

DOCUMENTARY COMMITMENT OF SUPERVISION (DCS)

DCS APPLICATION PROCESS

The Documentary Commitment of Supervision (DCS) is the first process to be carried out by doctoral students through the DAD application.

In this context, the application will display a notice informing of the need to make such a request. This notice will not disappear until the request has been made.

No Supervision Commitment Document

The following functions are limited.:

- **Activity Management:** You will not be able to create, edit, delete or propose activities for validation.
- **Complete pending tasks:** You will not be able to complete the tasks that you have pending in the application. (With the exception of tasks related to the Supervision Commitment Document)
- **Request processes:** You will not be able to submit the request for new processes. (With the exception of the Supervision Commitment Document process)

Request the SCD as soon as possible. You can do this by clicking the following button:

[Request Supervision Commitment Document](#)

The request can be made by clicking directly on "Request Documentary Commitment of Supervision", or from the "DCS" tab, located on the left panel of the application.

Once you start the application, the following window will be displayed:

Request for SCD

To request the Supervision Commitment Document (SCD), you must indicate the dedication (full-time or part-time) and provisionally propose the members of the supervision team. By submitting this request, you are accepting the regulations of your programme, which you can access by following this [link](#).

Dedication regime

Select the dedication regime

Tutor

Search by email

University / Organisation

Supervisor

Search by email

University / Organisation

☐ Enable second supervisor

IMPORTANT: The supervisor of the foreign university should not be included in this section if the thesis is carried out under a joint supervision agreement.

☐ I declare responsibly that I do not incur in the causes for abstention and disqualification established in Law 40/2015 and, specifically, under the provisions of Article 41.3 of the Regulation 4/2022, of 24 October, of the University of Málaga, concerning doctoral studies, that I have no marital bond, or similar situation, or kinship by blood up to the fourth degree or second degree of affinity with the proposed individuals.

[Send](#)

A. Dedication regime.

- Full-time or part-time.

In the case of requesting a part-time dedication regime, the corresponding supporting documentation must be attached.

Dedication regime

Part-time

Justification of part-time dedication


Drag the files here


Attach the documentation supporting the part-time dedication regime.


B. Details of the people who will tutor and supervise the thesis.


In this section, the email address of the person or people proposed to supervise and tutor the doctoral thesis must be entered. Once the email is entered, we will click on the magnifying glass icon. If the mail is already registered, the application will automatically fill in the remaining details, hiding the NIF for privacy reasons.

If the mail is not registered in the application, the details must be introduced manually.


 Search by email

 Email not found in DUMA, please fill in the rest of the information.

 NIF/NIE/Passport

 Name

Surnames

 University / Organisation

When there are academic reasons or thematic interdisciplinarity, or in the case of programs developed in national or international collaboration with research centres, the co-supervision of the thesis may be proposed.

To enter the details of a co-supervisor, the "enable a second director" checkbox must be selected.

☐ Enable second supervisor


Only in exceptional cases may a third thesis supervisor be assigned, in which case the three supervisors cannot belong to the same university or research centre. The appointment of these supervisors must be approved by the Postgraduate Committee, based on the justifications presented.

To enter the details of the third proposed thesis supervisor, the "enable a third director" checkbox must be selected.


☐ Enable third supervisor


If a third thesis supervisor is added the request for triple supervision must be duly completed and submitted. This request can be obtained by clicking on "download form".

☒ Third supervisor



Search by email





University / Organisation

Justification of the triple supervision **Download form**

Select file

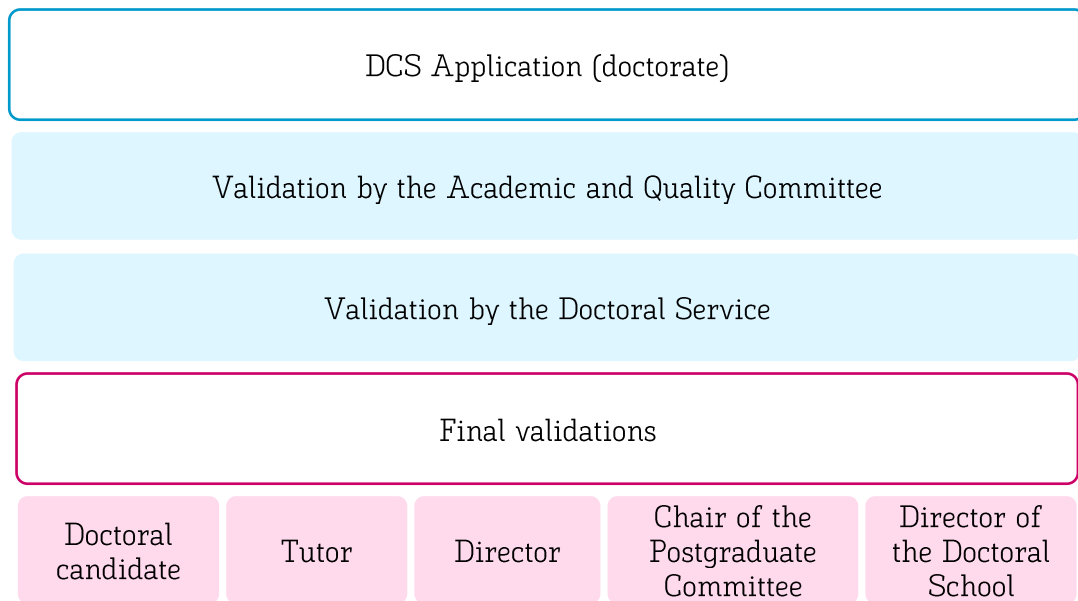
Select

The joint supervision requires authorisation from the Postgraduate Studies Committee, which will be requested from the doctoral section. To do this, please attach a supporting document for the joint supervision in PDF format.

To finish, once it has been read, the responsible declaration box must be checked and the "send" button clicked. At that moment, the DAD application will generate a receipt of the application.

The application and its processing status can be consulted at any time, from the "DCS" tab.

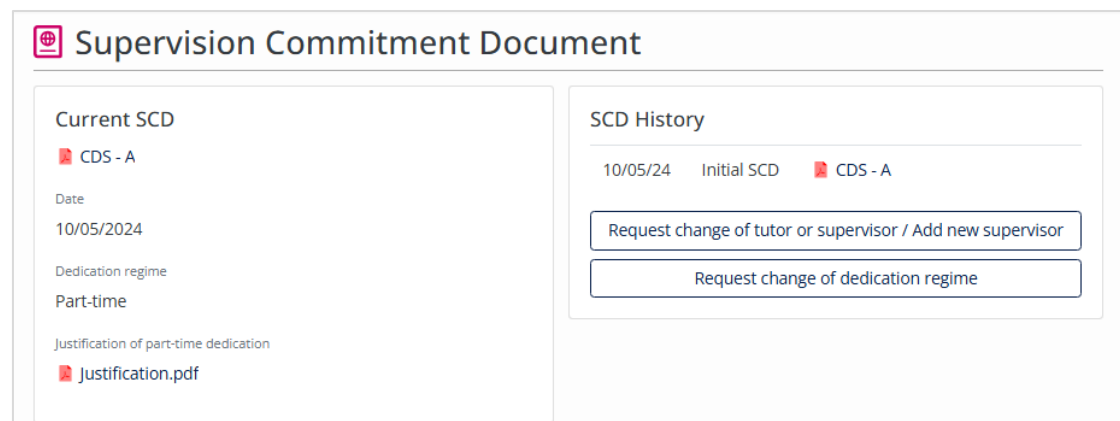
DCS VALIDATION PROCESS



If the thesis supervision and tutoring proposal is approved by the Academic and Quality Committee of the Program and the Doctoral Service, in this order, the application will send an email to all parties involved (doctoral candidate, tutor, supervisor, Chair of the Postgraduate Committee, and Director of the Doctoral School) informing them about the supervision proposal and enabling a task for the DCS signature.



Once all parties involved have validated the request, the application will automatically generate the DCS, registering it with the date of the last validation.

The doctoral candidate will be able to view and download their DCS at any time through the "DCS" tab.




The screenshot shows the "Supervision Commitment Document" interface. It is divided into two main sections: "Current SCD" and "SCD History".

Current SCD

- Icon:  CDS - A
- Date: 10/05/2024
- Dedication regime: Part-time
- Justification of part-time dedication:  Justification.pdf

SCD History

- 10/05/24 Initial SCD  CDS - A
- Buttons:
 - Request change of tutor or supervisor / Add new supervisor
 - Request change of dedication regime