

DOCTORAL REGULATIONS OF THE UNIVERSITY OF BURGOS

Preamble.

Following the approval of Royal Decree 99/2011, of 28 January, which regulates official doctoral studies in Spain and adapts them to the European Higher Education Area (EHEA), universities were required to redefine their doctoral programmes. These programmes have since acquired a distinct profile, clearly differentiated from undergraduate and master's degrees, becoming a cornerstone of university R&D&I policies.

Within the framework of the University of Burgos, and in order to incorporate this specific regulatory framework for doctoral studies, the Doctoral Regulations were approved by the resolution of the Governing Council on 13 December 2012, in accordance with Royal Decree 99/2011, of 28 January.

In recent years, several legislative changes have impacted doctoral education. On one hand, the publication of Organic Law 2/2023, of 22 March, on the University System; and on the other, Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and quality assurance procedures. Furthermore, Royal Decree 576/2023, of 4 July, was enacted, amending: Royal Decree 99/2011, of 28 January, on official doctoral studies; Royal Decree 1002/2010, of 5 August, on the issuance of official university qualifications; and Royal Decree 641/2021, of 27 July, regulating the direct award of grants to Spanish public universities for the modernisation and digitalisation of the Spanish university system within the framework of the Recovery, Transformation, and Resilience Plan.

In short, these regulatory changes, together with the time elapsed since the approval of the University of Burgos' previous regulations and the need to align procedures with current institutional practice, necessitate the adaptation of the organisation and structures of doctoral studies at the University of Burgos through a new regulatory instrument.

This new regulation incorporates the changes from the revised framework, facilitating the organisation of doctoral programmes and aligning them with the strategic objectives of the institution.

CHAPTER I. General organisation of doctoral programmes

Article 1. Institutional strategy.

1.- The objective of boosting research, creativity, and innovation competences (including the promotion of Open Science and Citizen Science) as advanced professional training is an integral part of the University of Burgos' research and doctoral training strategy.

2.- The training of research staff at the University of Burgos is conducted through doctoral studies, organised into doctoral programmes, which constitute the third cycle of official university education leading to the degree of Doctor. While this training must be specific to each doctoral programme, it must also incorporate transversal and interdisciplinary skills and content.

3.- The quality of doctoral programmes is focused on the generation and expansion of knowledge, multidisciplinary integration, internationalisation, staff and student mobility, and excellence in the results achieved.

Article 2. Research Committee.

1.- The Research Committee, having consulted the Doctoral School, shall be responsible for reporting advising the Governing Council of the University of Burgos on doctoral programme proposals regarding their compliance with the applicable regulations and the protocols established by the corresponding quality agencies, as well as for establishing management procedures and formats. It shall also report on any disputes arising in relation to the application of doctoral regulations and the development of the programmes.

2.- The Research Committee shall ensure compliance with the regulations and procedures for obtaining the degree of Doctor from the University of Burgos. It shall also propose to the Governing Council the criteria and procedures for the award and granting of the Extraordinary Doctorate Award.

Article 3. Doctoral Programme.

1.- A Doctoral Programme is a set of activities leading to the acquisition of the competences and skills necessary to obtain the degree of Doctor. It shall include the provision of transversal and specific research training activities to be undertaken by enrolled doctoral students, as well as the procedures and research lines for the development of doctoral theses and the attainment of the doctoral degree.

2.- The core activity of doctoral students shall be research. Organised activities, which will be recorded in the Doctoral Candidate's Activity Document, shall contribute to their training; these may include research seminars, practical, methodological or specialised training courses, lectures, meetings, symposia or scientific conferences, or any other type of activity established by the Doctoral Programme's Academic Committee.

3.- The activities of the Doctoral Programme may be structured through mobility programmes involving both staff and students, which shall include actions and criteria designed to facilitate national and international exchange and collaboration.

4.- Doctoral Programmes may be developed as joint programmes with other universities, in collaboration with Public Research Organisations or other bodies, institutions, foundations,

companies, and entities involved in R&D&I (public or private, national or foreign), through an agreement outlining the participation and responsibilities assumed by each party.

5.- Each Doctoral Programme shall be organised, designed, and coordinated by an Academic Committee responsible for its respective training and research activities.

Article 4. The Doctoral School.

1.- The Doctoral School is the academic body responsible for the design, proposal for verification, development, monitoring, and request for renewal of accreditation of the Doctoral Programmes at the University of Burgos.

2.- The main objectives of the Doctoral School are to ensure the highest quality of the doctoral studies offered and to oversee the transversal and interdisciplinary training of doctoral students through appropriate training activities.

3.- Proposals for the verification of a Doctoral Programme, in accordance with provisions of the applicable regulations, shall be submitted by the Doctoral School, either on its own initiative or at the request of other units competent in research matters. The proposal shall be reported on by the Research Committee and submitted for approval to the Governing Council prior to its submission to the Council of Universities.

4.- The Doctoral School may be accredited in accordance with the provisions of Royal Decree 99/2011.

Article 5. Access and admission of students.

1.- In accordance with the doctoral studies regulations established by Royal Decree 99/2011, as amended by Royal Decree 576/2023, as a general rule, access to an official doctoral programme requires possession of official Spanish Undergraduate (or equivalent) and Master's (or equivalent) degrees, provided that at least 300 ECTS credits have been completed across both sets of studies.

2.- Furthermore, individuals in any of the following circumstances may also apply:

a) Possession of official Spanish university degrees, or equivalent Spanish qualifications, provided that at least 300 ECTS credits have been completed and a Level 3 within the Spanish Framework of Qualifications for Higher Education (MECES) is accredited.

b) Possession of a degree obtained under foreign education systems within the European Higher Education Area (EHEA), without the need for official recognition (*homologation*), which accredits a Level 7 of the European Qualifications Framework, provided that said degree grants access to doctoral studies in the issuing country. This admission shall in no way imply the official recognition of the interested party's previous degree, nor its recognition for any purpose other than access to doctoral education.

c) Possession of a degree obtained under foreign education systems outside the EHEA, without the need for official recognition, following verification by the university that it accredits a level of training equivalent to the official Spanish Master's degree and grants access to doctoral studies in the issuing country. This admission shall in no way imply the official recognition of the interested party's previous degree, nor its recognition for any purpose other than access to doctoral education.

d) Possession of another Doctoral degree (PhD).

e) University graduates who, after obtaining a training place via the corresponding entrance exam for specialised health training, have successfully completed at least two years of a training programme for an official qualification in a Health Sciences speciality.

3.- The Doctoral Programme's Academic Committee may establish additional requirements and criteria for the selection and admission of doctoral students. In particular, the endorsement of a researcher as a potential Thesis Supervisor may be required.

4.- Admission to a Doctoral Programme may require the student to complete a set of bridging courses, depending on their entry profile. These courses shall preferably consist of subjects from official degrees and, in any case, shall not be activities forming part of the Doctoral Programme itself. These courses must be taken and passed within the two consecutive semesters following enrolment. These bridging courses require a favourable report from the Academic Committee, signed by the Programme Coordinator, and shall be considered as doctoral-level for the purposes of public fees, grants, and financial aid.

Article 6. Modes of Study.

1.- Doctoral students may pursue their studies either on a full-time or a part-time basis.

2.- As a general rule, the study mode shall be full-time. However, with prior authorisation from the Academic Committee responsible for the programme, doctoral studies may also be undertaken on a part-time basis.

3.- To qualify for part-time student status, candidates must be in one of the following circumstances, duly supported by appropriate documentation:

a) Engaging in professional employment.

b) Being responsible for the care of another person.

c) Being in other extraordinary situations that the programme's Academic Committee assesses as decisive for authorising part-time student status.

4.- Applications regarding the study mode may be submitted:

a) At the time of pre-enrolment, including supporting documentation if applying for part-time status.

b) Once enrolment has been completed, doctoral students may request the modification of their study commitment, from full-time to part-time or vice versa, with proper justification. The Academic Committee of the Doctoral Programme shall have the authority to approve such changes. For this procedure, the Academic Committee may request a report from the Thesis Supervisor and their Tutor.

5.- Each student shall be authorised to make only one change to their study commitment mode per academic year, which shall take effect from the date of approval by the Academic Committee.

6.- When a student undertakes both full-time and part-time study modes within the same Doctoral Programme, the total duration of their doctoral studies shall be calculated in full-time terms, proportionally adjusted to reflect the periods of each mode.

Article 7. Temporary withdrawals.

Throughout their doctoral studies, students may request from the Academic Committee of their doctoral programme the following temporary withdrawals from the programme:

1) Temporary withdrawals arising from situations of temporary incapacity, birth, adoption, guardianship for the purposes of adoption, fostering, risk during pregnancy, risk during breastfeeding and gender-based violence, or any other situation provided for in the applicable regulations. The period of such withdrawals shall interrupt the calculation of the maximum time limit for the duration of doctoral studies.

a. Applications for these temporary withdrawals from the programme shall be accompanied by the relevant supporting documentation and shall be submitted while the situation that gives rise to the withdrawal persists. Their approval shall fall within the remit of the Academic Committee, and they shall interrupt the time limit for the duration of doctoral studies.

b. The maximum duration of such temporary withdrawals shall be that established in the relevant regulations. Nevertheless, withdrawals for which no end date is specified shall be deemed to have concluded on the last day of the academic year in which they were granted.

c. Temporary withdrawal status does not exempt doctoral students from the obligation to enrol within the deadlines set for each academic year.

2) Voluntary temporary withdrawal from the doctoral programme.

a. Doctoral candidates may request periods of voluntary temporary withdrawal from the programme for a total of up to two years. Such a request must be addressed and duly justified to the Academic Committee responsible for the programme, which shall decide on whether it is appropriate to grant the request. These withdrawals

may be requested for a full academic year or for periods shorter than an academic year.

b. A doctoral student in this situation of temporary withdrawal shall be assessed by the Academic Committee of the programme within the established deadlines, except where the withdrawal has extended throughout the entire academic year or for more than 7 months, in which case the Academic Committee may classify the student as not assessable.

c. For voluntary temporary withdrawals covering a full academic year, the deadline for submitting the application shall coincide with that for the renewal of enrolment. In such cases, doctoral students shall not be required to enrol for that academic year and, if enrolment has already been completed, it shall be cancelled. If the corresponding fees have already been paid, the student shall be entitled to a refund of the enrolment fee. During this period, the doctoral candidate's record shall remain closed and the Academic Committee shall not carry out any assessment.

d. Where temporary withdrawals do not correspond to a full academic year, withdrawals may be requested for minimum periods of three months. Applications may be submitted at any time and shall take effect from their approval by the Academic Committee and in no case with retroactive effect. This situation of temporary withdrawal does not exempt doctoral students from the obligation to enrol each academic year within the official deadlines. In the case of voluntary withdrawals lasting less than 7 months, the student shall be assessed by the Academic Committee of the programme within the established deadlines.

Article 8. Continuation of doctoral studies.

1.- The duration of full-time doctoral studies shall be a maximum of four years, counted from the doctoral candidate's enrolment in the programme until the submission of the request to deposit the doctoral thesis. If, before the end of this period, it is foreseen that the request to deposit the thesis cannot be submitted, the Academic Committee responsible for the programme may authorise an extension of this period for one additional year.

2.- The Academic Committee of a Doctoral Programme may authorise doctoral studies on a part-time basis, in which case their maximum duration shall be seven years, counted from enrolment in the programme until the submission of the doctoral thesis. In this case, an extension may be authorised for one additional year.

3.- In the case of doctoral students with a recognised disability equal to or greater than 33%, the maximum duration shall be six years for full-time studies and nine years for part-time studies. In both cases, a one-year extension may be authorised.

4.- For the purpose of calculating the period of continuation on the doctoral programme, the time shall cease to be counted from the moment the request to deposit the thesis is submitted. Should the deposit not be approved owing to negative reports issued by external experts (Article 18, point 4) or due to a negative report from the corresponding Academic

Committee (Article 18, point 7), the calculation of time shall resume so that the doctoral student may implement the necessary changes. The calculation shall also resume if authorisation for the defence of the thesis is not granted following the period of public display (Article 20).

Article 9. Academic Committee

Each Doctoral Programme of the University of Burgos shall establish an Academic Committee composed of doctoral degree holders and chaired by the person acting as Programme Coordinator. This Committee shall have the composition and functions laid down in the Internal Regulations of the Doctoral School of the University of Burgos and in the Internal Operating Regulations of each Academic Committee.

Article 10. Coordinator of the Doctoral Programme.

1.- The coordination of a Doctoral Programme shall be carried out by a prominent researcher with a permanent appointment at the University of Burgos, who has obtained at least two recognised research assessment periods and has supervised two doctoral theses, and who shall be appointed by the Rector for a period of three years, on the proposal of the members of the Academic Committee and with the approval of the Steering Committee of the Doctoral School. In the event that this person holds a position for which the above-mentioned evaluation criterion does not apply, they must demonstrate merits comparable to those indicated.

2.- The person acting as Coordinator of the Doctoral Programme shall chair the Academic Committee, assume responsibility for matters relating to the quality of the Programme, and coordinate the monitoring tasks and the application for renewal of the Programme's accreditation in accordance with its Internal Quality Assurance System.

Article 11. Thesis Tutor

1.- Once the doctoral candidate has been admitted to the Doctoral Programme, the Academic Committee shall assign them a Tutor, who must hold a doctoral degree and possess accredited research experience (as defined in Article 12, point 3). The assignment shall respect, insofar as possible, the interests expressed by the doctoral candidate and the person designated to perform the tutoring duties. Both parties shall sign the Supervision Agreement accepting their rights and duties in this regard.

2.- The Tutor shall provide guidance and monitor the doctoral candidate's activities, ensuring their interaction with the Academic Committee. To this end, the Tutor shall issue an annual report on the Research Plan and the Doctoral Candidate's Activities Document prior to their submission to the Academic Committee for evaluation.

- 3.- All holders of a doctoral degree from the University of Burgos linked to the Doctoral Programme may act as Tutors. If this person also serves as the thesis Director, a single annual report shall be issued covering both the Research Plan and the doctoral student's Activities Document.
- 4.- The Academic Committee may, for justified reasons and after consulting both the student and the Tutor, modify the appointment of the Tutor.
- 5.- Thesis tutoring duties shall be recognised as teaching and research commitments for academic staff, in accordance with the university's current regulations on this matter.
- 6.- The rights and duties of the person performing the tutoring functions shall be specified in the Internal Regulations of the Doctoral School of the University of Burgos.

Article 12. Thesis Director.

- 1.- Upon admission to the Doctoral Programme, the Academic Committee shall assign each student a Thesis Director, respecting, insofar as possible, the interests expressed by the doctoral candidate and the person proposed for the direction of the thesis. Both parties shall sign the Supervision Agreement accepting their rights and duties in this regard.
- 2.- The person assuming the role of Director shall be primarily responsible for the coherence and suitability of the training activities, as well as for the impact and novelty of the thesis topic within its field. They shall also guide the planning of other activities related to the doctoral candidate's research training. To this end, they shall issue an annual report on the Research Plan and the Doctoral Candidate's Activities Document prior to their submission to the Academic Committee for evaluation.
- 3.- Spanish or foreign doctoral degree holders with accredited research experience may serve as Thesis Directors. For the purposes of these regulations, and in accordance with Royal Decree 99/2011, as amended by Royal Decree 576/2023, accredited research experience is understood to mean the possession of at least one research activity period recognised by the National Commission for the Evaluation of Research Activity (CNEAI) under Royal Decree 1086/1989 of 28 August on university teaching staff remuneration. If the person holds a position to which the aforementioned evaluation criterion does not apply, they must demonstrate equivalent merits. Verification reports may specify such equivalent merits and add further requirements for thesis direction.
- 4.- Where academic reasons, thematic interdisciplinarity, or national or international collaborative programmes (such as theses directed under joint supervision arrangements) apply, the thesis may be co-directed by more than one person. The Academic Committee may authorise co-direction by doctoral degree holders without accredited research experience, provided that at least one of the persons performing the direction role meets this requirement. In no case shall the number of Directors exceed three.
- 5.- A Director shall not direct more than five theses simultaneously across all doctoral programmes attached to the Doctoral School of the University of Burgos, regardless of whether the doctoral studies are full-time or part-time, or whether the theses are directed

by one or several persons. This maximum applies to theses directed by an individual in total, irrespective of the programmes involved. This limitation does not apply to theses whose doctoral candidates hold predoctoral grants awarded through competitive calls (such as FPU, FPI, University of Burgos scholarships or similar calls).

6.- The Academic Committee may authorise and revoke co-direction of doctoral theses for academic reasons. It may also modify the appointment of the Director or Co-Director for justified reasons, after consulting the doctoral candidate and those assuming the roles of direction and co-direction.

7.- Thesis direction duties shall be recognised as teaching and research commitments for academic staff, in accordance with the university's current regulations on this matter.

8.- The rights and duties of the thesis Director are specified in the Internal Regulations of the Doctoral School of the University of Burgos.

Article 13. Doctoral Candidate's Activities Document.

1.- The activities carried out by doctoral students within the Doctoral Programme shall be recorded in the Doctoral Candidate's Activities Document, which shall be individualised. Its format, characteristics and medium shall comply with university regulations and the specifications of each Doctoral Programme.

2.- The Doctoral Candidate's Activities Document shall be opened with the Supervision Agreement signed between the doctoral student and the University. Doctoral students shall have access to the Activities Document to record and update all activities undertaken in the context of the Programme. These records shall be authorised and certified, upon completion, by the persons performing the roles of Tutor and Thesis Director.

3.- The Doctoral Candidate's Activities Document shall include the annual reports issued by the persons performing the roles of Tutor and Director, as well as the annual evaluations conducted by the Academic Committee.

4.- Access to the Doctoral Candidate's Activities Document, for consultation and recording purposes, shall be granted to the doctoral candidate, the Tutor and Director, the Academic Committee, the Doctoral School and the Research Committee. The thesis evaluation panel shall also have access to this document during the evaluation of the thesis.

Article 14. Supervision Agreement.

1.- The supervision, tutoring and monitoring functions for doctoral students shall be set out in a Supervision Agreement, signed by the person directing the Doctoral School, on behalf of the University, as well as by the person acting as Programme Coordinator and the doctoral candidate, following their admission to the Doctoral Programme. This Supervision Agreement shall be incorporated into the Doctoral Candidate's Activities Document.

2.- The Supervision Agreement shall specify the academic relationship between each doctoral student and the University, their rights and duties, including any potential intellectual property rights arising from the research, as well as acceptance of the conflict resolution procedure.

3.- The Supervision Agreement shall also include the respective duties and rights of the Tutor, the student and the Director, for which their signatures shall be added once appointed by the Academic Committee.

Article 15. Conflict resolution procedure.

1.- Any doubts or disputes arising in relation to the parties involved in the development of the Doctoral Programme shall be brought by the interested parties, in the first instance, before the Academic Committee of the Programme.

2.- Should such doubts or disputes result in a conflict, its resolution shall fall, in the first instance, to the Doctoral School and, in the second instance, to the Research Committee, whose decisions may be appealed to the Rector. For the resolution of doubts or disputes, the University of Burgos Coexistence Regulations and the legislation in force at the time shall be taken as reference.

3.- The rights and duties of doctoral students, as researchers in training, shall comply with the European Charter for Researchers and the Internal Regulations of the Doctoral School of the University of Burgos.

CHAPTER II. Preparation and defence of the Doctoral Thesis

Article 16. Doctoral Thesis

1.- The doctoral thesis shall consist of an original research work produced by the doctoral candidate in any field of knowledge, following the format determined by the Academic Committee of the Doctoral Programme from among the possible formats established by the Research Committee.

2.- The doctoral thesis may be written and defended in the languages commonly used for scientific communication in its field of knowledge. Nevertheless, a substantial part, including the title, abstract and conclusions, must be written in Spanish.

3.- Approval of the doctoral thesis shall signify successful completion of the Doctoral Programme, the award of the doctoral degree by the University of Burgos, and full qualification for independent work in the field of R&D+i.

4.- Should a doctoral student wish to obtain the “International Doctorate” mention on the front of their degree, they must provide evidence in the Doctoral Candidate’s Activities Document of the following circumstances:

- a) Having undertaken, within activities endorsed by their Director, authorised by the Academic Committee and recorded in the Doctoral Candidate's Activities Document, one or more stays of at least three months outside Spain, pursuing studies or conducting research at one or more prestigious higher education institutions or research centres not located in the doctoral candidate's home country. At least one of these stays must last one month.
- b) Having written the doctoral thesis in part—at least the abstract and conclusions—in one of the languages commonly used for scientific communication in its field, other than the official languages of Spain. This requirement shall not apply when the stays, reports and experts mentioned in the preceding paragraph originate from a Spanish-speaking country and the thesis is written in Spanish.
- c) Having obtained at least two reports endorsing the doctoral thesis from two expert doctoral degree holders affiliated with non-Spanish prestigious higher education institutions or research centres. These experts must not be the same researchers who hosted the doctoral candidate and performed tutoring or supervision duties at the host institution.
- d) Including in the composition of the evaluation panel at least one expert doctoral degree holder affiliated with a non-Spanish higher education institution or research centre, distinct from the person responsible for the stay mentioned in section a).

Article 17. Research Plan: Project and Development of the Doctoral Thesis

1.- Within a maximum period of one year following enrolment, doctoral students shall prepare a Research Plan outlining their doctoral thesis project, including at least the methodology to be used, the objectives to be achieved, the resources and timetable required to attain them, and the language in which the thesis will be written. The Research Plan shall include a Personal Training Plan setting out the activities to be undertaken by the doctoral student to acquire various research-related skills and enhance their maturity as a researcher.

2.- The Research Plan and Personal Training Plan must be endorsed by the Thesis Director and, if different, by the Tutor, and shall be approved by the Academic Committee of the Doctoral Programme, which shall incorporate it into the Doctoral Candidate's Activities Document.

3.- Annually, the Academic Committee of the Doctoral Programme shall evaluate the Doctoral Candidate's Activities Document, their Research Plan and the development status of their doctoral thesis, based on reports issued for this purpose by the Tutor and the Thesis Director; these reports shall be consolidated into a single document where tutoring and direction roles coincide.

4.- Positive evaluation by the Academic Committee shall be an indispensable requirement for continuation in the programme. In the event of a negative evaluation, which shall be duly substantiated, the doctoral student shall be re-evaluated within six months, for which

purpose they shall prepare a new Research Plan. Should the deficiencies persist, the Academic Committee of the Programme must issue a substantiated report on the negative evaluation, following a hearing with the interested party, resulting in the definitive withdrawal of the doctoral candidate from the programme.

Article 18. Extension of the deadline for submission of the Doctoral Thesis.

1.- If doctoral students have requested an extension for the preparation of the doctoral thesis beyond the periods established in Article 8, the report from the Thesis Director on the development status of the doctoral thesis—corresponding to the fourth year from enrolment in the programme in the case of full-time dedication (sixth year in the case of recognised disability greater than 33%), or the seventh year in the case of part-time dedication (ninth year in the case of recognised disability greater than 33%)—must assess the consistency of the thesis work developed and inform the Academic Committee regarding the extension request.

2.- The Academic Committee of the Doctoral Programme, in its evaluation of the development of the doctoral thesis corresponding to the fourth year from enrolment in the programme in the case of full-time dedication (sixth year in the case of recognised disability greater than 33%), or the seventh year in the case of part-time dedication (ninth year in the case of recognised disability greater than 33%), shall decide, based on the report from the Thesis Director, on the authorisation of such extension for one additional year.

Article 19. Request for deposit of the Doctoral Thesis.

1.- Once the preparation of the doctoral thesis is complete and to initiate the procedures for its defence and evaluation, doctoral students shall submit a request to the Doctoral School for the deposit of the doctoral thesis, endorsed by their Tutor and Thesis Director, accompanied by a copy of the thesis authorised by the Director and indicating, where applicable, whether they are opting for the “International Doctorate” mention, the “Industrial Doctorate” mention, or both. It must also be accompanied by a plagiarism detection report approved by the Doctoral Programme, evidencing the absence of plagiarism. If Generative Artificial Intelligence (AI) or AI-assisted technologies have been used to enhance the language, a declaration to this effect must be included directly before the references at the end of the thesis.

2.- To deposit a thesis, a minimum of two years must have elapsed since the date of admission to the Doctoral Programme. A motivated request for exemption from this period may be submitted to the Steering Committee of the corresponding Doctoral School, with the approval of the Director, the Tutor and the Academic Committee.

3.- Within a maximum of five working days from receipt of the deposit request, the Doctoral School shall verify whether all requirements set out in these Regulations are met to proceed with the processing of the doctoral thesis. If so, the process shall continue; otherwise, it shall be returned to the doctoral student for rectification of the identified deficiencies.

4.- If the review process continues, the Academic Committee of the Doctoral Programme shall request two reports from expert doctoral degree holders in the field with accredited research experience (as defined in Article 12, point 3) who are external to the university; these reports may propose areas for improvement. If the reports are favourable but include suggestions for modification or improvement, the doctoral candidate shall also submit a response to the reports, detailing any changes made to the thesis. In this case, the reports and response shall be recorded in the Doctoral Candidate's Activities Document. If any report is unfavourable, the deposit process regulated by this article shall be halted. The process for requesting these reports and responding to them, where applicable, shall follow the steps outlined in Appendix 1. Where the "International Doctorate" mention is requested, the institutions to which the external experts belong must not be Spanish.

5.- Within a maximum of fifteen working days from receipt of the favourable reports and, where applicable, the response to them, the Doctoral School shall assess the suitability of the work as a doctoral thesis, concluding with approval or denial of continuation of the procedures, with a record thereof in the Doctoral Candidate's Activities Document.

6.- To conduct the assessment referred to in the preceding point, the Doctoral School shall request the Academic Committee to provide a report on the doctoral thesis and its future archiving, to be submitted within a maximum of 15 working days. This report shall be binding; if negative, it must substantiate the reasons and indicate the necessary changes to the doctoral thesis for approval.

7.- In the event of denial of continuation of the procedures, which must be duly substantiated, the Doctoral School shall inform the doctoral student of the avenues available to adequately correct their doctoral thesis before submitting a new deposit request.

8.- If the deposit of the thesis is not authorised, the doctoral student may lodge a complaint with the Doctoral School, which shall make the final decision. Against the resolution of the Doctoral School, an appeal may be lodged with the Rector, where applicable.

9.- For the purpose of calculating the period of continuation on the doctoral programme, time shall cease to be counted from the moment of submission of the deposit request. Should the deposit not be approved due to a negative report from any of the experts (point 4) or from the corresponding Academic Committee (point 7), the time calculation shall resume. The calculation shall also resume if authorisation for the defence of the thesis is not granted following the public display period (Article 20)

Article 20. Public display of the Doctoral Thesis

1.- Once the deposit of the doctoral thesis has been approved, the Director of the Doctoral School shall immediately open a public display period of ten working days, during which any doctoral degree holder may examine the thesis and, where appropriate, submit any considerations deemed relevant regarding its content, ensuring the maximum institutional dissemination of this public display. To this end, a copy of the thesis shall be sent via the

University of Burgos electronic registry to the Doctoral School. Once the public display has begun, the thesis may not be modified.

2.- The electronic copy shall be incorporated into the University of Burgos Institutional Repository (RIUBU) so that it may be consulted by any researchers who wish to do so.

Article 21. Authorisation for the defence of the Doctoral Thesis

1.- If the public display period of the doctoral thesis concludes without any considerations being received, the Director of the Doctoral School shall authorise its defence. Where such considerations are received, within a maximum of five working days from the end of the public display period, the Doctoral School shall decide, based on the information regarding the doctoral thesis contained in the Doctoral Candidate's Activities Document and, where applicable, the considerations received, whether to authorise or not the defence of the doctoral thesis. The authorisation for defence shall indicate whether the candidate is opting for the "International Doctorate" mention, the "Industrial Doctorate" mention, or both.

2.- For the defence to be authorised, it is a necessary condition that the Doctoral Candidate's Activities Document be duly updated with all activities. This document must be on file in the student's record (Virtual Secretariat platform).

3.- The decision regarding authorisation of the defence shall be incorporated into the Doctoral Candidate's Activities Document. Where authorisation is not granted, the reasons justifying such decision shall be stated and, where possible, the appropriate procedure to remedy the identified deficiencies shall be indicated before a new deposit request is submitted. Nevertheless, the doctoral student shall have fifteen calendar days to submit allegations, on the basis of which the Director of the Doctoral School, following a report from the Academic Committee of the Doctoral Programme, may definitively authorise or deny the public defence of the thesis, notifying the student, the Director and the Tutor. Against the resolution of the Doctoral School, an appeal may be lodged with the Rector, where applicable.

4.- Once the defence of the doctoral thesis has been authorised, the doctoral student shall pay the corresponding fees at the administrative service competent in doctoral matters. Failure to pay such fees in full within the stipulated period shall constitute grounds for withdrawal of the defence request, following a resolution as provided for in Articles 68 and 21 of Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations, and shall result in the closure of the student's file.

Article 22. Doctoral Thesis Panel

1.- Once the public display period of the doctoral thesis has elapsed, the Academic Committee responsible for the Doctoral Programme, having consulted the Thesis Director, shall submit to the Doctoral School a proposal for the panel that will judge the doctoral thesis, accompanied by a reasoned report on the suitability of each and every proposed member. The proposal shall specify the roles of president and secretary of the panel.

2.- The panel shall consist of three full members and two substitutes, all holding a doctoral degree and possessing accredited research experience (as defined in Article 12, point 3). At most, one full member may be affiliated with the University of Burgos or institutions collaborating in the Doctoral Programme. In no case may the Thesis Director or the Tutor form part of the panel, except in cases of theses presented under bilateral joint supervision agreements with foreign universities that expressly provide for this.

3.- The composition of the aforementioned five panel members must ensure a balanced representation of women and men, as stipulated in the First Additional Provision of Organic Law 3/2007 of 22 March on Effective Equality between Women and Men.

4.- Based on the proposal, the Doctoral School shall appoint the panel members and authorise the defence of the doctoral thesis.

5.- In the event of justified resignation by a full panel member, the president shall replace them with one of the substitutes.

6.- The thesis panel shall be considered duly constituted once the Doctoral School receives acceptance from at least the full members of the panel. Once designated and constituted, the Doctoral School shall notify the Academic Committee responsible for the Doctoral Programme. From that point, the doctoral student shall submit to the Academic Committee of the Doctoral Programme the copies of the thesis which, after verifying that they match the deposited version, shall be forwarded to the panel members by the body responsible for the programme.

Article 23. Defence and Evaluation of the Doctoral Thesis

1.- The defence of the thesis shall be convened by the president and notified by the secretary to the Doctoral School with a minimum notice of 10 calendar days prior to its holding. It shall take place in a public session and shall consist of the doctoral candidate's presentation and defence before the panel members of the research work carried out, the methodology, content and conclusions, with special reference to the original contributions.

2.- The panel members shall pose to the doctoral candidate any questions they deem appropriate. Doctoral degree holders present at the public event may pose questions at the time and in the manner indicated by the president of the panel.

3.- The Doctoral Candidate's Activities Document, together with the documentation generated during the deposit and prior evaluation process, shall be made available to the thesis panel members at the defence. This documentation shall not contribute to a quantitative score but shall serve as a tool for qualitative evaluation.

4.- Where doctoral theses meet the conditions for the "International Doctorate" mention, the defence must take place at the University of Burgos or, in the case of joint doctoral programmes, at any of the participating universities under the terms set out in the collaboration or joint supervision agreements.

5.- Following the defence of the thesis, the panel shall issue a report and the overall grade awarded to the thesis in terms of “Fail”, “Pass”, “Merit” or “Distinction”. Where the overall grade is “Distinction”, each panel member may propose the “cum laude” mention and shall cast a secret vote to this effect.

6.- In a separate session, after the public defence of the Doctoral Thesis, the president of the panel shall open the envelopes and, in the event of unanimous favourable votes for the “cum laude” mention, shall notify the doctoral candidate, the Thesis Director, the Academic Committee of the Doctoral Programme and the Doctoral School.

7.- The evaluation report, grade and, where applicable, the “cum laude” mention of the doctoral thesis shall be incorporated into the Doctoral Candidate’s Activities Document by the corresponding administrative staff, thereby closing this record.

Article 24. Doctoral Theses Subject to Intellectual Property Protection or Technology/Knowledge Transfer Processes

1.- Once the preparation of the doctoral thesis is complete, and where exceptional circumstances exist—as determined by the Academic Committee of the Programme, such as collaboration with companies in the preparation of the thesis or the potential generation of patents arising from its content—doctoral students may request the Doctoral School to withhold publication of aspects deemed subject to protection, both during the public display and prior evaluation process and during the public defence of the thesis.

2.- Such a request shall only be accepted where it is demonstrated to be absolutely essential for the success of the protection or transfer process or where a confidentiality agreement exists with an entity involved in the preparation of the thesis.

3.- The Doctoral School shall rule on the aforementioned request, notifying the decision to the doctoral candidate and, where applicable, to the persons who have performed the direction and tutoring of the thesis.

4.- Acceptance of the request for restricted publicity by the Doctoral School shall cover the following aspects:

- a) Members of the thesis panel must sign the relevant confidentiality agreements.
- b) During the public display period, the doctoral thesis may be reviewed under the terms expressly determined by the Doctoral School.
- c) Where applicable, the public defence may be restricted in the parts covered by the confidentiality agreement referred to in point 2.
- d) Dissemination of electronic files in institutional repositories, as well as those of the Ministry, shall be suspended for the period necessary for protection.

Article 25. Doctoral Theses under Joint Supervision Arrangements

- 1.- Doctoral theses may be undertaken under a joint supervision modality, for which it is essential that a General Protocol of Procedure for theses under joint supervision be signed between the University of Burgos and one or more universities, none of which may be Spanish.
- 2.- Following the signing of the General Protocol, a specific Joint Supervision Agreement must be signed, which shall necessarily determine the conditions under which stays or activities will be conducted at the signatory universities, the objectives to be met during them, as well as the procedures for the prior public disclosure of the thesis, the conduct of its defence, and the composition of the panel, which shall in any case be subject to the determination of the Doctoral School.
- 3.- In any event, to benefit from a joint supervision agreement, doctoral students must have fulfilled the training conditions referred to in Article 5, point 2, of these regulations, as an indispensable requirement for undertaking the training and research development stay that is the object of the joint supervision agreement.
- 4.- Following the successful defence of the doctoral thesis, the doctoral student shall obtain a doctoral degree from each of the institutions signing the agreement.
- 5.- Stays established by joint supervision agreements shall not be valid for the purposes of obtaining the international doctorate mention. Therefore, the stays required to obtain the doctorate with the international mention, as referred to in Article 16, must be undertaken in countries other than those of the institutions signing the joint supervision agreement.

Article 26. International Doctorate Mention.

- 1.- The doctoral degree may include the “International Doctorate” mention on its front side provided that the following circumstances are met:
 - a) During the training period required to obtain the Doctor’s degree, the doctoral candidate has undertaken one or more stays of at least three months’ duration outside Spain at one or more prestigious higher education institutions or research centres and, as a general rule, other than those of their home country, in order to complement and strengthen their research training. Where multiple stays are undertaken, at least one must have a minimum duration of one month. The stay and activities must be endorsed by the Director and the Tutor, authorised by the Academic Committee, and justified by the host institution, and shall be incorporated into the Doctoral Candidate’s Activities Document. The host institution must have at least one researcher responsible for or tutoring the stay.
 - b) Part of the doctoral thesis—at least the abstract and conclusions—has been written and presented during the defence in one of the languages commonly used for scientific communication in its field of knowledge, other than any of the official languages of Spain. This requirement shall not apply where the stays, reports and experts originate from a Spanish-speaking country.

c) The two expert informants of the thesis referred to in Article 19.4 of these regulations belong to a non-Spanish higher education institution or research institute. These experts must not be the same researchers who performed tutoring duties at the host institution.

d) At least one expert holding a doctoral degree, affiliated with a non-Spanish higher education institution or research centre and distinct from the person responsible for the stay mentioned in section a), has formed part of the thesis evaluation panel.

Article 27. Industrial Doctorate Mention.

1.- This mention shall be obtained by undertaking doctoral studies in collaboration with the social and economic fabric, with the aim of promoting collaboration and the transfer and exchange of knowledge between the academic world and the social and economic sphere, whether public or private. The “Industrial Doctorate” mention may be awarded provided that the following circumstances are met:

a) The thesis has developed a research project of industrial, commercial, social or cultural interest for an entity, public or private company or public administration. Universities, public research organisations (national or regional) and university hospitals are excluded. Exceptionally, this mention may be pursued at any of these institutions, except universities, provided that the content of the thesis is predominantly applied. The direct relationship between the doctoral thesis and the work carried out by the doctoral candidate at the entity or company must be formalised in a scientific-technical report, which must be approved by the Academic Committee of the Doctoral Programme.

b) A collaboration agreement has been signed between the entity, company or public administration and the university for the academic development of the doctoral thesis, which shall establish, at a minimum, the obligations of the parties and any industrial property rights that may arise.

c) The doctoral candidate has been employed by the entity, company or public administration where the research project is developed for at least one year during the course of the thesis, with a substantial part of the thesis being carried out at that entity, company or public administration.

2.- The doctoral candidate shall have a thesis tutor designated by the university and a person responsible designated by the entity, company or public administration, who may, where applicable, serve as the Thesis Director in accordance with current regulations. In no case may the person responsible designated by the company form part of the thesis evaluation panel.

3.- Where confidentiality clauses prevent the publication of fundamental parts of the doctoral thesis, partial or total exemption from the obligation to pre-publish works may be requested, should the doctoral programmes require such publications. This exemption must be requested from the Academic Committee of the Doctoral Programme, which shall

submit a report to the Doctoral School with the response to the request (“not granted”, “granted” or “partially granted”).

Article 28. Archiving of the Doctoral Thesis.

1.- Once the evaluation of the thesis has been completed with a favourable grade (“Pass”, “Merit” or “Distinction”), the service responsible for the University’s institutional repository shall handle its archiving in open electronic format, under the terms specified in the document submitted by the doctoral student, with the authorisation of their Director, at the time of deposit. Likewise, it shall send, in electronic format, a copy of the thesis, together with any complementary information required, to the Ministry of Universities for publication in a national repository managed by the General Secretariat of Universities.

2.- Doctoral students may opt to archive a complete digital copy of their thesis. However, in special circumstances determined in the corresponding report from the Academic Committee of the Doctoral Programme, related to the existence of legitimate editorial, commercial or industrial interests that may be prejudiced by the public disclosure of the thesis results, doctoral students may opt to archive a reduced version of the thesis. In the latter case, the information to be archived about the thesis, endorsed by their Director, must essentially match that of the full text and ensure non-disclosure of the aspects in conflict, such that restrictions on archiving the thesis are limited to those strictly necessary to safeguard the aforementioned interests.

Article 29. Extraordinary Doctoral Award.

1.- The extraordinary doctoral award is a recognition of the quality of the contributions made by the doctoral thesis in the field of research. Doctoral theses awarded the “cum laude” mention and unanimously proposed for the “extraordinary award” by the thesis panel may be eligible for this recognition, at the request of their authors.

2.- In each academic year, one extraordinary doctoral award may be granted for every ten doctoral theses defended in each Doctoral Programme or fraction thereof. To this end, a panel shall be established in each of the following fields of knowledge: Sciences, Health Sciences, Social and Legal Sciences, Arts and Humanities, and Engineering and Architecture.

3.- The criteria for awarding it shall be governed by the regulations in force approved by the University in this matter.

Article 30. Thesis by Compilation.

1.- The doctoral thesis may also consist of the compilation into a single volume of research papers published by the doctoral candidate in relevant scientific media within their field of knowledge.

- 2.- The articles comprising the doctoral thesis must have been published or accepted for publication with a date subsequent to enrolment in the doctoral programme.
- 3.- Where the publication has been authored by multiple authors in addition to the doctoral candidate, a declaration from the other authors must be attached stating that they have not submitted and will not submit such publication in another doctoral thesis.
- 4.- In this modality, the thesis must include a report summarising the content of each article, the coherence and thematic connection of the underlying research among the articles (whether through the methodology employed, the issues addressed, etc.), and the doctoral candidate's contribution to their preparation, which must always be significant. Likewise, the thesis must include the articles, either integrated as chapters of the thesis or as an appendix.
- 5.- For subsequent publication of the thesis in repositories, a version shall be submitted alongside the full thesis in which those publications for which the publisher has not authorised online publication are replaced by a page containing the full reference, abstract and DOI (Digital Object Identifier) of the scientific article. This version is the one that shall be published openly in the University of Burgos Repository.
- 6.- The minimum number of articles required to submit a thesis in this modality is three. Nevertheless, the academic committees of the various programmes may establish additional conditions regarding the quality or number of papers.
- 7.- In the case of doctoral programmes related to fields where ANECA may consider certain patents as preferred contributions, those that have been successfully exploited outside the institutions and persons involved in the thesis may be included in the compilation. The corresponding section of the manuscript shall present, in scientific-technical language, the details of each patent, evidence of its external exploitation and the impact achieved. The doctoral candidate must have made a significant contribution as inventor, and there must be at least two scientific articles within the compilation.

ADDITIONAL PROVISIONS

First additional provision. Inter-university and International Programmes for the Award of Double Degrees. The University of Burgos may enter into agreements with other Spanish and foreign universities and higher education institutions to award double doctoral degrees, in accordance with the applicable legislation for each degree. Such agreements must be submitted for approval by the Governing Council.

Second additional provision. Procedures. The Research Committee shall be responsible for proposing and approving procedural guidelines for the implementation of these Regulations, in accordance with any protocols that may be established by the relevant educational authorities and university quality agencies. In particular, it shall keep updated

a Good Research Practice Guide, criteria and guidelines for the academic management of doctoral programmes, and a Support Guide for preparing the verification report for doctoral programme applications.

Third additional provision. Physical Medium for Documentation and Doctoral Thesis. Documents to be submitted in the procedures outlined in these regulations for doctoral programmes and theses, including the copy of the thesis itself to be deposited, shall be presented in electronic format wherever possible, endorsed by the corresponding electronic signature. To the extent that electronic administration is implemented, all documentation must be submitted obligatorily in electronic format.

TRANSITIONAL PROVISION

First transitional provision. Doctoral candidates who began their doctoral studies prior to the entry into force of Royal Decree 576/2023 of 4 July, which amends Royal Decree 99/2011 of 28 January regulating official doctoral programmes, shall be subject to the doctoral regulations in force at the time their studies commenced. Nevertheless, the provisions regarding the thesis panel, deposit procedure, defence and evaluation of the doctoral thesis, and the awarding of the extraordinary doctoral prize shall be those set out in these regulations.

REPEALING PROVISION

Sole Repealing Provision. Repeal of Previous Regulations. The Doctoral Regulations of the University of Burgos, approved by agreement of the Governing Council on 13 December 2012, are hereby repealed.

FINAL PROVISION

Sole Final Provision. Entry into Force. These regulations shall enter into force on the day following their publication in the «Boletín Oficial de Castilla y León».

APPENDIX 1.

Procedure for Evaluation of the Thesis by Two External Experts.

As indicated in Article 19 of the University of Burgos Doctoral Regulations, once the Academic Committee of the Doctoral Programme has positively assessed the suitability of the work as a doctoral thesis and reflected this in a positive report, prior to its public display, it shall request a report on the quality of the thesis from two external evaluators. (Art. 19, point 4).

The two expert evaluators shall be proposed by the Academic Committee of the corresponding doctoral programme. The two experts must possess accredited research experience in the field of the doctoral thesis.

The process for requesting these reports and, where applicable, responding to them shall follow these steps:

- 1. An email shall be sent from the Doctoral School to the experts asking whether they agree to evaluate the thesis and commit to doing so within one month. If any of them fails to respond within 7 calendar days or responds negatively, the Academic Committee shall be requested to propose another expert in their place.
- 2. Once positive responses have been received from both experts, copies of the thesis and report forms shall be sent to them. The report must include general comments on the quality and contribution of the thesis. Based on these general comments, a recommendation must be made: Positive/Acceptance or Negative/Rejection. A positive recommendation indicates that the thesis is recommended as it stands, or with minor or moderate changes—that is, changes that do not affect the overall structure of the thesis and can be implemented in a short time. A negative recommendation means that either the quality and/or contribution of the thesis is unsatisfactory, or that it requires profound and substantial changes that would necessitate a significant period of time for correction. The final recommendation may, where applicable, include aspects for improvement.
- 3. In the event of a negative recommendation from any of the evaluators, the deposit process shall be halted, as established in Article 19, point 4. The interested party may avail themselves of the provisions in Article 19.8.
- 4. In the case of a positive recommendation, this may be “without changes or with very minor changes” or “with moderate changes”. Where both evaluators issue a positive recommendation of “without changes or with very minor changes”, the doctoral candidate shall, where applicable, make the suggested modifications. This concludes the process of requesting reports from external evaluators and allows continuation of the thesis deposit process (Article 19, point 5).
- 5. Where both evaluators issue a positive recommendation but one or both specify “with moderate changes”, the doctoral candidate shall send a revised version to the corresponding evaluator(s) (those who recommended “with moderate changes”), accompanied by responses to the evaluator’s comments and queries. The evaluators shall have one month to issue a new recommendation. This process concludes when both evaluators have issued a positive recommendation of “without changes or with very minor changes” (in which case the deposit process continues) or when one of the evaluators issues a negative recommendation (in which case the deposit process is halted).