

I. PROVISIONS AND AGREEMENTS OF THE COMPLUTENSE UNIVERSITY'S GOVERNING BODIES

I.3. GOVERNING BOARD

I.3.4. Academic Vice-Chancellor

Agreement of the Governing Board of 16 July 2021, approving the amendment of the Regulation for carrying out doctoral thesis with co-tutorship at the Complutense University of Madrid.

REGULATION FOR CARRYING OUT DOCTORAL THESIS WITH CO-TUTORSHIP AT THE UCM

In order to strengthen cooperative scientific, research and teaching relations, as well as to facilitate doctoral students' mobility between Complutense University and other non-Spanish Universities and/or institutions of higher education, this procedure is established to regulate the co-tutorship of doctoral thesis.

Co-tutorship is defined as a doctoral student carrying out original research work in any field of knowledge which is directed by at least one researcher from the two participating universities or institutions of higher education, one Spanish and the other foreign. The thesis written under co-tutorship will be submitted for its defence at one of the two universities or institutions, and the student will obtain a PhD from both Universities.

Article 1

In order for a doctoral thesis to be carried out under co-tutorship, a **specific agreement** must be established beforehand between the two institutions involved. The Agreement must be signed by their Chancellors, in accordance with the principle of reciprocity, and in said agreement each institution will recognise the validity of the doctoral thesis defended in this framework, and they shall issue the Doctorate degree once the thesis has been defended and the necessary paperwork completed.

Article 2

Doctoral students enrolled in a Doctoral programme at the UCM regulated by RD 99/2011 and who meet both the general and specific doctorate admission requirements in accordance with current legislation and the UCM's Doctorate Regulation, and who are interested in carrying out a thesis under co-tutorship between the UCM and another foreign university or institution, must apply to do so in writing on the standardised form included in Appendix I; said form must be duly filled out and all required documentation attached, and then sent to the coordinator of the doctoral programme in which they are admitted and enrolled.

Article 3

The application for co-tutorship must be made before the end of the second academic year of the doctoral programme. Exceptionally, and due to justified causes, students may apply in their third academic year, always respecting the Regulations in force and the limitations for defending their thesis established in R.D. 99/2011, and provided that they meet the other requirements established herein.

Article 4

The Programme's Academic Committee will consider the doctoral student's application and documentation provided, the quality of the foreign university, the thesis Director's career at said institution and the report issued by the director assigned to the doctoral student by the UCM to decide whether to authorise co-tutorship of the thesis.

Article 5

The Doctoral Programme coordinator, as head of the programme's Academic Committee, must fill out a report (Appendix II) and, together with the doctoral student's application and documentation indicated in article 4 herein, will send it to the Doctoral Committee or competent UCM body for it to be studied and approved, if appropriate.

Article 6

The UCM's Doctorate Committee will decide whether to authorise co-tutorship of the thesis based on the documentation presented to them. If authorised, they will notify the corresponding programme's Academic Committee and the International Relations Office so that they can fill out the proposal for an agreement in accordance with the UCM's Agreement template or that of the other institution, as appropriate. Once the Agreement is prepared to the satisfaction of both universities or institutions, the International Relations Office will carry out the necessary paperwork for it to be ratified by the signatures of the Chancellors from the two participating universities. It must also be signed by the two thesis directors and the doctoral student, who will be provided with a copy of the Agreement once signed.

If the application is not authorised, the UCM Doctorate Committee will notify the Programme's Academic Committee of their decision, providing the reasons for the rejection.

Article 7

Amendments may only be made to any of the provisions of the signed co-tutorship Agreement **under exceptional circumstances**, and with the prior approval of the Programme's Academic Committee, the thesis directors and the UCM Doctorate Committee. The International Relations Office will carry out the paperwork to make the amendment so that it may be ratified by the Chancellors' signatures.

Article 8

Once co-tutorship is authorised for a thesis, if the doctoral student has not yet registered the thesis, they must register it at both universities in accordance with the regulations at each. They must enrol at both universities or institutions each year until they defend their thesis. In any event, they must pay the corresponding public price approved by the Community of Madrid for academic supervision of a thesis to the UCM, unless something else is stipulated in the Agreement with regard to fees and other amounts due.

Article 9

The thesis must be written under the monitoring and supervision of the Thesis Directors from both universities or institutions.

The duration of the research for the thesis may not be less than one year from the time co-tutorship was authorised by the UCM Doctorate Committee.

Article 10

The student must spend at least six months at each of the participating universities, starting from when co-tutorship was approved by the UCM Doctorate Committee. This time may be split into several periods or be done all at once.

Article 11

Under no circumstances may time spent at the university/institution prior to approval of co-tutorship by the UCM Doctorate Committee count toward this six months.

Article 12

The thesis may be written and defended in the language generally used for scientific communication in that field of knowledge. If the language chosen is not generally used in the discipline, it must be approved beforehand by the Programme's Academic Committee.

Article 13

The thesis must be submitted and admitted for processing at both universities, without prejudice to the regulations of the respective educational systems.

Article 14

The composition of the Thesis Panel will be determined by the rules of the university at which the thesis is going to be defended. When the defence is carried out at UCM, neither the tutor nor the thesis director(s) may take part in the Committee.

Article 15

Funding for the expenses of the professors who comprise the Thesis panel will be established by the formula set forth in the Agreement and, failing that, it will be the responsibility of the university where the thesis defence takes place.

Article 16

If the thesis defence takes place at the UCM, the expenses arising from the Thesis panel members' participation will be governed by the same regulations that apply to thesis with an international distinction.

Article 17

The thesis defence must take place at the university established in the Specific Agreement and in accordance with the general procedure and requirements of the respective regulations of both universities.

In any event, the doctoral student must pay the corresponding public prices for a thesis defence at the UCM, even if it is defended at the other participating university or institution.

Article 18

When the thesis defence takes place at the UCM, in addition to the documentation established by UCM Regulations, the doctoral student must present a certification accrediting the time spent at the foreign university (at least six months).

Once their thesis has been defended at the UCM, the corresponding documentation will be sent to the other university party to the Agreement.

Article 19

When the defence takes place at the foreign university, the corresponding documents must also be presented at the UCM, following the general procedure established in the regulations for submitting and defending doctoral thesis.

Once the thesis has been defended, and the UCM has received the official certification from the foreign university that includes the date it was read, the grade obtained and the Committee that took part, the UCM will file it in open electronic format in the institutional repository of the General Library and will send a copy of the thesis as well as all required complementary information in electronic format to the Ministry of Education so it can be included in the TESEO Database.

Article 20

The corresponding fees must be paid to both institutions in order for the Doctoral degree to be issued at each university.

FIRST ADDITIONAL PROVISION

This Regulation shall apply without prejudice to the provisions of Implementing Regulation of R.D. 99/2011, of 28 January (BOE 10/02/2011), which regulates Doctoral studies at Complutense University.

SECOND ADDITIONAL PROVISION

Under no circumstances will co-tutorship agreements be processed or approved if they do not meet the requirements of this Regulation.

FINAL PROVISION

This regulation will enter into force the day after it is published in the Official Gazette of Complutense University (BOUC).