

Procedure for the development of Ph.D. thesis in cottage industry at the University of Cadiz

In the development of the provisions of Title III, Article 35, of Regulation UCA/CG06/2012 of 27 June 2012, which regulates the organization of Ph.D. studies at the University of Cadiz, the following procedure is established for the development of Ph.D. thesis in cottage industry:

First. - Application for authorization to carry out the Ph.D. thesis in cotutelage

Any researcher in training (Ph.D. student) of the University of Cadiz may request, through its thesis director at the University of Cadiz, the authorization of the academic committee of the Ph.D. program in which he is enrolled for the development of his Ph.D. thesis in cottage industry. In accordance with the above, for the presentation of the application, it will be necessary that the Ph.D. student is previously enrolled in a Ph.D. program at the University of Cadiz. It will also be required at the beginning of the procedure of cotutelage the prior signature of the institutional commitment by all interested parties.

It will be the responsibility of the director of the thesis at the University of Cadiz to begin the process of application for cotutelage in the telematic file of the Ph.D. student, for which he or she must complete the form included in that file, as well as attach a first version of the draft document of the agreement; in which case, the application will be considered submitted.

The draft agreement must conform to the models contained as an Annex to these Instructions and will consist of a single document that will include, where appropriate, in two columns, the versions of the agreement in Spanish and in the official language used by the foreign university for administrative purposes when that language is not Spanish.

In the event that the draft agreement provided differs in any way from that contemplated in the model attached to this Instruction, the director of the thesis, prior to the initiation of the procedure in the file of the Ph.D. student, will seek the agreement of the Ph.D. School of the University of Cadiz on the amendments sought.

The development of the thesis under the regime of cotutelage will not imply any exception to the fulfillment of the requirements established by the current regulations for the admission of the Ph.D. student in the Ph.D. program and for the development of the thesis.

Second - Review and technical report

Once the application and the draft agreement have been registered in the Ph.D. student's telematic file, the competent technical unit will review the latter in order to check that its content is in accordance with the doctorate regulations and that its wording is correct for the production of the final document.

If, because of the revision, the need to make corrections in the document is detected, the technical unit will elevate the corresponding report to the director of the thesis at the University of Cadiz for the realization of the appropriate corrections. These must be produced in a reasonable time for the correct development of the training of the researcher. The

processing of the cotutelage will be suspended until the moment that the director of the thesis at the University of Cadiz presents a new version of the draft. This procedure may be repeated as many times as necessary until the moment in which the draft is considered technically correct and adjusted to the rules in force, always taking into account that there must be a minimum period of one year between the dates of signing the agreement and the deposit of the Ph.D. thesis.

When the result of the technical review is favorable, the draft agreement will be passed on to the academic committee of the Ph.D. program for assessment.

The result of the technical review will be recorded, in any case, in the Ph.D. student's file.

Third - Report from the Academic Committee of the Ph.D. Program

Once the competent technical unit registers the draft agreement as correct in the Ph.D. student's file, it will communicate it to the academic committee of the corresponding Ph.D. program.

Within a maximum period of two months from the date of the communication of the technical evaluation, the academic committee of the Ph.D. program will register its report on the application for cotutorship in the space provided for this purpose in the telematic file of the Ph.D. student.

In view of the required report or, where appropriate, after a period of two months without the registration of the report by the academic committee, and once verified the fulfillment of requirements, as well as the absence of academic reasons that prevent it, the person who holds the direction of the Ph.D. School of the University of Cadiz may give its approval for the continuation of the procedure.

Fourth - Resolution

Once the procedure foreseen in the third point has been completed, the application for guardianship will be transferred, together with the document of the agreement and the reports issued on it, to the Vice-Rector with competence in the matter, who will decide on its signature.

Fifth - Signing of the agreement

Once the above procedures have been favorably resolved and signed by the Ph.D. candidate and the thesis directors, the School of Ph.D. Studies of the University of Cadiz will transfer two copies of the agreement document to the signature of the competent authorities in each of the two universities.

Sixth - Modification of the agreement

With the support of their thesis supervisors, Ph.D. students may request the authorization of an additional clause to the cottage industry agreement for the modification of any of the provisions contained therein.

The request for modification of the agreement must be informed by the academic committee of the Ph.D. program and resolved by the Vice-Rector with competence in the field, in procedural terms similar to those described above for the approval of the agreement.

Seventh - Deadlines

The application for coterminous protection should preferably be submitted in the first year of Ph.D. studies. Notwithstanding the above, the cotutelage of the thesis may be requested before the end of the second year, but always bearing in mind that at least twelve months must elapse between the date the agreement is signed and the date the thesis is deposited, and in any case, the minimum time required to carry out the stays agreed in the agreement.

The period for preparing the Ph.D. thesis will be in accordance with the deadlines established in the regulations in force at the two universities that have signed the agreement. In case of conflict, the rules of the university where the thesis will be defended will be taken into account. During this time, the Ph.D. student's stay will be divided between the two universities so that his or her stay at the university with which the cotutorship is established will not be less than six months.

Eighth - Registration and payment of fees

Ph.D. students in the cottage industry will be registered annually in the two universities signatory to the agreement.

The payment system corresponding to the annual tuition fees will be that established in the agreement document.

The fees corresponding to the defense of the thesis will be paid at the University of Cadiz when the act of defense is held at this university.

Ninth - Deposit and defense of the thesis in the University of Cadiz

In the case that the defense is carried out at the University of Cadiz, the procedures for the deposit and appointment of the court, as well as the act of defense, will be carried out in the manner established by the regulations in force at this University.

Notwithstanding the foregoing, in accordance with inexcusable regulatory requirements of the foreign university, and after a favorable report from the Ph.D. School of the University of Cadiz, the agreement may provide for a composition of the thesis tribunal different from that established by Article 29 of Regulation UCA/CG06/2012, of 27 June 2012, which regulates the organization of Ph.D. studies at the University of Cadiz.

Tenth. - Deposit and defense of the thesis at a foreign university

In the event that the defense is carried out at the foreign university, the procedures for the deposit and appointment of the tribunal, as well as the presentation and defense of the Ph.D. thesis, will be carried out in the manner established by the regulations of that university.

However, the Ph.D. student must also carry out the procedure for the deposit of his Ph.D. thesis at the University of Cadiz in the manner established by the regulations in force, presenting together with his application for authorization of deposit and the copy of the thesis, a summary of the thesis in Spanish in case the writing has been done in a different language,

certification of the stays made and a copy of the document certifying the deposit of the thesis made at the foreign university.

Once the appointment of the thesis board by the foreign university has taken place, the director of the thesis at the University of Cadiz will transfer the document accrediting it to the academic committee of the Ph.D. program.

It will be the responsibility of the academic committee of the program to issue a report on the tribunal presented and to request the ratification of the appointment of the Doctorate Committee of the University of Cadiz. This ratification will be necessary and prior to the celebration of the act of defense of the Ph.D. thesis in the foreign university.

Eleventh - Language of writing and defense of the thesis

If the official languages of the two agreed universities are different, the thesis should be written in one of the two languages and completed with an abstract in the other language, which should contain at least

- Purpose and delimitation of the research.
- Procedures.
- Criteria to justify the study and theoretical foundation.
- The research methodology used.
- Reference to the results.
- Most significant conclusions.

Also, and after authorization and provision in the agreement signed or by application, where appropriate, of the rules of the University of Cadiz, the thesis may be written in the usual language for scientific communication in their field of knowledge, other than the officials of the two universities signatories of the agreement. In this case, the copies deposited must be completed with a summary in the official language of one of the two universities. When the defense of the thesis is produced at the University of Cadiz, the language of the summary must be Spanish.

Twelfth - Issue of the Degree

Once the defense of the thesis has been completed, the Ph.D. student may apply for the issue of a Ph.D. degree at each of the two universities, in accordance with the regulations in force at each of them and with the provisions of the agreement.

To this end, in the case that the thesis has been defended at the foreign university, the Ph.D. student will present at the University of Cadiz a copy of the minutes of the defense, which must include at least the date of the event, the composition of the panel, the grade obtained and its correspondence with the Spanish grade, as well as, if appropriate, the equivalent mention to the Spanish grade of "cum laude." The Ph.D. candidate shall also submit the forms for the Teseo database, duly completed, and, in the case of an application for an 'international doctorate,' the certificate of compliance with the requirements for the defense issued by the secretary of the tribunal.

In the case that in the foreign university where the defense is carried out there is no mention of "cum laude" or equivalent if the Ph.D. student obtains the maximum qualification established for the evaluation of the Ph.D. thesis, and after the issuance of a report on these circumstances by the secretary of the tribunal, the thesis will be registered in the University of Cadiz with a valuation of "cum laude" and the student may be a candidate for the extraordinary doctorate award.