

INTERNAL RULES AND REGULATIONS OF THE UCAM INTERNATIONAL DOCTORAL SCHOOL (EIDUCAM)

The Spanish Organic Law on Universities defines the structure of university education in three cycles: Bachelor's, Master's and Doctorate degrees. Doctoral studies, which correspond to the third cycle, lead to the award of the title of Doctor, of official status and valid throughout the national territory. As established by the aforementioned Law, doctoral studies shall be organized and conducted in the manner determined by the statutes and organisation and operation rules of the universities, in accordance with the criteria approved by the Government for obtaining the Doctorate degree, following a report from the Council of Universities. In this regard, pursuant to the provisions of Spanish Royal Decree 99/2011, regulating official doctoral studies, the University Council of the Universidad Católica San Antonio de Murcia approved the creation of the International Doctoral School of the Universidad Católica de Murcia (EIDUCAM), with the aim of joining forces towards the definition of a doctoral research strategy and thus enhancing such a crucial area for any university.

Among other development measures, the creation of EIDUCAM requires the establishment of regulations on the organisation and functions of this university centre, which shall also cover the rights and duties of doctoral students, in accordance with the provisions of Spanish Royal Decree 1791/2010, of 30 December, approving the University Student Statute, and of tutors and thesis supervisors – as well as the composition and functions of the academic commissions of each programme. To these ends, this internal regulations – once approved by the UCAM University Council – shall govern the operations of the International Doctoral School, a university centre whose main building is located at the Universidad Católica San Antonio de Murcia.

I.- THE INTERNATIONAL DOCTORAL SCHOOL AND ITS ORGANISATION

1.1.- Mission and objectives

The mission and objectives of the UCAM International Doctoral School (EIDUCAM) are determined by the requirements of Spanish Royal Decree 99/2011 and by the high-quality training and internationalisation goals of the doctoral studies at our University, which are the following:

- To organise the PhD and master's studies of the Universidad Católica San Antonio de Murcia, in accordance with the university statutes and the criteria established in Spanish Royal Decrees 1393/2007, 861/2010 and 99/2011.
- To design a PhD training model, creating the right framework for PhD students to conduct high-quality research, involving them in the UCAM's general research strategy and in the guidelines arising from collaboration agreements with collaborating entities.
- To plan transversal activities common to the PhD programmes of the School to ensure the achievement of the academic and professional competences of these programmes.
- To structure PhD programmes in a common framework, making it possible to streamline their administrative, economic and training management.
- To encourage the creation of a sense of community, in which all PhD students can share common spaces and activities and have adequate institutional recognition, being able to take part in the EIDUCAM representative bodies.
 - To improve the quality of the UCAM's PhD training, providing a multidisciplinary and innovative environment, with requirements for improvement and measurement of said quality which establishes minimum criteria to be achieved, regardless of the field of specialisation.
- To establish and ensure compliance with the assessment and monitoring mechanisms of PhD students, materialised in the supervision commitment document signed by the university, the

- PhD student, their tutor and their supervisor.
- To integrate into the strategic framework of the EHEA and ERA, favouring the internationalisation of PhD studies at the Universidad Católica San Antonio de Murcia and the international mobility of PhD students and supervisors.
 - To promote the international mention in the doctorate degree.
 - To integrate the current UCAM master's and doctoral programmes verified according to RD 1393/2007, which will have to be adapted to RD 99/2011, so as to coordinate and supervise them during the transition period until they are transformed or definitively discontinued.
 - To promote intersectoral mobility, technology transfer and the participation of the corporate world.
 - To include official master's degree programmes, as well as other activities related to research training.
 - To undertake those other functions which the Universidad Católica San Antonio de Murcia and collaborating entities may assign to this centre in the areas of doctoral management, teaching and activities.

1.2.- Organisational structure and human resources

Due to structural considerations regarding the doctoral studies at the Universidad Católica San Antonio de Murcia, the option proposed is for a single, multidisciplinary International Doctoral School, without prejudice to any future creation of other interdisciplinary doctoral schools.

EIDUCAM research staff includes:

- a) All teaching staff of a doctoral programme, who shall have a doctorate degree – without prejudice to the possible collaboration of external professionals, due to their links with other research bodies or private companies, by virtue of their relevant qualification in the corresponding field of knowledge.
- b) Members of the Administration and Services Staff in accordance with their functions and activities.
- c) Visiting professors within the framework of specific programmes, who shall be considered as associated research staff.
- d) Students in doctoral and master's programmes managed by EIDUCAM.

In accordance with Spanish Royal Decree 99/2011, EIDUCAM shall have a Governing Board, whose function shall be the organisation and management of the centre, and which shall be composed of the following members:

- Director
- Deputy Director, if applicable
- Academic Secretary
- The Coordinators of the Doctoral Programmes
- The Vice-Rectors and/or Directors in charge of research, doctoral studies, quality or international relations matters
- The Head of EIDUCAM Administration and Services Staff
- Representative of the coordinators of Master's Degree Programmes belonging to EIDUCAM
- Representative of PhD Students of the Doctoral Programmes
- Representative of students of Master's Degree Programmes
- Representative of the public and private entities that take part in the UCAM Doctoral Programmes

1.3.- Roles

- **Governing Board:**

- Establishing the criteria and guidelines for the creation, modification and discontinuation of the training programmes organised by EIDUCAM, on the basis of the regulations governing doctorate studies at the Universidad Católica San Antonio de Murcia.
- Assessing proposals for the creation, modification or discontinuation of training programmes organised in EIDUCAM – whether drafted by the school itself or by the Departments of the Universidad Católica San Antonio de Murcia – and submitting them for approval to the University Council.
- Organising the EIDUCAM training activities, especially with regard to the coordination of personnel and material resources.
- Planning, disseminating and organising transversal activities common to all doctoral programmes and, where appropriate, to other research training programmes.
- Supervising that the commitments acquired in the syllabuses of the EIDUCAM programmes are fulfilled.
- Developing a code of good scientific practices.
- Approving the composition proposals for academic committees of the EIDUCAM doctoral programmes, submitted by the members of each doctoral programme.
- Promoting the necessary agreements to collaborate with other public or private institutions to be approved by the University Council.
- Reviewing the Director's annual report and submitting it for approval to the University Council.

- **Director:**

The International Doctoral School shall have a Director appointed by the UCAM Council from among researchers of recognised prestige of the Teaching and Research Staff of the Universidad Católica San Antonio de Murcia. This condition must be supported by at least three periods of research activity recognised in accordance with the provisions of Spanish Royal Decree 1086/1989, of 28 August, on the remuneration of university lecturers, or by equivalent merits. The dismissal of the Director shall be decided by the University Council.

The duties of the Director include:

- Leading, promoting, directing, coordinating and supervising the activities of the International Doctoral School.
- Supervising the fulfilment of the mission, objectives and duties of the International Doctoral School.
- Convening and presiding over the EIDUCAM Governing Board.
- Preparing an annual report including an activity summary of the year.

- Submitting the proposals for Master's and Doctorate Programmes evaluated by the Governing Board to the University Council.
- Representing EIDUCAM at every required event.

- **Deputy Director**

The International Doctoral School may appoint a Deputy Director to support the work of the Director and to replace him/her in case of temporary absence or illness. This Deputy Director shall be appointed by the UCAM Council among researchers of recognised prestige of the Teaching and Research Staff of the Universidad Católica San Antonio de Murcia who have at least two periods of recognised research activity.

Academic Secretary:

The International Doctoral School may employ an Academic Secretary, who shall collaborate with the Director in the drafting, custody and certification of documents and agreements. This Academic Secretary shall be appointed by the UCAM Council among researchers of recognised prestige of the Teaching and Research Staff of the Universidad Católica San Antonio de Murcia. He/she shall convene the meetings of the Governing Board at the request of the Director.

- **Meetings of the Governing Board:**

- The Director shall chair the EIDUCAM Governing Board.
- The Board shall meet at least once every six months. Meetings are to be convened via the email address of the members.
- The Board may adjourn a meeting, at the proposal of any of its members, proposing a new date to continue the meeting with the same agenda.
- Each meeting of the Governing Board shall be convened by the Academic Secretary, at the request of the Director, and shall include a detailed agenda with the topics deemed relevant by the Director, as well as those requested by any of the members of the Board. The minutes of each meeting will be taken by the Secretary.
- For the Board to meet, the Director, the Academic Secretary and at least half of its members must be present.

II.- DOCTORAL PROGRAMMES AND OTHER EIDUCAM TRAINING ACTIVITIES

2.1.- Doctoral Programmes' Coordinators

Every doctoral programme shall have a coordinator, appointed by the UCAM Council at the proposal of the EIDUCAM Governing Board. In the case of a joint programme between two or more universities, a deputy coordinator may be appointed for each university involved, provided that he/she meets the legal requirements.

Coordinators must be lecturers who have previously supervised at least two doctoral theses and who have at least two recognised periods of research activity pursuant to Royal Decree 1086/1989 of 28 August 1989.

Roles of the Coordinators

- Coordinator or, where appropriate, deputy coordinators of each programme shall ensure the coherence and complementarity of the different lines of research within each doctoral programme. Doctoral programme coordinators shall promote the supervision of doctoral theses in their respective fields.
- Coordinators or, where appropriate, deputy coordinators of each programme are responsible for ensuring that the programme as a whole is developed in accordance with the corresponding report verified by the Council of Universities.
- Coordinators are responsible for submitting to the EIDUCAM Governing Board, via the appropriate written communication, the proposals for the creation, modification and discontinuation of research lines within their programme, as well as the proposals for the inclusion of scientific master's degree courses and other open research training activities.
- The coordinator of each programme shall appoint a post-doctoral guidance advisor from among the professors involved in the programme, tasked with the professional guidance of the doctoral students graduating from the programme.

2.2.- Heads of the Lines of Research

- Every research line of the different doctoral programmes shall be assigned a head researcher.
- The heads of the lines of research shall be appointed by the academic committees of the Doctoral Programmes, following a favourable report from the EIDUCAM Governing Board, from amongst the principal investigators of the projects linked to the line of research and preferably with at least one period of recognised research activity.
- The heads of each line of research are charged with promoting the work developed as part of that line of research and with ensuring its coherence and complementarity with the other lines of research included in the programme. The heads of the research lines shall promote the supervision of doctoral theses in their respective fields.

2.2.- Academic Committees of the Doctoral Programmes

Each programme's Academic Committee is in charge of the definition, updating, quality and coordination of the programme, as well as of supervising the progress of its research and training. In addition, it is also responsible for designing and coordinating the programme's training and research activities.

The Academic Committee of each programme shall be constituted by the programme coordinator, who chairs it, the deputy coordinators (doctors with accredited experience in the supervision of doctoral theses over the last five years and/or have at least one active six-year research period who must also be Professors – Ordinary or Associate Professors – at one of the universities participating in the programme), the team leaders and/or the heads of the lines of research (who must meet the requirements stipulated in Royal Decree 99/2011). The programme coordinator and deputy coordinators may recommend the EIDUCAM Director that up to a maximum of two Principal Investigators from active competitive projects within the programme and/or two researchers from foreign institutions of recognised prestige should form part of the academic committee. The programme coordinator may also appoint a secretary of the academic committee from among the lecturers on the programme.

Role of the Academic Committees of the Doctoral Programmes

Academic Committees are responsible for the definition, updating and coordination of each programme, as well as for the admission of doctoral students, promoting their research and training and authorising the presentation of theses.

In addition, Committees shall ensure compliance with the Internal Quality Assurance System, coordinating and supervising the actions of the Quality Units of the universities involved in the programme. To perform these duties – as the body responsible for the quality assurance system of the programme in question–, the academic committee shall include, in addition to the regular members, a doctoral student, a representative of the Administration and Services Staff, the head of postdoctoral guidance services and a representative of every quality unit or service of the universities participating in the programme in question.

The Academic Committee of each doctoral programme is responsible for the following:

1. Submitting the proposals for the creation, modification or discontinuation of lines of research, as well as any other proposals to the EIDUCAM Governing Board.
2. Students admission, on a full-time or part-time basis, establishing the training complements each student must take in order to achieve the ideal entry profile foreseen in the programme's memory.
3. Assigning each PhD student with a tutor upon enrolment.
4. Assigning each PhD student, within six months of enrolment, with a thesis supervisor and, where appropriate, a co-supervisor, who may or may not coincide with the tutor.
5. Assigning, for justified reasons, a new tutor and thesis supervisor to a PhD student, with his or her consent and at any time during the doctoral programme.
6. Drafting, for each PhD student, a personalised activity document for the purposes of the individualised control register referred to in article 2.5 of Spanish Royal Decree 99/2011. This document must include all the activities that are considered to be of interest for the development of the doctoral student, following the advice of his/her supervisor and/or tutor, and which the student is therefore obliged to complete.
7. Assessing the research plan and the activity report of each doctoral student on an annual basis, together with the respective reports of their tutor and thesis supervisor.
8. Granting temporary leave from the programme for a maximum period of one year, extendable for a further year, at the justified request of the interested party, as well as deciding on applications for readmission, notifying the Governing Board.
9. Authorising the thesis submission of each doctoral student in the programme.
10. Submitting the proposals for the composition of doctoral thesis examination boards to the Governing Board, in order for them to either approve the composition or, should there be sufficient grounds, request the corresponding academic committee to amend it. The latter shall put the proposal on hold until the requirement has been duly complied with.
11. Drawing up the annual programme report to be submitted to the Governing Board, providing evidence of the level of compliance with the indicators.
12. Collecting information from the heads of the Quality Units on the monitoring of the programme and developing procedures for improvement.
13. Undertaking, together with the other competent services of the universities, the necessary actions for the transfer of knowledge derived from the theses.

III. RIGHTS AND DUTIES OF DOCTORAL STUDENTS, TUTORS AND THESIS SUPERVISORS

3.1.-Doctoral thesis supervisors and tutors

Doctoral tutors are doctors with accredited research experience linked to EIDUCAM, whose role is to ensure the interaction of the doctoral student with the academic committee and to guarantee that the training and research activities are in line with the principles of the EIDUCAM doctoral programmes.

The thesis supervisor may be any Spanish or foreign doctor with accredited research experience, regardless of the university, centre or institution he or she is linked to. Without prejudice to the provisions of the preceding paragraph, the role of thesis tutor and supervisor may be held by the same person.

The thesis supervisor is the main person responsible for managing all the research tasks of the PhD student, for the coherence and suitability of the training, for the impact and novelty of the research and for guiding the student in the planning of his/her tasks and activity.

The Academic Committee of each programme may authorise the co-supervision of a doctoral thesis by a maximum of three co-supervisors. EIDUCAM shall encourage the co-direction of doctoral theses by an experienced supervisor and a junior supervisor.

As a general rule, no single doctor is allowed to supervise more than five doctoral theses simultaneously, or ten in case of co-supervision. Exceeding this threshold shall be considered exceptional and must be authorised by the relevant academic committee and confirmed by the EIDUCAM Governing Board.

3.2.- The commitment between the PhD student and his/her tutor and thesis supervisor

A PhD involves the structuring and completion of an original and innovative research project, a personal plan of ongoing training to support the research project and the development of the doctoral student's professional project.

Upon admission to the programme, a commitment document will be signed, stating the rights and duties of all parties, the procedure for conflict resolution and the questions concerning intellectual or industrial property rights that may arise in the context of the doctoral programme.

This document shall be signed by the PhD student, the thesis supervisor and the tutor and must be approved by the EIDUCAM Director.

The doctoral student, the thesis supervisor and, where appropriate, the tutor must agree to work together to define and structure the doctoral thesis project and to ensure that the student develops it in accordance with a methodology defined following teaching advice, as well as for the final defence of the thesis.

3.3.- Duties and dedication of the thesis supervisor

In accordance with the EIDUCAM Code of Good Practice, thesis supervisors will regularly meet with their PhD students to guide and analyse the progress of the thesis project, encouraging the gradual autonomy of students over the course of the project. Care must also be taken to ensure that the project is original, educational and innovative and that it can be achieved with the means to which the doctoral student has access.

3.4.- Duties and dedication of the doctoral student

PhD students shall develop their research project, depending on their full-time or part-time dedication, working in regular contact with their supervisor and tutor, within the framework of the doctoral programme and the applicable regulations, in accordance with the provisions herein stated and the EIDUCAM Code of Good Practice.

3.5.- Confidentiality

Doctoral students must not disclose confidential information about the research project in which they are participating without obtaining prior express written authorisation from the thesis supervisor and/or tutor or the institution participating in the project under agreement.

This obligation of confidentiality and secrecy persists even after the academic, labour or any other type of relationship between the doctoral student and the Universidad Católica San Antonio has ended.

3.6.- Intellectual / industrial property

PhD students have the right to be recognised as holders of the intellectual or industrial property rights corresponding to them in accordance with current legislation as well as to feature as co-authors in all papers, articles or presentations in which the research work submitted involved their participation in a relevant manner.

With regard to the industrial property rights that may be held over the results of the research, the PhD student is subject to the provisions of current legislation on university patents and to the regulations approved by the Universidad Católica San Antonio de Murcia.

3.7.- Conflict resolution

In the event of non-compliance with the aforementioned commitments, the parties must inform the coordinator of the doctoral programme concerned, who shall act as mediator. Should the mediation of the Coordinator and, where applicable, of the Academic Committee fail to solve the conflict, it must be referred to the EIDUCAM Director, who shall settle the matter as appropriate.

In the case of a doctoral programme developed under a cooperation agreement with another institution, the parties must also abide by the provisions of the cooperation agreement – the content of which must be made known to the parties insofar as it is relevant.

3.8.- Specific rights and duties of doctoral students

Without prejudice to the rights and duties already established in these Regulations and in the Code of Good Practice, EIDUCAM students have the following rights and duties:

- a) To receive quality research training that promotes scientific excellence and addresses equity and social responsibility.
- b) To have a tutor to oversee their training process and a supervisor – or co-supervisors – with accredited research experience, who will be responsible for monitoring the research plan and the writing of the doctoral thesis.
- c) To complete, if applicable, the specific training complements included in the memory of the programme.
- d) The promoting universities and EIDUCAM shall encourage the integration of doctoral students into research groups and networks.
- e) To participate in programmes and calls for grants for research training and for national and international mobility.
- f) To be considered, with regard to representation rights in the governing bodies of the corresponding universities, as research trainees, in accordance with the provisions of the legislation on science and research.
- g) To participate in the monitoring of doctoral programmes and in institutional assessment processes, in accordance with current regulations.

- h) To exercise the rights and duties recognised in the Rules of Organisation and Operation and other development regulations of the university responsible for EIDUCAM, insofar as they are applicable.

3.9.- Specific rights and duties of tutors and thesis supervisors

Without prejudice to the rights and duties already established in these Regulations and in the Code of Good Practice, EIDUCAM thesis supervisors and tutors have the following rights and duties:

- a) To direct and supervise the research activity of the PhD student. To provide academic guidance in their research work through regular meetings to analyse the thesis project progress and to prepare a follow-up report, which will be included in the doctoral student's Activities Record.
- b) To approve the research plan written by the doctoral students within the first year.
- c) To facilitate access to the necessary resources to develop the research work.
- d) To ensure the quality and originality of the PhD student's research work, the submission and publication of the thesis, as well as the dissemination of the contributions made.
- e) To participate in forums, seminars, workshops and other activities organised at EIDUCAM. To encourage the doctoral student's attendance and participation in national and international conferences, as well as in meetings and seminars held within their field.
- f) To have the work of tutoring doctoral students and supervising theses recognised as part of the teaching and research dedication of teaching staff, in accordance with the provisions of art. 12.3 of Spanish Royal Decree 99/2011, of 28 January.
- g) To participate in the monitoring of doctoral programmes and in institutional assessment processes, in accordance with current regulations.