



## INTERNATIONAL CO-TUTORSHIP (*COTUTELLE*)

The PhD thesis can be developed within the International Co-Tutorship (*Cotutelle*) framework, as laid out in both national regulations and the specific ones of the University of Almeria for the field of PhD studies.

### **What is international co-tutorship?**

A PhD student is awarded two doctorate degrees, one issued by the University of Almeria and the other issued by the foreign university as the result of a single scientific research project developed in collaboration between both universities.

### **What is the difference between international thesis co-tutorship and co-supervision?**

When there is co-supervision of a PhD thesis, whether the supervisors involved are internal or external to the university, national or foreign, only one PhD degree is issued by the University of Almeria. In the case of an international co-tutorship (*cotutelle*), two PhD degrees can be issued, one by the University of Almeria and the other by the foreign university involved.

### **Policy of the UAL regarding International Co-tutorship.**

International Co-tutorship can be of great utility if used responsibly; in contrast, it can also be a powerful instrument of scientific and educational speculation.

The concept involves being awarded two PhD level degrees as a result of a single research project. This unique quality means it should be reserved only for works of excellence and should only be framed in a clear collaborative context between research teams from different countries. The research teams should be well-established and have good production standards. There must be a clear research project in which the student's education can be developed and which requires the cooperation of both teams.

An international co-tutorship must not favour the speculative acquirement of degrees on the part of the student, nor should it be an instrument to artificially inflate the supervision of the doctoral thesis on the part of the supervisors.

### **Requirements and conditions for carrying out International Co-tutorships.**

- 1) The student must be supervised at each of the universities by a doctor with at least two active researcher sexennials, or EIEDT (as defined in the Official PhD Studies Regulations of the University of Almería) for foreign researchers and for those to whom the sexennial criterion does not apply.



- 2) Joint research must be accredited between both universities in the research line of the proposed co-tutorship, through projects funded in common or the prior publication of scientific documents in the line to be developed.
- 3) In the case that the previous point is not fulfilled because the universities involved do not have prior collaboration in the proposed co-tutorship line, a report must be presented in which the scientific objectives justifying co-tutorship are included. This report will be given by the Research Commission of the Vice-Rectorate for Research Development and Innovation at the University of Almería. In this case, it will be a condition for the co-tutorship thesis defence that at least one scientific contribution has been published, or accepted for publication, accredited according to the criteria established by the National Research Activity Assessment Commission, the content of which is reflected in the thesis.
- 4) A specific collaboration agreement between both universities must be signed for each PhD student wishing to benefit from the international co-tutorship modality. This agreement shall be drawn up by EIDUAL, which will activate the signing procedure in the case that the international supervision is authorized by the EIDUAL Board of Directors.
- 5) After signing the agreement, and to put it into effect, the PhD student will be enrolled simultaneously in both universities and will remain so throughout their PhD training. The agreement shall cease to have effect if this condition is not met.
- 6) The period of thesis preparation shall be apportioned between the two interested universities. The minimum length of each stay may not be less than six months. Said stay may occur over one or several periods. This condition must be accredited prior to the thesis defence.
- 7) In the case that the PhD student opts for the International Mention included in the PhD Studies Regulations of the University of Almería, the three-month stay necessary to obtain this must take place in a country different from either of those involved in this co-tutorship document.
- 8) Protection of the thesis subject matter, as well as the publication, exploitation and protection of the results obtained throughout the PhD student's research in the partner institutions shall be subject to the regulations in force regarding intellectual property in each country. The research results from the PhD study shall become the property of both universities, without prejudicing the regulatory provisions of either institution. Each university may make use of these results for academic purposes. In the case of direct or indirect company involvement, their relationship to the thesis work must be defined before commencing the co-tutorship, something that will be laid out explicitly in the co-tutorship agreement.

#### **Procedure to apply for the International Co-tutorship (*Cotutelle*).**

To start the application process for the International Co-tutorship, the person concerned must already be registered in one of the two universities involved.

#### **CASE 1: STUDENT ALREADY ENROLLED AT UAL**

- 9) In this case, the procedure to request an international co-tutorship commences once the student has enrolled at the University of Almería, and before 30th April of the first year of academic enrolment.



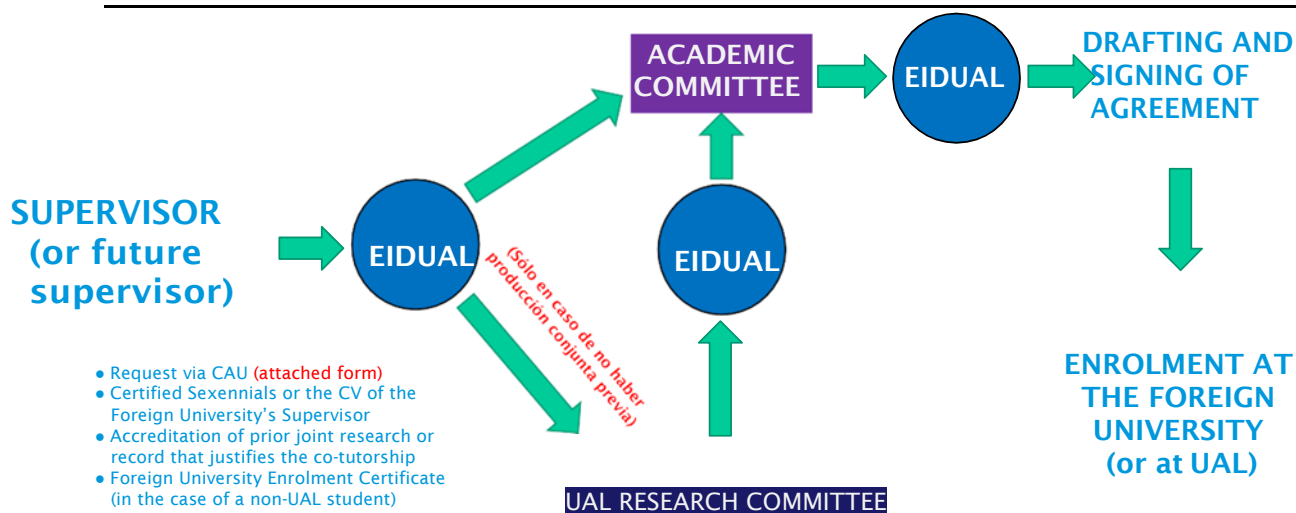
- 10) **The student supervisor will start the application procedure** with the necessary approval from all the PhD student's co-supervisors, if any, from the tutor and from the student him/herself. A request must be submitted to EIDUAL in accordance with the model attached to this document in ANNEX I, including the required documents.
- 11) The research plan for the PhD student at UAL, submitted by the April 30th deadline of the first academic year, must include the structure of the co-supervised research by both universities as well as a timeline that reflects the periods of research to be developed at each university.
- 12) Once the requirements have been verified, EIDUAL will request a report from the Academic Committee of the PhD programme. If a co-supervision justification report needs to be presented, EIDUAL will ask for a report from the UAL Research Committee.
- 13) EIDUAL's Board of Directors will analyse the report and evaluate the possible concession.
- 14) Once the international co-tutorship is authorized (but not before), EIDUAL will proceed to the detailed drafting and signing of the agreement between the two institutions.

#### **CASE 2: A STUDENT ALREADY ENROLLED AT A FOREIGN UNIVERSITY**

- 15) In this case, the procedure to apply for an international co-tutorship commences once the student has enrolled in the foreign university.
- 16) **The application process is started by the " future PhD student's supervisor at UAL"** (the proposed UAL supervisor) with the necessary approval from all the "future PhD student's co-supervisors at UAL" (the proposed UAL co-supervisors) if any, from the "future UAL tutor " (the proposed UAL tutor) and the student. The application must be submitted to EIDUAL, conforming to the model attached to this document's ANNEX, including the documents required therein.
- 17) The " future PhD student's supervisor at UAL" must provide, along with the application document (ANNEX II), an enrolment certificate from the foreign university, valid at the date of requesting the international co-tutorship at UAL.
- 18) EIDUAL will then request a report from the PhD programme's Academic Committee once the requirements have been verified. If a co-supervision justification report needs to be presented, EIDUAL will ask for a report from the UAL Research Committee.
- 19) EIDUAL's Board of Directors will analyse the report and evaluate the possible concession.
- 20) Once the international co-tutorship is authorized (but not before), EIDUAL will proceed to the detailed drafting and signing of the agreement between the two institutions.
- 21) Once the agreement is signed, the person concerned must enrol in the PhD programme at UAL, during the standard PhD registration period, in order for it to be activated.
- 22) The PhD candidate's research plan must lay out the structure of the co-supervised research carried out by both universities as well as a timeline which reflects the research periods that will be developed in each university, all by the **April 30<sup>th</sup>** deadline of the first academic year at UAL.



### INTERNATIONAL CO-TUTORSHIP REQUEST



### Before 31<sup>st</sup> April of the FIRST ACADEMIC COURSE

- Prepare a Research Plan with a co-tutorship structure



**ANNEX 1  
REQUEST FOR INTERNATIONAL PhD CO-TUTORSHIP  
PHD STUDENT ENROLLED INITIALLY AT THE UAL**

<b>FOREIGN UNIVERSITY PARTICIPANT</b>	
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<b>PHD STUDENT:</b>	
<b>ID/PASSPORT NUMBER</b>	

**INFORMATION RELATING TO THE UNIVERSITY OF ALMERIA**

<b>PHD PROGRAMME</b>	
<b>TUTOR</b>	
<b>SUPERVISOR UAL</b>	
<b>CO-SUPERVISORS UAL</b>	

**INFORMATION RELATING TO THE FOREIGN UNIVERSITY**

<b>PROPOSED SUPERVISOR: FOREIGN UNIVERSITY</b>			
<b>NUMBER OF SEXENNIALS OF THE SUPERVISOR PROPOSED AT THE FOREIGN UNIVERSITY <sup>(1)(2)</sup></b>		<b>PERIOD ASSESSED IN THE LAST SIX YEARS</b>	

<p><b>DIGITAL SIGNATURES REQUIRED</b></p> <p>1.-UAL SUPERVISOR 2.-ALL THE UAL CO-SUPERVISORS 3.-PHD STUDENT 4.- UAL TUTOR</p>	<p><b>ATTACH DOCUMENTATION</b></p> <p><input type="checkbox"/> FOREIGN UNIVERSITY SUPERVISOR'S SEXENNIAL CERTIFICATION <sup>(1)</sup> OR CV <sup>(2)</sup> <input type="checkbox"/> ACCREDITATION OF PRIOR JOINT RESEARCH OR CO-SUPERVISION RECORD <input type="checkbox"/> CERTIFICATE OF REGISTRATION IN THE UAL</p>
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- (1) In the case of a researcher evaluated by the Spanish National Researcher Activity Assessment Commission, still serving in a foreign University.
- (2) If the six-year criterion is not applicable, submit a complete CV for evaluation, indicating date, quartile and impact index of each contribution, if applicable.

BOTH THIS SIGNED APPLICATION AND THE DOCUMENTATION WILL BE SUBMITTED TO THE INTERNATIONAL PhD SCHOOL VIA [CAU](#)

DIRECTED TO THE INTERNATIONAL PhD SCHOOL AT THE UNIVERSIDAD DE ALMERÍA



## ANNEX II

REQUEST FOR INTERNATIONAL CO-TUTORSHIP PhD  
PHD STUDENT ENROLLED INITIALLY AT THE FOREIGN UNIVERSITY

FOREIGN UNIVERSITY PARTICIPANT	
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PhD STUDENT:	
ID/PASSPORT NUMBER	

## INFORMATION RELATING TO THE UNIVERSITY OF ALMERIA

PHD PROGRAMME			
PROPOSED UAL TUTOR			
PROPOSED UAL SUPERVISOR			
NUMBER OF SEXENNIALS OF THE PROPOSED SUPERVISOR <sup>(1)</sup>		PERIOD ASSESSED IN THE LAST SEXENNIAL	
PROPOSED UAL CO-SUPERVISORS			
NUMBER OF SEXENNIALS OF THE PROPOSED CO-SUPERVISOR 1 <sup>(1)</sup>		PERIOD ASSESSED IN THE LAST SEXENNIAL	
NUMBER OF SEXENNIALS OF THE PROPOSED CO-SUPERVISOR 2 <sup>(1)</sup>		PERIOD ASSESSED IN THE LAST SEXENNIAL	

## INFORMATION RELATING TO THE FOREIGN UNIVERSITY

SUPERVISOR AT FOREIGN UNIVERSITY			
NUMBER OF SEXENNIALS OF THE FOREIGN UNIVERSITY SUPERVISOR <sup>(2)(1)</sup>		PERIOD ASSESSED IN THE LAST SEXENNIAL	

<b>DIGITAL SIGNATURES REQUIRED</b>	<b>DOCUMENTATION TO ATTACH</b>
1.- PROPOSED UAL SUPERVISOR	<input type="checkbox"/> SUPERVISOR'S SEXENNIAL CERTIFICATION (1) OR CV (2).
2.- ALL THE PROPOSED UAL CO-SUPERVISORS	<input type="checkbox"/> FOREIGN UNIVERSITY SUPERVISOR'S SEXENNIAL CERTIFICATION (3) OR CV (2)
3. - PhD STUDENT	<input type="checkbox"/> ACCREDITATION OF PRIOR JOINT RESEARCH OR SUPERVISION RECORD
4. - PROPOSED UAL TUTOR	<input type="checkbox"/> CERTIFICATE OF ENROLMENT AT THE FOREIGN UNIVERSITY
	<input type="checkbox"/>

(1) If the supervisor belongs to UAL faculty bodies that have assessable sexennials, no certification is required.

(2) If the sexennial criterion is not applicable, submit a complete CV for evaluation, indicating the date, quartile and impact index for each contribution, as applicable.

(3) In the case of a researcher assessed by the Spanish National Researcher Activity Assessment Commission, still serving at a foreign university.

BOTH THIS SIGNED APPLICATION AND THE DOCUMENTATION WILL BE SUBMITTED TO THE INTERNATIONAL PhD SCHOOL VIA [CAU](#)

DIRECTED TO THE INTERNATIONAL PhD SCHOOL AT THE UNIVERSIDAD DE ALMERÍA



## HELP IN SUBMITTING DOCUMENTATION

The application and documentation submission will be made via CAU at the following address <https://otrspas.ual.es/otrs/customer.pl/>

UNIVERSIDAD DE ALMERÍA

Validación de usuario de la UAL

**Conectar**

Introduzca su nombre de usuario de Conexión Única y contraseña para conectarse

Usuario:

Contraseña:

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Centro de Atención al Usuario  
UNIVERSIDAD DE ALMERÍA

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UNIVERSIDAD DE ALMERÍA

### Nuevo Ticket PDI/PAS

\* Para:

\* Asunto:

\* Texto:

**B I U**

Formato Fuente Tamaño

Campo obligatorio