasons for their decision. The candidate will be given two weeks to reply to the comments, after which time, acting on a report from the Academic Committee of the Doctorate Programme, the Doctorate Committee will definitively authorise or reject the thesis oral examination. They will inform the candidate, supervisor and tutor of their decision.

In the case of joint doctorate or specific co-tutelage agreements, the authorisation and submission of the thesis will take place according to the stipulations in the corresponding agreements.

3.3. Proposal and approval of doctoral thesis examining panels

The proposal of the examining panel, made by the Academic Committee of the Doctorate Programme, will follow the following criteria:

1. A panel consisting of six members who are experts in the topic will be proposed: three main members and three in reserve. They will all be doctors with accredited research experience. This experience will be taken as accredited in the case of doctors who are University professors, professors at University Colleges, University lecturers, or who are eligible for such posts. Equally, it will be taken as accredited in the case of Research lecturers, Scientific researchers and Scientists in the Higher Council of Scientific Research (CSIC). In all other cases, the Doctorate School Steering Committee will accept sufficient research experience based on the doctor's CV, which should be enclosed with the proposal. The proposal should also attempt a balance between men and women.
2. The Doctorate Committee will approve the proposed examining panel, as appropriate.
3. Lecturers who form part of University teaching staff may be members of thesis examining panels even if they are in a situation of leave of absence or retirement.
4. The thesis supervisor may not be a member of the panel, except in cases occurring in the framework of bilateral co-tutelage agreements with foreign universities that provide for this. Equally, the student's Tutor may not form part of the panel.
5. Of the three panel members who finally examine the thesis, two will be external to the University of Cantabria and institutions collaborating with the Doctorate Programme. In the event that a panel member is on leave of absence or retired, it will be considered, for these purposes, the institution from which he/she comes.

6. Out of the panel members proposed by the Academic Committee of the Doctorate Programme, the member of the highest academic rank, years of service or age will be chosen as chairperson. The secretary will be the member belonging to the University of Cantabria. If no member is from the UC, or if this member is the chairperson, the secretary will be the member with the lowest rank, whatever the institution this member belongs to.

The Doctorate School management will send each member of the panel a copy of the thesis, at least 15 working days before the oral examination. This may be a digital copy sent by electronic means.

The Doctorate School will also send each panel member, via electronic means or other, a copy of the student's activities in the DAD and the supervisor's and tutor's reports.

4. Oral examination and assessment of the doctoral thesis

The thesis oral examination (or viva voce) will be convened by the chairperson and communicated by the panel secretary at least 15 calendar days before it takes place. The Doctorate School office will be responsible for giving the greatest publicity to the oral examination.

Before the defence of the thesis, the doctoral candidate must pay the corresponding fees, using the form supplied by the Doctorate School.

In advance before the examination, the Doctorate School management will send the panel secretary the documents that must be completed during the defence of the thesis.

The oral examination will take place in a public session during the academic year, which therefore excludes the month of August and the Christmas and Easter vacations. It will consist of the candidate explaining the work carried out, methodology, contents and conclusions, especially emphasising any original contributions.

If any panel members cannot attend the examination, they may be replaced by a member in reserve. The panel secretary should send to the Doctorate School management a document in which this panel member justifies the impossibility of attendance and the name of the reserve member acting as the replacement.

The valid constitution of the panel examining the doctoral thesis and the act of the defence of the thesis, the deliberations and assessment will follow the provisions in the Law of Legal Regime of Public Administrations and Common Administrative Procedure.

When the panel has formed, the chairperson will open the defence of the thesis by giving the candidate the necessary time to explain the problematic, methodology and conclusions of the thesis. After this explanation, the members of the panel will ask the candidate all the questions they consider necessary. The doctors present in the public may also ask questions in the time and way marked by the panel chairperson.

After the defence and discussion of the thesis, each panel member will make an assessment of it, and the training activities carried out by the doctoral student, in writing. The assessment of the training activities will not be given marks, but will act as an instrument of qualitative assessment to complement the evaluation of the thesis.

The panel will issue a report and overall qualification for the thesis in terms of “Unsatisfactory”, “Pass”, “Very Good” and “Outstanding”. Each panel member will be able to propose the commendation of “cum laude” if the overall qualification is “Outstanding”, and this will be awarded by a unanimous positive secret vote.

The votes will be counted in a different session from the oral examination. The Doctorate School management will count the votes in a period of fewer than three working days, will make the result public and inform the student, supervisor, tutor and Academic Committee of the Doctorate Programme.

The panel secretary will personally hand in the documentation, once it has been completed, in the Doctorate School office.

5. Archiving the Doctoral Thesis

After the thesis has been defended, it will be archived in the UC open access Institutional Repository, unless the conditions in Part 6 of Title V in the present regulations apply. For this purpose, the Doctorate School will provide the Institutional Repository a digital copy of the doctoral thesis.

The student and supervisor will authorise the archiving and dissemination of the thesis by signing a non-exclusive distribution licence, according to the stipulations in the UC Institutional Policy of Open Access to Scientific Production. By granting this licence, the authors of the documents maintain the copyright in their power and therefore will be able to make use of the archived thesis in the way that they deem suitable.

If the PhD student or supervisor do not authorise the deposit and archiving of the full text in the repository, they should request this beforehand from the Doctorate Committee, giving their reasons, and the Committee will make the final decision.

In any case, a reduced version of the thesis, with its descriptive metadata, must be deposited in the repository, in fulfilment of Article 14.5 of Royal Decree 99/2011, regulating official doctoral studies.

6. Authorisation, defence and publication of doctoral theses subject to processes of data protection or the protection of the transfer of technology or knowledge.

The procedures for the authorisation, defence and publication of doctoral theses subject to processes of data protection or the protection of the transfer of technology or knowledge will be the same as those set out in the previous sections, with the modifications described below:

When the doctoral thesis is finished, the doctoral candidate will ask the Academic Committee of the Doctorate Programme that it should be considered a “Thesis with Confidential Information”, enclosing:

1. The originals or certified copies of the documents accrediting that the thesis is subject to processes of data protection or the protection of the transfer of technology or knowledge.
2. Copies of the thesis in two versions: a reduced one, in which contents affected by the obligation of secrecy or the right and/or duty of confidentiality are removed; and a full version, which will be archived in the university under the commitment of confidentiality.
3. The supervisor’s report about this application.

The Academic Committee of the Doctorate Programme will reply to the application in a maximum period of fifteen working days, counting from the day after the application. It will only be accepted if it is accredited that secrecy is absolutely necessary for the success of the protection or transfer process. The decision will be communicated to the candidate, supervisor and tutor. The reduced version will be the one examined in a public session, as described in Article 30. This version must be the same as the contents in the public explanation and defence of the thesis.

The members of the Academic Committee of the Doctorate Programme must maintain absolute confidentiality about the contents of the thesis and will sign the corresponding commitments of confidentiality for a period that will be determined according to the time needed to deposit the patent or according to the time established in the documentation supplied by the PhD student to guarantee confidentiality. These commitments will be kept by the secretary of the Academic Committee of the Doctorate Programme and a copy may be given to the student, if so required.

When the thesis is submitted, it will be stated that it is subject to processes of data protection or the protection of the transfer of technology or knowledge.

The members of the examining panel assessing the doctoral thesis must be expressly told that it is subject to the protection or transfer processes described above. They will be obliged to maintain absolute secrecy and confidentiality about its contents. For this purpose, before they are sent the thesis in its full version, they must sign the corresponding commitments of confidentiality guaranteeing its protection during the necessary time.

If the examining panel wishes to ask the PhD candidate any questions about the contents subject to confidentiality, they must do so in a private session, before or after the public session.

Similarly, if the PhD candidate considers that the answer to any of the panel’s questions would reveal data or information that may be regarded as confidential, he or she can ask the chairperson of the panel for the right to answer the question in a private session.

Once the thesis has been approved, the reduced version will be deposited in the institutional repository. When the period of the process of protection or transfer of knowledge and technology has ended, the student may ask for it to be replaced by the full version.

7. Issuance of the diploma

If the Doctorate Programme is completed with the approval of the doctoral thesis, the student has the right to the diploma of Doctor.

The diploma is issued, on the request of the Doctor, on the payment of the public fees established for that purpose, and the diploma will include the designation of Doctor by the University of Cantabria. Additionally, in accordance with regulations about the issuing of diplomas, this should include information specifying the discipline within which the doctoral thesis was carried out.

Joint Doctor diplomas, after completing a joint programme between Spanish universities or Spanish and foreign universities will be issued in accordance with the stipulations in Article 12 of Royal Decree 1002/2010 of 5 of August, on the issue of official university diplomas and their modification by Royal Decree 195/2016 of 13 of May.

The diploma will be requested in the Doctorate School.

The Doctorate School will be responsible for verifying that the student satisfies the requirements for the diploma, and will send the application to the Academic Management Service, for its processing by the Ministry of Education, Culture and Sport.

The University will issue a provisional interim certificate in the place of the diploma and this will be of identical value in the exercise of the rights inherent in it.

8. Extraordinary Awards

The regulation of Extraordinary Awards will be proposed by the Doctorate School Steering Committee and approved by the UC Governing Council, with a report of the Doctorate Committee.

This regulation will establish the procedure for the award of honorary commendations for doctoral theses that are deserving of such an award because of their high level of quality, and the commendations will be reflected in the corresponding academic certificate. For this purpose, the examining panel members will be given a form in which to propose individually and secretly that, if the thesis obtains the mention of “cum laude”, it is worthy of the Extraordinary Doctorate Award. This recommendation will be placed in an envelope that will be sealed and signed by all the panel members. The envelopes will be handed in together with the reports and the copy of the thesis.

In the case of a Thesis in co-tutelle, when the oral examination will not be in the UC, it will also be required the highest qualification and the individual and secret

proposal of the examining panel members regarding the opportunity of granting the Extraordinary Doctorate Award. For that, the EDUC will send the necessary documentation to the panel members.

TITLE VI: THESIS IN AN INTERNATIONAL CO-TUTORSHIP SYSTEM (CO-TUTELLE)

The Doctoral Thesis may be carried out in a co-tutorship system between the University of Cantabria and a foreign university with the aim of creating and developing scientific cooperation between research teams in the two institutions and encourage the mobility of PhD students.

Co-tutorship is defined as an original research programme supervised by researchers belonging to two different universities. The doctoral thesis will be examined in one of the two universities, and the title of Doctor will be awarded by both academic institutions.

To carry out a doctoral thesis in a co-tutorship system between the UC and a foreign university, a written application should be made to the Academic Committee of the Doctorate Programme. The Committee should then inform the Doctorate School Management, which after verifying that the academic requirements and procedures set out in the legislation in force have been satisfied, will make a definitive decision about the authorisation of co-tutorship.

The presentation of a co-tutored doctoral thesis will require a specific agreement subscribed by both universities which must include, among other matters, the study visits and activities to be carried out by the PhD student. The agreement must be signed before the end of the second year from enrolment to the Doctorate Programme.

In accordance with the agreement, each institution will recognise the validity of the doctoral thesis defended within this system, will agree to issue the diploma of Doctor and will acknowledge its researchers as supervisors of the doctoral thesis, wherever the oral examination takes place.

Modifications to any of the provisions in the specific co-tutorship agreement after it has been signed may only be made in strictly exceptional circumstances and with the authorisation of the Doctorate School Management, following a report of the Academic Committee of the Doctorate Programme, and the later approval of the vice-chancellors at the two universities involved.

The entry requirements for the doctorate will be those in force at the respective universities.

PhD students who have carried out doctorate activities totally or partially at the other university will be able to access a Doctorate Programme at the University of Cantabria provided that they satisfy the academic requirements for admission as stipulated in the present regulations. For this purpose, the Academic Committee of the Doctorate Programme must agree to recognise the activities carried out and may require complementary training, when necessary.

The PhD student will enrol at both universities. If the agreement establishes where tuition fees must be paid, the agreement provisions will be applied.

The doctoral thesis must be carried out under the supervision and responsibility of the Thesis Supervisors at each of the universities involved, and these will be designated in accordance with the requirements at each university. Any changes in the supervision of the thesis must be communicated to the other university. The research leading to the doctoral thesis will be carried out at both universities. The study visits must be divided between each university. The minimum time of visits at each university must not be less than six months, either in a single visit or in several visits of duration longer than or equal to two months. The period in which the time of the study visits is calculated begins when the PhD student is admitted to the Doctorate Programme.

The thesis can be written in the usual language for scientific communication in its field of knowledge or in one of the official languages at the respective universities. In either case, it must include a summary written in one of the official languages in the country of the university where the thesis is not submitted.

The thesis will be submitted at the university where the oral examination takes place, with the approval of the other university.

The authorisation and deposit of the thesis will take place at both universities in accordance with the regulations in force at each of them. The cover of the thesis must expressly state the co-tutorship of the universities involved.

The publication, exploitation and protection of the results of the student's research will be guaranteed by both institutions, according to the specific procedures in the country of each university.

The examining panel that must assess the thesis will be designated and approved by both universities. The panel will be formed in accordance with the regulations at the university where the oral examination takes place.

If the oral examination takes place at the other university, and not at the University of Cantabria, one of the members of the panel must belong to the UC. The institution that designates the panel will notify the other and, if in a period of 15 calendar days, it does not receive any objections, the formation of the panel will be taken as approved.

The designation of the examining panel must be accompanied by a certificate from each of the universities involved, indicating the periods of the PhD student's study visits at each one.

The thesis will be defended in a single oral examination in either of the two universities. This provision must be stipulated in the agreement signed by the two universities.

The doctoral candidate must pay the fees for the oral examination (*viva voce*) at the university where the examination will take place and this university will be responsible for the expenses of the panel members assessing the thesis. If the agreement establishes other procedure, the agreement provisions will be applied.

The defence of the doctoral thesis will be carried out according to the regulations at the university where it will take place, with the agreement of the other university.

The university where the oral examination takes place will send the other university all the information about the examination and a report with the qualification that is awarded.

After the doctoral thesis has been approved, the PhD student may apply for the diploma of Doctor at the universities involved, in accordance with the regulations in force and the provisions in the corresponding agreement.

TITLE VII: JOINT DOCTORAL PROGRAMMES

The University of Cantabria may carry out joint doctoral programmes with other universities and collaborate, in accordance with an agreement, with other organisations, centre, institutions and entities carrying out R+D, whether they are public or private, Spanish or foreign.

Joint Doctoral Programme must be proposed and approved by each university involved, like Doctorate Programmes at their university. The proposal of the Doctorate Programme will include a coordinator who belongs to the University of Cantabria. The coordinator will propose the programme to the UC for its processing.

PhD students will apply for admission and enrolment at one of the institutions involved, and this university will be responsible for the student's academic record.

The student will therefore be subject to the doctorate regulations at the university in which he or she has formalised admission and enrolment.

The representation of this type of Doctorate Programme in the official documents issued to the PhD student at the UC will be conditioned by the limitations imposed by the regulations in force and the agreements signed by the universities involved.

TITLE VIII: INTERNATIONAL DOCTORATE

1. International Doctorate. Requirements for the international commendation

The diploma of Doctor may include the commendation “International Doctorate” on its front page, provided that the following circumstances apply:

- a) That, during the training period necessary for the qualification of Doctor, the PhD student has carried out a foreign study visit with a minimum duration of three months at a higher education institution or prestigious research centre, studying or carrying out research. The stay and the activities must be approved by the tutor and supervisor and authorised by the Academic Committee of the Doctorate Programme, and will be included in the document of activities of the doctoral student (DAD). The study visit may be split, with a minimum period of one month in each visit.
- b) That part of the doctoral thesis, at least the summary and the conclusions, are written and presented during the oral examination with the examining panel, in one of the usual languages for scientific communication in its field of knowledge, different from any of the official languages in Spain. This circumstance will not apply when all the visits, reports and experts are from a Castilian-speaking country.
- c) That the thesis has been informed by a minimum of two expert doctors belonging to a non-Spanish higher education institution or research centre.
- d) That at least one expert from a non-Spanish higher education institution or research centre, with the qualification of doctor and different from the person in charge of the study visit mentioned in Section a) forms part of the examining panel at the oral examination.

The oral examination (viva voce) must take place at the University of Cantabria or, in the case of joint doctorate programmes, in the terms established in the agreements for the programmes.

2. Recognition and accreditation

For the recognition of the commendation of “International Doctorate”, the following procedure will apply:

- a) When applying for authorisation of the submission of the doctoral thesis, the PhD student will present in the Doctorate School the application for the commendation of “International Doctorate”, enclosing documentation showing that the requirements in points a) and b) of the previous section have been satisfied.
- b) The Doctorate School Management will decide whether the student meets the necessary requirements to be eligible for this commendation, in the light of the document provided by the student and the report of the Academic Committee of the Doctorate Programme.

- c) The secretary of the examining panel must certify that the requirements established in points b) and d) of the previous section were met during the oral examination. This certificate will be given to the secretary in the Doctorate School after the oral examination.
- d) The Doctorate School Management will issue certificates accrediting that in the light of the documentation provided, the PhD student has satisfied the necessary requirements for the commendation of “International Doctorate”.

After the oral examination of the thesis, and as complementary documentation to that required for the diploma of doctor, the PhD student must provide:

1. The application for the accreditation of the commendation of “International Doctorate”
2. The certificate referred to in point d) above.

3. Internationalisation

Joint Doctorate Programmes that were the result of international agreements in which the UC participates will follow the provisions in the present regulations as regarding their approval and organisation at the UC.

In accordance with the stipulations in the first additional provision in Royal Decree 99/2011, the Doctorate programmes that are assessed and selected by the European Committee in competitive calls as Doctorate Programmes of Excellence, with the Erasmus Mundus stamp, will be understood as possessing the favourable verification report of the Spanish Ministry with powers in education.

The Doctorate School at the UC will promote the opportune actions favouring international mobility, exchange and academic cooperation, as well as the active participation of visiting lecturers in the training activities of PhD students at the UC.

TITLE IX: INDUSTRIAL DOCTORATE

1. Industrial Doctorate. Requirements for the Industrial commendation

The “Industrial Doctorate” commendation will be awarded in the case of the following circumstances:

- a) The existence of a commercial or employment contract with the PhD student. The contract may be with a company in the private sector or with the public sector, or with the public administration. The minimum duration of the contract during the realization of the thesis will be two years.
- b) The PhD student must participate in an industrial research project or experimental development carried out in the company or public administration in which he or she has a contract, and not at a university. The project of industrial research or experimental development in which the PhD student takes part must be directly related to the topic of the student’s thesis. This relationship will be accredited in a report that must be endorsed by the UC.

If the project of industrial research or experimental development is carried out in collaboration between the UC and the company or public administration in which the PhD student possesses a contract, a collaboration agreement will be signed by the parties involved. This agreement will specify the obligations of the UC and the company or public administration, as well as the procedure for the selection of the PhD student.

The PhD student will have a tutor designated by the UC and a responsible person designated by the company or public administration, who may be the thesis supervisor according to the UC Doctorate regulations.

TITLE X: DOCTORAL THESES AS A COMPENDIUM OF PAPERS

The Academic Committees of the Doctorate Programmes may authorise doctoral theses to be written in the form of a compendium of papers published previously, within regulations drafted for that purpose and which must be approved by the Doctorate Committee. These regulations will establish the conditions that the papers must satisfy, in connection with the following aspects:

- a) Minimum number of papers and the indicators of quality required.
- b) Guarantees that they all belong to the same topic or line of research.
- c) Maximum age of the papers.
- d) Mechanisms to guarantee the authorship of the PhD student and the originality of the research.

The proposal, presented by the applicant to the Academic Committee of the Doctorate Programme, must be endorsed by the tutor and thesis supervisor.

If the writing of the thesis in this way is authorised by the Academic Committee of the Doctorate Programme, the PhD student will draft the thesis while bearing in mind the following aspects:

- a) It will contain a general introduction that will explain the relationship between the different papers that form the thesis and which will define the line of research and indicate its objectives.
- b) The central part of the thesis will be formed by a copy of the offprints of the papers or by a literal transcription of the papers, indicating the journals in which they were published, authors of the papers, pages and dates.

The thesis will also include a chapter giving an overall summary, in Spanish, of the results and a discussion of them, which reflects the conclusions that may be drawn from the line of research followed in the papers, as well as possible future developments of research. It will also contain, if applicable, a chapter that describes in detail the procedures and materials used in the research published in the papers that form the body of the thesis.

When the thesis has been prepared, it must be submitted to the Doctorate School office so that the Doctorate School management may verify the points listed in the above section and authorise its deposit according to the general procedure established in the present regulations.

ADDITIONAL PROVISION

The qualification of Doctor “Honoris Causa” will be governed by specific regulations, which will be proposed by the Doctorate School Steering Committee and approved by the UC Governing Council, with a report of the Doctorate Committee.

FINAL PROVISIONS

First

The present regulations will come into effect on the day following their approval by the University of Cantabria Governing Council.

Second

The Vice-chancellor in charge of Doctorate Affairs, within his or her competences, will be responsible for determining the provisions and instructions that are necessary for the application of the provisions in Royal Decree 99/2011 and other doctorate regulations established by the state and in the present regulations.