

SUPERVISION OF THE THESIS AND MONITORING OF THE DOCTORAL CANDIDATE

Pursuant to **Royal Decree 576/2023 of 4 July**, the monitoring of the Doctoral Programme is the responsibility of the Academic Committee, in accordance with the Doctoral Studies Regulations approved by the Governing Council on 16 July 2025. Said regulations establish the following:

Article 52. Training and research activities

Research training activities shall consist of courses, workshops, seminars and similar activities, and shall be distributed throughout the training period. They shall have the following characteristics:

- a. **Transversal training activities:** common to all doctoral programmes in accordance with the competencies defined therein. These shall be established and organised by the Doctoral School and shall in all cases include training in ethics and the values of Universidad Loyola Andalucía, as determined. The temporal planning of the activities of each programme must ensure compatibility of transversal activities across programmes.
- b. **Specific activities:** organised by the Doctoral School at the proposal of the Academic Committee of each programme, with the aim of enabling the acquisition of competencies related to the specific contents of each programme.
- c. **Research activities proper:** participation in international conferences, publication of scientific articles, participation in research or knowledge-transfer projects, etc.
- d. Training and research activities must foster the internationalisation of students, preferably through stays at other universities or centres, the international mention of the doctoral thesis, co-supervision by foreign PhD holders, participation in international research projects, etc.
- e. All training and research activities shall have an equivalent number of hours and shall be recorded in the doctoral candidate's activity document.

Article 53. The Academic Committee of the doctoral programme

1. The Academic Committee shall be composed of the following persons:
 - a. The coordinator of the doctoral programme, who shall convene and chair the committee.
 - b. The teaching and research staff responsible for or endorsing each

- of the programme's research lines.
- c. Persons responsible for research groups, departments, research institutes or other entities linked to the programme may be invited to attend with voice but without vote.
2. The Academic Committee may be dissolved by the Rector upon proposal of the Director of the Doctoral School.
 3. The functions of the Academic Committee are as follows:
 - a. To inform the Director of the Doctoral School about candidates to be admitted to the doctoral programme, as well as any supplementary training required where the admitted candidate's profile so demands, such training being mandatory to acquire the competencies necessary prior to the development of the doctoral thesis.
 - b. To collaborate with the programme coordinator in the design and planning of training and research activities.
 - c. To propose to the Director of the Doctoral School the appointment of the doctoral candidate's tutor and, after hearing the doctoral candidate, any modification thereof where justified reasons exist.
 - d. To propose to the Director of the Doctoral School the appointment of the thesis supervisor or co-supervisor and, after hearing the doctoral candidate, any modification thereof where justified reasons exist.
 - e. To carry out the annual evaluation of the training plan, the research plan or progress report, and the doctoral candidate's activity document.
 - f. To review the documentation submitted by the doctoral candidate and authorise or not the defence of the doctoral thesis, issuing a reasoned report on its decision.
 - g. To authorise, where appropriate, the proposed examination committee.
 - h. Any other functions assigned by the applicable regulations.

Article 56. Supervision of the doctoral thesis

1. The thesis supervisor has ultimate responsibility for the coherence and suitability of the training activities, for the impact and novelty of the thesis topic in its field, and for guidance in planning and, where applicable, its alignment with other projects and activities in which the doctoral candidate is involved.

2. Any person who holds a PhD and has accredited research experience may act as thesis supervisor at Universidad Loyola, regardless of the university, centre or institution at which they provide services.
3. The thesis supervisor must meet at least one of the following criteria:
 - a. Accredited experience in doctoral thesis supervision, having supervised at least one doctoral thesis in the last five years that obtained the highest grade and resulted in at least one article published in a journal indexed in the Journal of Citation Reports (JCR) in either of its sections (SCIE or SSCI).
 - b. Accreditation of an active six-year research evaluation period (sexenio) or its equivalent.
 - c. Accreditation of having been, in the last five years, principal investigator, work package coordinator or national coordinator of a European Union research project.
4. A thesis may be co-supervised by other PhD holders, subject to prior authorisation by the Academic Committee, which may subsequently revoke such authorisation if, in its judgement, the co-supervision does not benefit the development of the thesis.
5. A doctoral thesis may have up to two co-supervisors, subject to evaluation and approval by the programme's Academic Committee.
6. The doctoral candidate, the supervisor or the co-supervisor may, within the period determined and always prior to the deposit of the doctoral thesis, request a change of supervision from the Academic Committee. The request must be justified, and the Academic Committee shall decide within a period of fewer than 15 working days, proposing, where appropriate, a new supervision and/or co-supervision arrangement.
7. A thesis supervisor who is not affiliated with Universidad Loyola Andalucía must undertake to maintain their link with the corresponding doctoral programme until the thesis defence.

Likewise, the **Code of Good Practice**, updated on 27 September 2024, aims to help guarantee the rights and duties of doctoral candidates, tutors and supervisors. This guide establishes the responsibilities of all persons and entities involved in scientific research and clarifies what is expected of them. Specifically:

4. The doctoral candidate's tutor

The tutor is a researcher whose mission is to guide the doctoral candidate throughout their learning process. The tutor acts as a “mentor” of the doctoral candidate's research career and is responsible for their comprehensive training as a scientific professional.

The programme's Academic Committee shall assign a tutor to each doctoral candidate.

The tutor shall advise students from both an academic and administrative perspective to ensure that their research work is carried out with maximum guarantees. A tutor may be assigned one or several doctoral candidates. The tutor's responsibilities are as follows:

1. To inform and advise the doctoral candidate on the functioning of the programme and on the academic planning of the Doctoral School.
2. To inform about the doctoral candidate's expectations, preferences, aptitudes and capacities so that the guidance provided is effective.
3. To guide the doctoral candidate in their training.
4. To guide the doctoral candidate in the selection of the thesis topic and the thesis supervisor(s), and to inform the latter of the outcomes of the guidance process.
5. To assist the doctoral candidate in administrative procedures.
6. To inform about the university's research resources and advise on their use.

Whenever necessary, the tutor shall act as mediator between the doctoral candidate and the supervisor(s), particularly in the event of conflicts arising during the research process.

5. The doctoral thesis supervisor

The thesis supervisor is a researcher whose mission is to guide the doctoral candidate's research process and scientific output until it culminates in the defence of the doctoral thesis. The supervisor (there may be up to three) must:

1. Establish criteria for candidate selection in accordance with university regulations.
2. Organise a programme of meetings with the doctoral candidate to plan immediate research activities.

3. Be aware of the competencies, skills and attitudes the doctoral candidate must acquire during the process and monitor them periodically.
4. Assist the doctoral candidate with selection of the research topic, development of a realistic work plan, drafting of annual reports, interpretation of the quality standards required to obtain the doctoral degree, understanding the ethical dimension of scientific research, and ultimately securing external funding for their activities (scholarships, R&D&i projects, research stays, etc.).
5. Inform the doctoral candidate of expectations regarding research outcomes.
6. Advise on the doctoral candidate's participation in academic activities of the Doctoral School and other scientific activities.
7. Maintain a constructive and professional relationship with both the doctoral candidate and the wider academic community.
8. Where there is more than one supervisor, clearly define which one will carry out the supervisory role referred to in section 3.
9. Be informed of the applicable regulations and guide the doctoral candidate accordingly in order to ensure a high academic and ethical standard.
10. Ensure that the doctoral candidate submits all required reports and documents on time.
11. Provide, in the event of prolonged absence, mechanisms to ensure continued supervision of the doctoral candidate.
12. Ensure that the work carried out is original. In cases of suspected plagiarism, the supervisor shall inform the Academic Committee.
13. Seek the widest possible dissemination of results in indexed journals.
14. Guide the doctoral candidate regarding available career opportunities.

The activities carried out by doctoral candidates in the Programme shall be assessed annually in accordance with Royal Decree 576/2023 and the General Academic Regulations.

All students must submit an **Annual Training Plan**, which records the training to be undertaken by the doctoral candidate during the academic year. This plan consists of training activities offered by the Doctoral School, whether transversal or specific, as well as external activities (conferences, publications, etc.).

To define the activities to be undertaken, the doctoral candidate must meet with the tutor and/or supervisor, during which the corresponding forms will be completed according to the year of enrolment. The Doctoral School shall provide the necessary means for submission.

As indicated in Article 2.5 of Royal Decree 576/2023, which regulates official doctoral studies, the **doctoral candidate's activity document** is understood to be the individual record for monitoring such activities, materialised in the corresponding medium. The thesis supervisor and tutor shall review this document, and the Academic Committee shall evaluate it annually.

Research Plan and Progress Report

In accordance with the applicable regulations and as set out in Article 11.6 of Royal Decree 576/2023 of 4 July—amending Royal Decree 99/2011 of 28 January, Royal Decree 1002/2010 of 5 August, and Royal Decree 641/2021 of 27 July—before the end of the first year from the date of enrolment, the doctoral candidate, with the assistance of their supervisor and tutor, shall prepare a document including a research plan and a personal training plan. The research plan shall include at least the methodology to be used, the objectives to be achieved, and the means and timeline for achieving them. The personal training plan shall include a forecast of the various training activities to be undertaken during the doctoral thesis (courses, delivery of seminars, mobility actions, etc.). This document may be improved and detailed throughout the candidate's stay in the programme and must be endorsed by the supervisor and the tutor. In the case of doctoral candidates with an Industrial Mention, the provisions of Article 15 bis shall also be taken into account.

In subsequent years, the doctoral candidate shall indicate the progress made in the research project and justify, where appropriate, any modifications to the initial plan through a **Progress Report**. As established in Article 55, sections 7 and 8, of the General Academic Regulations:

7. Each doctoral student in their second and subsequent academic supervision periods must, before the end of the year, prepare a progress report endorsed by their thesis supervisor and tutor, including at least the following aspects: monitoring of the timeline and development of the thesis.
8. The Academic Committee's evaluation of the research plan or progress report, together with the reports issued by the supervisor and the tutor, may be favourable or unfavourable. In the latter case, the doctoral candidate shall be requested to submit a new research plan or progress report within six months. If the evaluation remains unfavourable or the document is not

submitted, the Academic Committee shall issue a reasoned report justifying the definitive withdrawal of the doctoral candidate from the programme.