



ACADEMIC AND REGISTRATION REGULATIONS FOR DOCTORAL STUDIES

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CHAPTER 1. GENERAL PROVISIONS

Section 1. General provisions

ARTICLE 1. PURPOSE

ARTICLE 2. GENERAL CONSIDERATIONS

CHAPTER 2. ACADEMIC CONSIDERATIONS

Section 2. Structure of doctoral studies and administrative procedures

ARTICLE 3. STRUCTURE AND ORGANISATION OF DOCTORAL STUDIES

ARTICLE 4. DOCTORAL PROGRAMME ACCESS, ADMISSION AND REGISTRATION

ARTICLE 5. REQUIREMENTS FOR ADMISSION

ARTICLE 6. DOCTORAL PROGRAMME PRE-REGISTRATION

ARTICLE 7. DOCTORAL PROGRAMME ADMISSION

ARTICLE 8. REGISTRATION FOR ACADEMIC SUPERVISION

ARTICLE 9. DOCUMENTATION FOR ADMISSION AND REGISTRATION

ARTICLE 10. CHANGES TO DOCTORAL PROGRAMMES DUE TO ROYAL DECREE 99/2011

ARTICLE 11. ADAPTATION OF PROGRAMMES BASED ON PREVIOUS LEGISLATION TO ROYAL DECREE 99/2011

ARTICLE 12. DURATION OF STUDIES: COURSE LOAD STATUS AND EXTENSIONS

ARTICLE 13. DURATION OF STUDIES: WITHDRAWAL FROM THE DOCTORAL PROGRAMME

ARTICLE 14. RESUMING STUDIES

ARTICLE 15. COMMITMENT AGREEMENT

ARTICLE 16. CROSS-CURRICULAR TRAINING

ARTICLE 17. DOCUMENT OF DOCTORAL ACTIVITIES

ARTICLE 18. RESEARCH PLAN

ARTICLE 19. ANNUAL ASSESSMENT OF DOCTORAL STUDENTS

ARTICLE 20. CONTENT OF THE DOCTORAL THESIS

ARTICLE 21. JOINT SUPERVISION OF DOCTORAL THESES

ARTICLE 22. DOCTORAL THESIS EXAMINATION PANEL

ARTICLE 23. APPLICATION FOR DEPOSIT OF DOCTORAL THESES

ARTICLE 24. DOCTORAL ACADEMIC DISTINCTIONS AND THESES UNDER INTERNATIONAL JOINT SUPERVISION

ARTICLE 25. AUTHORISATION OF THE DEPOSIT OF THE DOCTORAL THESIS

ARTICLE 26. DEPOSIT OF THE DOCTORAL THESIS WITH THE DOCTORAL SCHOOL

ARTICLE 27. APPROVAL OF THE DOCTORAL THESIS DEFENCE

ARTICLE 28. CONVENING THE DEFENCE

ARTICLE 29. THESIS DEFENCE PROCEEDINGS

ARTICLE 30. GRADING THE DOCTORAL THESIS

ARTICLE 31. CONCLUSION OF PROCEEDINGS

ARTICLE 32. ARCHIVING AND DISSEMINATING THE DOCTORAL THESIS

ARTICLE 33. SPECIAL DOCTORAL PRIZES

ARTICLE 34. GENERAL CONSIDERATIONS

ARTICLE 35. ECONOMIC EFFECTS FOR DOCTORAL STUDENTS APPLYING FOR TRAINEE RESEARCH STAFF CONTRACTS, GRANTS AND FINANCIAL AID (OFFICIAL CALLS FOR APPLICATIONS)



ARTICLE 36. CONDITIONALLY REGISTERED DOCTORAL STUDENTS

ARTICLE 37. APPLICATION OF OTHER GRANTS FOR ACADEMIC SUPERVISION OF DOCTORAL STUDENTS

ARTICLE 38. ECONOMIC EFFECTS FOR DOCTORAL STUDENTS ENROLLED UNDER CO-SUPERVISION AGREEMENTS (URV AND A FOREIGN UNIVERSITY)

ARTICLE 39. REGISTRATION TYPES AND EXEMPTIONS

ARTICLE 40. FORMS OF PAYMENT

ARTICLE 41. METHODS OF PAYMENT: SINGLE PAYMENT OR PAYMENT IN INSTALMENTS

ARTICLE 42. NON-PAYMENT, TEMPORARY SUSPENSION AND SURCHARGES

ARTICLE 43. ANNULMENT OF REGISTRATION

ARTICLE 44. EXTRACURRICULAR UNIVERSITY SERVICES

CHAPTER 4. ADMINISTRATIVE PROCEDURES

ARTICLE 45. GENERAL CONSIDERATIONS

DEROGATORY PROVISION

FINAL PROVISION

CHAPTER 1. GENERAL PROVISIONS

Section 1. General provisions

ARTICLE 1. PURPOSE

The purpose of these regulations is to define the structure for doctoral studies at the URV, the third cycle of studies leading to the doctoral degree, which is officially recognised and valid throughout Spain pursuant to Royal Decree 99/2011 of 28 January governing official doctoral studies, amended by Royal Decree 534/2013 of 12 July; Royal Decree 43/2015 of 2 February; and Royal Decree 195/2016 of 13 May.

ARTICLE 2. GENERAL CONSIDERATIONS

1. The academic year 2022-23 encompasses the period from 1 October 2022 to 30 September 2023 inclusive.
2. The URV has offered doctoral studies overseen and administered by the URV's Doctoral School (DS) since the implementation of Royal Decree 99/2011 of 28 January.
3. The administrative management of doctoral programmes is the responsibility of the department to which the doctoral programme coordinator belongs to. While maintaining this sole intermediary, the doctoral programme's academic committee may agree, having informed the Doctoral School directors beforehand, to distribute programme management tasks internally among the different departments involved in the doctoral programme. The secretary's offices handle administrative procedures assigned to them in the area of academic management and in connection with the applications of doctoral students.
4. URV teaching staff wishing to pursue doctoral studies at the URV must receive express authorisation from the Vice-Rector for Teaching and Research Staff as per the procedure established by the Human Resources Service.
5. Following a report from the Doctoral School or the Academic Management Service, if applicable, the vice-rectors responsible for doctoral studies are, by delegation of the rector, the competent bodies for the resolution of all matters relating to the application and interpretation of these regulations, as well as for making exceptions to these regulations when deemed necessary. In the case of exceptions, doctoral students must justify the exception requested and, if necessary, provide supporting documentation.



6. Doctoral students must be up to date with the payment of fees and not be in arrears in order for requests regarding their academic records to be processed.

7. Students who have initiated an administrative procedure at the URV and wish to stop or cancel the process must submit an explicit request to do so.

If the administrative procedure has not yet been processed, the student can submit a letter stating his or her wish to withdraw the application so that the procedure is suspended and the file definitively closed.

Acceptance of the withdrawal of an application does not necessarily denote a refund of fees paid.

If the procedure has already been formally completed, the applicant may submit a written request to waive the right granted to him or her, regardless of whether the applicant has been notified of the decision.

Approval of the waiver of a decision is subject to payment of the administrative fee for a change of registration. Related fees will not be refunded.

8. Doctoral students must make all requests in relation to academic progress (extensions, change in course load status, temporary withdrawals, etc.) before the end of the established term.

9. Doctoral students must maintain their administrative relationship with the URV, including payment of the annual registration fee, until their doctoral thesis has been deposited and defended.

CHAPTER 2. ACADEMIC CONSIDERATIONS

Section 2. Structure of doctoral studies and administrative procedures

ARTICLE 3. STRUCTURE AND ORGANISATION OF DOCTORAL STUDIES

1. Doctoral studies are conducted through doctoral programmes and conclude with the completion of a doctoral thesis and its defence.

2. Each doctoral programme has a coordinator and an academic committee responsible for defining, updating, coordinating and monitoring the quality of the doctoral programme, as well as for tracking each doctoral student's progress in his or her research and studies.

3. Doctoral programmes include aspects of research training that do not require structuring in ECTS credits and include cross-curricular and specific studies in the field of the respective programme. The structure of this training is outlined in the validated reports of each programme.

4. Training activities of doctoral candidates must be recorded in the document of doctoral activities governed by this regulation.

5. The doctoral programmes must ensure that doctoral candidates acquire at least the basic competencies, skills and abilities referred to in Article 5 of Royal Decree 99/2011, as well as the competences listed in the Spanish Framework of Qualifications for Higher Education (MECES), which include the Dublin Descriptors, and any other competences determined by the DS Steering Committee (School Management Committee).

ARTICLE 4. DOCTORAL PROGRAMME ACCESS, ADMISSION AND REGISTRATION

1. Candidates wishing to pursue doctoral studies must pre-register and be admitted to the doctoral programme in accordance with the requirements and procedures established by the programme.

2. Candidates who are admitted to a doctoral programme must register according to the schedule established and approved by the Governing Council every year. Registration is considered to be an application and its validity is subject to meeting applicable legal requirements, submitting the relevant documentation and paying the corresponding fees.



3. Five percent of places in the doctoral programmes will be reserved for candidates who can accredit disability equal to or greater than 33%. These candidates must state their condition at the time of pre-registration and provide the relevant supporting documentation.

ARTICLE 5. REQUIREMENTS FOR ADMISSION

1. Registration in official doctoral programmes is open to everyone who meets the conditions set out in Article 6 of Royal Decree 99/2011 and in the second additional provision. This Royal Decree is amended by Royal Decree 534/2013, Royal Decree 43/2015 and Royal Decree 195/2016.

2. For first-cycle graduates, and solely for the purposes of calculating the 300 credits required for admission to a doctoral studies programme, the following will be considered:

a) URV curricula that have not been renewed (prior to the 1992-93 academic year)

Business Sciences: 210 credits

Engineering in Computer Management: 210 credits

Engineering in Systems Computing: 210 credits

Industrial Engineering: Electricity: 235.5 credits

Industrial Engineering: Industrial Electronics: 235.5 credits

Nursing: 231 credits

Teaching: Special Education: 210 credits

Teaching: Physical Education: 210 credits

Teaching: Early Childhood Education: 210 credits

Teaching: Music Education: 210 credits

Teaching: Primary Education: 210 credits

Labour Relations: 210 credits

b) Renewed URV curricula regulated by Royal Decree 1497/1987 (prior to the EHEA): for registration, the number of credits earned by the candidate will be calculated as 1 LRU credit = 1 ECTS credit.

c) For graduates from other universities, the number of credits certified in the curriculum submitted by the applicant will be applied.

d) Official Spanish bachelor's (*licenciatura*), engineering or architecture degrees granted in the system in force prior to the implementation of the European Higher Education Area will be considered worth at least 300 ECTS credits of the total number of official university credits, for the sole and exclusive purpose of registration. This will occur only once the academic committee of the doctoral programme has verified that at least 60 of said credits are at the master's degree level.

ARTICLE 6. DOCTORAL PROGRAMME PRE-REGISTRATION

Candidates wishing to enrol in a doctoral programme and who meet the admission requirements must complete the online form to pre-register before the established deadline.

Candidates must also upload the required documentation to a document management system at the time of registration.

ARTICLE 7. DOCTORAL PROGRAMME ADMISSION

1. Each doctoral programme's academic committee may establish admission requirements and criteria to complement the University's general admission requirements.

2. The admission requirements and criteria as well as any additional training will be specified in the doctoral programme's academic report. These requirements and criteria are public and can be viewed on the URV website.



3. Admission systems and procedures for doctoral students with special educational needs due to disability include appropriate support and counselling services, which must assess the need for possible adaptations to curricula or academic pathways, or alternative studies.

4. Each doctoral programme's academic coordinators and academic committee must periodically review candidates' files, depending on the number candidates who have registered and submitted the minimum documentation, taking into consideration the number of places offered, the requirements, and any additional admission criteria established by the academic committee.

When a candidate is academically excluded from admission, notification of the grounds for the exclusion must be provided.

In the event that additional specific instruction or training is required for admission, the subjects to be taken must be specified.

Admittance means that a place will be reserved for the admitted candidate in the same academic year in which pre-registration is formally concluded.

5. When candidates are admitted, they are assigned one of the following admission statuses depending on the documentary requirements they have met:

1. Admitted pending required documentation, with or without specific bridging courses
2. Admitted pending accreditation of degree or completion of at least 60 credits at the master's degree level, with or without specific bridging courses
3. Admitted pending original documents, with or without specific bridging courses
4. Access to registration with or without specific bridging courses
5. Conditional access to registration with or without specific bridging courses
6. Waiting list

Admitted students can check their admission status via the document manager and will receive updates from the URV about their registration process.

6. Admitted students with a status of admitted pending required documentation, with or without specific bridging courses, admitted pending original documents and admitted pending original documents with specific bridging courses may register despite the missing documentation. These students must sign a statement in which they commit to submitting the missing documentation in order to comply with admission requirements on or before 30 April 2023. The coordinator of the doctoral programme must grant his or her approval. From that moment on, they will have the status of 'conditional access to registration' and may complete registration. The Doctoral School will verify submission of the pending documentation in digital format. The Doctoral School will notify the corresponding Campus Secretariat for Academic Management in order to cancel the registration of applicants who fail to submit the required documentation before the deadline. In this case, the candidate is not entitled to a refund of any fees paid and will remain liable for any outstanding amounts. The corresponding Campus Secretariat for Academic Management will monitor doctoral candidates with conditional access to registration who only have to submit their original documents.

7. Candidates who are admitted academically but do not conditionally register and fail to submit all documentation with the required formalities before the deadline will be technically excluded.

8. If academic admission is done through a coordinator, the doctoral programme's academic committee may formally confirm admission for the 2022-23 academic year whenever it deems appropriate, at the latest at the end of each of the pre-registration periods.

9. The doctoral programme's academic committee must assign each doctoral student admitted to a line of research in the doctoral programme, a tutor from the URV (or from a research institute linked to the URV if so stipulated in the doctoral programme report), and one or more thesis supervisors, who must be members



of the doctoral programme. Preferably, the tutor should also be the thesis supervisor.

Requests for part-time status must be specified during pre-registration and will be responded to by the academic committee.

ARTICLE 8. REGISTRATION FOR ACADEMIC SUPERVISION

1. New admissions

Candidates who have been admitted academically to a doctoral programme and assigned an admission status that allows access to registration must register prior to the deadline for the period in which they have been admitted. Students must finalise their registration via the online registration system. Registrations that are completed outside the stipulated period will be considered late registration.

Students who fail to register during the academic year in which they are admitted will lose admitted status and their place in the doctoral programme.

The status of doctoral student and everything that entails is only granted after registration is officially completed. Prior to official completion of registration, the admitted candidate will have no formal association with the URV or health coverage.

For joint programmes, the agreement signed between the universities will determine how candidates are to enrol.

2. Second year onwards

Doctoral students in their second or subsequent years must be registered for academic supervision until they submit their theses. Registration must be completed through the Campus Secretariat for Academic Management, the secretary's office of the relevant faculty or school or the Academic Management Service. The academic committee of the doctoral programme must also submit a favourable assessment, in accordance with the provisions of Article 19 of these regulations.

Failure to register during the academic year implies that the applicant has discontinued his or her desire to pursue a doctorate and will result in his or her definitive withdrawal from the doctoral programme.

ARTICLE 9. DOCUMENTATION FOR ADMISSION AND REGISTRATION

In accordance with the provisions of Article 28 of Law 39/2015 of 1 October on the common administrative procedure for public administrations, students are presumed to have authorised access to and receipt of their documentation unless interested parties expressly object or special applicable law requires express consent.

The minimum documentation that must be submitted for the URV's admission and registration process consists of:

- 1) a valid identity document.
- 2) access qualifications for admission to the doctoral programme or proof of payment of issuance fees.
- 3) an academic certificate or European degree supplement for studies that provide access to the doctorate.
- 4) a proposed line of research.
- 5) the applicant's curriculum vitae.
- 6) any other documents required by the doctoral programme.

In order for the secretary's offices to grant access to registration to those who have been academically admitted, the Doctoral School must verify that it has received documents that meet the following requirements:

- 1) Identity document



Candidates who are currently or were previously URV students do not need to submit an identity document as long as it has not expired, as it is already on file at the URV.

Spanish applicants should submit a photocopy of their valid national identity card.

Candidates from European Union Member States must submit an original and photocopy or certified photocopy of their valid national identity card, passport or national foreigner identity card.

Candidates from countries outside the European Union must submit an original and photocopy or certified photocopy of their valid passport or national identity document.

Foreign applicants who need to conduct financial transactions such as applying for a scholarship or opening a bank account will need a Spanish foreigner identity number (*número d'identificació d'estrangers*, or NIE).

2) Entrance qualifications for admission to the doctoral programme or proof of payment of issuance fees

URV graduates: the corresponding secretary's office must upload the accrediting documentation to the document manager.

Graduates of other Spanish universities: entrance qualifications are not required since the URV will verify them through the degree registry of the corresponding ministry. In the event that the University is unable to verify it, an original and photocopy or certified photocopy of proof of payment of the issuance fees will be requested.

Graduates from EHEA countries: original and photocopy or certified photocopy.

These must be officially translated into Catalan or Spanish in accordance with the instructions of the Spanish Ministry of Foreign Affairs, except for documents originally issued in English or documents officially translated into English by means of sworn translation, where applicable.

Entrance qualifications must be legalised unless they were obtained in an EU Member State, a signatory of the Agreement on the European Economic Area or signatory of a bilateral agreement with the EU.

Graduates from countries outside the EHEA: original and photocopy or certified photocopy.

These must be legalised and translated into Catalan or Spanish in accordance with the instructions of the Spanish Ministry of Foreign Affairs, except for documents originally issued in English or documents officially translated into English by means of sworn translation, where applicable.

The instructions established by the URV's Office of the General Secretary must be followed for documents submitted as certified.

Candidates who have all of the above-mentioned documents but lack any of the requirements (legalisation, translation or certification of originals) may be granted access to conditional registration. These candidates will be able to register provided they agree to submit the documents with all necessary requirements by 30 April 2023. If they do not provide the documents with the established requirements, their registration will be terminated without the right to reimbursement of any fees paid. Any outstanding amounts will remain payable.

Once an admitted candidate has satisfactorily submitted all required documentation except for the originals and the Doctoral School has validated that documentation, the Campus Secretariat for Academic Management will upload the



it to the document manager and put the process on hold until the doctoral student submits the original documents.

In addition to the original documents required for admission, doctoral students in registration categories with fee exemptions must meet the conditions that grant the right to exemptions on the date of the start of their studies (1 October 2022). Documentary proof may be provided up to 20 December.

ARTICLE 10. CHANGES TO DOCTORAL PROGRAMMES DUE TO ROYAL DECREE 99/2011

1. Students who have begun doctoral studies at the URV or another university, in accordance with Royal Decree 99/2011, who wish to defend their theses at the URV in another programme, must register for the new programme before the deadline.
2. The programme's academic committee will assess doctoral students' transcripts and decide if they will be admitted or excluded. Once academically admitted, the student must follow the procedure established in Article 7.
3. Doctoral students can upload certification of their activities in the programme to the document manager. The doctoral programme's academic committee will assess whether the courses, seminars, placements, internships and other activities completed during the previous stage are sufficiently similar in length and content to the educational activities envisaged for the doctoral programme. If they are recognised by the academic committee, they can be included the student's document of doctoral activities and they may be considered as a passed educational activity in the programme.
4. The starting date for calculating the length of studies will be the date of registration for the academic year in which the new doctoral programme starts.

ARTICLE 11. ADAPTATION OF PROGRAMMES BASED ON PREVIOUS LEGISLATION TO ROYAL DECREE 99/2011

1. Doctoral students of the URV or other state universities who were pursuing doctoral studies on the basis of previous legislation at the time that Royal Decree 99/2011 entered into force may apply for adaptation to a programme approved within the framework of the aforementioned royal decree through the processes for pre-registration and admission described in these regulations by following the established procedure and before the established deadline.
2. After admission, students must register in the programme as new doctoral students. The duration of their studies and the start of their course load status will be calculated according to the provisions of these regulations.
3. The doctoral programme's academic committee will assess whether the courses, seminars, placements, internships and other activities completed during the previous stage are sufficiently similar in length and content to the educational activities envisaged for the doctoral programme. If they are recognised by the academic committee, they can be included the student's document of doctoral activities and they may be considered as a passed educational activity in the programme.

ARTICLE 12. DURATION OF STUDIES: COURSE LOAD STATUS AND EXTENSIONS

1. Duration of studies

The minimum duration of URV doctoral programmes is two years. Doctoral students admitted and registered in a doctoral programme may not begin procedures to defend their theses until at least the academic year following the year in which they are admitted to the programme. As such, they must be enrolled for two academic years and receive a favourable assessment twice.

Nevertheless, doctoral candidates may in certain circumstances apply for a reduction in the minimum duration of the doctoral programme in order to submit their thesis in the same academic year as their admission or in the following year, in which case only one favourable assessment is required.



Doctoral candidates must request the reduction from the Office of the Vice-Rector for Doctoral Studies, which may or may not authorise it.

The following circumstances are taken into consideration.

Whether the doctoral student entered the doctoral programme by transferring from another programme (Royal Decree 99/11) or came from a previous doctoral programme (Articles 10 and 11).

Registration in the original doctoral programme may also be taken into consideration when determining the minimum duration and require a favourable assessment.

Whether the doctoral student joined the URV under a joint doctoral thesis co-supervision scheme.

Registration in the doctoral programmes of other universities subject to agreements may also be taken into consideration when determining the minimum duration and require a favourable assessment.

The maximum duration of doctoral studies and how this period is calculated is set out in Royal Decree 99/2011, Article 3. For the purposes of calculating the duration of doctoral studies, the URV considers that definitive admission to the doctoral programme starts on the date on which registration is finalised in the academic year in which the student enters the doctoral programme.

2. Course load status

Doctoral students may pursue doctoral studies on a full-time or part-time basis in accordance with Article 3 of Royal Decree 99/2011.

The duration of studies will be:

Full time (FT): maximum 3 years

Part time (PT): maximum 5 years

If doctoral students enrol with part-time status during the thesis preparation period, the period to submit the thesis will be five years starting from the date of the student's initial registration in the doctoral programme.

Doctoral students with a trainee researcher or grant-holder contract requiring full-time status may not apply for part-time status. However, they can apply for such status after the contract or grant has concluded. In these cases, the change of course load status will be effective as of the academic year in which it is requested and approved by the academic committee.

3. Extension of studies

3.1 Ordinary extension

Doctoral students who have not applied to deposit their theses before the deadline may request an extension from the academic committee, which may approve an extension for one year, and for an additional year in exceptional circumstances. Extensions may be authorised for students with part-time status for a further two years, which may also be extended for an additional year in exceptional circumstances.

3.2. Extension with change of course load status

Doctoral students who are in the extension period may apply to change from full-time to part-time studies, unless they have a trainee researcher or grant-holder contract that requires full-time status. However, they can request a change to part-time status upon the conclusion of the contract or grant. In these cases, the change of course load status will go into effect as of the academic year in which it is requested and approved by the academic committee.

If a change from full-time to part-time studies is requested during the first extension, the calculated duration of studies will be extended by one year.



If the request for a change full-time to part-time is submitted during the second extension, the change may be authorised, but the calculated duration will not be increased since both extensions have the same duration of one year.

ARTICLE 13. DURATION OF STUDIES: WITHDRAWAL FROM THE DOCTORAL PROGRAMME

1. Temporary withdrawal

Doctoral students who wish to suspend work on their thesis for a period must apply for temporary withdrawal from the programme. Grounds for temporary withdrawal include:

- a) leave due to illness or pregnancy. This may be for as long as the medical leave is in effect.
- b) maternity or paternity leave. This may be for the duration of maternity or paternity leave as provided for in applicable legislation.
- c) voluntary leave for personal reasons. Students can take voluntary leave for a period of up to one year, which may be extended for an additional year.

The administrative procedure must stipulate the timeframe within which the withdrawal, as well as the extension, if applicable, will occur.

During the period doctoral students are on voluntary leave:

The calculation of the time to complete their theses will be paused.

They must re-register. If they do not re-register, they will be considered to have abandoned their studies.

If the application for voluntary withdrawal for personal reasons is submitted prior to the end of the registration period and lasts for one year, registration will not be required. This leave may be extended for up to a maximum of 12 months, and must be requested again before the end of the first period of leave. In this case, registration will also not be required. If extension of leave is not requested prior to the end of the first period of leave, the student must re-register. Once the period of leave has ended, the doctoral student must submit a request to resume his or her studies via the procedure established for this purpose.

Doctoral students that have not registered during an academic year may apply to resume studies in the following academic year. If the academic committee of the doctoral programme authorises it, once the doctoral student has registered for the following year, the Campus Secretariat for Academic Management will record the missed year as a voluntary withdrawal for failure to complete registration. This type of leave also interrupts the time taken to complete the thesis.

The sum of the period of voluntary leave for personal reasons and voluntary leave due to failure to enrol may in no case exceed two years, and must also satisfy the requirements for each case.

2. Permanent withdrawal

The following are grounds for permanent withdrawal from the doctoral programme:

- a) Failure to finalise registration for two consecutive academic years.

However, in this situation, the following factors must be considered.

Doctoral students who have only failed to register for one academic year may apply to resume studies in the same doctoral programme the following academic year.

Doctoral students who apply for voluntary withdrawal for personal reasons within the established period and who are granted this type of leave do not need to formalise registration.



- b) Failure to submit a research plan and document of doctoral activities within the established deadline, negative assessment, or failure to submit after the second assessment, in accordance with Article 19.
 - c) Exceeding the established maximum duration of studies and any extensions without having submitted a doctoral thesis for deposit.
2. Permanent withdrawal from the programme implies:
 Doctoral students will no longer continue in the doctoral programme in which they are enrolled.

The student's file will be closed.

The students may subsequently apply for admission and enrol in another doctoral programme.

ARTICLE 14. RESUMING STUDIES

In the following cases, doctoral students may apply to resume studies in the same doctoral programme by means of the established procedure.

If the student has only not registered for one academic year and wishes to continue in the doctoral programme in the academic year immediately following.

If the student has submitted an application for voluntary withdrawal for personal reasons with a duration of one year prior to the end of the registration period, he or she is not required to complete registration for the academic year that he or she has withdrawn from. Once the period of leave has ended, the student may apply to resume studies and register in the same doctoral programme in the immediately following academic year.

If the student has submitted an application for voluntary leave for personal reasons for a period of one year and has requested an extension for an additional year, he or she may apply to resume his or her studies and register in the same doctoral programme in the following academic year at the end of the extension.

If the second or successive registrations have been cancelled and the student wishes to continue his or her doctoral studies in the immediately following academic year.

If the student has obtained a grade of 'absent' due to temporary withdrawal in the second assessment of the second or successive years and he or she wishes to continue his or her doctoral studies in the immediately following year.

In all other cases, students who wish to continue their doctoral studies must apply for admission and registration to another doctoral programme, in accordance with the procedure established for this purpose.

Section 3. Cross-curricular training, supervision and monitoring of doctoral students

ARTICLE 15. COMMITMENT AGREEMENT

1. The heads of the Doctoral School on behalf of the rector, the doctoral candidate, the thesis supervisor(s) and, if applicable, the tutor must sign a commitment agreement specifying the responsibilities of the doctoral candidate, the procedure for conflict resolution and any matters related to intellectual and industrial property rights that may arise during the course of the doctoral programme.

2. A new commitment agreement must be signed in the event that the thesis supervisor, tutor or line of research changes.

The signed commitment agreement must always be submitted to the Doctoral School before registration for the following academic year in keeping with the establish procedure.



ARTICLE 16. CROSS-CURRICULAR TRAINING

1. Doctoral students enrolled at the URV have access to cross-curricular training through the Doctoral School website.
2. Enrolment also grants them access to the full range of bachelor's and master's degree courses. This access is subject to two key requirements: approval of the member of the teaching staff supervising the student's thesis and approval of the person in charge of the chosen subject. Approval must be documented on a form that can be attached to the student's document of doctoral activities to track their academic activity. Doctoral students can participate in subjects as listeners only and are not entitled to participate in practical activities or assessments (unless the person in charge of the subject approves). Participation as a listener will have no repercussions on the instructor's academic organisation plan.
3. After defending his or her doctoral thesis, the student will continue to have access to cross-curricular training opportunities until the end of the academic year.

ARTICLE 17. DOCUMENT OF DOCTORAL ACTIVITIES

1. The document of doctoral activities is a record of all the activities of an individual student in the doctoral programme that are of interest for his or her development, in accordance with the provisions of the academic committee of the doctoral programme. The following people have the right to access a student's document of doctoral activities:

The doctoral student, who must record his or her activities after completing registration.

The thesis supervisor, as well as the tutor, if applicable.

The members of the doctoral programme's academic committee.

2. Doctoral students must provide documentary proof, if applicable, of the activities they report.

The document of doctoral activities must be reviewed regularly by the thesis supervisor(s) and by the tutor, if applicable, and assessed annually by the doctoral programme's academic committee in accordance with the timetable and procedure established by the Doctoral School.

ARTICLE 18. RESEARCH PLAN

1. Doctoral candidates must prepare and submit a research plan within the academic year in which admission to the programme and the first registration for academic supervision are formalised. The research can be refined and completed throughout the doctoral student's time in the programme and must be approved by the student's thesis supervisor(s) and tutor, if applicable.
2. The doctoral programme's academic committee will determine the timetable, content and specific requirements that the plan must include (it must include at least the method, objectives, means and plan for developing the thesis). The research plan must be submitted before the end of the first academic year prior to the deadline established each year for the assessment of research plans, in accordance with the published timetable.

ARTICLE 19. ANNUAL ASSESSMENT OF DOCTORAL STUDENTS

1. The thesis supervisor and, if applicable, the tutor will prepare a report on the status of the doctoral candidate's work and the progress of his or her research plan and planned activities.

These reports are part of the doctoral student's annual assessment and must be submitted to the academic committee of the doctoral programme before the deadline established for this purpose.

2. The academic committee of the doctoral programme will prepare an assessment report for each doctoral student after assessing:

The research plan.



The student's document of doctoral activities.

Reports from thesis supervisor and the tutor, if applicable.

3. The assessment should use the following grades:

pass (A)

fail (NA)

absent (NP)

absent due to a temporary leave (NB)

4. A favourable assessment (pass) is a prerequisite for continuing in the doctoral programme and for registering for academic supervision in the following academic year.

5. If the academic committee finds significant shortcomings in the first assessment or if the doctoral student does not submit their documentation and is therefore given a grade of absent, the committee may request that the student submit a new research plan within a maximum period of six months, in accordance with the established timetable.

If the second assessment is favourable, the student in question may enrol for the following academic year. If the result of the assessment is negative (NA) or the student fails to submit the required documentation and receives a grade of absent (NP), the student will be permanently withdrawn from the programme.

6. Students who have withdrawn from the programme may continue to complete their document of doctoral activities and research plan and be assessed. The academic committee must consider the circumstances of the doctoral students when assessing them. If, despite the abovementioned provisions, the doctoral candidate is unable to meet the conditions for assessment in the second assessment, the student will receive a grade of 'absent due to a temporary leave'. Doctoral students in the above situation in their second and subsequent years must submit a request to resume their studies in order to register and re-join the programme. The student's last favourable assessment will be taken to fulfil the requirement of a favourable assessment.

As they have never been assessed, new doctoral students may request the cancellation of their registration if they withdraw from the programme due to:

Personal reasons, in accordance with the provisions of Article 43.5 a).

Illness, in accordance with the provisions of Article 43.5 b).

Whether or not these students cancel their registration, when they wish to resume their studies, they must follow the procedure for admittance to a doctoral programme.

7. If a doctoral candidate on leave is unable to appear for the second assessment due to exceptional circumstances, at the discretion of the doctoral programme's academic committee, the steering committee may authorise postponement of the assessment until 30 November at the latest. The grade received will replace the grade for 'absent due to a temporary leave' (NB). Therefore, the effects from the previous academic year will be carried over.

Section 4. Doctoral thesis

ARTICLE 20. CONTENT OF THE DOCTORAL THESIS

1. The doctoral thesis must be an original work of research drafted by the doctoral student in any field of knowledge, which must enable the student to work independently in R&D&I.

2. The doctoral thesis may be written and, if applicable, defended in the languages customary for scientific communication in the subject area.

3. The *URV style guide for doctoral theses* is a set of guidelines (accorded with the respective School Management Committee) that all theses bearing the URV's logo must follow. Theses must be submitted using the approved formats. All theses



must be endorsed by the student's thesis supervisor or supervisors. An original and signed certificate must be attached to the thesis stating that the doctoral student conducted the research work under the supervision of the thesis supervisor or supervisors in order to formalise the document. In addition, the thesis must have a cover clearly displaying the name and logo of Rovira i Virgili University, the inscription 'doctoral thesis' in the appropriate language, the title of the thesis, the first and last name of the doctoral candidate and the year of completion. Whenever possible, front and back cover templates approved by the School Management Committee will be used.

4. Doctoral theses that meet the criteria accorded by the Doctoral School or those established by the academic committee of the doctoral committee may also be presented as a compendium of publications. In any case, laws and regulations on intellectual and industrial property must be adhered to.

ARTICLE 21. JOINT SUPERVISION OF DOCTORAL THESES

1. Procedures for the joint supervision of doctoral theses between the URV and a foreign university may be established in order to create and foster scientific cooperation between the research teams of both institutions and to facilitate the mobility of doctoral students.

2. The procedure for joint supervision must meet the following requirements:

Each case of joint supervision must be regulated by a special agreement between the two universities.

The agreement must specify the requirements for admission, registration, and deposit and defence of the doctoral thesis, as well as placements and research activities at the foreign university and at the URV. The date or academic year of first registration at the URV and, if possible, at the other university must also be indicated.

To join the doctoral programme, candidates must meet the admission and registration requirements of both the URV and the other university.

Doctoral students with joint supervision must draft their doctoral thesis under the supervision and guidance of at least one supervisor at each of the participating universities.

During the period of study required to obtain the doctoral degree, doctoral students will spend at least six months (consecutively or intermittently) at the institution with which the joint supervision agreement has been reached, and six months at the URV. Internships and study activities completed prior to the date on which the agreement is signed will also be accepted as part of the student's activities, provided they are accepted by the academic committee and thus included in the joint supervision agreement.

The two institutions involved in the joint thesis supervision must endeavour to ensure the publication, exploitation and protection of the research results in accordance with the specific procedures in each country.

The thesis may only be defended once at one of the two universities. This provision must be included in a clause in the agreement signed by representatives of both institutions.

The thesis defence panel must be appointed by mutual agreement between the two universities, as established in the agreement. If the thesis defence takes place at the URV, the composition of the examining board must comply with the provisions of Article 22.4 of these regulations.

The thesis may be written and, where appropriate, defended in any of the languages of the institutions participating in the joint supervision or in the languages customarily used for scientific communication in the subject area of the doctoral thesis. However, the parties may agree that if the thesis is written in a language other than English, it must include a summary version in English or published articles of the thesis in English.



3. The School Management Committee will monitor and oversee doctoral theses subject to joint supervision.

ARTICLE 22. DOCTORAL THESIS EXAMINATION PANEL

1. The examination panel must be comprised of three full members (chairperson, secretary and member) and three substitutes, all of them experts in the subject of the thesis. Members of the panel are nominated by the doctoral programme's academic committee and appointed by the School Management Committee. At least two of the members of the examination panel must be external to the URV and the programme's collaborating institutions. If a substitute member is required to intervene, the same proportion of members will be maintained.

2. The members of the panel must hold a doctoral degree and have accredited research experience.

3. The thesis supervisor or supervisors and the tutor, if applicable, may not be on the examination panel.

4. In the case of jointly supervised doctoral theses, the composition of the examination panel will be determined by the terms of the joint supervision agreement. If the defence takes place or is organised at the URV, the examination panel must be made up of a majority of members from outside the URV and the programme's collaborating institutions, and all members must hold doctoral degrees and have accredited research experience.

5. The thesis defence cannot begin until all of the members of the examination panel as well as the doctoral candidate are present. With the approval of the academic committee, the defence and grading of theses may take place remotely (by synchronous videoconference) and in the presence of some or all of the participants (panel, student, audience) in accordance with the procedure established by the Doctoral School. In this case, all necessary measures must be taken to ensure that the public session can be conducted appropriately and that academic quality is assured, without prejudice to the provisions of Article 29.2 on doctoral theses with confidential content.

6. In the event of the resignation of a full member of the examination panel on reasonable grounds, the chairperson will replace that member with the corresponding substitute. However, if unforeseen circumstances arise with regard to the members of the panel that require urgent resolution, the chairperson must immediately inform the directors of the Doctoral School and propose a solution. The directors of the Doctoral School will, in turn, inform the School Management Committee.

ARTICLE 23. APPLICATION FOR DEPOSIT OF DOCTORAL THESES

1. When doctoral students complete their theses, they must submit an application for deposit in digital format via the intranet and attach the required documentation in accordance with the procedure established by the Doctoral School.

Doctoral students whose theses contain confidential information must submit their applications in accordance with the procedure established by the Doctoral School.

2. The Doctoral School will receive applications and documentation from doctoral students and inform their thesis supervisors, their tutors (if applicable), their doctoral programme coordinators and the relevant departmental secretary's office to provide access to the programme's academic committee for approval.

ARTICLE 24. DOCTORAL ACADEMIC DISTINCTIONS AND THESES UNDER INTERNATIONAL JOINT SUPERVISION

1. The title 'International Doctorate' may appear on the face of the physical doctoral degree if the requirements established in Article 15 of Royal Decree 99/2011 of 28 January (amended by Royal Decree 195/2016) regulating official doctoral studies are met.



2. The title 'Industrial Doctorate' may appear on the face of the physical doctoral degree if the requirements established in Article 15 bis of Royal Decree 99/2011 of 28 January (amended by Royal Decree 195/2016) regulating official doctoral studies are met.

3. The following text will be included on the face of physical doctoral degrees that are not part of a joint programme, but are jointly supervised by two or more doctoral degree holders, one from a Spanish university and one from a foreign university, in accordance with the provisions of Article 15.2 of Royal Decree 99/2011 of 28 January (amended by Royal Decree 195/2016): 'Thesis under joint supervision with University U'.

ARTICLE 25. AUTHORISATION OF THE DEPOSIT OF THE DOCTORAL THESIS

1. The doctoral thesis supervisor or supervisors must issue a thesis authorisation report and propose members of the evaluation panel. Both documents will then be submitted to the secretary's office of the department responsible for managing the thesis. Doctoral students who wish to be eligible for any of the distinctions or for one of the specific types of degrees mentioned in Article 24 must include a statement to this effect when requesting the deposit of their theses and provide the supporting documentation stipulated by the Doctoral School.

2. The academic committee of the doctoral programme will approve or reject the deposit of the doctoral thesis after reviewing the documentation submitted with the thesis deposit application and the authorisation of the thesis supervisor.

3. If the committee does approve the deposit, it will inform the doctoral student, the thesis supervisor and the tutor, if applicable. The authorisation agreement and documentation must also be sent to the Doctoral School via the secretary's office of the department responsible for the administration of the doctoral programme in accordance with the procedure established by the Doctoral School.

4. If the academic committee of the doctoral programme does not authorise the deposit, it must inform the doctoral student, the thesis supervisor(s) and the tutor, if applicable, of the grounds for its decision in writing.

For doctoral theses with confidential content, the thesis supervisors, members of the academic committee and members of the examination panel, as well as any external reviewers, must sign a confidentiality agreement in accordance with the procedure established by the Doctoral School.

ARTICLE 26. DEPOSIT OF THE DOCTORAL THESIS WITH THE DOCTORAL SCHOOL

1. When the Doctoral School receives authorisation for the thesis deposit from the doctoral programme's academic committee, it will:

- a) Validate the documentation.
- b) Notify the doctoral student of acceptance, and request payment of the thesis defence fees, signature of the TDX contract, and submission of the stipulated number of bound copies of the thesis to the departmental secretary's office.
- c) Publish an announcement of the deposit of the thesis on the Doctoral School website.

2. The doctoral thesis will be deposited for a minimum of ten calendar days after the date of publication. Any URV doctor may examine it and submit any observations he or she may have to the director of the Doctoral School prior to approval of the thesis defence by the School Management Committee, in accordance with the procedure established by the Doctoral School.

3. The School Management Committee will employ the relevant procedure if negative observations are received.



ARTICLE 27. APPROVAL OF THE DOCTORAL THESIS DEFENCE

1. The members of the School Management Committee will review the information in the theses accepted for deposit and record any observations they may have, in particular with regard to quality and scientific contributions.
2. The School Management Committee will convene to approve or reject the defence of the doctoral theses and the composition of the thesis panels.
3. The Doctoral School will then notify the members of the panels of their appointment, and inform the doctoral student, the supervisor(s), the tutor (if applicable), the doctoral programme coordinator, the secretary's office of the department and the Economic Resources Service (for accounting purposes as stipulated by the URV) of their decision.
4. If the School Management Committee does not authorise the thesis defence, it must notify the doctoral student, the thesis supervisor(s), the tutor (if applicable), and the academic committee of the doctoral committee, stating the grounds for its decision in writing.

ARTICLE 28. CONVENING THE DEFENCE

1. The thesis defence will take place in a public session in the academic period between October and September (except for the month of August, non-teaching days, public holidays and other days when the University is closed due to reduced activity, in accordance with the calendar approved by the Governing Council).
2. Once the School Management Committee approves the composition of the examination panel, the secretary's office of the department responsible for the administration of the doctoral programme will contact the members of the examination panel to send them the doctoral thesis, arrange travel if necessary, and request any required documentation.
3. The thesis supervisor, the doctoral student and the members of the examination panel will set the date for the thesis defence. The thesis supervisor will inform the departmental secretary's office of the date of the thesis defence, and the secretary's office will inform the Doctoral School by means of the established procedure at least seven calendar days prior to the defence.
4. The thesis defence must take place a minimum of 7 and a maximum of 60 calendar days after the date on which School Management Committee approves the defence. The month of August and other days on which the University is closed due to reduced activity in accordance with the calendar approved by the Governing Council will not be counted when determining the deadline. Prior to the end of the abovementioned period, an extension of 15 additional working days may be requested in exceptional circumstances, in accordance with the procedure established by the Doctoral School. If the defence has not taken place by the end of the entire period, the deposit process is deemed invalid and the procedure must be begun again.
5. The Doctoral School will confirm the date, time and place of the thesis defence with the members of the examination panel, the doctoral programme coordinator, the department responsible for administration and the doctoral student. It will also notify the following URV units: the Economic Resources Service, the Research Support Office, the Human Resources Service, the Bureau for Communication and Marketing and the Publications Unit.
6. The University, through the Communication and External Relations Office, is responsible for publishing the defence on the URV website.
7. The Doctoral School will issue the students' doctoral degree report and send it to the secretary's office of the department in charge of administration of the doctoral programme. The secretary's office will deliver the report, along with the student's document of doctoral activities and, if applicable, recommendations for the distinction of *cum laude*, to the secretary of the examination panel prior to the defence.



ARTICLE 29. THESIS DEFENCE PROCEEDINGS

1. At the thesis defence, the doctoral student will present and defend his or her research, methods, content and conclusions to the examination panel, highlighting novel contributions to the field of study.

2. In exceptional cases, the academic committee of the doctoral programme may decide that appropriate measures should be taken to guarantee that the content of the thesis is not made public, while also ensuring that the public presentation of the thesis's contribution to knowledge is not compromised. These circumstances may include the participation of businesses in the programme, confidentiality agreements with companies or patents based on the thesis content.

The School Management Committee will be informed in advance of this circumstance in accordance with the procedure established by the Doctoral School.

3. During the defence, the members of the examination panel may ask the candidate any questions they feel are relevant. The doctors present at the public event may ask questions at the time and in the manner indicated by the chair of the panel.

ARTICLE 30. GRADING THE DOCTORAL THESIS

1. After the thesis defence, the examination panel will issue a report and award an overall grade for the thesis using the following scale: fail, pass, good or excellent.

2. If the overall grade is excellent, the examination panel may propose that the thesis be awarded a *cum laude* distinction. In this case, all panel members must unanimously vote in favour of the distinction in a secret vote.

3. Votes for a *cum laude* award must be reviewed at a meeting other than that convened for the thesis defence before the distinction can be conferred, in accordance with the procedure established by the Doctoral School.

4. Doctoral candidates who disagree with their overall grade may submit a substantiated request for review to the director of the Doctoral School at the Registrar's Office within ten calendar days of the defence. The director of the Doctoral School will inform the chairperson of the examination panel of the request for review and submit a report stating his or her opinion and/or recommendation with regard to the request within ten working days from reception of the request. In turn, the chairperson of the panel will issue a review report and send it to the Doctoral School within a maximum of ten working days.

5. Doctoral students who disagree with the result of the review may lodge an appeal with the Rector of the URV within a maximum period of one month from the day after notification. If the established period elapses without an appeal having been lodged, the director of the Doctoral School will execute the decision of the thesis examination panel. The Doctoral School will modify, if necessary, the grade awarded for the doctoral thesis in the doctoral student's file, notify the doctoral student, and send the review report within a maximum period of ten working days.

ARTICLE 31. CONCLUSION OF PROCEEDINGS

1. Upon conclusion of the defence, the secretary of the examination panel will deliver the doctoral degree report, signed by the members of the thesis examination panel, to the department responsible for administration of the doctoral programme.

2. The secretary will also submit the secret votes for the *cum laude* recommendation, when applicable.

3. Within a maximum period of one week from the date of the defence, the chairperson of the academic committee will review the secret votes, transfer the result to the doctoral degree report, and inform the members of the examination panel and the doctoral student of the result. The departmental secretary's office



responsible for administration of the doctoral programme will file the secret votes and send a copy to the Doctoral School in PDF format.

4. The secretary's office responsible for administration of the doctoral programme will deliver the original minutes to the secretary and submit a copy to the Doctoral School in PDF format.

ARTICLE 32. ARCHIVING AND DISSEMINATING THE DOCTORAL THESIS

1. When the doctoral thesis is approved, the University will archive it in open digital format and send a copy in digital format to the Ministry of Education, Culture and Sport with the required complementary information, in accordance with the procedure established by the Doctoral School.

2. The Doctoral School will store the doctoral thesis file in the TDX online doctoral thesis repository ([TDX, www.tdx.cat](http://www.tdx.cat)), in accordance with established agreements on data protection or confidentiality.

With justification, doctoral students may request postponement of the dissemination of their doctoral theses for a maximum period of two years, in accordance with the procedure established by the Doctoral School.

Doctoral thesis files are added to the URV's institutional repository, a compilation of the University's scientific production that ensures its safekeeping as part of the URV's institutional heritage.

3. With the academic committee's consent, the secretary's office of the department managing the doctoral programme may send the final copy of the bound thesis to the URV's Learning and Research Resources Centre (CRAI). For theses which include confidential content, an abridged version will be submitted, in accordance with the procedure established by the Doctoral School. When the CRAI has received the thesis, it will assign it a registration number, which will be communicated to the Doctoral School for inclusion with all other data associated with the document. Any member of the university community may view the theses deposited in the CRAI.

ARTICLE 33. SPECIAL DOCTORAL PRIZES

1. Every academic year, Rovira i Virgili University (URV) awards various special doctoral prizes. These academic distinctions are awarded in recognition of doctoral theses of the highest quality.

2. Special doctoral prizes may be awarded to all URV doctoral graduates who have defended their theses in the 2022-23 academic year and who have:

Been awarded the *cum laude* distinction for their theses;

Have made, by the time they apply for the prize, a significant scientific contribution which is based on the content of the thesis and which explicitly states their affiliation with the URV (articles in journals, books or book chapters, patents, artistic works and any other contributions that are relevant to their field of study). Researchers attached to other research structures (institutes, observatories, etc.) must clearly identify their affiliation with the URV. Affiliation with the URV must follow the guidelines for the institutional signature and affiliation approved by the Scientific Policy and Transfer Commission.

3. In order to submit proposals for special prizes, each academic committee must have an internally approved procedure that must include additional assessment criteria and required documentation from candidates who are eligible for a special prize in their doctoral programme.

4. The doctoral programme's academic committees may submit to the School Management Committee one proposal for a special doctoral thesis prize for every ten doctoral theses defended, or fraction thereof.



5. The School Management Committee will recommend the graduates worthy of receiving special prizes to the Governing Council each academic year. However, the School Management Committee may also recommend to declare one or more of the proposals void if it does not consider them to be sufficiently meritorious.

6. At the discretion of the Governing Council, special doctoral prizes will be granted to candidates recommended by the School Management Committee.

CHAPTER 3. FINANCIAL ASPECTS OF REGISTRATION

ARTICLE 34. GENERAL CONSIDERATIONS

1. These regulations will apply in all matters that do not contradict the decree of the Government of Catalonia establishing fees for academic services at public universities and the Open University of Catalonia or any other applicable law.

2. Registration means that doctoral students must pay the full cost of academic supervision, administrative charges, insurance, possible surcharges, and any applicable voluntary service fees, as determined annually by the Government of Catalonia and through the agreements of the University Council of the URV. The amount to be paid by doctoral students is the sum of the following items, as established in the aforementioned decree:

Academic supervision fee

Cost of bridging courses, if applicable

File management fee

Learning support services fee

Academic pathway study fee (new doctoral students with foreign entrance qualifications)

Insurance fees

Voluntary service fees, if applicable

3. As a condition for registration or the issuance of diplomas or certificates, universities require payment of all outstanding amounts for registration in any programme of study or academic period at a university, school or faculty to which the decree applies, as well as payment of all applicable interest on amounts in arrears. The URV therefore requires that all outstanding amounts owed by the student are paid before it will authorise the finalisation of a new registration or issue accreditation documents.

Payment of the registration fee is an essential requirement for the validity of registration and accrediting documents. If payment is made in instalments, the obligation to pay will be deemed satisfied when all payments have been made.

4. Further information on processes governed by these regulations can be found on the URV's website in the Administrative Procedures section.

ARTICLE 35. ECONOMIC EFFECTS FOR DOCTORAL STUDENTS APPLYING FOR TRAINEE RESEARCH STAFF CONTRACTS, GRANTS AND FINANCIAL AID (OFFICIAL CALLS FOR APPLICATIONS)

1. Doctoral students who respond to an official call for applications for a trainee research staff contract, scholarship or grant that provides registration fee aid covering the cost of academic supervision must:

Enrol as applicants for a trainee research staff contract, scholarship or grant.

Pay fees, insurance costs and any applicable voluntary service fees within the period established in the registration receipt, in accordance with the conditions of the call for applications.

If the aid application is rejected, the URV will adjust the amount due for registration to include the fee for academic supervision. However, doctoral students whose applications are rejected and are thus unable to continue their studies may request the annulment of their registration.



Applicants who have not yet paid their fees, insurance costs and any applicable voluntary service fees will be temporarily suspended with the corresponding effects if they wish to enrol in other courses at the URV.

2. Doctoral students whose trainee research staff contract is renewed and who receive a favourable report from the academic committee may register for academic supervision in the second academic year and subsequent academic years with the corresponding registration grant, in accordance with the provisions of the call for applications.

ARTICLE 36. CONDITIONALLY REGISTERED DOCTORAL STUDENTS

Doctoral students who are conditionally registered must regularise their situation by 30 April 2023 at the latest. Until their situation has been regularised, they will have temporary suspension status.

If they have not regularised their documentation by 1 May 2023, their registration will be cancelled and they will have no right to reimbursement of any fees paid and any outstanding amounts will remain payable.

ARTICLE 37. APPLICATION OF OTHER GRANTS FOR ACADEMIC SUPERVISION OF DOCTORAL STUDENTS

The following procedure must be followed when a competitive call promoted by a URV unit establishes that the beneficiaries will receive a registration grant corresponding to the price of academic supervision:

The URV unit must submit a summary of the grant timetable to the Academic Management Service, including the date of the final decision and a document indicating, among other details, the organisation from which funding will be provided.

The Academic Management Service will send this documentation to the Economic Resources Service and inform them of registration fee due.

When the information about the organisation has been verified, the Economic Resources Service will earmark the amount to ensure it is paid.

The Academic Management Service will then enter the grant or aid data into the system, so when the doctoral student completes registration, the amount due will only include fees, insurance costs and any applicable voluntary service fees.

The Academic Management Service will inform the Economic Resources Service and the unit promoting the grant that registration has been finalised and specify the amount to be paid so that the transfer can be made.

It is important to note that the process takes about 15 days from the time the unit contacts the Academic Management Service until the doctoral student's grant information is entered into the system. The unit should therefore initiate the process as soon as possible.

If the process is still in progress at the end of the registration period, the doctoral student must register by means of the standard process, and the University will return any applicable amounts.

ARTICLE 38. ECONOMIC EFFECTS FOR DOCTORAL STUDENTS ENROLLED UNDER CO-SUPERVISION AGREEMENTS (URV AND A FOREIGN UNIVERSITY)

Doctoral students must enrol at the URV for the duration of their thesis preparation period. This means they must pay registration fees (academic supervision and administrative charges, insurance and any applicable voluntary service fees) each academic year, unless the student receives a grant to offset those costs. The corresponding amount, if the financial aid comes from the URV, must be the result of a competitive call for applications and must be assumed by the unit that awarded it.



All academic and economic effects at the other university are subject to the provisions of the agreement reached with that university.

If the student receives authorisation to reduce the minimum duration of his or her doctoral studies, only the finalised registration fee (Article 12.1) will be payable (Article 12.1).

ARTICLE 39. REGISTRATION TYPES AND EXEMPTIONS

1. Regardless of whether or not the student's registration is conditional, the type of registration fee to be applied (ordinary, large family, etc.) must be specified at the time of registration in case the application is rejected, and all relevant supporting documentation must be attached. This fee will be applied for the entire academic year.

The Government of Catalonia's decree on public university fees sets out exemptions that can be applied to the cost of registration.

Doctoral students in registration categories with fee exemptions must be mindful of the fact that the conditions that grant the right to exemptions must be met on the date they start their studies (1 October 2022).

If, at the time of registration, the student's accrediting documentation is not valid or is in the process of being renewed, the student will not be entitled to the exemption. However, registration will be regularised, with the corresponding economic effects, as long as documentation accrediting the validity of the conditions for exemption on the official start date of academic activities is presented to the secretary's office before 20 December.

These exemptions can also be applied when, upon submitting the relevant accrediting documentation, students request:

Academic transcripts.

File transfers.

The issuance of academic qualifications.

Management of their academic transcripts.

2. The types of registration and applicable exemptions are as follows:

a) Ordinary

Doctoral students pay the full official prices set out in the Government of Catalonia's decree for the provision of university academic services.

b) Large family of general class or large family of special class

Doctoral students will be exempt from paying 50% or 100%, respectively, of the public fees for academic services, including administrative fees, in accordance with the abovementioned decree.

This type of registration applies to Spanish and Andorran doctoral students:

Spanish doctoral students with a general class large family must bring the original and a photocopy of their large family certificate when registering. The certificate must be valid at the start of academic activities. Spanish doctoral students with a special class large family must bring the original and a photocopy of their large family certificate, which must be valid at the start of academic activity.

Andorran doctoral students must submit a report issued by the corresponding Andorran Ministry.

Foreign doctoral students from other countries who wish to apply for this type of registration must also provide a large family certificate issued by the relevant department of the Government of Catalonia. If this document is being processed, they must enrol with an ordinary registration type and, if applicable, the registration will be regularised at a later date.

c) Victims of terrorist acts



Individuals who have been victims of terrorist acts, as well as their spouses and children, are eligible for exemption from the established fees.

This can be accredited by presenting the corresponding administrative resolution.

In the case of spouses and children, the applicant's family record book must also be attached.

d) People with disabilities

Doctoral students with a minimum degree of disability of 33% are eligible for exemption from the established fees.

In order to be eligible for this exemption, proof of the disability and its degree must be provided by means of a certificate issued or validated by the Directorate General for Personal Autonomy and Disability of the Government of Catalonia or the equivalent body in other autonomous communities. Disability and degree can also be accredited with a disability card issued by the competent department of the Government of Catalonia accompanied by the applicant's Spanish national identity card or Spanish foreigner identity card.

e) Victims of domestic gender violence

Individuals who have been victims of domestic violence, as well as their dependent children, are eligible for exemption from the established fees.

This can be accredited by presenting the following valid documentation:

Copy of a criminal ruling of gender violence.

Copy of a protection order or any other legal resolution that stipulates a precautionary measure in favour of the victim.

Copy of the report from the Spanish Public Prosecutor's Office indicating that the applicant is a victim of domestic violence.

Copy of the report or certificate that demonstrates that the applicant is being treated as a victim of male domestic violence.

To accredit the relationship of dependency of the children of victims of domestic gender violence, the following documentation must be submitted:

The family record book for children up to the age of 21.

Certificate of family cohabitation for children over 21 years of age.

ARTICLE 40. FORMS OF PAYMENT

1. In general, the forms of payment accepted for payment orders issued by the URV are:

direct debit

debit or credit card

payment in cash at a bank

loan through the Agency for Management of University and Research Grants (AGAUR).

2. The cost of registration (thesis supervision, administrative charges related to registration, insurance and any applicable voluntary services) should preferably be paid by direct debit or credit card.

At the time of registration, doctoral students who wish to pay their fees by direct debit should provide the details of the bank from which the fees will be paid. They must also authorise the URV to charge the corresponding amounts to the account that they have indicated and declare that they are the accountholder or have the accountholder's express authorisation to use the account for this purpose. Doctoral students can also pay by card. In this case, they must provide their card details when confirming payment. If these methods of payment are not convenient, the



student should contact the secretary's office of their doctoral programme, which will issue a payment order that can be paid at a bank.

Doctoral students can also choose to apply for a loan from the Agency for Management of University and Research Grants (AGAUR), which can finance 100% of registration fees, repaid in monthly instalments over the course of the academic year.

The minimum amount that can be financed through AGAUR is 500 euros.

3. The secretary's office will issue payment orders so students can pay their fees (certificates, issue of diploma, etc.). The orders can be paid by card or in cash at collaborating banks before the due date on the order using the reference number.

4. The recommended method of payment from abroad is credit or debit card. In exceptional cases, payment may also be made by bank transfer by means of the applicable administrative procedure. Any bank charges that may be applied will be borne by the doctoral student.

Any other form of payment used will be considered null and void. As such, the registration and other fees will be considered unpaid, with the corresponding repercussions.

5. A new payment order will be issued for the purpose of settling unpaid registration fees, which must be paid by card or in cash at a collaborating bank.

ARTICLE 41. METHODS OF PAYMENT: SINGLE PAYMENT OR PAYMENT IN INSTALMENTS

Doctoral students may choose to pay in a single payment or in instalments at the time of registration, as long as they register before 1 December. Students can change the method of payment within five calendar days of the date of registration.

Requests for changes in the method of payment submitted after five calendar days have passed and prior to 30 November can be submitted to the relevant secretary's office. This change is subject to a registration change fee, which is set out in the university pricing decree.

1 Single payment

Doctoral students pay the full amount of the registration fee in one single payment. In the case of direct debit, the amount will be charged to the doctoral student's account after six calendar days following the completion of registration.

2 Payment in instalments

Doctoral students may opt to pay in instalments if the total amount of the registration fee exceeds 300 euros.

The registration fee can be paid in two instalments.

The first payment will include 50% of the cost of registration, administrative charges, insurance and any applicable voluntary services.

The second payment will be for the remaining 50% of the cost of registration.

In the case of direct debit, the first payment will be charged to the account indicated by the student after six calendar days following the completion of registration. The second payment will be charged on 20 December.

ARTICLE 42. NON-PAYMENT, TEMPORARY SUSPENSION AND SURCHARGES

1. Doctoral students meeting the conditions indicated below will have their registration temporarily suspended without the need for prior notification by the URV.

Conditionally registered students who have not yet submitted documentation meeting requirements.

Students who have not paid the registration fee(s) by the deadline.



2. Doctoral students who have not paid their registration fees by the deadline will be issued a new payment order that they must pay to normalise their situation. This new payment order will include the following surcharge:

Up to three months after completing registration, the surcharge will be 0%.

An additional 0.5% will be charged for each month thereafter, with a maximum of 1.5%.

3. Non-payment of registration fees will have the following effects:

a) Up to 15 September:

The URV will not issue any certificates, academic transcripts or degree certificates.

Students will have access to the URV's digital services.

Students' grades will not be officially valid.

b) After the start of the registration period for the following academic year:

Students will not be able to enrol in any URV courses or programmes until they rectify their situation.

4. Once students have regularised their situation, the academic validity of the grades received in assessments will be restored.

Doctoral students who miss any exam sessions while they are temporarily suspended will not have the right to repeat these exam sessions at a later date.

ARTICLE 43. ANNULMENT OF REGISTRATION

1. Doctoral students who are unable to continue their studies may request annulment of their registration.

2. Annulment of registration will result in the termination of academic and administrative procedures for the student's finalised registration, and the loss of the right to examination, doctoral student status and the benefits associated with that status.

3. When registration is annulled, the student loses his or her place at the University. In order to resume the same study programme, new doctoral students must re-register via official pre-registration. Doctoral students who annul their second or subsequent registration and wish to continue their studies in the following academic year must apply to resume their studies in accordance with the procedure provided for this purpose.

4. Grounds for annulment of registration may include:

a) Annulment for personal reasons

Doctoral students who request annulment of registration due to personal reasons must submit their requests to the corresponding secretary's office. The deadlines for submission and the effects are as follows:

Up to five calendar days after registration

If the application is submitted within this period, the initial registration will be normalised and the doctoral student will have to pay administration charges and the academic pathway study fee, if applicable. When the fees are paid, registration will be cancelled.

Prior to the start of the academic activities

If the application is submitted before the start of academic activities, by 30 September at the latest, and the registration fee has been paid, and the application for annulment is approved, the thesis supervision fee, learning support services fee, insurance and any applicable voluntary services will be refunded and registration cancelled. Amounts received to cover administrative charges and the academic pathway study, if applicable, will not be refunded.

From the start of academic activity until 15 February



For the annulment to take effect, doctoral students must be up to date with payment of 100% of registration fees and administrative charges, insurance and any applicable voluntary services.

b) Cancellation due to serious illness

A special request must be submitted for annulment due to a serious illness that prevents the student from performing his or her academic duties. An official medical certificate must be attached to the request stating the date of the onset of the illness and the expected period of convalescence.

Requests may be submitted from the sixth day of registration until 15 January. If the annulment is approved, the thesis supervision fee will be refunded. Amounts received for administrative charges, insurance and any applicable voluntary services will not be returned.

c) Annulment due to failure to obtain a visa

Non-resident students who have registered but have failed to obtain a visa to travel to the URV to study in person may request to have their registration annulled. To request annulment, they must submit the annulment form to the secretary's office where they registered and attach supporting documentation stating that the visa has been denied.

Applications may be submitted from the date of registration until 15 June 2023.

If the annulment of registration is approved, amounts paid for administrative charges, insurance and any applicable voluntary services will not be refunded.

d) Annulment due to not meeting documentary requirements for admission

Doctoral students who are conditionally registered pending compliance with documentary requirements must provide all documents to meet the requirements (legalisation, translation or certification of originals) by 30 April 2023 at the latest. After this date, their registration will be annulled, any amounts paid will not be refunded, and they will be liable for any outstanding amounts.

e) Annulment due to the death of the doctoral candidate

In the event of death, any direct relative or legal representative of the doctoral student may submit a request for annulment of registration to the URV.

The university may act *ex officio* if it becomes aware of a doctoral candidate's death by any means.

If the annulment of registration is approved, the amount paid for registered thesis supervision will be refunded to the deceased student's legal beneficiary. If the doctoral student was registered as a grant applicant, registration will be cancelled without refund.

f) Annulment due to denial of a grant or financial aid

This applies to doctoral students who are registered conditionally who present documentation verifying that they have applied for a scholarship or grant and have been denied.

Doctoral students who request annulment of their registration will be unregistered when payment of the administrative fees, insurance and any applicable voluntary benefits has been verified.

Students who are not up to date with the payment of their registration fees, insurance and any applicable voluntary services will be temporarily suspended.

ARTICLE 44. EXTRACURRICULAR UNIVERSITY SERVICES

1. School insurance – corresponding ministry

All doctoral students under the age of 28 must take out student insurance.



2. Additional compulsory accident policy – URV

a) URV doctoral students

All URV doctoral students must take out this policy at the time of registration (further information is provided on the website and in the registration documentation).

Doctoral students under the age of 28 who would like to withdraw from the policy must expressly request exclusion before 20 December and the corresponding amount will be refunded.

In the event of the death of foreign doctoral students, the policy does not include repatriation to their home country. Foreign doctoral students who have not taken out an insurance policy that includes repatriation before leaving their country can contact the URV's International Centre, which will inform them of policies that can be taken out through the URV's contract.

b) URV doctoral students (internationally mobile students)

Doctoral students who travel abroad must take out insurance to cover health care and disability, death, and preferably, repatriation. Before beginning a mobility period, the URV's International Centre can arrange insurance for doctoral students who can prove that they have a student-only affiliation. Doctoral students who also have a contractual relationship with the URV can obtain information about insurance abroad from the URV's Purchasing Office.

3. URV Solidària

When registering, doctoral students can express their desire to collaborate with URV Solidària by paying a supplement with their registration fee.

CHAPTER 4. ADMINISTRATIVE PROCEDURES

ARTICLE 45. GENERAL CONSIDERATIONS

The administrative and managerial procedures covered by these regulations and their timetables are established by the Doctoral School and the Academic Management Service and are revised annually when necessary. These procedures and timetables are published on the URV website before the start of each academic year.

The specific procedures and application forms that students should use for each procedure are posted on the URV website (<http://www.urv.cat>) in the Administrative Procedures section.

The criteria for deciding on applications for the various procedures are set out in the individual procedures and published on the website in the relevant sections.

For the administrative procedures related to inter-university doctoral studies, the provisions of the corresponding agreement will be applied.

Submission of applications

Application forms are available on the website. Each procedure explains the different submission systems and in which cases the document will be kept on file.

Documents can be submitted in person by:

- the applicant
- a legal representative
- a duly authorised individual

Prior identification of the applicant, legal representative or authorised person is required via a national identity card, passport, driving licence or university identity card.



In accordance with the law and for the purposes of meeting the deadline, other ways of submitting documentation to the URV are:

Online, by telematic means.

By ordinary post. Documents to be delivered by certified post must be presented to the corresponding post office in an open envelope so the application addressed to the University can be dated and stamped before being certified, in accordance with the provisions of Article 31 of RD 1829/1999 of 3 December. If the application is not dated or stamped by the post office, the date of submission will be the date on which it is delivered to the URV's General Registry.

Through state or autonomous community administration registers. Local public administration registers are not considered valid.

At Spanish diplomatic or consular offices abroad.

Applications must be submitted within the periods established in the calendar of administrative procedures approved annually.

Calculation of deadlines

Deadlines indicated in days in these regulations will be understood to be calendar days unless expressly indicated otherwise.

If the last day of a period falls on a Saturday or Sunday, the period will be extended to the following Monday.

Except for deadlines expressly established by law, the month of August is not counted for the purpose of calculating deadlines in these regulations.

Decisions

In accordance with the relevant procedure, notification of decisions regarding requests will be provided:

Whenever possible, at the time the application is submitted, or a maximum of five days after the application and complete documentation, if applicable, are submitted.

At the latest, within the three-month period stipulated by law.

Notification of decisions will preferably be delivered by electronic means for certain procedures.

Alternatively, decisions can be communicated as follows:

By delivery via registered post with acknowledgement of receipt by the person concerned at the address given on the application form.

By in-person pick-up by the person concerned, who must sign to acknowledge receipt.

By contracted courier service, managed and paid for by the person concerned, on presentation of the corresponding authorisation of the person concerned.

Correspondence by email between the URV's administration and doctoral students will take place via the institutional email address assigned to the doctoral student.

Communications to doctoral students who have graduated may be sent to their personal email address, if they have previously consented to its use.

Appeals against decisions

If an application is rejected or the person concerned does not agree with the content of the decision, he or she can lodge an appeal.

An administrative appeal is the act by which an individual requests that the URV annul or amend an administrative act issued by the URV. Administrative appeals are regulated by Law 39/2015 of 1 October on the common administrative procedure of public administrations.



The possibility of lodging an appeal, the types of appeals that can be lodged and the dates on which they can be lodged must be explicitly declared at the bottom of decision notifications.

Issuance of official certificates and supporting documents

In accordance with the provisions of the price decree, a fee will be charged for the issuance of official certificates regarding academic data, financial data, or doctoral students' studies, except for supplementary degree certificates, which are free of charge. When the applicant submits an application, the URV issues a payment order which is to be settled in cash at a bank. At the request of the person concerned, the payment order can be delivered in PDF format. Payment orders in PDF format can also be paid by card.

Documents accrediting academic transcripts intended for specific purposes (transfer of transcript, collaboration grants, etc.) and/or the students' registration fee are issued free of charge.

Documents will be released when payment of the fee has been verified and the person collecting the document has identified himself or herself via a national identity card, passport, driving licence or university identity card.

Documents can be collected by:

- the person concerned.
- a legal representative of the person concerned.
- a duly authorised individual.
- a contracted courier service, handled and paid for by the person concerned and with his or her authorisation.

DEROGATORY PROVISION

These regulations repeal the academic and registration regulations for doctoral studies previously in force.

FINAL PROVISION

These regulations will come into force in the 2022-23 academic year.



CALENDAR FOR NEW DOCTORAL PROGRAMME ADMISSIONS
2022-23 academic year

| FIRST PHASE | | | | |
|--------------------|---|---|---|--|
| PROCESS | PERIOD | OBSERVATIONS | | |
| PRE-REGISTRATION | From 11/07/2022 to 04/11/2022 | The deadline for pre-registered students to provide the minimum admission documentation is 14/11/2022. The university will be closed during the month of August for academic purposes and no new pre-registrations will be processed. Candidates pre-registered in July will have access to the document manager to upload documentation, which will be reviewed starting in September. | | |
| ADMISSION | From 12/07/2022 to 02/12/2022 | The admissions coordinator will periodically admit candidates according to the number of pre-registered candidates who present the minimum documentation. Admittance means that a place will be reserved for the admitted candidate in the same academic year in which pre-registration is formally concluded. The university will be closed during the month of August for academic purposes and no new pre-registrations will be processed. | | |
| REGISTRATION | From 01/10/2022 to 19/12/2022 | Candidates admitted in this phase who have not registered in this period may do so after the deadline by paying the corresponding fee. The deadline for pre-registered candidates to enrol in this phase is 29/03/2023. | | |
| ASSESSMENT | All students who did not take the first assessment or who failed the first assessment must take the second assessment. Students must take and pass the annual assessment to continue in their programmes. | <u>Phases</u> <ul style="list-style-type: none"> • Submission of the document of doctoral activities and research plan (student) • Submission of assessment report (thesis supervisor) • Grades (academic committee) | <u>April 2023</u> <u>(First call)</u> From 13 January to 2 May From 3 to 16 May From 17 May to 1 June | <u>June 2023</u> <u>(Second call)</u> From 19 June to 7 July From 10 to 18 July From 19 to 27 July |



| | | | | |
|--|--|--|--------------------------------|-------------------------------------|
| | | <ul style="list-style-type: none"> Approval of Doctoral School Steering Committee minutes | Extraordinary assembly, 7 June | Extraordinary assembly, 7 September |
|--|--|--|--------------------------------|-------------------------------------|

| SECOND PHASE | | | | |
|------------------|--|--|---|--|
| PROCESS | PERIOD | OBSERVATIONS | | |
| PRE-REGISTRATION | From 12/01/2023 to 03/03/2023 | The deadline for pre-registered students to provide the minimum admission documentation is 13/03/2023. | | |
| ADMISSION | From 13/01/2023 to 22/03/2023 | The admissions coordinator will periodically admit candidates according to the number of pre-registered candidates who present the minimum documentation. Admittance means that a place will be reserved for the admitted candidate in the same academic year in which pre-registration is formally concluded. | | |
| REGISTRATION | From 16/01/2023 to 29/03/2023 | Candidates admitted in this phase who have not registered in this period may do so after the deadline by paying the corresponding fee. The deadline for pre-registered candidates to enrol in this phase is 15/06/2023. If the late registration is concluded after 02/05/2023, the student may only participate in the second assessment in June. | | |
| ASSESSMENT | All students who did not take the first assessment or who failed the first assessment must take the second assessment. Students must take and pass the annual assessment to continue in their programme. | <u>Phases</u> <ul style="list-style-type: none"> Submission of the document of doctoral activities and research plan (student) Submission of assessment report (thesis supervisor) Grades (academic committee) | <u>April 2023 (First call)</u> From 13 January to 2 May From 3 to 16 May From 17 May to 1 June | <u>June 2023 (Second call)</u> From 19 June to 7 July From 10 to 18 July From 19 to 27 July |



| | | | | |
|--|--|--|--------------------------------|-------------------------------------|
| | | <ul style="list-style-type: none"> Approval of Doctoral School Steering Committee minutes | Extraordinary assembly, 7 June | Extraordinary assembly, 7 September |
|--|--|--|--------------------------------|-------------------------------------|

THIRD PHASE

- At the request of the programme coordinator, a third phase may be opened, if there are candidates who can provide all the documentation with the requirements demanded within the enrolment period.
- The deadline for pre-registered candidates to enrol for the third phase in the 2022-23 academic year is 15 June 2023.

| | | <u>Phases</u> | <u>June 2023</u> <u>(First call)</u> | <u>September 2023</u> <u>(Second call)</u> |
|------------|--|---|---|--|
| ASSESSMENT | All students who did not take the first assessment or who failed the first assessment must take the second assessment. Students must take and pass the annual assessment to continue in their programme. | <ul style="list-style-type: none"> Submission of the document of doctoral activities and research plan (student) Submission of assessment report (thesis supervisor) Grades (academic committee) | <p>From 19 June to 7 July</p> <p>From 10 to 18 July</p> <p>From 19 to 27 July</p> | <p>From 13 to 19 September</p> <p>From 20 to 25 September</p> <p>From 26 to 29 September</p> |



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|--|--|--|-------------------------------------|-----------------------------------|
| | | <ul style="list-style-type: none"> Approval of Doctoral School Steering Committee minutes | Extraordinary assembly, 7 September | Extraordinary assembly, 5 October |
|--|--|--|-------------------------------------|-----------------------------------|

CALENDAR FOR DOCTORAL PROGRAMME ADMISSIONS AFTER FIRST YEAR
2022-23 academic year

| PROCESS | PERIOD | OBSERVATIONS |
|--------------|---|--|
| REGISTRATION | From 15/09/2022 to 30/09/2022 | <ul style="list-style-type: none"> Doctoral students enrolled as new admissions in the academic year 2021-22 who received favourable assessments, except those pending the second assessment (third pre-registration phase), who have not deposited their theses by 7 September 2022. Second and subsequent year doctoral students who are favourably assessed and who have not deposited their doctoral theses by 7 September 2022. |
| | From 17/10/2022 to 28/10/2022 | <ul style="list-style-type: none"> Doctoral students enrolled as new admissions in the academic year 2021-22 who are pre-registered in the third phase and received favourable assessments in the second assessment period and who have not deposited their doctoral thesis by 7 September 2022. |
| | Doctoral students in the second and subsequent years who have not registered in the corresponding period may do so after the deadline by paying the corresponding fee. The deadline for registration is 29/03/2023. | |



| | | <u>Phases</u> | <u>April 2023</u> <u>(First call)</u> | <u>June 2023</u> <u>(Second call)</u> |
|------------|--|---|--|--|
| ASSESSMENT | All students who did not take the first assessment or who failed the first assessment must take the second assessment. Students must take and pass the annual assessment to continue in their programme. | <ul style="list-style-type: none"> • Submission of the document of doctoral activities and research plan (student) • Submission of assessment report (thesis supervisor) • Grades (academic committee) • Approval of Doctoral School Steering Committee minutes | <p>From 13 January to 2 May</p> <p>From 3 to 16 May</p> <p>From 17 May to 1 June</p> <p>Extraordinary assembly, 7 June</p> | <p>From 19 June to 7 July</p> <p>From 10 to 18 July</p> <p>From 19 to 27 July</p> <p>Extraordinary assembly, 7 September</p> |