

## GUIDE FOR THE RESEARCHER IN TRAINING (DOCTORAL STUDENT)

Doctoral studies are governed by Royal Decree 99/2011, of January 28, which regulates official doctoral education ([RD 99/2011](#)). At the Doctoral School of the Cantabria University (EDUC), they are also governed by:

- [The Academic Management Regulations.](#)
- [The Internal Regulations of the EDUC.](#)

- Each doctoral program has an **Academic Committee (CAPD)**, which is responsible for the program and for evaluating the progress of the doctoral student.

- Upon admission, the CAPD assigns each doctoral student a **tutor** and a **supervisor**. Both are responsible for regularly reviewing, evaluating and reporting on the student's progress. The tutor is a faculty member of the doctoral program responsible of overseeing the doctoral student's training activities and ensuring their interaction with the CAPD. The tutor assists the student in their training process and provides information and guidance throughout the doctoral program. The supervisor is primarily responsible for overseeing the doctoral student's research work and guiding them in the process of writing the thesis. Often, the tutor and the supervisor are the same person. If they are different, the thesis supervisor may be assigned at the time of admission of within a maximum of three months from enrolment.

- Once the tutor and supervisor are assigned, they, the doctoral program coordinator, and the doctoral student must sign the following documents:
  - The [Documentary Commitment of Supervision.](#)
  - The [Code of Good Practices.](#)

Both documents, with can be downloaded [from the EDUC website](#), **must be signed and submitted to the EDUC** within a maximum of 20 days from the date of enrolment.

- At the beginning of each year, the doctoral student **must renew the registration Doctorate Academic Tutoring** through the [Virtual Campus](#), usually during the last week of November. Failure to do so in a timely manner will result in **permanent withdrawal from the doctoral program**.

- Before the end of the first year, the doctoral student prepares a [Research Plan \(PI\)](#) that will include, at least, the methodology to be used and the objectives to be achieved, as well as the means and time planning to achieve it. This plan can be improved and detailed throughout your stay in the program.

- The **Doctoral Student Activities Document (DAD)** will be enables for each doctoral student, through the Virtual Campus, for the purposes of the individualized record of control of all activities of interest for the development of the doctoral student (courses, workshops, seminars, conferences, meetings, research experience, patent publications, posters, stays, research grants of contracts, etc.). These activities must be uploaded to the Virtual Campus, along with the documentation that accredits them.

The DAD accompanies the Thesis at the time of the defense and is evaluated, together with it, by the Court.

- There will be a **mandatory annual evaluation**: both the PI (of its improvements and progress) and the DAD will be uploaded to the Virtual Campus and sent for review, to be **informed and evaluated by the tutor, director and the CAPD**.

The evaluation Will be conducted through the Virtual Campus. For more information, please refer to the "[Guide for Managing the DAD and PI on the Virtual Campus](#)".

The annual evaluation by the CAPD will be either '**favourable**' or '**unfavourable**', and a **report** will be issued accordingly. In the case of an unfavourable evaluation, which will be duly justified, the CAPD must request that the doctoral student submit a new DAD and/or progress report of the PI within **six months**. If a second unfavourable or negative evaluation occurs, the doctoral student will be **permanently withdrawn from the doctoral program**.

The EDUC offers a free **Transversal Training program divided into two modules: Basic and Advanced**. Each modulo consists of 40 teaching hours. The structure and courses of the Transversal Training can be viewed on the [EDUC website](#). For more information, please contact: [transversaleduc@unican.es](mailto:transversaleduc@unican.es).

**The thesis cannot be submitted without proof of having completed this training.**

The duration of doctoral studies, from the date of enrolment to the defense of the doctoral thesis, will be:

- **Three years**, in the case of **full-time** enrolment. There is a possibility of requesting a one-year extension, which can be extended by an additional year under extraordinary circumstances.
- **Five years**, in the case of **part-time** enrolment. There is a possibility of requesting a two-year extension, which can be extended by and additional year under extraordinary circumstances.

Both the request to switch to part-time and the request for an extension are submitted to the Doctoral School (EDUC) via an application, indicating the reasons that justify it and providing the necessary documentation.

In any case, **the minimum time between registration and defense of the Thesis is 1 year.**

#### **Authorization and deposit of the thesis.**

Once completed and with the positive report from the tutor and director, the doctoral student will request the EDUC to initiate the Thesis review process, for which they will deposit a copy. The application must indicate whether the candidate is opting for the International Doctorate Mention, the Industrial Doctorate Mention, or if it is under joint supervision. The CAPD will authorize the deposit of the Thesis and will propose the Tribunal, composed of three full members and as many substitutes.

#### **Doctorate with International Mention.**

To obtain this mention, the doctoral student must have completed a minimum stay of 3 months in a prestigious centre outside of Spain and write and defend a part of the thesis, normally the introduction and conclusions, in a language of scientific use other than Spanish, unless the stays, reports and experts come from a Spanish-speaking country. The period of stay can be fragmented, although, except in situations well justified for academic reasons, the minimum time from which the stay will be considered is 1 month. It is recommended that the 3 months be consecutive. The stay can be carried out in different research centres.

Se requiere, además, el informe de dos expertos doctores de alguna institución de investigación no española y que un miembro del Tribunal evaluador de la Tesis pertenezca a alguna institución de investigación no española y no sea el responsable de la estancia.

#### **Thesis under International Co-Tutorship.**

The Thesis can be co-supervised between the UC and another foreign university, through a specific agreement. The doctoral student will have two directors (one in each university) and must enroll in both universities, spending at least 6 months in each of them. The Thesis is defended at one the universities and the Doctorate degree is obtained from both institutions. At least one abstract must be written in one of the official languages of the other country.

#### **Industrial Doctorate.**

When the thesis is carried out in a company in the private or public sector or through a contract in a public administration, you can opt for the Industrial Doctorate mention.