



Procedure for processing doctoral theses under international co-supervision

(Agreement of the Doctoral School Management Committee, 21 March 2024)

On 20 February 2019, the Doctoral School Management Committee approved the procedure for processing doctoral theses under international co-supervision, in accordance with the provisions of article 15 of Royal Decree 99/2011 of 28 January, which regulates official doctoral education, and article 16 of the rules for the presentation and defence of doctoral thesis at the University of Valladolid (approved by the Governing Council in its session on 3 June 2016 –BOCyL nº114 of 15 June).

Recent modification of the aforementioned Royal Decree 99/2011 by Royal Decree 576/2023 of 4 July, which modifies article 15 on the "International mention in the degree of doctor and thesis under international co-supervision" and approval of the rules for doctoral studies at the University of Valladolid –approved by the Governing Council in its session on 11 May 2022– evidence the need to update the aforementioned procedure. The EsDUVa Management Committee has therefore adopted the following agreement that establishes the procedure for processing doctoral theses under international co-supervision:

First. The student must be enrolled in the doctoral studies of the universities participating in the agreement when the agreement is first signed for the whole academic term of the agreement and until the doctoral thesis is deposited.

The agreement will be processed and signed during the first year of enrolment in doctoral studies at the University of Valladolid for full-time students, and during the second year of enrolment for part-time students. In exceptional cases –and subsequent to authorisation from the Doctoral Thesis Committee– and after a reasoned request from the promoter of the agreement, the process may commence and conclude outside these deadlines, provided that the agreement is formalized and in force before the end of the third year of enrolment at the University of Valladolid for full-time students, and the fourth year of enrolment for part-time students.

Second. The doctoral student must have completed a minimum stay of six months (with a maximum of three periods) in each of the institutions with which the co-supervision agreement is established. This stay may be longer if the rules of any of the universities signing the agreement so require. In such instances, this condition must be explicitly stated in the co-supervision agreement. The student must upload to their activities document the certificate of the stays and activities carried out as foreseen in the agreement, indicating in all cases that they are activities which endorse the co-supervision.

Third.

1. For processing the agreement, the guide published by the University of Valladolid for processing agreements will be taken into account (<https://secretariageneral.uva.es/competencias/convenios/>). This document regulates the processing of a proposal for an international cooperation agreement.
2. In order to help and speed up the processing of the agreement, the proposal will preferably comply with



the model available on the EsDUVa website, and which has already been reviewed and approved by the legal services of our university. However, in cases where the partner universities so require, the agreement may, if necessary, be adapted or modified. A copy of the agreement must always be signed in Spanish.

3. Proposal agreement stage: The promoter of the agreement at the UVa must be the thesis supervisor if he/she is a UVa staff member or -if this person belongs to a different institution- the student's tutor. Signing a specific agreement for the completion of a doctoral thesis under international co-supervision entails simultaneously fulfilling the academic requirements demanded by all the institutions involved in the agreement.

- a) The promoter of the agreement will send the following documents to the Deputy Director of International Relations at the EsDUVa (subdireccion.relaciones.escuola.doctorado@uva.es): the **specific agreement proposal** and, if the co-supervisor at the foreign university has not been assigned when the student is admitted to the corresponding doctoral programme, the **suitability report** of their research experience to act as thesis supervisor.
- b) The Deputy Director of International Relations at the EsDUVa will send the above documents to the coordinator of the doctoral programme for their evaluation and, if applicable, approval by the academic committee.
- c) Once approval has been obtained from the Academic Committee of the Doctoral Programme, the same Deputy Director will process the **proposal for the specific agreement**, which must be signed by the coordinator of the doctoral programme, by the EsDUVa –represented in this case by the Sub-Directorate for International Relations– and by the Vice-Rectorate for Internationalization of the University of Valladolid.

4. Preparation, approval, and signing of the agreement:

- a) Once the agreement proposal has been processed, the final text of the specific co-supervision agreement must be negotiated with the foreign university or universities involved. In this stage, those representing the UVa will be the International Relations Service (convenios.internacionales@uva.es) and the Sub-Directorate for International Relations at the EsDUVa (subdireccion.relaciones.escuola.doctorado@uva.es).
- b) Once the final text of the agreement has been agreed, the UVa's International Relations Service will submit it for approval by two UVa committees: firstly, by the International Relations Committee and, secondly, by the Standing Committee of the Governing Council.
- c) After approval, signing will begin. This is managed by the UVa International Relations Service.

5. The process is deemed to have concluded when the agreement with all the required signatures is deposited with the International Relations Service.

6. The universities signing the agreement recognize the validity of the theses written under co-supervision and undertake to issue the doctoral degree certificate at the request of the interested party.

Fourth. When the doctoral thesis is deposited, the agreement must be in force. The maximum duration of the agreement is four years and, if necessary, may be extended provided that a request to this effect is submitted prior to the agreement expiring.



Fifth. The thesis defence ceremony will be a single event and will be held at any of the institutions, in accordance with the provisions of the agreement:

1. If the thesis is defended at the UVa, the ordinary procedure for depositing a thesis and for appointing the examination board will be followed. The equivalent body to the Doctoral Thesis Committee at the other institutions involved in the agreement must also approve the appointment of the examination board. Once the thesis has been defended, a verbatim copy of the minutes, as well as other additional documents, will be sent to the other foreign institution(s), if so agreed in the agreement.

2. If the thesis is defended outside the UVa:

- a) The composition of the examination board will follow the rules of the foreign institution where the thesis is defended. However, the ordinary procedure for depositing the thesis at the UVa must be followed. When the procedure reaches the Doctoral Thesis Committee, the academic committee of the corresponding doctoral programme must make a proposal for the examination board, indicating that the thesis is being defended under a current co-supervision agreement. Although the composition of the examination board may differ from what is regulated by the UVa Doctoral Studies Rules, its members must accredit the research experience required in these rules and must have the approval of the academic committee and the Doctoral Thesis Committee.
- b) Even if the thesis is defended at the other institution, the agreement must also ensure that the procedure established by the UVa for the student to be eligible for the "cum laude" mention and the outstanding doctorate award are complied with.
- c) At the end of the doctoral thesis defence, the examination board shall send to the Doctoral School a verbatim copy of the original record(s) of its proceedings, as stipulated in the agreement.

Sixth. The present agreement renders ineffective the procedure for processing doctoral theses under international co-supervision approved by agreement of the Doctoral School Management Committee on 20 February 2019, and will come into force once it has been published on the Official Bulletin Board of the University of Valladolid's Electronic Office.