



COMILLAS

UNIVERSIDAD PONTIFICIA

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ALLOCATION OF TUTORS AND THESIS SUPERVISORS

(EXTRACT OF REGULATIONS FOR DOCTORATE PROGRAMS AT COMILLAS PONTIFICAL UNIVERSITY,

approved by the Board of Governors at the meeting held on 21 June 2012 and modified at the meetings of 30 September 2013, 18 December 2014, 18 July 2016 and 15 December 2017)

Article 8. Thesis Tutor

1. At the time of admission, the Academic Committee of the corresponding program will assign a tutor to the doctoral student. The appointment may be modified at any moment for justified reasons by the Academic Committee, after hearing the student and the tutor, if any.
2. The tutor is the person responsible for the training and research activity of the doctoral student to meet the requirements of the programs and the International Research School.
3. The tutor must be a doctor with accredited research experience and a member of the doctoral program committee. The tutor is in charge of ensuring the interaction between the doctoral student and the corresponding Academic Committee. To this end, he or she is assigned the following duties:
 - a. To regularly supervise the doctoral student's custom Activity Report, together with the thesis supervisor.
 - b. To guarantee the research plan presented by the doctoral student, together with the thesis supervisor before the end of the first year.
 - c. To sign the Commitment Document together with the University, the doctoral student and the thesis supervisor.
 - d. To submit to the Academic Committee the annual report referred to in article 11.7 in the Royal Decree 99/2011.
4. The University may sign a thesis co-tutelage agreement with a foreign university, which will determine the joint supervision by two or more doctors, the activities to undertake by the doctoral student and the terms of his or her stay in the foreign institution for a minimum of 6 months. The international thesis co-tutelage will be incorporated through procedures to the Doctor's Degree certificate, according to article 11.6 in the Royal Decree 1002/2010 of 5 August, on the issue of official university degree certificates.

Article 9. Thesis Supervisor

1. At the time of admission, the Academic Committee of the corresponding program will assign a thesis supervisor to the doctoral student, who also will serve as a tutor, unless a supervisor from a different doctoral program is assigned, in which case a tutor will be assigned according to the preceding article. The appointment of the supervisor may be modified by the Academic Committee at any moment of the doctoral studies for justified reasons.
2. Any Spanish or foreign doctor, with accredited research experience, may be thesis supervisor or co-supervisor, regardless of the university, faculty or institution he or she serves.



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3. The thesis supervisor is ultimately responsible for monitoring all the student research tasks, the coherence and adequacy of the complementary training, the impact and innovation of the thesis subject in its field and the guide in the planning and its adequacy, where appropriate, to other projects and activities the doctoral student may participate in. To this end, he or she is assigned the following duties:
 - a. To regularly supervise the doctoral student's custom Activity Report, together with the thesis tutor.
 - b. To guarantee the research plan presented by the doctoral student, together with the thesis tutor before the end of the first year.
 - c. To sign the Commitment Document together with the University, the doctoral student and the thesis tutor.
 - d. To submit to the Academic Committee the annual report referred to in article 11.7 in the Royal Decree 99/2011.
 - e. If necessary, to guarantee the stay and activities required to include the International Doctor mention, according to article 15.1.a) in the Royal Decree 99/2011.
4. With the authorization of the Academic Committee, the thesis can be co-supervised by other doctors for justified academic reasons, such as an interdisciplinary topic or a program developed in national or international cooperation. The authorization may be applied any time during the doctoral studies and may be revoked later if the Academic Committee considers that the joint supervision doesn't benefit the thesis development.