



UNIVERSIDAD
COMPLUTENSE
MADRID

PhD STUDENT WRITTEN COMMITMENT

*(Art. 11.8 of RD 99/2011 of 28/1/2011 - BOE 10/2/2011
Art. 8.9 UCM PhD Regulations. Governing Council 6/11/2012 - BOUC 21/12/2012 - amended by
Governing Council Agreement of 23/04/2015 - BOUC 29/04/2015)*

This document, which consists of four pages, constitutes the written commitment for PhD student supervision, which must be signed by the academic committee responsible for the PhD programme, the PhD student, their thesis director and tutor at the time the director is appointed.

The purpose of this document is to establish the supervision functions for the tasks that must be completed in order for the PhD student to carry out their thesis.

The signatories to this document agree to keep all information and data of a confidential nature related to the thesis that is provided or revealed by any of the other signatories by any means a secret; furthermore, they agree to use the information obtained exclusively for the purposes of the PhD thesis and any scientific publications that it may result in. In any event, the dissemination of results in the form of publications, presentations at conferences, patents, etc. must be approved by all parties involved (PhD student and director(s)). Additionally, the parties agree to the below terms.

One. They know and accept the general legislation in force regarding PhD programmes established in:

- [Royal Decree 99/2011 of 28 January \(BOE 10/2/2011\)](#).
- [UCM's Regulation implementing RD 99/2011](#), approved by the Governing Council on 6 November 2012 (BOUC 21/12/2012) – amended by Governing Council agreement of 23/04/2015 (BOUC 29/04/2015), which sets forth the provisions for processing and defending the PhD thesis subject to this commitment.
- [RD 195/2016 of 13 May \(BOE 3/6/2016\) which partially amends RD 99/2011](#)
- Other applicable regulations or norms.

Moreover, they accept:

- The intellectual and industrial property rights and the system for transferring exploitation rights recognised in the legislation in force at the European and Spanish levels, as well as the Complutense University's own regulations.
- The recommendations set forth in the Code of Good Practices for PhD students.

Two: The PhD student agrees to carry out PhD studies and thesis research pursuant to the framework established by applicable regulation, under the supervision of their tutor and director and in accordance with the obligations and rights arising from this commitment. In particular:

- A. Enrol in each academic year.
- B. Draw up their research plan in the period established by current legislation.
- C. Carry out training activities and specific training subjects that have been established for their programme, as applicable.
- D. Update the activities document and research plan in the officially established period.
- E. Regularly inform their thesis director of the progress of their research, the problems that arise, and the results obtained, making any corrections and/or modifications that the director may ask them to.
- F. Follow directions on carrying out and monitoring training activities and research work provided by their tutor and thesis director(s).
- G. Ensure the proper use of the facilities and materials provided to them for the purpose of carrying out their research
- H. Carry out their PhD thesis in accordance with the schedule (full or part-time) with which they have been admitted, or with any changes that may be authorised by the Academic Committee of the programme.
- I. Undergo an evaluation of the activities document and research plan each year in the officially established period.
- J. Be recognised as the owner of the intellectual or industrial property rights that correspond to them in accordance with current legislation, and be listed as co-author on all works, articles or presentations that present the results of research in which their contribution can be considered substantial.
- K. Avoid all inappropriate conduct as regards academic integrity: plagiarism (intentionally or unintentionally presenting another person's ideas, words or work without adequately, clearly and explicitly citing them); collusion (taking advantage of team-mates' work for their own benefit), or any other action through which the PhD student could unjustly benefit.
- L. Provide the necessary data on their PhD thesis for the Complutense University's institutional repository, once it has been defended and a passing grade received.

Three: The thesis tutor agrees to adapt the PhD student's educational and research activity to the programme's principles; to support, supervise and

regularly monitor the PhD student's training activity, providing them the necessary guidance and advice and ensuring that the PhD student develops their initiative and becomes integrated into the PhD programme; to issue the assessment/progress reports on the PhD student's activities document and research plan every year, and deliver them to the academic committee sufficiently in advance so that it may make a positive or negative assessment within the established deadlines.

Four: The thesis director(s) agree(s) to supervise and regularly monitor the PhD student's research activity, providing them the necessary guidance and advice, and ensuring that the PhD student develops their initiative and achieves autonomy in their research work. Furthermore, the PhD thesis director(s) agree(s) to monitor and correct the PhD thesis until it is publicly defended.

Five: In the event that a conflict arises related to non-compliance with one of the points in this commitment, or for another reason related to the PhD thesis, including a change in the thesis director, the parties agree to accept the decision adopted, in first instance, by the PhD programme's academic committee. In the event of disagreement, the body with jurisdiction to resolve conflicts is the Doctorate Committee, or the body it determines, as applicable.

Six: The PhD programme's academic committee agrees to assign a tutor to each PhD student admitted to the programme; to assign a thesis director and, as applicable, up to two additional co-directors per PhD student; to assess each PhD student's research plan and activities document each academic year.

Seven: This document is effective from the date it is signed until the PhD thesis is defended; it will also remain valid if there is a change in tutor, director or coordinator, provided that the changes have been made formally. However, it shall be rendered ineffective in the event of breach of any of its clauses, as well as of the regulations for Doctoral studies of the Complutense University of Madrid and any other applicable regulation or norms.

In Madrid, on _____ of 20____

PhD student ⁽¹⁾

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Tutor ⁽¹⁾

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Signed:

Signed:

Director ⁽¹⁾ (if there are co-directors, all directors must sign)

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Signed:.....

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Signed:.....

Signed:.....

**Coordinator of PhD programme, representing the Academic Committee
of the programme** ⁽¹⁾

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Signed:.....

This document will be submitted at the student secretariat of the faculty, addressed to the Academic Committee responsible for the PhD programme; once signed by all parties, the Academic Committee will return it to the student secretariat so it can be filed in the PhD student's file and a copy can be sent to them.

⁽¹⁾ This document must be signed electronically using Adobe Acrobat and must not be locked once signed.