

## **APPLICATION PROCEDURE FOR THESIS CO-SUPERVISION**

**Approved at the EID Steering Committee of 12 May 2021**

**Approved by the Consejo de Gobierno on 27 May 2021**

### **PREAMBLE<sup>1</sup>**

This procedure establishes the criteria and the method for applying for the co-supervision of a doctoral thesis in a doctoral programme of the Universidad Politécnica de Madrid.

The general criteria for the co-supervision of the doctoral thesis are set out in Royal Decree 99/2011, of 28 January, which regulates official doctorate studies (consolidated text of 3 June 2016), which establishes that "the doctoral thesis may be co-supervised by other doctors when there are reasons such as academic or thematic interdisciplinarity or when the programmes are developed in national or international collaboration". According to RD 99/2011, "for the co-supervision of the thesis, the prior authorisation of the Academic Committee will be required. This authorisation may be subsequently revoked if, in the opinion of the Academic Committee, co-supervision does not benefit the development of the thesis".

As stipulated in the current Doctoral Thesis Preparation and Evaluation Regulations at the Universidad Politécnica de Madrid, the thesis may be co-supervised by another doctor, with accredited research experience, when there are reasons of an academic nature, such as thematic interdisciplinarity or programmes developed in national or international collaboration.

### **1. REQUIREMENTS TO APPLY FOR THE DOCTORAL THESIS CO-SUPERVISION**

1. The application for thesis co-supervision must be justified.
2. Co-supervision of theses is justified in the following situations:
  - a) The thesis is interdisciplinary or intersectoral, as it requires the respective contribution of the two supervisors in different fields of knowledge. The applicant must justify the contribution of both the initial supervisor and the proposed co-supervisor.
  - b) The thesis is under international joint supervision ("cotutelle") or inter-institutional, in that the proposed co-supervisor belongs to a different institution, whether national or foreign, public or private. The applicant must indicate the centre of each doctoral thesis supervisor and the

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<sup>1</sup> Disclaimer: The English version is a translation of the original in Spanish for information purposes only. In case of a discrepancy, the Spanish original will prevail.



- corresponding international or inter-institutional collaboration framework.
- c) The thesis aims to be awarded an Industrial Doctorate.
  - d) The thesis enables the training of a new supervisor as thesis supervisor (doctoral researcher who has not participated in the supervision of theses before), facilitated by the previous supervision experience of a senior supervisor who has supervised three or more theses. The applicant must indicate the experience of the senior supervisor.
3. Applications for co-supervision should preferably be made during the first year of the thesis. In general, co-supervision must be requested before completion of the second year of the doctoral thesis. Exceptionally, co-supervision may be requested in the third year of the thesis, in which case the need for co-supervision must be clearly justified through joint scientific production (articles, projects, patents). Under no circumstances will applications for co-supervision be accepted during the period of extension, whether ordinary or extraordinary.
  4. In each doctoral programme, any more restrictive specific criteria set out in the report verified by the corresponding evaluation agency will also be respected.
  5. The thesis may not have more than two supervisors, notwithstanding the possible collaboration of other professionals by virtue of their relevant qualifications in the corresponding field of knowledge. Accordingly, under no circumstances will applications for co-supervision with more than two thesis supervisors be accepted.
  6. If co-supervision of the thesis is granted, the thesis may not be submitted until six months after the co-supervision has been approved.

## 2. PROCEDURE TO APPLY FOR CO-SUPERVISION OF A DOCTORAL THESIS

The suitability of the co-supervision of the thesis is the responsibility of the Doctoral Area Committee to which the doctoral programme is attached, which will assess the doctoral student's application. The procedure is as follows:

1. The doctoral student submits the application for co-supervision to the Doctoral Programme Academic Commission, using the form *Application for thesis co-supervision*. If the proposed co-supervisor does not belong to the doctoral programme, the application for registration as a researcher on the programme must be submitted at the same time. The application must clearly justify the need for co-supervision, depending on the situation that has given rise to it.
2. The Doctoral Programme Academic Commission will assess the application and issue a report (favourable or unfavourable) in the Minutes of the corresponding session, within two months from the day following the date of its submission.
3. The Doctoral Programme Academic Commission will process the application for co-supervision



before the corresponding Doctoral Area Committee, attaching the justification for the co-supervision and its own report. If the proposed co-supervisor does not belong to the doctoral programme, the Doctoral Programme Academic Commission will simultaneously request the registration of the researcher in the programme, accrediting the research experience of the co-supervisor.

4. The Doctoral Area Committee will evaluate the application for co-supervision and will decide whether to approve the co-supervision of the thesis based on compliance with the criteria established in this procedure. The Doctoral Area Committee may ask the Doctoral Programme Academic Commission for any additional reports it deems appropriate and will respond to the request within two months from the day following receipt of the application from the Doctoral Programme Academic Commission.
5. The Doctoral Area Committee will notify the Doctoral Programme Academic Commission of the resolution adopted. Authorisation to co-supervise a thesis may be subsequently revoked by the Doctoral Area Committee if it is considered that co-supervision does not benefit the development of the thesis.
6. The Doctoral Programme Academic Commission will notify the interested parties of the resolution of the application.

## **FIRST TRANSITORY PROVISION**

Doctoral students who have applied for a thesis co-supervision prior to the approval of this procedure need not reapply.

## **SECOND TRANSITORY PROVISION**

Until such time as the corresponding Doctoral Area Committee is formalised, the duties attributed to it in this procedure will be carried out by the Doctorate Committee of the Universidad Politécnica de Madrid.

## **ENTRY INTO FORCE**

This procedure will enter into force the day after it is approved by the Consejo de Gobierno of the Universidad Politécnica de Madrid.