

## DOCTORAL STUDENT SUPERVISION AGREEMENT

*(Art. 11.8 of RD 99/2011 of 28/1/2011 - BOE 10/2/2011  
Art. 8.9. UCM Doctorate Regulations. Governing Board 6/11/2021 - BOUC 21/12/2021 - amended by  
Governing Board Agreement of 23/04/2015 - BOUC 29/04/2015)*

This document, which consists of four pages, constitutes the written agreement for doctoral student supervision, which must be signed by the academic committee responsible for the doctoral programme, the doctoral student, their dissertation advisor and tutor at the time the advisor is named.

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

The signatories to this document agree to keep all information and data of a confidential nature related to the dissertation 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 doctoral dissertation 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 (doctoral student and advisor(s)). Additionally, the parties agree to the below terms.

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

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

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 Best Practices for doctoral students.

**Two:** The doctoral student agrees to carry out doctoral studies and dissertation research pursuant to the framework established by applicable regulation, under the supervision of their tutor and advisor and in accordance with the obligations and rights arising from this agreement. In particular:

- A. Enrol in each academic year.
- B. Draft their research plan in the period established by current legislation.
- C. Carry out the educational activities and complementary activities 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 dissertation advisor of the progress of their research, the problems that arise, and the results obtained, making any corrections and/or modifications that the advisor may ask them to.
- F. Follow directions on carrying out and monitoring educational activities and research work provided by their tutor and dissertation advisor(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 doctoral dissertation 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 Programme's Academic Committee.
- 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 doctoral student could unjustly benefit.
- L. Provide the necessary data on their doctoral dissertation for the Complutense University's institutional repository, once it has been defended and a passing grade received.

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

and regularly monitor the doctoral student's educational activity, providing them the necessary guidance and advice and ensuring that the doctoral student develops their initiative and becomes integrated into the doctoral programme; to issue the assessment/progress reports on the doctoral 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 dissertation advisor(s) agree(s) to supervise and regularly monitor the doctoral student's research activity, providing them the necessary guidance and advice, and ensuring that the doctoral student develops their initiative and achieves autonomy in their research work. Furthermore, the doctoral dissertation advisor(s) undertake(s) to monitor and correct the doctoral dissertation until it is publicly defended.

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

**Six:** The doctoral programme's academic committee agrees to assign a tutor to each doctoral student admitted to the programme; to assign a dissertation advisor and, as applicable, up to two additional co-advisors per doctoral student; to assess each doctoral student's research plan and activities document each academic year.

**Seven:** This document is effective from the date it is signed until the doctoral dissertation is defended; it will also remain valid if there is a change in tutor, advisor 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 standard.

In Madrid, on \_\_\_\_\_ of 20\_\_\_\_\_

**Doctoral student <sup>(1)</sup>**

## Tutor <sup>(1)</sup>

Signed:

Signed:

**Advisor** <sup>(1)</sup> (if there are co-advisors, all advisors must sign)

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Signed:.....

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Signed:.....

Signed:.....

**Doctoral Programme Coordinator, representing the Doctoral Programme's Academic Committee** <sup>(1)</sup>

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Signed:.....

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

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