

APPLICATION PROCEDURE FOR THE REGISTRATION AND TERMINATION OF A RESEARCHER IN A DOCTORAL PROGRAMME

Approved at the EID Steering Committee of 12 May 2021

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PREAMBLE¹

This procedure establishes the criteria and the method for registrations and terminations of doctoral researchers in a doctoral programme of the Universidad Politécnica de Madrid.

The general requirements for supervising doctoral theses are set out in Royal Decree 99/2011, of 28 January, regulating official doctoral studies (consolidated text of 3 June 2016), which establishes that the assignment of a Doctoral Thesis Supervisor "may fall to any Spanish or foreign doctor with accredited research experience, regardless of the university, centre or institution in which they provide their services". As stated in RD 99/2011, "universities, through the Doctoral School or the corresponding unit responsible for the doctoral programme, may establish additional requirements for Doctoral Thesis Supervisors".

For the incorporation of researchers to a doctoral programme, the criteria of the "Fundación para el Conocimiento madri+d" for the verification and modification of doctoral programmes will be taken into account, where possible:

- A. "At least 60% of the doctoral researchers participating in the doctoral programme have current and accredited research experience (active six-year research period). This percentage does not include visiting professors and short-term visiting researchers."
- B. "The programme's research staff must be attached to the proposing university or, failing that, linked through a specific cooperation agreement or, if they do not belong to the proposing university, provide express authorisation to participate in the doctoral programme issued by the vice-rector's office or body with competencies to do so at the university or body of origin."
- C. "Researchers who, due to their contractual situation or their origin, are not eligible to apply for six-year terms, will submit 5 scientific contributions from the last 5 years together with their quality indicators. Likewise, this information must be submitted by researchers who do not have a current six-year term period."

¹ Disclaimer: The English version is a translation of the original in Spanish for information purposes only. In case of a discrepancy, the Spanish original will prevail.



According to the current Doctoral Thesis Preparation and Evaluation Regulations at the Universidad Politécnica de Madrid, the research staff of a doctoral programme must also meet the general criteria of the UPM Doctorate Model and the specific criteria of that programme.

1. RESEARCHER MODALITIES IN A DOCTORAL PROGRAMME

All research staff on a doctoral programme must hold a Doctor's Degree. Researchers may be seconded to the programme in the following capacities:

- A. In-house researcher: professor or researcher at the UPM or collaborating entities of the EID (by agreement) assigned to the doctoral programme.
- B. Collaborating researcher: doctor temporarily linked to the doctoral programme to supervise a thesis, who may or may not be from the UPM.

2. GENERAL REQUIREMENTS FOR THE INCORPORATION OF NEW RESEARCHERS

In general, the following criteria will be taken into account for the incorporation of new researchers:

1. Researchers joining the doctoral programme to supervise a doctoral thesis –both as in-house researchers and as collaborating researchers– must have accredited research experience, either through recognised research periods (active six-year term period) or equivalent scientific production (criteria for obtaining a six-year term period established by the CNEAI for each scientific field). A six-year term is considered to be active if it has been obtained in the last six years and also when the person has five or more six-year terms, notwithstanding their seniority.
2. In the case of applications for international joint supervision of theses (“cotutelle”), the foreign researcher will be incorporated as a collaborating researcher in the doctoral programme. The requirements are those indicated in item 2.1.
3. In the case of applications for the co-supervision of inter-institutional doctorates with Universities and Public Research Organisations, whether they be national or foreign, public or private, the requirements for collaborating researchers are those indicated in item 2.1.
4. In the case of applications for the co-supervision of theses with a researcher from a company or Public Administration, the incorporation of doctors who, although they do not meet the requirements of item 2.1, demonstrate a long history of research and innovation in the industrial or professional field, will be allowed. The researcher will be incorporated as a collaborating researcher.
5. In each doctoral programme, the specific criteria set out in the report verified by the corresponding evaluation agency will be respected.



3. REGISTRATION APPLICATION PROCEDURE

1. Doctors interested in joining a doctoral programme as researchers will submit their application – using the form *Application for registration of a researcher in a doctoral programme*– to the Doctoral Programme Academic Commission, attaching:
 - a. The duly completed researcher registration form for a doctoral programme.
 - b. Justification that the researcher meets the specific criteria of the doctoral programme for supervising theses.
 - c. A current CV reflecting the applicant's scientific production, doctoral theses supervised and project or contract management. In addition, the applicant's ORCID record must be up to date and include the foregoing information.
 - d. Express authorisation to participate in the doctoral programme issued by the responsible authority of the applicant's university or organisation of origin (only if the applicant Doctor does not belong to the UPM or to the collaborating entities of the doctoral programme).
2. The Doctoral Programme Academic Commission will assess the application and issue a report (favourable or unfavourable) in the minutes of the corresponding session, within two months from the day following the date of submission. In its assessment, the Doctoral Programme Academic Commission will take into account the criteria for the verification, monitoring and renewal of the accreditation of its doctoral programme. The applicant's research experience (scientific production, project management and thesis supervision) will be explicitly indicated, as well as the lines of research of the doctoral programme to which they will contribute.
3. The Doctoral Programme Academic Commission will process the application for registration before the corresponding Doctoral Area Committee, attaching the corresponding report and documentation.
4. The Doctoral Area Committee will evaluate the application and will decide whether to approve the registration of the researcher based on compliance with the established criteria. The Doctoral Area Committee may ask the Doctoral Programme Academic Commission for any additional reports it deems appropriate and will respond to the registration request within two months from the day following receipt of the application from the Doctoral Programme Academic Commission.
5. The Doctoral Area Committee will notify the resolution adopted to the Doctoral Programme Academic Commission, which in turn will notify the interested party.



4. GENERAL REQUIREMENTS FOR THE TERMINATION OF RESEARCHERS

In general, the following criteria will be taken into account for the termination of researchers in a doctoral programme:

1. Researchers on a doctoral programme may apply to leave at any time providing they are not supervising a thesis on that doctoral programme.
2. The Doctoral Programme Academic Commission will request the termination of those researchers from the doctoral programme who have not supervised a thesis for more than five years and who have no accredited current research activity. The termination will take effect at the end of the academic year.
3. The Doctoral Programme Academic Commission will request the termination of a collaborating researcher from the doctoral programme when the thesis that has given rise to the collaboration is completed. The termination will be effective at the end of the academic year.
4. In each doctoral programme, the specific criteria set out in the report verified by the corresponding evaluation agency will be respected.

5. TERMINATION PROCEDURE AT THE REQUEST OF THE RESEARCHER

1. Researchers on a doctoral programme who wish to withdraw from the programme will submit their request to the Doctoral Programme Academic Commission using the form Application for termination of researcher from a doctoral programme.
2. The Doctoral Programme Academic Commission will assess the application and issue a report (favourable or unfavourable) in the Minutes of the corresponding session, within two months from the day following the date of its submission. In its assessment, the Doctoral Programme Academic Commission will verify that the researcher is not supervising a thesis.
3. The Doctoral Programme Academic Commission will process the application for termination before the corresponding Doctoral Area Committee, attaching its report and the corresponding documentation.
4. The Doctoral Area Committee will evaluate the application and will decide whether to approve the termination of the researcher based on compliance with the established criteria. The Doctoral Area Committee may request any additional reports it deems appropriate and will respond to the request within two months from the day following receipt of the application from the Doctoral Programme Academic Commission.
5. The Doctoral Area Committee will notify the resolution adopted to the Doctoral Programme Academic Commission, which in turn will notify the interested party.



6. TERMINATION PROCEDURE AT THE REQUEST OF THE DOCTORAL PROGRAMME ACADEMIC COMMISSION

1. Each academic year –at least three months before the end of the academic year– the Doctoral Programme Academic Commission will evaluate the situation of the Doctoral Programme's staff of researchers and collaborators and will propose the termination of those researchers who have ceased to participate in the programme according to the criteria of article 4 of this procedure. The Doctoral Programme Academic Commission will issue a report on the proposed termination of researchers in the Minutes of the corresponding meeting.
2. The Doctoral Programme Academic Commission will process the application for termination before the corresponding Doctoral Area Committee, attaching its report and the corresponding documentation.
3. The Doctoral Area Committee will evaluate the application and decide whether to approve the termination of each researcher based on compliance with the established criteria. The Doctoral Area Committee may ask the Doctoral Programme Academic Commission for any additional reports it deems appropriate and will respond to the request within two months from the day following receipt of the application from the Doctoral Programme Academic Commission.
4. The Doctoral Area Committee will notify the resolution adopted to the Doctoral Programme Academic Commission, which, in turn, will notify each interested party.

FIRST TRANSITORY PROVISION

Researchers who have applied for registration or termination in a doctoral programme prior to the approval of this procedure need not reapply.

SECOND TRANSITORY PROVISION

Until such time as the corresponding Doctoral Area Committee is formalised, the duties attributed to it in this procedure will be carried out by the Doctorate Committee of the Universidad Politécnica de Madrid.

ENTRY INTO FORCE

This procedure will enter into force the day after it is approved by the Consejo de Gobierno of the Universidad Politécnica de Madrid.