



GUIDE FOR INTERNATIONAL MOBILITY DOCTORATE

COMILLAS INTERNATIONAL
DOCTORAL SCHOOL (EID)



COMILLAS
UNIVERSIDAD PONTIFICIA

ICAI

ICADE

CIHS

INDEX

- 1. INTRODUCTION**
- 2. OUTGOING STUDENTS**
 - 2.1 Research Stays and International Mention**
 - 2.2 International Co-Direction**
 - 2.3 Financial Aid**
- 3. INCOMING STUDENTS**
 - 3.1 Research Stays**
 - 3.2 International Co-Direction**
 - 3.3 Financial Aid**

1. INTRODUCTION

Comillas Pontifical University firmly believes in the benefits of international mobility in university studies, as it has been demonstrating for a long time in its Bachelor's and Master's programs. International mobility develops very valuable skills in students, which are highly appreciated by their future employers. By promoting it Comillas aims at developing a wide network of contacts with international universities and facilitating mobility for students.

In doctoral studies, mobility also makes an essential contribution to improve the quality of the research, by contrasting it with that of other international groups. In fact, it can be argued that, in most academic disciplines, quality research should be global and not local, carried out within an international research community. In fact, this is recognized by the Spanish doctoral regulations (as well as other international ones), establishing different figures to value this mobility.

To this end, Comillas wants to promote the international mobility of its doctoral students and also welcome international ones. The Comillas International Doctoral School has prepared this guide to indicate the different possible modalities for carrying out this mobility, as well as the necessary procedures and requirements.

The options available for both Comillas Pontifical University students (outgoing) and doctoral students from any other international institution (incoming) are detailed below. We trust that you will find all the necessary information in this guide. If you have any doubt you can email us at escueladoctorado@comillas.edu.

2. OUTGOING STUDENTS

2.1 Research Stays and International Mention

The doctoral student must evaluate with his supervisor the convenience of carrying out one or several research stays, from the point of view of improving the quality of his research (and therefore in terms of the contribution of the international supervisor to it), and also from the point of view of developing relationships with other international researchers.

In case of agreeing on the convenience of the same, the possible institutions in which to carry out the stay should be explored, fundamentally from personal contacts either from the director, or from other members of the research group, or, in some cases, through the institutional relations of the University. In any case, it is recalled that in order to achieve a profitable stay, it is essential to have a solid research relationship with the supervisor at the destination institution, or else with a clear interest on his part.

For these purposes, the International Relations Service (hereinafter, the SRI), and in particular the international coordinators of the centers, can provide a list of universities with which we have an agreement that covers doctorates or research, but they will hardly be able to help in the establishment of personal relationships such as those described above.

Requirements

The International Mention will appear in the PhD degree provided that:

- The doctoral student has completed one or several stays during at least 3 months outside of Spain at one or several prestigious higher education institutions or research centers, studying or carrying out research work. In case of several stays, at least one of them must have a minimum duration of one month. The stay and the activities must be endorsed by the Director and authorized by the Academic Committee, and will be included in the doctoral student's activities document.
- Part of the doctoral thesis, at least the summary and conclusions, has been written and presented in one of the usual languages for scientific communication in its field of knowledge, other than any of the official or co-official languages of Spain. This rule will not apply when the stays, reports and experts come from a Spanish-speaking country. These experts cannot be the supervisors of the stay in the host institution.
- That the thesis has been informed by a minimum of two expert Doctors belonging to a non-Spanish Higher Education institution or research institute.

- That the thesis has been informed by a minimum of two expert Doctors belonging to a non-Spanish Higher Education institution or research institute.

Procedure

Once the institution, the supervisor, and the work to be carried out have been identified, the stay must be formally requested.

Application for the stay

- The supervisor(s) of the thesis must request authorization for each doctoral international stay by means of a report addressed to the Academic Committee of the Doctoral Program endorsing it.
- The Academic Committee may authorize the stay by means of the corresponding model (See [Application for Authorization of International Stay](#)).

Before the stay

- Once each stay has been authorized, the student may apply for internal or external aids. If the student is an IEF from Comillas, he/she will register the stay in the [Mobility Portal](#), where it is also possible to apply for financial aid.
- If you require a visa, you must request the information from the destination university, which must provide you with the necessary documents to apply for the visa. This process should be done with enough time. In case any contact with the Spanish Ministry of Foreign Affairs is necessary, the SRI can provide it. The SRI can also advise on the need for a visa or the procedures necessary to obtain it.
- It is the responsibility of the student to manage their accommodation at the destination university, since even if there is an agreement, these do not include this management. Likewise, he/she must manage the corresponding medical insurance.
- In the event that there is no agreement with the destination university, it is advisable to promote the signing of one that covers the stay and other future ones. In this case, it will be necessary to notify the International Relations Service to monitor the management (See [International Stay Agreement Template](#)). The agreement must be promoted by the corresponding program, it must have the approval of the Vice Rector with competence in PhD matters, and his signature must be communicated to the Academic Committee of the program. The management of the agreement for the university repository will correspond to the person in charge of the Center for these issues, who must therefore be informed of the agreement by the person in charge of the program.

After the stay

- Once each stay is over, the doctoral student must register it on the iPDI portal in the *Activities > Stays at other universities* section, attaching an official report

from the host university, signed by their tutor, and specifying the duration of the stay and briefly describing the work done.

- In the event of having received any mobility grant from the Comillas Pontifical University, the requirements for the delivery of documentation established in the corresponding grant procedure must also be met.

Once the checks have been carried out by the Academic Committee of the Doctoral program, the International Mention box will be checked in the resolution on the application for admission to deposit of the doctoral thesis. Once the diploma has been issued, the obverse will contain the mention “International Doctorate”.

2.2 International Co-Direction

The thesis can be carried out under International Co-Direction (which includes a Dual Degree), as long as it meets the requirements described below. In any case, it must always be previously formalized by means of a Co-Direction Agreement (See [Agreement Co-Direction Thesis Dual Degree Template](#)).

The doctoral student must be enrolled in both institutions and meet the requirements of both doctoral regulations.

- The thesis should not be framed in a joint program.
- The thesis must be supervised by two or more doctors from Comillas Pontifical University and from a foreign institution.
- The doctoral student must have completed a minimum stay of 6 months in a foreign institution, either in a single period or in several.
- A Co-Direction Agreement with Dual Degree of the thesis must have been formalized between both universities, which determines the supervision of the thesis by said doctors, the activities to be carried out by the doctoral student and the terms of the stay in the foreign institution. The agreement may establish the possibility that one of the institutions exempt the doctoral student, totally or partially, from the fees.

Procedure

As in the case of the International Mention, the institution, the supervisor and the work to be carried out must be identified.

The corresponding stays at the destination university must be registered in the [Mobility Portal](#).

The agreement must be promoted by the corresponding program, it must have the approval of the Vice Rector with competence in PhD matters, and his signature must be communicated to the Academic Committee of the program. The management of the agreement for the university repository will correspond to the person in charge of the Center for these issues, who must therefore be informed of the agreement by the person in charge of the program.

Once the agreement is signed, the Commission must send a copy to the General Doctoral Committee and to the General Registry, in any case, before the request for authorization to deposit the thesis.

Once the checks have been carried out by the Academic Committee of the Doctoral program, it will be stated that the thesis has been carried out under Co-Direction in the resolution on the admission to defense of the Doctoral Thesis (model 8). Once the diploma has been issued, the obverse will contain a diligence with the following text: "Thesis under Co-Direction with Dual Degree with the University...".

2.3 Financial Aid

Comillas Pontifical University has [grants for student mobility](#), subject to the requirements of employment relationship with the University. In these cases, the request for help will be made through the [Mobility Portal](#).

Doctoral students who do not have an employment relationship with the University may request other types of aid from public or private organizations. [More information](#).

3. INCOMING STUDENTS

Comillas Pontifical University is open to hosting doctoral students from other universities, under different modalities and always subject to compliance with the necessary requirements and the evaluation of the quality of the candidates.

The possible modalities are:

- Do a **research stay** at Comillas supervised by one of our professors.
- Do the thesis under **International Co-Direction** being supervised by a professor from your university and by another from Comillas and obtaining, at the end of his studies, a double PhD degree from both universities.

3.1 Research Stay

The visiting doctoral student and his director at the home university must contact a professor at Comillas Pontifical University who may invite the doctoral student to do a research stay at one of the Comillas centers.

Once the supervisor at Comillas and the work to be carried out have been identified, the stay at the center that will host them must be formally requested, using the [Student Visitor Form](#).

The center will be able to authorize the stay by means of the corresponding [Letter of Acceptance](#), which, in case of needing a visa, will be able to serve as an official document to request it. The SRI may advise on the need for a visa or the procedures necessary to obtain it.

The doctoral student must have a health insurance. It is the responsibility of the student to manage their accommodation and the corresponding medical insurance.

Al iniciar la estancia en Comillas el estudiante deberá matricularse como Alumno Extraordinario o Alumno de Formación Continua en el Servicio de Gestión Académica de la universidad, para así poder acceder a los servicios de la Universidad.

At the beginning of the stay at Comillas, the student must enroll as a *Non Degree-Seeking Student* or *Lifelong Learning Student* at the General Registry in order to access the University's services.

In the event that there is no agreement with the destination university, it is advisable to promote the signing of one that covers the stay and other future ones. In this case, it will be necessary to notify the International Relations Service to monitor the management (See [International Stay Agreement Template](#)). The agreement must be promoted by the corresponding center, it must have the approval of the Vice Rector with competence in Research, and his signature must be communicated to the Academic Committee of the related doctoral program. The management of the agreement for the university repository will correspond to the person in charge of the Center for these issues, who must therefore be informed of the agreement by the person in charge of the program.

3.2 International Co-Direction

In the event that they are interested in writing a thesis under International Co-Direction (which includes a Dual-Degree), the visiting doctoral student and his/her director at the home university must contact a professor from the Comillas Pontifical University who can act as supervisor of the doctoral thesis (for which he/she must have six years of

quality research or be integrated into one of the University's Doctoral programs). The Comillas professor must, in turn, inform the coordinator of the corresponding doctoral program.

In addition, an International Co-Direction Agreement must be previously formalized in which the supervision of the same by two or more Doctors from the home university and from Comillas, the activities to be carried out by the doctoral student and the terms of the stay at Comillas are determined.

The home institution must propose an agreement or adapt the Comillas template. (See [Agreement Co-Direction Thesis Dual Degree Template](#)).

In any case, it must include a stay of 1 year in Comillas and the payment of the registration fee of at least two academic years in Comillas. It may establish the possibility that one of the institutions exempts the doctoral student, totally or partially, from the fees.

The agreement must be processed by the corresponding program, it must have the approval of the Vice Rector with competence in PhD matters, and its signature must be communicated to the Academic Committee of the program. The management of the agreement for the university repository will correspond to the person in charge of the Center for these issues, who must therefore be informed of the agreement by the person in charge of the program.

Once the agreement is signed, the Commission must send a copy of it to the General Doctoral Commission and to the General Registry, in any case, before the request for authorization to deposit the thesis.

In addition to formalizing an agreement, in order to carry out the thesis under the International Co-Direction with Dual Degree with Comillas, the following requirements must be met:

- The thesis should not be framed in a joint program.
- The thesis must be supervised by two or more Doctors from Comillas and from the home university.
- The doctoral student must be enrolled in both institutions and meet the requirements of both doctoral regulations.
- The doctoral student will carry out the research at both institutions in alternate periods established by mutual agreement. The duration of the doctoral student's stay in the two universities must be similar, establishing a minimum of 1 year in each of them.
- The doctoral student must pay at least the registration fee for two academic years at Comillas.

Likewise, in order to access this type of Co-Direction with Dual Degree, as a doctoral candidate at Comillas the student must:

- Have a Master's degree or equivalent.

- Carry out the Complementary Training, where appropriate, and the Training Activities required by the PhD program in which they are admitted.
- Report annually to the Academic Commission of the program on the status of their research.
- Comply with the PhD deadlines for the deposit of the thesis, as established in the current regulations.
- Comply with the Comillas Doctorate Regulations for the deposit and defense of the thesis, which will only be carried out at one of the two universities.

For detailed information you can consult the [Regulations for Doctorate Programs at Comillas Pontifical University](#).

3.3 Financial Aid

The Carolina Foundation offers PhD scholarships to students from Latin American universities. More information [here](#).