



**VNiVERSiDAD  
D SALAMANCA**

**GOOD PRACTICE GUIDE: CRITERIA AND GUIDELINES FOR THE  
ACADEMIC MANAGEMENT OF DOCTORAL PROGRAMMES**  
(Approved by the Doctoral Committee on 13 October 2011)

This PROVISIONAL GUIDE is approved in accordance with the provisions laid down in the Regulations for Doctoral Studies of the University of Salamanca, until the criteria and procedures for the verification of doctoral programmes by the competent evaluation agencies are published. It includes the basic criteria and guidelines to be observed in the design, preparation and development of doctoral programmes, to ensure coherence in the actions taken by the academic bodies in charge of the different programmes that are offered, the highest levels of excellence in research training in the different areas of expertise, and success in the production of high quality and maximum scientific performance doctoral theses. In particular, it addresses the following contents:

1. Criteria and guidelines applicable to the Academic Committee of the Doctoral Programme
2. Criteria and guidelines applicable to the Programme Coordinator
3. Criteria and guidelines applicable to the doctoral candidate's Tutor
4. Criteria and guidelines applicable to the Doctoral Thesis Supervisor
5. Criteria for the appointment of Tutor and Supervisor
6. Guidelines on the doctoral candidate's Activities Document
7. Research plan (Doctoral Thesis Project)
8. Design of supplementary training
9. Mobility
10. Assessment, review and improvement of doctoral programmes
11. Document templates:
  - I. Doctoral candidate's Activities Document template
  - II. Research Plan template
  - III. Tutor and Supervisor's assessment/follow-up report
  - IV. Academic Committee's annual assessment report
  - V. Doctoral supervision statement of commitment

## **1.- Academic Committee. Criteria and guidelines applicable to the Doctoral Programme's Academic Committee.**

An Academic Committee shall be appointed for each doctoral programme of the University of Salamanca (USAL) to define, organize and coordinate the programme. This body will consist of the Programme Coordinator and at least two doctor's degree holders with recognized research experience working for the University of Salamanca. It may also include researchers from public research bodies of other R&D&I entities.

The Academic Committee shall be approved by the Doctoral School, University Research Institute or, where appropriate, the Department in charge of the Programme. For joint doctoral programmes it shall be approved by all the participating centres, except in the case of interuniversity programmes, where the terms of the collaboration agreement will apply.

The composition of the committee, the system envisaged for renewal of its members and the initial proposal of members for its constitution when the programme is implemented will be included in the report to be drafted for verification of the Doctoral Programme.

The **functions** of the Academic Committee shall include the following:

- 1) Proposing a researcher to be appointed as coordinator by the rector of the University of Salamanca (or by agreement of the consortium of rectors in the case of joint programmes, or as indicated in the agreement with other institutions in the case of collaborative doctorates).
- 2) Drawing up the report to be submitted for verification by the Universities Council, conducting the annual monitoring and implementing any resulting improvements, modification proposals and the procedure for re-accreditation.
- 3) Proposing to the Doctoral Committee (DC), where appropriate, accreditations and recognitions for students' admission to the Doctoral Programme.
- 4) Selection of candidates in accordance with the established criteria, drawing up the admission proposal and forwarding it to the DC (or corresponding body if it is not among the DC's functions).
- 5) Analysing and deciding upon applications from students wishing to enrol part-time in the Doctoral Programme.
- 6) Appointing doctoral students' tutors and changing the appointed tutor provided there are justified reasons after hearing the doctoral student and the tutor.
- 7) Appointing a thesis supervisor who, when possible, will also be the tutor, for each doctoral candidate within no more than 6 months from enrolment, and changing the appointed supervisor at any time during the course of the programme provided there are justified reasons after hearing the doctoral candidate and the supervisor.
- 8) Authorize the appointment of co-supervisors and mentoring in joint programmes, where relevant.

- 9) Proposing to the DC, should it be the case, programme discontinuance of doctoral candidates based on unfavourable assessments resulting from the implementation of the doctoral training follow-up mechanisms.
- 10) Analysing and deciding upon requests for extension of the thesis-completion period beyond its established duration.
- 11) Delivering an annual assessment of each doctoral candidate's Activities Document and Research Plan based on the reports the coordinator and tutor are to issue and complete for each document, stating the results as favourable or unfavourable. Both negative and positive assessments are to be duly justified. In the event of a negative assessment, the doctoral candidate will be reassessed in 6 months' time upon delivery of a new Research Plan.
- 12) Fostering the quality of doctoral studies and suggesting appropriate mechanisms for improvement, working jointly with the Quality Committee.
- 13) Proposing cross-curricular and specific training in the field of the Doctoral Programme, as well as its planning, monitoring procedures, assessment systems and mobility actions and criteria.
- 14) Proposing and scheduling any supplementary training contemplated in the doctoral programme. The activities will always be performed during the first year, preferably in the first semester, and their workload will not exceed the equivalent of a full-time semester.
- 15) Authorizing the thesis submission of each doctoral candidate of the programme.

## **2.- Doctoral program coordinator. Criteria and guidelines for programme coordinators**

The doctoral programme coordinator shall be a professor with a permanent position at the University of Salamanca, holder of a doctoral degree, with at least two six-year terms of research experience or equivalent research merits, and who has supervised two theses. In the case of joint doctoral programmes, the agreement shall establish the designation of the coordinating university, the formation of the academic committee and the appointment of the coordinator. The latter must in all cases be a professor with a permanent post at one of the participating universities, with at least two six-year terms of research experience or equivalent research merits, and who has supervised two theses.

The coordinator shall be appointed by the Rector, upon proposal of the other members of the Academic Committee. Said appointment shall be for 3 years.

The coordinator shall act as chair of the Academic Committee, be a member or chair of the degree's Quality Assurance Committee, and proceed at all times with the support of both bodies.

The coordinator shall represent the Doctoral Programme in the corresponding bodies, committees, meetings, etc.

The coordinator shall engage in the preparation of the Doctoral Programme, its development and monitoring, and will ensure up-to-date maintenance of public information concerning it.

### **3.- Doctoral candidate's tutor. Criteria and guidelines for doctoral candidates' tutors**

When possible, tutor and supervisor will be the same person. If the supervisor is not a member of the University of Salamanca it will be necessary to appoint a tutor who is to be a researcher from the University of Salamanca and who, prior consent of the supervisor, may also act as co-supervisor. If appointed, the tutor shall undertake the mentoring and monitoring of the doctoral candidate's activities and be in contact with the supervisor.

Obligations:

- 1) Authorize and certify the training activities to be conducted by the doctoral candidate as part of the programme.
- 2) Annually issue the corresponding assessment/monitoring reports on the Activities Document and Research Plan of the doctoral candidates under their guidance and deliver them sufficiently in advance (approximately 1 month, for example) to the Academic Committee to obtain a positive or negative assessment of each doctoral candidate.
- 3) Together with the thesis supervisor, advise the doctoral candidate on the choice of the training activities that are most appropriate and adequate to the Research Plan and subsequent thesis production.
- 4) Inform doctoral candidates of the research facilities and research support services offered by the University (grants, mobility, languages, archives and libraries, etc.).
- 5) Advise doctoral candidates on regulations, administrative procedures and deadlines to be taken into consideration during the course of the Doctoral Programme, the production of the Research Plan, the completion of the activities report, the formalities to be completed for submission of the doctoral thesis, etc.
- 6) Inform doctoral candidates of the general mechanisms used for complaints and conflict resolution by the University, and of those specific to the Doctoral Programme.

### **4.- Thesis supervisor. Criteria and guidelines for doctoral thesis supervisors**

Any doctoral degree holder with proven research experience and meeting one or more of the following requirements may act as doctoral thesis supervisor:

- a) Having at least one recognized six-year period of research activity assessed within the past 7 years.
- b) Being or having been the principal investigator of a research project funded on the basis of a public call.
- c) Being the author/co-author in the last 6 years of at least 3 scientific papers published in journals included in the Journal of Citation Reports or of 3 relevant contributions in the appropriate scientific field, always in compliance with the criteria of the National Committee for the Assessment of Research Activity (CNEAI-Spain) or the university quality assurance agencies.
- d) Being the author/co-author in the last 6 years of a patent in use.
- e) Having supervised in the past 5 years a doctoral thesis resulting in at least one publication in journals listed in the Journal of Citation Reports or in a relevant contribution to the appropriate scientific field.

- f) Any other requirement that, because of the specific nature of the scientific field of the Doctoral Programme, is not included above but may be considered of relevance to research by the Academic Committee.

**In addition to the advice** and training tasks corresponding to the thesis supervision, among others, Supervisors shall have, among others, the following functions:

1. Advise the doctoral candidate on the training supplements and activities that are most relevant and appropriate for the Research Plan.
2. Advise and guide the doctoral candidate in the production of the Research Plan.
3. Agree on the supervision plan for the research work, scheduling and having regular meetings with the doctoral candidate.
4. Approve and certify the training activities to be conducted by the doctoral candidate as part of the programme.
5. Issue the corresponding annual assessment/follow-up reports on the Activities Document and Research Plan of the doctoral candidates under their guidance and deliver them sufficiently in advance (approximately 1 month, for example) to the Academic Committee to obtain a positive or negative assessment of each doctoral candidate.
6. Provide the student with guidance on aspects concerning regulatory aspects, ethical considerations, operational matters and research support services.
7. Ensure that the doctoral candidate is aware of the administrative and academic requirements for the submission of the Research Plan, the Activities Document and the deposit and defence of the thesis, as well as of the deadlines for the associated procedures and processes.
8. Read, correct and comment the thesis manuscript before the deadline for its deposit, provided the doctoral candidate has delivered the copy sufficiently in advance.

Likewise, and to foster good practice in doctoral thesis supervision, it is recommended that the supervisor:

- Provide enough bibliographic information for the doctoral candidate to acquire a certain degree of knowledge and forethought before the production of the research project on the state of the question.
- Provide a clear definition of the lines and purposes of research.
- Promote regular meetings on scientific matters with other members of the research team, encouraging the doctoral candidate to discuss his/her research hypothesis and research results with the rest of researchers before public disclosure.
- Encourage the doctoral candidate to communicate and publish his/her research results on a regular basis.
- Promote mobility and participation in training activities.
- Manage resources that guarantee the feasibility of the research project.

Similarly, and serving the same purpose, the University shall:

- Regulate the number of theses under supervision.
- Acknowledge the supervisor's commitment to supervisory work.

#### **5.- Criteria for the appointment of tutors and supervisors**

The appointment of thesis tutors and supervisors shall be based on, at least, the following criteria:

- (1) When possible, and prior approval of the researcher, the appointed tutor shall be the one proposed by the doctoral candidate.
- (2) Each researcher shall be assigned a maximum of two doctoral candidates per year.
- (3) When possible, tutor and supervisor shall be the same person. This will not be so when the thesis supervisor is a researcher that does not belong to the USAL, since the tutor must always be a member of the USAL.
- (4) If tutor and supervisor are not the same person, the tutor, prior approval of the supervisor, might act as co-supervisor.

#### **6.- Guidelines on the doctoral candidate's Activities Document**

After admission to the Doctoral Programme, the Academic Committee shall open a personalized Activities Document for each doctoral candidate to report all the activities conducted in the context of the Doctoral Programme.

In compliance with the applicable instructions established by the Academic Committee, the tutor and/or supervisor shall indicate the minimum of activities to be conducted by the doctoral candidate, being responsible for authorizing and verifying such activities, maintaining an updated record accompanied by the relevant reports on the doctoral candidate's academic progress and work.

The characteristics, structure, format and safekeeping of the document shall be according to the indications established by the University's Doctoral Committee and the Programme's Academic Committee.

The doctoral candidate shall annually submit the activities document, including the approval of the tutor and/or thesis supervisor, to the Academic Committee for assessment, report and approval, where appropriate.

Possible activities are as follows:

1. Seminars and continuous training courses proposed by the Doctoral Programme.
2. Research courses and seminars offered by research lines or groups involved in the Doctoral Programme.
3. Practical courses and advanced research techniques taught by experts at the University of Salamanca.

4. Seminars organized by other doctoral programmes.
5. Specialized courses/seminars of recognized standing taught by other universities or research bodies.
6. Both attendance and presentation of papers or talks at national and international conferences, workshops or congresses.
7. Joint work sessions with the programme's doctoral students: discussion and feedback meetings with the Academic Committee, joint presentation of thesis progress, etc.
8. Stays with other national or foreign research groups.
9. Other activities that may be established by the Academic Committee according to the characteristics of each programme and the relevance of such activities to the scientific field and research lines concerned.

### **7.- Research Plan (Doctoral Thesis Project)**

Before the end of the first year, the doctoral candidate shall produce a research plan including:

- Title of the proposed research
- Tutor and/or supervisor/s
- Introduction
- Justification
- Working hypothesis
- Goals to be achieved
- Methodology to be employed
- Available means and material resources
- Time schedule for 3 years
- Bibliographical references

The Doctoral Programme's Academic Committee shall annually assess the Research Plan, endorsed by the tutor and/or supervisor/s, taking into account the relevance of the research topic, the feasibility of the research project, the scheduling and the degree of annual compliance.

## **8.- Supplementary training design**

In their statements, doctoral programmes that are open to students with a wide range of academic profiles can establish certain training supplements in accordance with the following guidelines:

- As supplementary training, doctoral programmes may include subjects that are covered by university undergraduate or master's degrees, as well as any other training activities, not necessarily structured into ECTS, that are fundamental, addressing basic contents of the scientific field concerned, or methodological, related to methodology and training in research techniques required to pursue the lines of research included in the Programme.
- They will be aimed at all students that, meeting the Programme's admission requirements, need to complete their previous training to join in one of the research lines and engage in the production of the doctoral thesis.
- They shall be designed according to the different curricular profiles of students that are eligible for the Programme.
- The description of the supplements in the Programme statement to be submitted for verification shall at least include their structure and contents, the students they are aimed at, the mechanisms to justify their need, monitoring and assessment procedures, and also their time schedule, which, as a rule, cannot extend beyond one academic year, nor include a total workload above 30 ECTS.
- The Academic Committee shall specify the supplementary training to be completed by each student at the time of selection and admission.
- The Academic Committee will undertake the monitoring and assessment of such supplementary training.

## **9.- Mobility**

Mobility is considered an essential part of the training of young researchers, since it allows them to acquire high levels of quality, internationalization, innovation and acknowledgement. To foster it, doctoral programs shall include:

- Teacher and student participation in networks facilitating mutual exchange.
- Dissemination of research results in joint publications with other researchers, especially foreign.
- Organization of international seminars involving the doctoral candidates.

## **10.- Assessment, review and improvement of doctoral programmes**

As part of the quality assurance system, doctoral programmes shall include assessment, review and improvement procedures. This requires definition of the following:

- Responsibility of the Quality Assurance Committee in the supervision of programme development, results analysis and definition of the appropriate improvement actions.
- Data collection mechanisms and indicators required to exert such responsibility, paying special attention to students' and graduates' opinions and to the latter's employability.
- Mechanisms for publishing information concerning the programme, its development and results.
- Internal and external coordination mechanisms.
- Mechanisms for addressing suggestions, grievances and complaints.

## **11.- Document templates:**

## I. DOCTORAL CANDIDATE'S ACTIVITIES DOCUMENT TEMPLATE

### IDENTIFICATION DATA:

**DOCTORAL PROGRAMME:**

**ACADEMIC YEAR**

**Name and surnames of the doctoral candidate:**

**Tutor** (name and surnames. USAL Department):

**Supervisor** (name and surnames. University/Institution Department)

### ACTIVITIES PROPOSAL

This section is for the tutor/director to state the minimum of activities to be completed by the doctoral candidate among those proposed in the Doctoral Programme.

### DESCRIPTION OF ACTIVITIES CARRIED OUT

**ACTIVITY No. 1.** [Title]

**Type of activity:** [corresponding type from the 9 mentioned on the previous page]

**Purpose:** [purpose, benefits and achievements. 5 lines max.]

**Relevance to the Research Plan:** [justify 5 lines max.]

**Organizing University/Institution:**

**Speakers or managers of the activity:**

**Place** (place and country):

**Dates** (day/month/year):

**Duration** (ECTS/Hours):

**Authorized by** (tutor and/or supervisor):

**Verified by** (tutor and/or supervisor):

[Repeat as many times as required, one for each activity]

**II. RESEARCH PLAN TEMPLATE (INITIAL: 1<sup>st</sup> year)**

**DOCTORAL PROGRAMME:**

**YEAR:**

**Doctoral candidate:**

**Tutor:**

**Supervisor:**

**Co-supervisor:**

**TITLE OF THESIS PROJECT:**

**PLACE AND DATE OF SUBMISSION:**

**Doctoral candidate**

**Supervisor**

**Coordinator**

Introduction and rationale for the object of study [50 lines max.]

Working hypothesis and main goals [50 lines max.]

Methodology [Provide conformity/reports/ bioethics/biosafety protocols if required by the type of experiments] [50 lines max.]

Material means and resources available [50 lines max.]

Work plan for three years [50 lines max.]

References [50 lines max.]

**II. RESEARCH PLAN TEMPLATE (REVISED: 2nd and 3rd year)**

**DOCTORAL PROGRAMME:**

**YEAR:**

**Doctoral candidate:**

**Tutor:**

**Supervisor:**

**Co-supervisor:**

**TITLE OF THESIS PROJECT:**

**PLACE AND DATE OF SUBMISSION:**

**Doctoral candidate**

**Supervisor**

**Coordinator**

Review of goals achieved and competences acquired based on the initial planning (1st year) for the research period corresponding to the previous research year. Analysis of the goals and tasks set for the research year according to the Thesis Project. Among the scheduled tasks for this stage are cross-curricular and specific training, namely the activities completed and reported in the Activities Document [50 lines max.]

Summary of the most relevant findings and achievement of the established goals and, where appropriate, difficulties that have prevented their achievement [50 lines max.]

Readjustment or modification of objectives and tasks planned for subsequent research years [50 lines max.]

Satisfaction with the thesis supervisor's work. Frequency of meetings for progress review. If negative, provide reasons [maximum 50 lines]

Reasoned prediction of the need for an extension beyond the third year of research [maximum 50 lines]

### III. TUTOR AND SUPERVISOR'S ANNUAL ASSESSMENT/FOLLOW-UP REPORT TEMPLATE

**DOCTORAL PROGRAMME:****Doctoral candidate:****Tutor:****Supervisor:****Submission (or assessment) date:**

The purpose of this report is to complement the information gathered in the doctoral candidate's Activities Document, providing aspects related to the quality of the doctoral student's training, the relevance of the activities carried out to the research project and progress made towards thesis production, thus facilitating assessment by the Academic Committee.

The aspects that the tutor and/or supervisor may report are as follows:

- Degree of compliance with the scheduled activities and, where appropriate, any changes introduced in planning.
- Level of progress/performance in the activities carried out for the doctoral candidate's research project.
- Type and frequency of monitoring of the doctoral candidate's progress, for example, monthly meetings.
- Progress made towards the production of the doctoral thesis and the acquisition of competences, stating the difficulties encountered, if any.
- General assessment of performance regarding task accomplishment, results obtained (publications, conferences, etc.) and acquired competences.
- As from the 2<sup>nd</sup> year, estimates of the time required for thesis completion shall be analysed and whether the need for an extension beyond the 3<sup>rd</sup> year of research is envisaged. If the supervisor considers successful completion of the research project to be unfeasible, he/she shall state the causes.

[100 lines max.]

As a result of the above, the report issued is:

FAVOURABLE

UNFAVOURABLE

Date and signature

#### IV. ANNUAL ASSESSMENT REPORT BY THE ACADEMIC COMMITTEE TEMPLATE

##### IDENTIFICATION DATA:

**DOCTORAL PROGRAMME:****Doctoral candidate:**

**Tutor** (name and surnames. USAL Department):

**Supervisor** (name and surnames. University/Institution Department)

**Year** (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>):

**Assessment date:**

**Academic Committee of the Doctoral Programme issuing the report** (names and surnames and specification of coordinator):

##### DOCUMENTS PROVIDED BY THE DOCTORAL CANDIDATE AND DATES/VERSIONS

- Doctoral candidate's Activities Document (date of submission or update):
- Research Plan (date of submission or update):

##### DOCUMENTS PROVIDED BY DOCTORAL CANDIDATE'S TUTOR AND/OR SUPERVISOR

- Tutor's assessment/follow-up report (date of issue):
- Supervisor's assessment/follow-up report (date of issue):

**FINAL ASSESSMENT AND REASONS** [Reasons must be provided if the assessment is negative, although they may be requested in all cases]:

- Positive
- Negative

Reasons [20 lines max.]

In (place), on XXX of VVV BBBB

Signature of the Coordinator of the Doctoral Programme

**V. DOCTORAL SUPERVISION COMMITMENT**  
(University of Salamanca)

Doctoral Programme:
Doctoral candidate:
Tutor:
Thesis Supervisor:
Doctoral Programme Coordinator:
University Head:

**I.- Purpose**

The purpose of this agreement is to establish the governing principles of the relationship between doctoral candidate, tutor, thesis supervisor and doctoral programme through the Academic Committee and, in particular, its coordinator, and the University of Salamanca, through the Doctoral Committee (DC), throughout doctoral programme training and the period of doctoral thesis production.

**II.- Mutual collaboration agreement**

To this end, the doctoral candidate, the tutor, the thesis supervisor, the programme coordinator and the Chair of the Doctoral Committee, each within the scope of their corresponding functions, undertake to establish the collaboration terms to provide the doctoral candidate with appropriate training for the successful development, production and defence of a doctoral thesis in accordance with the procedures and deadlines provided for in the applicable regulations.

The signatories of this commitment document declare to be duly aware of the general regulations in force governing doctoral studies (RD 1393/2007 establishing official undergraduate, master's and doctoral degrees management, amended by RD 861/2010 and RD 99/2011, which regulates doctoral studies) and those specific to the University of Salamanca, approved by Agreement of the Governing Council of the University on xxxxxxxxxxxxxxxx and accept that the provisions set forth in them govern the cross-curricular and specific training included in the doctoral studies and aimed at the production, processing and defence of the doctoral thesis and the obtaining of the Degree of Doctor by the University of Salamanca.

**III.- Research plan**

Research Plan xxxxxxxxxxxx, submitted on xxxxxxxx and attached as Annex II, was approved by agreement of the Academic Committee of the Doctoral Programme xxxxxx at a meeting held on xxxx.

#### **IV.- Obligations of the doctoral candidate**

1.- The doctoral candidate undertakes to conduct the training activities scheduled in the doctoral programme, to record them on the personal control document attached as Annex I, and to conduct the corresponding research pursuant to the research plan, within the framework set by the applicable regulations and under the monitoring and supervision of the undersigned tutor and/or thesis supervisor, assuming the obligations arising from this commitment, including, but not limited to, the following:

- Comply with, observe and follow the instructions and recommendations made by the tutor and/or thesis supervisor regarding scheduled or other training activities corresponding to the doctorate.
- Report back regularly to the tutor and/or thesis supervisor on the completion of such activities and the evolution of the research project, findings and problems that may arise during the process.
- Submit the research plan and the personal Activities Document within the deadlines established by the Academic Committee, so that the activities conducted can be assessed within the period provided for in the regulations.
- Devote the equivalent of 35 (xx) h/week on a full- (part-) time basis to the Doctoral Programme, including the doctoral thesis.
- xxx

2.- Likewise, the doctoral candidate shall be required to carry out and pass the following training activities: [Describe minimum number of activities to be carried out by each doctoral candidate in each programme]

#### **V.- Obligations of the tutor and/or supervisor**

The tutor undertakes to advise, guide and monitor the doctoral candidate's training activities.

The thesis supervisor undertakes to supervise and monitor the research activity conducted by the doctoral candidate as regularly as required for the effective achievement of the intended goal of depositing and defending the doctoral thesis. The thesis supervisor shall also guide, provide advice and ensure that the doctoral candidate may pursue the research line planned in a self-motivated and autonomous manner. Likewise, the supervisor shall annually submit the relevant assessment/follow-up reports on the doctoral candidate's Activities Document and Research Plan to the Academic Committee and shall ensure the production of a quality thesis.

#### **VI.- Means available**

Doctoral candidates shall be provided with the physical and instrumental means and services required for working on their doctoral thesis. These shall be allocated by the thesis supervisor and approved by the head of the relevant department/service/centre/institute/xxxxxx. They shall be located at xxxxxxxx and consist of access to xxxxxxxx in accordance with the corresponding rules and restrictions regulated by the University of Salamanca [These aspects may be in the form of general or specific premises or resources, taking into account the rights created by this commitment].

## **VII.- Completion deadline**

In the light of the work acknowledged and approved by the Academic Committee, and of the subject matter of the thesis, the parties agree to schedule xx as the completion date.

This date may be modified by mutual agreement of the signatories to this agreement, conditional on approval by the Doctoral Committee of the University.

## **VIII.- Assessment**

1.- Before the end of the first year from enrolment in the programme, the doctoral candidate shall submit the Research Plan for assessment by the Academic Committee.

2.- Annually, on the dates proposed by the Academic Committee, the doctoral candidate shall submit, alongside the Research Plan, the Activities Document for assessment. The Committee shall also use the reports that are to be drawn up for such purpose by both the tutor and the supervisor.

3.- A positive assessment is an essential requirement for continuing on the programme. In the case of a duly reasoned negative assessment, the doctoral candidate shall be reassessed within 6 months' time, in which case a new Research Plan shall be produced. If the assessment is negative again, the doctoral candidate shall be permanently withdrawn from the programme.

3.- At the end of the deadline indicated in the section above, the doctoral student shall deposit the doctoral thesis.

4.- If by the deadline the work has not been submitted for assessment by the Committee, and the admission process for its defence has not been requested, or if the required positive assessment has not been obtained, the thesis commitment shall cease to have effect and the doctoral candidate shall be withdrawn from the programme.

## **IX.- Dispute settlement procedure**

In the event of non-compliance with the commitments laid down in this document, or of any dispute that the parties are unable to solve, the parties agree to be bound to the conflict resolution procedure stipulated in the regulations of the University of Salamanca, with the corresponding effects and consequences.

## **X.- Intellectual property**

The doctoral candidate assumes that if the research work yields any results eligible for protection under legally recognized titles, the industrial property rights and proprietary rights that are part of intellectual property rights shall belong to those stated by current legislation, including the provisions regarding sharing by all the participants of the benefits resulting from patents and the right to appear as co-author on all papers, articles or communications disclosing the findings of research in which the doctoral candidate has played a relevant role.

## **XI.- Validity**

This document shall take effect from the date of signature until the defence of the doctoral thesis.

In witness whereof, the parties sign this document in four (five) original copies (1.- doctoral candidate, -2 tutor and/or thesis supervisor, -3 programme coordinator, -4 Doctoral Studies Office) with one single effect in the place and on the date stated.

Salamanca \_\_\_\_\_ 201 .