



**Mondragon
Unibertsitatea**

Humanitate eta Hezkuntza
Zientzien Fakultatea

**PHD PROGRAM IN EDUCATIONAL INNOVATION AND INTERVENTION:
GUIDE AND ACADEMIC REGULATIONS**

2020-2021

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0. HISTORY OF CHANGES TO THIS GUIDE

Version	Date	Change
1 (initial)	09-01-2013	Approved.
2	06-20-2016	Revised and modified to comply with the most recent regulatory modifications specified in Royal Decree 99/2011.
3	06-17-2017	Creation of the Conflict Resolution Document (D134 and D140). Evaluation of the Research Plan by the Research Board.
4	11-04-2020	Organization of the doctoral program revised and modified. Additional training activities revised and modified. Provisional timetable of the activities of the doctoral program revised and modified. Criteria for presenting the dissertation as a compendium of publications updated. Conditions for the creation of the dissertation committee modified. Provision of the option to conduct the public defense of the dissertation online.

I. INTRODUCTION

The joint Educational Innovation and Intervention PhD program was designed in collaboration with the University of Vic – Central University of Catalonia (hereafter UVIC), pursuant to Royal Decree 99/2011 of January 28 regulating Official Doctoral Studies. Unibasq awarded the program a positive assessment on May 8, 2012, as did ANECA on October 5, 2012; the program was approved by Agreement of the Council of Ministers on May 23, 2014, and published in the Resolution of June 2, 2014 (Official State Gazette of 06-12-2014). The implementation of the program was authorized by the Order of September 3, 2012 (Official Bulletin of the Basque Country of 10-08-2012).

The program is organized and coordinated by the Academic Committee of the Doctoral Program (ACDP), which is responsible for training and research activities.

This guide summarizes the training process for the doctorate and establishes specific regulations for submitting, presenting and defending the dissertation, in compliance with current law and with the regulations of Mondragon University (MU). This document is public and is available to members of the university community and to those who may be interested in the doctoral program.

II. COORDINATION OF THE DOCTORAL PROGRAM

ACADEMIC COMMITTEE OF THE DOCTORAL PROGRAM

To organize, coordinate and develop training and research activities for the doctoral program there are two strategic-operational areas:

First, the MU-UVIC Academic Committee of the Doctoral Program (ACDP). The Committee is composed of the following:

- 3 MU PhDs who are associated with the program.
- 3 UVIC PhDs who are associated with the program.

The Coordinator of the Doctoral Program will be selected from among the members of the ACDP and will serve a 2-year term. The first Coordinator will be appointed by MU from among its 3 members of the ACDP; the second will be appointed by UVIC from among its 3 members of the ACDP; appointments will continue to alternate thereafter. The Coordinator must have a significant research history. He or she must have directed at least two dissertations, and must either have completed at least one certified researcher period or have published at least 5 high-level articles (as determined by JCR rankings).

And second, each university has its own Academic Subcommittee of the Doctoral Program. These subcommittees must minimally include the PhDs serving on the ACDP. In the case of MU, members of the Research and Transfer Group of the Faculty of Humanities and Education Sciences (Humanitate eta Hezkuntza Zientzien Fakultatea, HUHEZI) will participate in the subcommittee: 4 PhDs (3 of whom may also serve on the general ACDP) and a secretary.

The Committee and Subcommittees, in coordination, will perform the following functions:

- Ensure the application of the governing principles of the Doctoral Program.
- Ensure coordination between the managing bodies of the two universities, and communicate to the appropriate deans and/or vice-chancellors any relevant information and proposals for improvement.
- Create, and modify as necessary, the academic regulations that apply to this Program.
- Establish the total number of places available in the Program for each academic year and for each university (these proposals will then be approved by the appropriate governing bodies of each university).
- Establish and develop basic criteria in the following areas:
 - o The skill-based framework that affects students in the Doctoral Program.
 - o Additional conditions and criteria for the selection and admission of students to the Doctoral Program (these may differ in the two universities).
 - o The assignment of instructors and tutors, and the determination of their duties.

- The assignment of a dissertation director or directors and the determination of their duties.
- Refine, develop, and evaluate the content of the Research Plan and Activities Document.
- Student mobility:
 - Design training activities common to both universities.
 - Coordinate research seminars common to both universities.
 - Authorize mobility experiences and the activities to be carried out by doctoral students at institutions of higher learning and prominent research centers.
 - Admit doctoral students.
 - Approve and annually evaluate the Personal Research Plan and Activities Document of each doctoral student.
 - Authorize the dissertation defense of each doctoral candidate in the Program (this authorization will then need the approval of the appropriate governing body of the university at which the defense will take place).
 - Gather evidence of quality, in accordance with the monitoring protocols in effect at each university.
 - Write any and all required reports on quality evaluation of the Program, following the regulations of each university and its respective autonomous community.
 - Analyze and rule on proposals submitted by the three ACDP members from each university.
 - Authorize extensions and/or leaves of absence for doctoral students.

The ACDP will meet a minimum of three times per year, to coincide with the registration deadline for doctoral students, with the approval of Personal Activities Documents, and with the deadline for the evaluation of Research Plan and Personal Activities Documents.

III. SKILLS TO BE ACHIEVED IN THE EDUCATIONAL INNOVATION AND INTERVENTION PHD PROGRAM, AND STRUCTURE OF THE PROGRAM

The Doctoral Program consists of the set of activities that lead to the acquisition of the skills and abilities necessary to earn the PhD degree. The aims of the Doctoral Program are to develop various areas associated with the training of the doctoral student, and to establish the procedures and research lines for doctoral dissertations. Doctoral studies will culminate in the creation and defense of a doctoral dissertation that includes original research results.

The aim of the joint Doctoral Program in Educational Innovation and Intervention is for students to acquire MECES¹ level 4 skills to receive advanced training in research techniques.

¹ MECES: Marco Español de Cualificaciones para la Educación Superior, the Spanish Qualifications Framework for Higher Education.

For this purpose, the Program ensures that doctoral students will acquire the skills regulated as follows:

- a) Basic skills established by Royal Decree 99/2011 of January 28, 2011.
- b) Skills established by Royal Decree 1027/2011, on the Spanish Qualifications Framework for Higher Education.
- c) Specific skills determined by the universities that participate in the Program.

1. Basic skills established by Royal Decree 99/2011 of January 28, 2011:

- a) Understand a field of research in a systematic way and master the research abilities and methods associated with that field.
- b) Conceive, design or create, put into practice, and adopt a substantial research or creative process.
- c) Contribute to the expansion of knowledge through original research.
- d) Carry out a critical analysis, an evaluation, and a summary of new and complex ideas.
- e) Communicate with the academic and scientific community and with society in general about your areas of knowledge in the ways and languages commonly used in your international scientific community.
- f) Encourage, in contexts both academic and professional, scientific, technological, social, artistic, and cultural advance within a knowledge-based society.
- g) Operate in contexts in which there is little specific information.
- h) Identify the key questions that require answers in order to resolve a complex problem.
- i) Design, create, develop, and implement original and innovative projects in your field of knowledge.
- j) Work both in groups and individually in international and multidisciplinary contexts.
- k) Integrate knowledge, deal with complexity, and formulate judgements with limited information.
- l) Carry out the criticism and intellectual defense of solutions.

2. Skills established by Royal Decree 1027/2011, on the Spanish Qualifications Framework for Higher Education:

- a) Acquire advanced knowledge on the frontiers of knowledge and demonstrate, in the context of internationally recognized scientific research, a deep, detailed, and grounded understanding of the theoretical and practical aspects of one or more areas of research.
- b) Make an original and significant contribution to scientific research that goes beyond the recognized frontiers of knowledge in your field and that is recognized by the international scientific community.
- c) Demonstrate your ability to design a research project in which you critically analyze and evaluate an ambiguous situation by applying your contributions, knowledge, and work methodology in order to provide a deeper understanding of the research context.

- d) Develop sufficient autonomy to create, manage, and lead innovative research teams and projects and scientific collaborations in your field, on both the national and international levels, in multidisciplinary contexts and, where applicable, with an eye to knowledge transfer.
- e) Be able to develop your research activity with social responsibility and scientific integrity.
- f) Demonstrate that you are able to participate in scientific discussion in your field of knowledge and to impart the results of your research activity to all different types of audiences.
- g) Demonstrate within your specific scientific context that you are able to achieve cultural, social, and technological advances, and to encourage innovation in all areas in a knowledge-based society.

3. Specific skills common to the educational projects of MU and UVIC:

- a) Work in a group with people with the same or similar specialties. Collaborate with other researchers in works aimed at achieving common objectives. These activities include planning actions in a coordinated way, exchanging information, taking responsibility, and dealing with challenges and problems as they arise.
- b) Communicate effectively. Seek, use, transmit, and/or generate information based on the attainment, contrast and treatment of existing sources of information, and create documentation, ways of doing things, and working relationships in the context of the work to be carried out. Analyze the obtained information and comply with the conventions and exactitude associated with intellectual and scientific work.
- c) Develop a mode of thought aimed at resolving problems. Act proactively to deal with problems as they arise, suggest alternative responses and anticipate possible results in order to select the most effective response and evaluate it in the context of the work to be carried out.
- d) Develop strategies aimed at making decisions. Select and apply measures, proposals, etc. by choosing from a number of options, within a timeframe and in a form appropriate to the needs and contingencies to be dealt with in the context of the work to be carried out.
- e) Develop a global perspective on work. Have a broad view of the tasks and activities to be carried out during the academic year in order to work in a planned and organized way, anticipating resources and applying effort as needed according to the work to be carried out. Throughout your training, internalize a broad view of your chosen profession, its role in society, and its evolution (if any), in order to enter the workforce and play your professional career.
- f) Acquire leadership skills. Know how to work with people, inspiring personal dynamics and directing them in order to achieve a common goal, with a global view of the work to be carried out and taking into account the requirements (quality, deadlines, etc.) of that work, while balancing individual and group interests.
- g) Learn to learn. Apply previously learned knowledge and strategies in order to generate new learning. For that purpose, reflect on the procedures and contexts most appropriate for acquiring and developing knowledge in any and all situations, in order to then be able to transfer them to other situations.

- h) Master qualitative and quantitative methodological strategies as required by your research project.

The following are the skills prioritized in this Doctoral Program:

- a) Design, create, develop, and implement projects in the area of educational innovation and intervention. (Source: Royal Decree).
- b) Carry out the criticism and intellectual defense of solutions in the area of education. (Source: Royal Decree).
- c) Master qualitative and quantitative methodological strategies in the area of educational innovation and intervention, as required by your research project. (Source: specific common skills).
- d) Work in groups and individually in international and multidisciplinary contexts. (Source: Royal Decree).
- e) Be able to develop your research activity with social responsibility and scientific integrity. (Source: Spanish Qualifications Framework).
- f) Communicate effectively. Seek, use, transmit, and/or generate information based on the attainment, contrast and treatment of existing sources of information, and create documentation, ways of doing things, and working relationships in the context of the work to be carried out. Analyze the obtained information and comply with the conventions and exactitude associated with intellectual and scientific work. (Source: specific common skills).

IV. ENROLLMENT, ENTRY, AND ADMISSION TO THE DOCTORAL PROGRAM

1. ENROLLMENT

To apply for entry into the Doctoral Program, you must complete form **D.101 APPLICATION FOR ADMISSION TO THE DOCTORAL PROGRAM**, and submit it to the Academic Secretary of the Faculty together with the required documentation specified on that form. The required documents must be submitted as original documents or as notarized photocopies together with the originals, which will be returned to you as soon as the copies have been checked against them.

2. ENTRY REQUIREMENTES UNDER CURRENT LAW

In accordance with Article 19 of Royal Decree 1393/2007 and Article 6 of Royal Decree 99/2011, the following people may gain admission to the Doctoral Program:

1. Those who hold an official Bachelor's Degree or the equivalent and an official Master's Degree or the equivalent, provided that they have earned at least 300 ECTS in the two degrees together.
2. Those in the following situations may also gain admission to the Program:

- a) Students who hold an official Spanish university degree or an official university degree from a member country of the European Higher Education Area, provided that they are qualified to enter a Master's Degree program in accordance with Article 16 of Royal Decree 1393/2007 of October 29, and have earned at least 300 ECTS in official university studies, of which at least 60 must have been earned at the Master's level.
- b) Students who hold an official Spanish Bachelor's Degree, provided that they have earned at least 300 ECTS, in accordance with European Community law. People in this category are required to complete additional training, unless their Bachelor's Degree plan of study includes methodological training in research equivalent in its educational and training value to the research credits of Master's-level studies.
- c) Those who hold a degree earned in accordance with a foreign educational system without need for standardization. In such cases, the university that granted the degree must verify that the level of training it provides is equivalent to that of the official Spanish university degree and that the degree it awards grants the holder access to postgraduate studies in the country of its conferral. This admission should under no circumstances be understood to mean the endorsement of the degree held by the interested party, nor its recognition for purposes other than admission to doctoral-level studies. The doctoral degree earned in this way will be fully valid in Spain.
- d) Graduates, architects or engineers who hold a Diploma of Advanced Studies earned in accordance with Royal Decree 778/1998 of April 30, or who have earned proficiency in research under the regulations put forth in Royal Decree 185/1985.
- e) Those who hold another Spanish doctoral degree earned in accordance with the above-stated university regulations.
- f) Those who hold an official MECES level 3 university degree, in accordance with Royal Decree 967/2014 of November 21, which stipulates the conditions and procedures both to certify such degrees and recognize them as equivalents to the appropriate university degrees and academic levels, and to validate foreign higher education studies and specify the procedure for determining parities according to the Spanish Qualifications Framework for Higher Education with official degrees in architecture, engineering, technical architecture, and technical engineering, and with other Bachelor's degrees and diplomas.

In cases in which a candidate does not meet the requirements for admission to the Program, the Academic Secretary of the pertinent university will inform the candidate and the admission process will not be initiated.

3. PROFILE FOR ENTRY AND ADMISSION

The ACDP, which is charged with admitting students who wish to pursue a doctoral degree, will evaluate submitted applications based on the following admissions requirements:

- Level of adequacy compared to the Program of the student's previous studies.
- Academic transcript of previous studies.

- Curriculum Vitae.
- Statement regarding the Research Plan the student wishes to follow during his or her doctoral studies (DOCUMENT D105).
- A statement of purpose that includes descriptions of the candidate's personal motivation and goals, and an explanation of why he or she decided to apply for a place in the Doctoral Program.

The ACDP will also take the following into account:

- Knowledge of English or a third language.
- Having one or more letters of recommendation or academic endorsement.

The ACDP may impose further stipulations and/or expand these criteria as well as limit entry to the Program according to the number of places authorized each year by the Committee.

Evaluation of applications:

Once all documentation has been received, each university's ACDP members will meet and select applications for admission according to the following criteria (they may also request a preliminary interview with candidates):

- Level of compatibility, academic transcript, and professional experience (up to 50%).
- Interest in completing a dissertation in one of the lines of research of the Doctoral Program, and research plan statement (up to 30%).
- Having received predoctoral support, or having applied for it in a public competition or in an MU or UVIC competition (up to 15%).
- Other merits: recommendations and academic endorsements, knowledge of a third language (up to 5%).

Each university will submit a list of its chosen candidates to the ACDP, which will decide whether or not to authorize the admission and registration of each candidate. This decision may be subject to the completion of 20 ECTS of specific additional training, in specific research topics, to compensate for preparation deficits.

The **recommended profile for entry** into the Doctoral Program is the following:

- Students who hold a Bachelor's or Master's Degree in the area of education
- Students who have earned at least 20 ECTS in specific research topics
- Students with professional experience in the field of education
- Students who have achieved Level C1 in Spanish, Catalan and/or Basque, and Level B2 in another foreign language

Part-time students:

Doctoral students who meet one of the following criteria may carry out their doctoral studies on a part-time basis in the Educational Innovation and Intervention Doctoral Program:

- Students who work and can provide proof that the work relationship is ongoing during the academic year, in the form of an employment contract or administrative appointment document.
- Students who are affected by a physical, mental, or sensory disability, to a degree equal to or greater than 33%.
- Students who are the primary caregiver of a dependent person, and can provide documentation of that status.
- Students who are older than 45 years of age.
- Students who are high-level or high-performance athletes and can provide documentation of that status.
- Students who are responsible for minor children and can provide documentation of that status.
- Students whose part-time status falls within the scope of an agreement signed with another university.
- Students who are subject to any other situation that prevents them from dedicating themselves to the Doctoral Program on a full-time basis. The student must provide all relevant documentation so that the ACDP may assess his or her case.

In all cases, the doctoral student who applies for part-time status must be able to demonstrate that he or she will have sufficient time available to complete the dissertation and to carry out research visits to other universities and/or research centers.

The doctoral student may change modality, provided that he or she meets both the conditions set out in the academic regulations currently in force in the Faculty and current sustainability requirements. The student must complete and submit document **D143 APPLICATION TO CHANGE MODALITY**.

Admissions systems and procedures for students with special educational needs:

The ACDP will adapt admissions procedures for students with special needs due to disability; the special needs student must first submit the appropriate report, and the structures of each university will be taken into account. The Committee will evaluate the need for possible curricular adaptations or alternative pathways.

The report must be sent by the head of the relevant service office, which will evaluate the student's situation and, based on the results, will determine whether it is necessary to adapt the curriculum or offer alternative pathways or studies. The report will then be submitted to the ACDP for assessment.

The doctoral student must submit a report issued by a recognized or official medical institution providing the details of his or her situation.

Notification of admission:

Once the ACDP has approved or denied the student's application, the Academic Secretary will notify the interested parties of the decision and will summon successful applicants to formalize their registration.

V. REGISTRATION

1. New student registration in the Doctoral Program

Students admitted to the Doctoral Program must formalize their registration by the date given in their admissions letter. In order to do so, they must first submit any additional documentation required by the Academic Secretary.

Registration for continuing students

Students who wish to continue in the Doctoral Program must formalize their registration each year.

2. Applying for a leave of absence

Any student who wishes to apply for a leave of absence at any point during the academic year or who does not wish to register for the next year of study must communicate this in writing to the Academic Secretary by submitting document **D.118 APPLICATION FOR A LEAVE OF ABSENCE/CESSATION OF STUDIES DURING DOCTORAL STUDIES**. Once the Academic Secretary has received the application, registration fees will cease to be charged beginning with the following month.

Forced leave of absence due to inadequate performance

The tutor and the director may at any point recommend to the ACDP that a doctoral student take a leave of absence due to inadequate performance, particularly when there is undue delay in the student's progress toward the dissertation according to the research plan.

The ACDP will consider the directors' leave of absence recommendations and will determine whether or not to initiate the leave of absence process. If the process is to be initiated, the Committee will notify the doctoral student of its decision and will allow the student the opportunity to appeal the decision, which must be done in writing, within one calendar month, explaining any considerations that he or she believes relevant.

Once the student's appeal (if any) has been considered, the ACDP will revisit the recommendation for leave of absence and will notify the student of its decision. This decision will be final and irrevocable.

3. Registration fees

The HUHEZI Board of Directors sets registration fees each year for the following year.

The amount to be charged for each academic year will be communicated individually to each student registered for the academic year in question.

4. Student insurance

Student insurance was created under the Law of July 17, 1953 (Official State Gazette of August 18), to guarantee social welfare to students and provide protection and assistance in adverse circumstances, whether foreseen or unforeseen.

The student insurance fee is obligatory and must be paid at the time of registration.

Student insurance covers students in faculties and higher technical schools, including those pursuing studies leading to a doctoral degree.

Spanish, Hispanic American, Portuguese, Andorran, and Filipino/a students are covered by student insurance, as are, in general, those who are citizens of countries with which a tacit or explicit reciprocity agreement exists.

The requirement for student insurance is waived for research personnel in training who have received a grant under the legal regulations governing research personnel in training, as approved by Royal Decree 63/2006 of January 27 (Official State Gazette No. 29, of February 3).

The age limit to apply for this insurance is 28 years; therefore, students older than 28 years of age must be covered by some other specific insurance.

For the purposes of student insurance, any and all bodily lesions suffered by the student in transit to or from the center will be considered an accident. Accidents that occur during activities directly or indirectly related to studies will also be taken into account; these activities include but are not limited to sports activities, meetings, study trips and internship trips, provided that these activities are organized by this school.

Student insurance coverage includes both economic and health benefits.

Applications must be submitted through the National Social Security Institute.

In the event of an accident covered by student insurance, the student involved must notify the Faculty Administration at his or her earliest convenience.

VI. ADDITIONAL TRAINING

If the student has not previously completed 20 ECTS in topics specific to research, or has completed them only partially, he or she must complete an official Master's-level research track.

The ACDP will specify what subjects each student must take to complete his or her training.

This additional training will be obligatory for:

- Doctoral students who hold a 300-ECTS Bachelor's degree, unless the plan of studies of that degree includes a research training methodology whose credits are equal to those of Master's-level research studies in terms of training value.
- Students admitted through the application of the corresponding studies procedure covered by the Spanish Qualifications Framework for Higher Education in the following official degrees: Architect, Engineer, Post-graduate degree, Technical Engineer, or Bachelor's Degree (Royal Decree 967/2014).

The learning outcomes, training activities, evaluation systems, etc. of these subjects are those defined for the following degrees offered by MU: the Master's Degree in Learning Facilitation and Innovation (LIT), and the Master's Degree in Social Economics and Cooperativism (MCOOP).

VII. ASSIGNMENT OF A TUTOR AND DISSERTATION DIRECTOR TO SUPERVISE THE DISSERTATION

Once the student has been admitted to the Doctoral Program, the ACDP will assign him or her a tutor and, within a maximum of 6 months, a director.

The assignment of the director will be made keeping in mind the proposal made in the admissions application, as well as the availability of the PhDs in the relevant line of research. Where the proposed director is from UVIC or MU, he or she will also take on the academic responsibilities of the tutor. Where the proposed director is not associated with either UVIC or MU, the ACDP will assign the student a tutor from the university in which he or she is enrolled. When appropriate, the ACDP will also appoint co-directors.

1. Tutor assigned to each student

The tutor will be responsible for adapting the student's training and research activity to the program. He or she must hold a PhD, be associated with the Doctoral Program, and be involved in a line of research related to that of the student's dissertation.

The ACDP will assign the tutor, who will be recommended by the subcommittee of the university in which the student is enrolled. The tutor must be a PhD with proven research experience, and will be responsible for the interaction between the doctoral student and the ACDP.

The functions of the tutor are the following:

- To coordinate with the director to plan and supervise the consistency and suitability of training activities.
- To periodically monitor the student's training activities and Research Plan in conjunction with the director.
- To oversee interactions between the doctoral student and the ACDP.
- To facilitate the student's access to the infrastructure necessary for him or her to achieve the objectives and goals set out in his or her general work plan.
- To ensure that the doctoral student is familiar with the academic regulations of the Doctoral Program.

A dissertation director and, if applicable, a co-director, will be assigned within a period of time not to exceed six months from the time of registration. The director (or co-director, if any) may or may not also be the tutor, and must in any case be a senior PhD with proven research experience.

The ACDP may change the doctoral student's assigned dissertation tutor at any time during the student's doctoral studies, provided that such a change is warranted.

2. Dissertation director, and codirector, if any

The dissertation director is the primary supervisor of the doctoral student's research work. He or she must hold a PhD and have recognized research experience from one of the two universities involved in this program.

The functions of the dissertation director (and co-director, if any) are the following:

- To guide and direct the student in collaboration with the tutor in the design of the Research Plan, and monitor the progress of the Research Plan through regular planned meetings.
- To coordinate with the tutor to plan and supervise the consistency and suitability of the student's training activities.
- To assist the doctoral student in obtaining the equipment and infrastructures made available to him or her by the university to aid in the progress of his or her research activities.
- To evaluate the student's training activities and Research Plan and submit a reasoned report on them, together with the tutor, on a yearly basis.
- To identify in the student the knowledge, abilities, objectives and vocations that will be important in his or her learning process and in the development of his or her dissertation.
- To assist and support the student in developing his or her capacity for research, independent work, and critical analysis.
- To help the student deepen his or her research through interaction with experts and academic peers in his or her field.
- To inform the student of work safety regulations as necessary.
- To read, correct, and comment on any scientific publications derived from the dissertation project.

- To ensure that the doctoral candidate is familiar with the administrative and academic requirements for the dissertation defense, as well as the relevant deadlines throughout the entire process.

3. Dissertation co-director

The dissertation co-director may be any PhD holder, Spanish or foreign, with proven research experience in the topic of the dissertation project. Co-directorship shared between a director with proven research experience and an inexperienced novice director will be encouraged as a way of enriching the mentoring and training process in dissertation directorship.

The ACDP will appoint the co-director following submission of form **D.125 APPLICATION FOR A DISSERTATION CO-DIRECTOR**.

Co-directors must be appointed within a maximum of 6 months from the student's first admission.

The ACDP will foster dissertation co-directorship with the following objectives:

- To encourage joint research projects between the two universities participating in the program.
- To encourage multidisciplinary approaches in research proposals.
- To support international mobility of both instructors and students so that they may obtain the title of International Doctor, thus encouraging the research groups of the Doctoral Program to participate in international relationships.
- To incorporate young PhDs so that they can receive training in dissertation directorship and supervision from experienced PhD holders.
- To increase the number of dissertations with foreign co-directors.

There may be a maximum of two co-directors per dissertation.

The university, the doctoral student, the tutor, and the dissertation director must sign and submit a document confirming their commitment to carrying out these functions; the document will also describe the procedure for conflict resolution and intellectual and industrial property rights. In order for this agreement to take effect, all three parties must sign document **D.134 AGREEMENT OF THE PARTIES FOR DOCTORAL STUDIES**.

If necessary, a confidentiality protocol will also be signed as a separate document.

Should the dissertation director, tutor, or doctoral student wish to initiate a conflict resolution procedure, he or she must complete document **D.140 APPLICATION FOR CONFLICT MEDIATION** and submit it to the Office of Academic Services.

VIII. PROVISIONAL TIMETABLE OF ACTIVITIES OF THE DOCTORAL PROGRAM

The following tables summarize how the activities for the doctoral degree have been planned with respect to the status of the doctoral student (full-time or part-time), when their completion will be verified, and who will evaluate them:

Timetable of the activities of the FULL-TIME doctoral student

YEAR	ACTIVITY	VERIFICATION OF COMPLIANCE AND EVALUATION	PARTY RESPONSIBLE FOR VERIFICATION AND EVALUATION	
1st YEAR	Develop Research Plan Document of activities carried out during the first year	Middle of the first year of doctoral studies End of the first year of doctoral studies	Tutor and dissertation director	ACDP
2nd YEAR	Activities Document: list of activities carried out during the academic year	End of the second year of doctoral studies	Dissertation director	ACDP
3rd YEAR	Activities Document: list of activities carried out during the academic year	End of the third year of doctoral studies	Dissertation director	ACDP
4th YEAR	Submit dissertation, defend dissertation or apply for an extension	Apply for an extension at the beginning of the academic year Submit and defend the dissertation during the academic year	Dissertation director	ACDP
5th YEAR	Submit and defend dissertation	Submit and defend the dissertation during the academic year	Dissertation director	ACDP

Timetable of the activities of the PART-TIME doctoral student				
YEAR	ACTIVITY	VERIFICATION OF COMPLIANCE AND EVALUATION	PARTY RESPONSIBLE FOR VERIFICATION AND EVALUATION	
1st YEAR	Develop Research Plan Document of activities carried out during the first year	Middle of the first year of doctoral studies End of the first year of doctoral studies	Tutor and dissertation director	ACDP
2nd YEAR	Submit Research Plan and Activities Document: list of activities carried out during the academic year	End of the second year of doctoral studies	Dissertation director	ACDP
3rd YEAR	Activities Document: list of activities carried out during the academic year	End of the third year of doctoral studies	Dissertation director	ACDP
4th YEAR	Activities Document: list of activities carried out during the academic year	End of the fourth year of doctoral studies	Dissertation director	ACDP
5th YEAR	Activities Document: list of activities carried out during the academic year	End of the fifth year of doctoral studies	Dissertation director	ACDP
6th YEAR	Defend dissertation or apply for an extension	Apply for an extension at the beginning of the academic year Submit and defend the dissertation during the academic year	Dissertation director	ACDP
7th YEAR	Defend dissertation or apply for an extension	Apply for an extension at the beginning of the academic year Submit and defend the dissertation during the academic year	Dissertation director	ACDP
8th YEAR	Submit and defend dissertation	Submit and defend the dissertation during the academic year	Dissertation director	ACDP

Progress toward the dissertation will be evaluated annually, first by the tutor and dissertation director, then by the ACDP.

Students must submit their Research Plan at the middle of the first year for which they registered, using document **D.139 RESEARCH PLAN**. Additionally, each academic year, each student must submit his or her Activities Document (**D.139.1 PERSONAL ACTIVITIES DOCUMENT**).

The **RESEARCH PLAN** must include the following sections:

- a) Introduction
- b) Objectives, a comprehensive/strategic research plan, and an annual plan, detailing the activities of the academic year and taking the strategic objectives into account
- c) Plan (methodology, analysis of results, etc.)
- d) Available means (funded research projects, research groups, grants, etc.)
- e) Bibliographical references
- f) Work timeline

The Research Plan must be endorsed by the director, and by the tutor, if any, and must be presented and defended before a Research Board appointed and created for that purpose. During the dissertation process, the Research Plan may be improved and/or modified and details may be added, provided that any changes are fully warranted and communicated to the ACDP.

The **ACTIVITIES DOCUMENT** must be planned and agreed upon in conjunction with the tutor and the dissertation director. Specifically, it will summarize the activities to be carried out by the student during the academic year: seminars, training courses, workshops, conferences for doctoral students, conventions, residencies, participation in research projects, etc.

Once the Research Plan has been submitted, a positive evaluation will be necessary in order for the student to continue in the program. The ACDP will apply the following criteria to approve the Personal Activities Document and Research Plan:

- Compatibility of the training activities with the competencies pertaining to the scientific field of the dissertation: conferences, meetings, participation in funded projects, etc.
- Compatibility of the training activities with cross-curricular competencies: communication skills, bibliographic management, languages, research methodology, etc.
- Compatibility of annual research plans with global and/or strategic planning, keeping in mind methodology, objectives, resources, and provisional planning.
- Adaptation of the activities described in the Personal Activities Document to guarantee the highest degree of execution of the Research Plan.
- Reports written by the director, and tutor, if any.

Until the dissertation is completed, there will be an annual review of the student's research progress through an evaluation of the student's Activities Document. The doctoral student is expected to constantly refine this document. The review will be conducted by the tutor, the director(s), and the ACDP.

Finally, at the time the dissertation is presented and defended, the Dissertation Committee will conduct a qualitative assessment of the activities presented by the doctoral candidate in his or her Activities Document.

IX. WRITING THE DOCTORAL DISSERTATION

The doctoral dissertation must be an original research work on a topic related to the scientific, technical, or artistic field of the Doctoral Program in which the doctoral student is enrolled. Completion of the dissertation signifies the end of the doctoral student's studies and he or she will have earned the doctoral degree.

The dissertation must be framed within one of the lines of research of the Doctoral Program; that is, within the "Innovation and Intervention in Multicultural and Multilingual Societies" line, or within the "Innovation and Intervention in Inclusive Education" line.

The dissertation may be presented in one of two modes: as a research project or as a compendium of publications.

1. DISSERTATION REPORTING THE RESULTS OF A RESEARCH PROJECT

The dissertation must be submitted together with a written dissertation report that summarizes the work carried out on the doctoral dissertation, described and organized in the following sections:

Dissertation report

The dissertation must be an original and well-balanced work that demonstrates both unity and coherence. The dissertation must meet the following minimum requirements:

- a) **Title page.** The title page of the dissertation must state that it is a doctoral dissertation, and must include the title (and subtitle, if any), author's name, director's name, name(s) of co-director(s) if any, department, faculty, university, and year. If the dissertation consists of more than one volume, volume number must also be indicated on each volume.
- b) **Sections.** As a general guideline, the dissertation should be structured with the following sections:
 - I. Table of Contents
 - II. General Introduction
 - III. Purpose, Procedures, and Methods
 - IV. Development, Contributions, Results, and General Discussion
 - V. Conclusions
 - VI. Bibliographical references
- c) The dissertation must be written in any of the official languages of Catalonia or the Basque Country, or in English. In exceptional cases, the ACDP may authorize the use of another language if there can be shown to be sufficient academic reason.
- d) Dissertations that aim for the International Doctorate designation must be written partially (minimally the abstract and conclusions) in a language other than any of the official languages of Spain. See Section XIII for details.

2. DISSERTATION BY COMPENDIUM OF PUBLICATIONS

In the case of a dissertation by compendium of publications, the doctoral candidate, instead of following the traditional dissertation process (definition, development, implications), must demonstrate that he or she has made significant contributions, in terms of both quantity and quality, to a specific research topic. The research topic must be well defined.

To submit a dissertation by compendium of publications, the following are necessary:

- At least three significant research publications, all of which must comply with the ISI-Journal Citation Reports (JCR) or SCOPUS system. One publication in Basque may be substituted for one of these three publications, provided that the journal in which it is published falls under the CIRC classification system.
- An acceptable publication will have the following characteristics:
 - Must have been published after the student began his or her doctoral studies.
 - At the time the dissertation is submitted, the publications must have been accepted for publication in reference journals in the research area (this is confirmed by the publications' impact factor).
 - The doctoral student must be listed as the first author on all three publications submitted.
 - The dissertation director must also be listed as one of the authors.
 - Permission from all other authors to publish each article.
 - No other author may submit the same work for his or her dissertation by compendium of publications (co-authors of publications who have not yet received their doctorate will be asked to expressly renounce this option).
 - The co-authors of the works submitted may not serve on the dissertation committee that will evaluate the dissertation.

Doctoral dissertation reports on dissertations by compendium of publications must include the following:

- A general introduction in which the works are presented, and the dissertation topic and coherence of the set of articles are justified.
- A general summary of the obtained results, of the discussion of those results, and of the final conclusions.
- A copy of each of the published works, clearly stating the names and affiliations of all co-authors. The complete reference information of the journals in which these articles were published or accepted for publication must also be provided. In the case of articles that have been accepted for publication but not yet published, proof of acceptance together with the complete reference information must be appended. Additionally, for each publication, the impact factor of the publishing journal must be indicated, including the journal's quartile and area of knowledge.
- In cases in which one of the works is written in a language other than those established by Article 15.2 of these regulations, a summary of the work written in one of the official languages must be appended. If the full doctoral dissertation has been written in a different language, the authorization of the ACDP is required, as is a summary of the work in one of the official languages not to exceed five pages in length.
- Other requirements as specified by the ACDP.

The doctoral student who wishes to submit a doctoral dissertation by compendium of publications must submit an application to the ACDP of the university at which he or she is enrolled, and must append the following documentation:

- a) A report by the dissertation director, with the approval of the Coordinator of the Doctoral Program, approving submission of the dissertation by compendium of publications.

- b) A list of the articles or publications included in the compendium of publications.
- c) A copy of each of the articles or other publications that comprise the doctoral dissertation, for each of which the impact factor of the publishing journal or other mode of publication must be specified.
- d) Written consent from the co-authors of the publications for the doctoral candidate to submit them as his or her dissertation.
- e) The renunciation of all co-authors who do not hold a doctoral degree of their rights to submit the same works as part of another doctoral dissertation.

3. Follow-up and supervision of the dissertation. Maximum amount of time in which to complete the dissertation

The maximum amount of time in which to complete the dissertation is 3 years for full-time doctoral students and 5 years for part-time doctoral students. These amounts of time may be extended for one year or two, respectively, upon request by the student and with the prior approval of the ACDP. In exceptional cases, an additional year of extension may be approved, for a total of 5 years for full-time students and 8 for part-time students. The tutor and dissertation director must submit a report explaining the reasons for the extension, on the basis of which the ACDP will make its decision.

The time needed to complete Module I (additional training) is not included in these time limits, nor are leaves of absence for illness, pregnancy, or any other reason envisioned by the regulations in effect.

Furthermore, the doctoral student may apply for a one-year temporary leave of absence from the program, with a possible extension of one year more. The application for such a leave, including the appropriate justification, must be submitted to the ACDP, which will approve or deny the request.

Should any personal or professional circumstance prevent the doctoral student from completing his or her dissertation on time, the student may apply for an extension. To apply, the student must complete form **D.141 APPLICATION FOR EXTENSION FOR THE DOCTORAL DISSERTATION** and submit it to the ACDP together with a report from the dissertation director describing the current state of the dissertation and justifying the student's application for extension.

Both full-time and part-time students must submit their completed application within the 6 months prior to their final trimester in the Doctoral Program.

The ACDP will decide on the basis of the report whether or not to grant the extension, which may be for one year, with a further possible extension of an additional year in exceptional cases. Part-time students may be granted a two-year extension, with a further possible extension of an additional year in exceptional cases.

X. SUBMISSION OF THE DISSERTATION AND ITS APPROVAL FOR THE DEFENSE PROCESS

1. SUBMISSION

Once the doctoral dissertation has been completed, and at least three months in advance of its defense, the doctoral candidate must submit form **D.107 APPLICATION TO INITIATE THE DISSERTATION PROCESS** to the relevant unit of the university in which he or she is enrolled, addressed to the President of the ACDP. The following must be included with the application:

- a) Authorization of the dissertation director, approved by the tutor (original document or notarized copy), and favorable report from the university department in which the doctoral student is enrolled. **D.108A DEPARTMENTAL APPROVAL AND DISSERTATION DIRECTOR'S AUTHORIZATION TO SUBMIT THE DISSERTATION, AND SUGGESTED COMMITTEE**. The dissertation must be submitted to the relevant department one month before it is deposited.
- b) An abstract of the content of the dissertation (**D.111A, D.111B, D.111C DOCTORAL CANDIDATE'S FILE AND DISSERTATION ABSTRACT**), in Spanish, Basque, and English.
- c) The candidate's most recent Personal Activities Document.
- d) Three copies of the dissertation, in the required format, signed by the candidate.
- e) One digital copy of the dissertation, and of the candidate's curriculum vitae, in PDF format or similar.
- f) A proposal for a Dissertation Committee to evaluate the dissertation; specifically, the names of 5 experts in the field (3 full members and 2 alternates), of whom no more than 2 will be from UVIC or MU. A date for the dissertation defense must also be proposed, using the form for that purpose. The curriculum vitae and approval documents of the members of the Dissertation Committee must also be submitted with the application.
- g) If the doctoral candidate wishes to earn the International Doctorate designation, he or she must prove compliance with the requirements established in Article 15 of Royal Decree 99/2011.
- h) In the case of a dissertation by compendium of publications, the student must also submit the documentation specified in Section IX, Point 2 of these regulations (form **D.108B DEPARTMENTAL APPROVAL AND DISSERTATION DIRECTOR'S AUTHORIZATION TO SUBMIT THE DISSERTATION BY COMPENDIUM OF PUBLICATIONS, AND SUGGESTED COMMITTEE**).
- i) Completed form **D.127 AUTHORIZATION FOR THE REPRODUCTION AND DISTRIBUTION OF THE DISSERTATION**, if the doctoral student authorizes his or her dissertation to be made public through the MU library under a Creative Commons License.

The members of each university's subcommittee will meet to set the date for the dissertation to be deposited, and will notify all departments, university institutes, and centers participating in the collaborative Doctoral Program. The ACDP will then set a deadline for the dissertation to be deposited, and will provide a copy of the dissertation to the Academic

Secretary so that any PhD holder affiliated with MU may read it at will. If the reader wishes to comment on the dissertation, he or she may do so in writing to the ACDP.

Reports

In order for the candidate to present and defend his or her dissertation, at least two full members of the Dissertation Committee must submit a favorable report. Each proposed expert will have a period of one month, beginning on the date on which the dissertation was sent to him or her, to submit to the ACDP his or her typed, individually written, and well-reasoned report. In this report, they will evaluate the dissertation and expressly state whether they approve or disapprove. For this purpose, the Academic Secretary will provide form **D.122. REASONED REPORT ON THE DISSERTATION.**

Together with the dissertation, the doctoral candidate must submit his or her Activities Document to the Dissertation Committee, to report on his or her training activities as a complement to the evaluation of the dissertation.

In cases in which the doctoral candidate wishes to obtain the International Doctorate designation, two reports attesting to the quality of the dissertation and written by at least two expert PhDs from a higher education institution or research institute outside Spain must be appended, (see Section XIII for details).

2. ADMISSION TO THE DISSERTATION DEFENSE PROCESS AND APPOINTMENT OF THE DISSERTATION COMMITTEE

Once the submission period has passed, the ACDP, taking into account any comments and reports received and in consultation with the appropriate experts, will decide:

- Whether or not to authorize the public defense of the dissertation. In the event that authorization is denied, the reasons for the denial must be communicated in writing to the doctoral student, the dissertation director and the tutor.

3. COMPOSITION OF THE DISSERTATION COMMITTEE AND PRELIMINARY PROCEEDINGS

Composition

The ACDP will evaluate the documentation submitted by the doctoral candidate and will appoint a Dissertation Committee consisting of 3 full members and 2 alternates. Of the full members, only one may be affiliated with UVIC or MU. The Dissertation Committee may consist of 5 members if the ACDP of the Doctoral Program so proposes. In this case, no more than 2 committee members may be affiliated with UVIC or MU.

All members of the Dissertation Committee must hold a PhD and have proven research experience. This research experience must be demonstrated with publications related to the

field of the dissertation, and the committee member must also meet at least one of the following criteria:

- a) Have conducted research for at least six years.
- b) Hold research or advanced research accreditation.
- c) Be a member of an active funded competitive project.
- d) Belong to a research group recognized by the autonomous community.

In no case may the director, co-director or tutor serve on the Dissertation Committee, nor may co-authors of published works derived from the dissertation research.

An instructors/PhD holder who is retired or on leave of absence may participate in academic events provided that:

- He or she is an instructor or researcher who has completed a research term of at least six years or the equivalent, as recognized by the CNEAI (Comisión Nacional Evaluadora de la Actividad Investigadora, National Commission for the Evaluation of Research Activity) or by some equivalent agency charged with the evaluation and accreditation of research activity.
- He or she is a researcher in a public or private organization, center, institution or other entity that accredits five important contributions recognized by the ACDP at MU following the criteria established by the CNEAI in each area of knowledge.

The ACDP will appoint a president and a secretary of the Dissertation Committee. The president will be the committee member with the most proven research experience and/or the highest academic position.

In cases in which the doctoral candidate wishes to obtain the International Doctorate designation, the Dissertation Committee must include at least one expert from a higher education institute or research institute outside Spain (someone other than the person responsible for the student's study or research abroad).

In cases in which a full member of the Dissertation Committee withdraws, the president will replace him or her with the appropriate alternate, and will notify the ACDP. If the president must be replaced for some unforeseen reason, he or she will be replaced by the person selected by the ACDP from among the remaining members of the Dissertation Committee, including alternate members. The full committee must be present for the dissertation defense.

If the ACDP authorizes the public defense of the dissertation, the doctoral candidate will submit 8 bound copies of the dissertation to the appropriate office of the university at which he or she is enrolled. The university will send a copy to each of the members of the Dissertation Committee, the director(s), and the libraries of both universities, together with the documents required for the defense.

Constitution of the Dissertation Committee

Once all members (full members and alternates) of the Dissertation Committee appointed by the ACDP have agreed to serve, the committee will be considered complete. The ACDP will admit the dissertation for processing at the same time that it appoints the committee.

PUBLIC DEFENSE OF THE DOCTORAL DISSERTATION

1. The dissertation defense will be held at the university in which the doctoral candidate is enrolled or online (see Appendix I: online protocol) and will take place as a public event before the members of the Dissertation Committee. The doctoral candidate will have 45 minutes in which to present and defend his or her dissertation: research topic, methodology, content, and conclusions. Special mention should be made of original contributions.

2. The members of the Dissertation Committee may ask the doctoral candidate as many questions as they wish. PhD holders attending the public event will also have the opportunity to ask questions; the president of the Dissertation Committee will decide when and how. The members of the Dissertation Committee will have access to the doctoral candidate's Personal Activities Document, in which all training activities carried out by the student will be listed. This monitoring document will not be subject to any quantitative evaluation, but may be evaluated qualitatively, to complement the evaluation of the dissertation.

3. After the presentation and defense of the dissertation, the Dissertation Committee will announce its comprehensive rating at the event itself, expressed as "Unsatisfactory," "Satisfactory," "Very Good," or "Excellent," and will submit the appropriate report. The Dissertation Committee may also recommend the "cum laude" designation, provided that a secret ballot to that effect passes unanimously. (Form **D.124 EVALUATION OF THE DOCTORAL DISSERTATION**).

4. The secretary of the Dissertation Committee will deliver to the ACDP, either personally or through the university registry office, the document certifying the evaluation of the doctoral dissertation, the signed and sealed envelopes containing the secret ballots of the committee members, and any other documents deemed appropriate (certification of the International Doctorate designation...). The ACDP will then issue a report and submit it to the office responsible for processing doctoral students' records at each university so that it can be appended to the candidate's records and the doctoral degree may be processed. (Form **D.116 CERTIFICATE OF THE PRESENTATION AND DEFENSE OF THE DOCTORAL DISSERTATION; D.116B CERTIFICATE OF THE CUM LAUDE DESIGNATION** and **D.124 EVALUATION OF THE DOCTORAL DISSERTATION**).

Conferral of the degree and registration of the dissertation. Once the dissertation has been approved, the Academic Secretary will send to the University Rector's Office a copy of the dissertation file (in hard copy and PDF formats) to be archived and documented. Form **D.117. DOCTORAL DISSERTATION FILE – TESEO** must be completed following the current model.

The Rector's Office of Mondragon University will electronically send a copy of the dissertation, together with all necessary supporting materials, to the Ministry of Education for appropriate action.

In the case of a dissertation under co-tutelage, an agreement must be signed in advance stating whether the degree is to be conferred by one university or all and, under this agreement, at which university the dissertation will be registered.

5. DEFENSE OF A DISSERTATION THAT MAY NOT BE PUBLISHED IN FULL OR IN PART

In circumstances deemed exceptional by the ACDP (for example, the participation of companies or organizations in the program, the existence of confidentiality agreements with companies, or when the content of the dissertation is patented), the Committee may decide that the presentation and defense of the dissertation must be carried out in a way that guarantees no publicity of those features covered by the confidentiality agreement. For this purpose, the following procedure must be followed:

Procedure:

Doctoral dissertations that are subject to processes for the protection or transfer of technology or knowledge.

a) Once the doctoral dissertation is complete, in circumstances deemed exceptional by the ACDP (for example, the participation of companies or organizations in the program, the existence of confidentiality agreements with companies, or when the content of the dissertation is patented), the doctoral candidate, using document **D.137 APPLICATION FOR NO PUBLICITY OF PROTECTED CONTENT**, may request that the ACDP guarantee that there be no publicity of protected content, whether during the public event and preliminary evaluation or during the public defense of the dissertation.

b) In order for the application to be approved, it must be demonstrated that it is essential that the content remain confidential for the success of the protection or transfer process.

c) The ACDP will rule on the application, and will notify the doctoral candidate, the director, the tutor and the academic committee of the program of its decision.

d) Approval by the relevant faculty of the request to restrict publicity entails the following:

1. The external evaluators and members of the Dissertation Committee must sign the confidentiality agreement set forth in document **D.132. CONFIDENTIALITY AGREEMENT OF THE MEMBERS OF THE DISSERTATION COMMITTEE AND EXTERNAL EVALUATORS**.

2. During the public event, the dissertation may be revised in accordance with the conditions expressly determined by the ACDP.

3. Any and all parts of the public defense protected by the confidentiality agreement will be restricted.
4. The dissemination of electronic archives of the institutional repositories (including those of the Ministry) will be barred as long as necessary.

XI. CONFERRAL OF THE DOCTORATE

Once the doctoral dissertation has been approved, the candidate may apply for conferral of the doctorate to the academic secretariat of the university in which he or she is enrolled.

The degree will be conferred by the Rectors of both universities, and its conferral will be ratified on a single document.

The doctorate will be official and will be valid throughout the state; it will serve all academic purposes, and will qualify the bearer for teaching and research activities, in accordance with the provisions of the law.

XII. MOBILITY

Mobility experiences have two objectives: first, to carry out visits to institutions of higher education or technological centers so that the doctoral student may obtain the International Doctorate designation; and second, to visit with PhD holders from foreign universities with whom the student is working on his or her dissertation under co-tutelage.

The first of these objectives must be proposed in advance as part of the student's Research Plan, and must be approved by the dissertation director.

At the end of the visit, and by the time the dissertation is deposited at the latest, the doctoral student must submit the relevant documentation to the Office of Academic Services, so that the International Doctorate designation may be awarded once all other requirements have been met.

In the case of a dissertation under co-tutelage (that is, under the second of these mobility initiatives), this option must be included in the dissertation proposal in a specific line of research and must include the relevant agreement, which must include the following:

- ✓ The names of the directors from the two institutions of higher education who will sign the agreement.
- ✓ Plans for each visit to each institution, and procedures for the follow-up and supervision of the dissertation.
- ✓ Express agreement, if necessary, of the dissertation directors from the institutions represented on the Dissertation Committee to read and evaluate the dissertation under co-tutelage.
- ✓ Specification of whether a single defense will be required, or two (one at each university).
- ✓ Specification of which university will confer the degree and which university will register the dissertation under co-tutelage.

XIII. DOCTORATE WITH INTERNATIONAL DESIGNATION

Requirements for the International Doctorate designation

a) Required time abroad

During the dissertation process and prior to submission of the dissertation, the student must spend a minimum of 3 months outside of Spain at an institute of higher education or prestigious research center studying or conducting research with the approval of the dissertation director and permission from the ACDP.

Procedure and documents

- Upon completion of his or her time abroad, the doctoral student must submit certification of the following: the institution of higher education or organization at which the time abroad was spent, starting and ending dates, purpose (must contribute to the doctoral dissertation), supervisor, and department(s).
- The three-month (or longer) period may be divided into shorter periods, with a minimum qualifying amount of time of one month.

b) Language requirement

A dissertation submitted for the International Doctorate designation must be written in part (minimally, the abstract and conclusions) in a language other than any of the official languages of Spain.²

Procedure and documents

- A dissertation abstract must be submitted (**D.111A**, **D.111B** and **D.111C DOCTORAL STUDENT FILE AND DISSERTATION ABSTRACT**), in Spanish, in Basque, and in the foreign language in which the dissertation is partially written.
- When the dissertation is submitted, the dissertation director and the Academic Secretary must certify that part of the dissertation, minimally those parts specified in Royal Decree 99/2011, is written in a language other than any of the official languages of Spain, as noted above.

c) Required additional preliminary reports

A total of two reports attesting to the quality of the dissertation by a minimum of two expert PhD holders affiliated with an institution of higher education or research institute outside of Spain must be submitted.

Procedure and documents

When the dissertation is submitted, two experts who hold PhDs and are affiliated with an institution of higher education or research institute outside of Spain must be recommended to the ACDP so that preliminary reports may be requested of them. These experts may not serve on the Dissertation Committee.

² This requirement is null when the required time abroad is spent in a Spanish-speaking country, and the relevant reports and experts come from that country.

d) Requirements for the composition of the Dissertation Committee

The Dissertation Committee must include an expert who holds a PhD and is affiliated with an institution of higher education or research institute outside of Spain, and who is not one of the two experts who wrote preliminary reports.

Procedure and documents

When the dissertation is submitted, an expert who holds a PhD and is affiliated with an institution of higher education or research institute outside of Spain must be recommended to serve on the Dissertation Committee. This person must not be any of the experts who wrote preliminary reports, the dissertation director or co-director, or the student's supervisor during his or her period abroad.

e) Requirements for the presentation and defense of the dissertation

The dissertation must be written in part (minimally, the abstract and conclusions) in a language other than any of the official languages of Spain, except when the required time abroad is spent in a Spanish-speaking country, and the relevant reports and experts come from that country.

Procedure and documents

When the Office of the Academic Secretary declares that the dissertation has met all requirements, the Dissertation Committee will rate the dissertation, decide whether it should be granted the "cum laude" designation, and determine whether it has earned the International Doctorate designation.

Once all requirements have been met, the Academic Secretary will notify the Ministry of Education, Culture and Sports that the student has fulfilled the conditions for the International Doctorate designation so that his or her name may be entered into the National Register of Degrees.

XIV. DISSERTATIONS UNDER CO-TUTELAGE

Co-tutelage agreements

Co-tutelage agreements may be signed with foreign universities, provided that bilateral agreements have been reached within the co-tutelage framework. The following details, among others, must be specified in any agreement:

- The dissertation directors from each institution.
- The visits, training activities (if any), and research activities to be carried out by the student at each university.
- How academic tutelage will be carried out.
- Languages in which the doctoral dissertation will be written, presented, and defended (if at a foreign university).

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- The participation of both dissertation co-directors on the committee evaluating the dissertation.
 - Which university will confer and register the degree (unless the law allows both to do so).