

Internal Regulations of the Doctoral School

Approval date: January 2025.

Preamble.

Article 9, Section 7 of Royal Decree 99/2011 establishes that doctoral schools must have internal regulations. These regulations must establish, among other aspects: the rights and duties of doctoral students, in accordance with the provisions of Royal Decree 1791/2010, of 30 December, which approves the Statute of the University Student, as well as the rest of the regulations in force; the rights and duties of tutors and thesis supervisors; and the composition and functions of the academic committees of their programmes.

These regulations implement the Regulations on the Organisation of Doctoral Studies at the University of Navarra, dated 3 July 2024, and complies with the provisions of the aforementioned article.

Title 1. Scope of the Regulations.

Article 1. Purpose of the Regulations,

These regulations establish and govern the workings and organisation of the Doctoral School of the University of Navarra.

Article 2. Attributes, Mission, and Objectives.

1. Attributes.

The Doctoral School of the University of Navarra (UNAV) is the unit that supervises the doctoral programmes at UNAV.

The centres (departments, schools, and institutes) must draw up the doctoral programmes and are accountable for their development and planning in accordance with the applicable regulations in force. Inter-university doctoral programmes, where appropriate, may depend on another unit created for this purpose.

2. Mission

The mission of the UNAV Doctoral School is to ensure the development and proper functioning of doctoral programmes, including training and research activities, leading to the awarding of the official doctoral degree.



3. Objectives

The strategic objective of the UNAV Doctoral School is to train high-level researchers in each of the different areas of knowledge, coordinating the actions of each programme and promoting synergies to improve academia through efficient administrative work.

The operational objectives of the UNAV Doctoral School are the planning, development, supervision and monitoring of doctoral studies and activities, both those organised by the School itself and by other doctoral programmes.

Article 3. Scope of application.

These regulations will apply to the Doctoral School of the UNAV and will be binding for the entire university community of the Doctoral School, complementing the Regulations on the Organisation of Doctoral Studies at the UNAV, the Statute of Student Representation, and the Regulations on Continuation in Doctoral Programmes.

Article 4. The University Community of the Doctoral School.

The University Community of the Doctoral School is made up of the teaching and research staff who actively participate in the supervision and tutoring of doctoral theses at the UNAV and the students of the Doctoral School. Students or doctoral students of the Doctoral School will be those enrolled in any of the doctoral programmes within the School.

Title 2. Organisation and Functioning.

Article 5. Governance bodies.

The Doctoral School of the UNAV is led by a President, a steering committee, and the academic committees of all the Doctoral programmes within the Doctoral School.

1. Presidency.

The UNAV Doctoral School will be chaired by the Vice-President in charge of third-cycle studies at the UNAV.

2. Steering Committee.

The steering committee of the UNAV Doctoral School is made up of one Director, three Deputy Directors and one Assistant Director. Each of the Deputy Directors will represent the doctoral programmes belonging to each of the following areas of knowledge:

- Humanities and Social and Legal Sciences.
- Experimental and Health Sciences.
- Engineering and Architecture.



3. Academic Committees of the Doctoral Programme

The academic committees of each of the doctoral programmes in the School for Doctoral Studies will be made up of at least one Doctoral Programme Coordinator, the Vice-Dean or Director in charge of the third cycle of the faculty or school to which the doctoral programme belongs and the corresponding Deputy Director of the School for Doctoral Studies. In the case of inter-departmental programmes, the steering committee of the School for Doctoral Studies may decide to include a Coordinator and a Vice-Dean/Deputy Director from each of the centres in the academic committee.

Article 6. Director of the Steering Committee.

The Director will be appointed by the President of the UNAV, upon the proposal of the President of the Doctoral School, for a period of three years. The Director must have at least three periods of recognised research activity or equivalent merits and must have supervised three doctoral theses (co-directed theses count as half).

Article 7. Deputy Academic Directors.

The Deputy Academic Directors will be appointed by the President of the UNAV, upon the proposal of the President and the Academic Director, for a period of three years. Deputy Academic Directors must have at least two periods of recognised research activity or equivalent merits and must have supervised two doctoral theses (co-directed theses count as half).

Article 8. Doctoral Programme Coordinator

The Coordinator of the Doctoral Programme will be proposed by the Board of Directors of the centre to which the Doctoral Programme belongs, and the appointment will be made by the President of the Doctoral School, upon delegation by the University President. The Coordinator must be a relevant researcher and must have at least two periods of recognised research activity or equivalent merits and must have previously supervised two doctoral theses (co-directed theses count as half). Certain programmes, when so required, may include other researchers as Assistant Coordinators to support the work of the Programme Coordinator. However, the group of coordinators will act jointly, casting a single vote in the academic committee, a vote which will be decided by a majority of the coordination group's members, with the Coordinator having the casting vote.

Article 9. Doctoral Programme Student Representation.

The Student Representation of the Doctoral School is the established channel for doctoral students to engage in university life and in ordinary and complementary academic activities, in accordance with the regulations of Student Representation of the Doctoral School.

Article 10. Functions of the Governing Bodies.

1. *Functions of the Presidency.*

- To ensure fulfilment of the mission, objectives, and functions of the Doctoral School, according to its Strategic Plan.
- To draw up the Strategic Plan of the Doctoral School, together with the Director of the steering committee.
- To appoint and dismiss the steering committee and the coordinators of the doctoral programmes.
- To encourage agreements between the UNAV and other universities for the development of doctoral theses on a joint supervision basis.

2. *Functions of the Steering Committee.*

- To assist the President of the Doctoral School.
- To ensure enforcement and compliance with the regulations related to doctoral studies.
- To supervise the procedure for the deposit and authorisation of the defence of doctoral theses.
- To ensure that the work of supervising and tutoring doctoral theses is recognised.
- To appoint the thesis examination panels proposed by the centres.
- To assist with all the tasks of the academic committees of the doctoral programmes that report to the Doctoral School.

3. *Functions of the Academic Committee of the Doctoral Programme.*

The academic committee of each doctoral programme is responsible for the definition, coordination, updating and quality of their programme.

The academic committee of each doctoral programme will supervise and monitor the doctoral students and will coordinate and supervise the programme. Its functions are:

- To decide on applications for admission to the doctoral programme in accordance with the criteria established for the programme in question.
- To decide on requests for part-time schedules or extensions for the presentation of theses made by students on the programme, subject to a report from the thesis supervisor.



- To authorise temporary leave from the programme, under the terms set out in the regulations in force, subject to a report from the thesis supervisor.
- To appoint thesis supervisor(s) to doctoral students upon admission to the programme and approve changes in thesis supervisors. Except in exceptional cases, the duties of the tutor will be assumed by one of the supervisors, who must meet the requirements established in the legislation and have the most experience in thesis supervision.
- To assign a thesis tutor to the doctoral students in those cases in which it is not possible for one of the supervisors to be the tutor.
- In the case of “knowledge transfer” theses, to ratify the appointment of a supervisor belonging to the institution linked to the thesis.
- To ensure that the doctoral student, supervisors, and tutor sign the Documentary Commitment.
- To verify that both the supervisors and tutors assigned have accredited research experience.
- To ensure that all the information on the regulations and procedures related to doctoral studies is available to doctoral students, supervisors, and tutors of the programme.
- To ensure the supply and quality of the doctoral programme's training activities.
- To supervise the evaluation and recognition of the training activities carried out by the programme's doctoral students.
- To annually evaluate the doctoral student's Research Plan, Learning Plan and Learning Activities Document, together with the reports of the tutor and thesis supervisors.
- To supervise the doctoral programme's procedure for the deposit of doctoral theses and to authorise the submission of theses for defence.
- To draw up the annual programme management report in accordance with the University's internal quality assurance system for its doctoral degrees and programmes.
- To support the management of applications for public or private aid for the programme, students, and professors/researchers, helping in their efforts to seek funds in the form of grants/contracts, mobility, internationalisation, or excellence.
- To coordinate the establishment of programme-specific agreements with other institutions and bodies.



- To intervene in cases where disagreements or conflicts arise between doctoral students and their supervisors during the process of completing the thesis.
- To maintain a continued dialogue with student representation.
- Any other function that may be assigned by the steering committee of the Doctoral School.

The committee may delegate to the coordinator those tasks which can be carried out ex officio. The coordinator will report to the committee at each meeting regarding the actions or tasks undertaken since the last report to the committee.

Article 11. Meetings of the Steering Committee.

The steering committee will meet in ordinary session on a monthly basis, convened by the President or the Director of the committee. In their absence, they may delegate to one of the Deputy Directors to convene the meeting if it cannot be postponed. An agenda will be made available to participants, with sufficient time for them to propose new items. Meetings will begin with the reading and approval of the minutes of the previous meeting, and, at the end of the meeting, minutes will be generated recording the points discussed, and agreements reached.

In the last of these meetings before the end of the academic year, the Deputy Directors will inform the other members of the steering committee of the aggregate data for each of the programmes in their area of knowledge, as well as other relevant aspects that need to be analysed in more detail.

The steering committee may meet in extraordinary session at the request of any of its members, whenever an urgent or especially important matter needs to be dealt with. The agenda and minutes of the meeting will follow the same procedure as for ordinary meetings.

Article 12. Meetings of the Doctoral Programme's Academic Committees.

The academic committee of the Doctoral Programme will meet periodically, convened by the coordinator of the Doctoral Programme, with the recommended frequency being twice per academic year. If unable to attend, the coordinator may delegate to another member of the committee convening the meeting, if the meeting cannot be postponed.

Representatives of the Doctoral Students may be invited to attend the meeting and have the right to speak but not to vote.

An agenda will be made available to participants with sufficient time so that new items can be proposed. Meetings will begin with the reading and approval of the minutes of the previous meeting, and, at the end of the meeting, minutes will be generated recording the points discussed, and agreements reached.

As a guideline and in a non-exhaustive manner, these ordinary meetings should deal with:



- Decisions regarding applications to extend the deadline for the presentation of doctoral theses, mainly students requesting an extension for a fifth year, in the case of full-time schedules, or an eighth year in the case of part-time students. In these cases, the committee must obtain the opinion of the doctoral student and the thesis supervisors and draw up a brief report justifying the decision to grant or refuse the extension. It must also closely monitor the student's performance throughout the defence of the thesis.
- Validation or exemption from additional training or compulsory training activities.
- Exceptions made in the admission process and the appointment of thesis supervisors and tutor.

At one of the ordinary meetings, before the end of the academic year, the Committee must meet to monitor the Research and Training Plans of the students enrolled in the programme and the reports submitted by the supervisors and tutors.

Title 3. Rights and Duties.

Article 13. Rights of Doctoral School students.

The rights of students in the Doctoral School are those recognised in the University Student Statutes, those included in the Regulations on the Organisation of Doctoral Studies and those listed below, without prejudice to others that may be established by law:

1. To receive advanced, high-quality training, aimed at acquiring skills that will enable them to participate in the development of excellent research.
2. To receive accurate and complete information on current legislation, regulations and procedures related to doctoral studies.
3. To make use of appropriate facilities and resources for the development of their research work and training activities, following the guidelines established by their supervisor. Also, to use the facilities and services of the research structures linked to their doctoral programme and the Doctoral School, as well as the general facilities and services of the University, as befits their purpose and the rules of use that regulate them.
4. To participate in student representation as established in the Doctoral School's regulations on student representation.
5. To request the appointment of a thesis co-supervisor or the replacement of the tutor or one of the supervisors.
6. To make reasoned requests for changes in the type of workday (part-time or full-time), extensions or temporary withdrawals from the programme.



7. To be able to carry out research stays in other national or foreign research centres, as well as to attend conferences, with the authorisation of the thesis supervisors, as long as adequate funding is available.
8. To receive appropriate recognition for their contribution to the results of their research, as well as to exercise the intellectual or industrial property rights to which they are entitled.
9. Any other right recognised by the regulations in force or deriving from their status as students of the University.

The exercise of these rights will be carried out with respect for public property, the dignity of individuals, democratic principles, and the rights of other members of the university community.

Article 14. Duties of Doctoral Programme Students.

The duties of doctoral programme students are as follows:

1. To be familiar with and comply with current legislation and university regulations regarding doctoral studies.
2. To comply with the full-time/part-time schedule established for the completion of the doctoral thesis.
3. To carry out the research work corresponding to their status as doctoral students, following the indications of their thesis supervisors and tutor, in accordance with the principles of integrity that govern research and with the dedication and conscientiousness necessary to obtain high quality results.
4. To carry out the training activities established in their Training Plan, in accordance with the specific plans of the doctoral programme.
5. To keep the Training Activities Document up to date and complete, informing their supervisors and tutor of the activities carried out and preparing an annual report on said activities.
6. To keep the thesis supervisors, as well as the academic committee of the programme, informed of the progress of their research and the results obtained, through regular meetings. Likewise, they must inform the university faculty, school, institute, or centre where they are carrying out their thesis about their research progress and their employment situation. In some cases, and at the discretion of the academic committee, the regularity of these meetings may be specified.
7. To explain, if applicable, the use of artificial intelligence tools in research tasks.
8. To participate in the processes of the doctoral programme, including the monitoring of their research and training plans, within the deadlines established in the regulations and to provide,



using the resources made available to them by the university, the information necessary for the monitoring of their training activities.

9. To actively collaborate in the search for funding for their attendance at conferences or stays in other research centres, under the supervision of their thesis supervisors.
10. To make appropriate use of the facilities and material made available to them for the purpose of carrying out their research activity, as well as the resources of the university, respecting and conserving its heritage.
11. To comply with the university's internal regulations, cooperating as members of the university community in the implementation and development of the university's objectives.

Article 15. Rights of Thesis Supervisors.

The rights of thesis supervisors are those set out in the university's faculty regulations and those listed below, without prejudice to any others that may be established by law:

1. To receive accurate and complete information on current legislation, regulations and procedures related to doctoral studies.
2. To establish and convey to the doctoral student the guidelines, criteria, and methodology that they consider most appropriate for the development of the research that they direct.
3. To receive accurate, complete, and timely information on the progress of the research carried out by the doctoral student, as well as the results obtained, and training activities carried out by the student.
4. To be informed, when appropriate, of the resignation of the doctoral student from continuing with their doctoral thesis.
5. To present a reasoned resignation from doctoral thesis supervision, to be accepted by the academic committee of the doctoral programme.
6. To receive appropriate recognition for thesis supervision, as part of the teaching and research activities of teaching staff.
7. To receive recognition for participating in and coordinating the training activities of the doctoral programme.
8. To be heard regarding requests for extensions, leaves of absence, evaluation of research plans or any other matter affecting the activity of the doctoral students under their supervision.

Article 16. Duties of Thesis Supervisors.

Thesis Supervisors have the following duties:

1. To be familiar with and comply with current legislation and university regulations regarding doctoral studies.
2. To endorse and assist the doctoral student in the preparation of the Research Plan and the Training Plan.
3. To supervise and direct the research of doctoral students, periodically monitoring their research, providing necessary guidance and advice, and ensuring that doctoral students develop initiative and achieve autonomy in their research work.
4. To regularly supervise and monitor the activities of the doctoral student, providing necessary guidance and advice.
5. To provide the doctoral student with appropriate indications for the development of their research, as well as access to the resources necessary for the latter.
6. To ensure the quality and originality of the research work, as well as the dissemination of its results.
7. To adequately recognise the contribution of doctoral students to the results of their research.
8. To encourage doctoral students to undertake research stays at other universities or research bodies and to attend national or international conferences related to the subject of the doctoral thesis.
9. To issue annual assessment and monitoring reports on the Research Plan and the Training Plan on the dates established for each doctoral programme and to participate in the other processes in which they must intervene, in accordance with their work as thesis supervisor.
10. To inform the programme's academic committee of any relevant matter regarding the development of the theses they supervise.
11. To ensure the quality of the training activities in which they participate or coordinate.

Article 17. Thesis Tutors.

1. The Tutor of a doctoral student will be appointed by the academic committee of the doctoral programme and will be chosen from among the research staff recruited to carry out this function.



2. As indicated in Section 10.3 of these regulations, when the academic committee of a programme appoints a thesis supervisor belonging to the university, the latter will also assume the duties of tutor.

Article 18. Rights of the Thesis Tutor.

The rights of the thesis tutor are as follows:

1. To receive accurate and complete information on current legislation, regulations and procedures related to doctoral studies.
2. To receive accurate, complete, and timely information on the progress of the research, the results obtained and also the training activities carried out by the doctoral student.
3. To be informed, when necessary, of the resignation of the doctoral student.
4. To submit a reasoned resignation from tutoring a doctoral thesis, to be accepted by the academic committee of the doctoral programme.
5. To receive appropriate recognition for the tutoring of theses.
6. To receive recognition for participating in and coordinating the training activities of the doctoral programme.
7. To be heard regarding requests for extensions, leaves of absence, evaluation of the research plan or any other matter affecting the activity of the doctoral students they tutor.

Article 19. Duties of the Thesis Tutor.

The duties of the thesis tutor are as follows:

1. To be familiar with and comply with current legislation and university regulations related to doctoral studies.
2. To ensure appropriate interaction between the doctoral student and the academic committee of the programme.
3. To adapt the training and research activities of the doctoral student to the principles of the programme within which the thesis will be carried out.
4. To support and assist the doctoral student in the preparation of their Research Plan and Training Plan.



5. To supervise and regularly monitor the activities carried out by doctoral students, collaborating with supervisors in the guidance and counselling of the students so that they can develop their initiative and be integrated in university life.
6. To issue an annual assessment and monitoring reports on the Research Plan and the Training Plan, on the dates established for each doctoral programme,
7. To encourage doctoral students to undertake research stays at other universities or research bodies and to attend national or international conferences related to the subject of the doctoral thesis.
8. To inform the programme's academic committee of any relevant circumstances regarding the development of the theses they supervise.
9. To participate in the annual evaluation of the Training and Research Plans and the rest of the processes in which they must participate as thesis tutor.
10. To ensure the quality of the training activities in which they participate or coordinate.

Single final provision. Entry into force.

These regulations will enter into force on the date of their approval.