

## **POLICY ON TIME LIMITS FOR DOCTORAL PROGRAMMES REGULATED BY ROYAL DECREE 99/2011**

### **FULL TIME**

- The duration of doctoral studies will be no longer than three years, from admission onto the programme to the examination of the thesis.
- If the established time limit is about to end without any request for the thesis to be deposited, the academic committee in charge of the programme may authorise a first extension of one more year.
- In exceptional circumstances, the first extension could be renewed for an additional year. To this end, the doctoral candidate should have completed the research process of the doctoral thesis.
- To apply for this exceptional extension, the doctoral candidate must submit an application to the Official Postgraduate and Doctoral Studies Committee, attaching a reasoned report with the approval of the Supervisor(s).
- The President of the Official Postgraduate and Doctoral Studies Committee, in the light of the report submitted, will decide on the application.

### **PART TIME**

- All students may request to be considered as part-time students.
- The request must be submitted by the student concerned and addressed to the doctoral programme's academic committee. If said committee deems it appropriate, it will request the documentation it considers necessary to justify the request. The academic committee is responsible for admitting or rejecting the request.
- For part-time students, the duration of doctoral studies will be no longer than five years, from admission onto the programme to the examination of the thesis.
- If the established time limit is about to end without any request for the thesis to be deposited, the academic committee in charge of the programme may authorise a first extension of two more years.
- In exceptional circumstances, the first extension could be renewed for an additional year. To this end, the doctoral candidate should have completed the research process of the doctoral thesis.
- To apply for this exceptional extension, the doctoral candidate must submit an application to the Official Postgraduate and Doctoral Studies Committee, attaching a reasoned report with the approval of the Supervisor(s).
- The President of the Official Postgraduate and Doctoral Studies Committee, in the light of the report submitted, will decide on the application.

### **CHANGE OF MODE OF STUDY**

- The change from one mode of study to another can only be made annually at the time of renewing the enrolment, at the beginning of the academic year.
- The change from part-time to full-time will be automatic, upon request of the student presented at the Doctoral School at the time of renewing the enrolment.

- The change from full-time to part-time must be authorised by the doctoral programme's academic commission, after justification by the doctoral of the reasons for that change. The academic committee will request, when it deems appropriate, a favourable report from the student's thesis supervisor and tutor.
- The academic committee of the doctoral programme will send a copy of their resolution to the Doctoral School, so that this resolution is registered in the student's academic record.
- For those students who alternate between periods of full-time and periods of part-time the duration of doctoral studies will be no longer than four years, from admission onto the programme to the examination of the thesis. These students may request an extension of one year and a half, which may in turn be extended for an additional year in exceptional circumstances under the same conditions stated in the previous sections.

For the purposes of computing the first period of residence, no account will be taken of leave for sickness, pregnancy or for any other cause contemplated in current regulations.

#### **TEMPORARY ABSCENCE FROM THE PROGRAMME**

- Doctoral students may also request to leave the programme temporarily for a maximum period of one year, which may be extended for a further year.
- This request must be directed to and justified before the academic committee in charge of the programme. This committee will decide whether the request should be granted or not.
- If the student fails to apply for readmission at the end of that period of suspension indicated by the academic committee, he or she will be deemed to all effects to have abandoned the doctoral programme.
- Not being matriculated for one year for no justified cause entails the loss of any condition of student of the University of Alcalá. Therefore, should the person involved wish to matriculate again, he or she must apply for new admission to the corresponding doctoral programme, provided that it is not being phased out and that it has been published in the prospectus of doctoral programmes.

#### **DEFINITIVE VOLUNTARY ABANDONMENT OF PROGRAMME**

At any juncture in their studies, students may apply to the academic committee to abandon the doctoral programme. Record will be duly made in their file, the document of activities and the research plan will be held to have been renounced, and the person involved will cease to be a student of the UAH.

If they later want to re-enter the same program, they should consider the following:

- If the voluntary withdrawal occurs before the first annual assessment, the student may request readmission to the same doctoral programme, by writing to the Official Postgraduate and Doctoral Studies Committee, which must be endorsed by the academic committee of the programme. If the application is granted, the previous period in the programme will not be taken into account when calculating the new time

limits. Likewise, the doctoral student may maintain his or her previous supervisor, tutor, *Record of Activities Document* and Research Plan.

- If the voluntary withdrawal occurs after the first annual assessment, the student cannot request readmission to the same programme until after three academic years, and this procedure can only be initiated if there are no pending debts with the University. However, the student may be admitted to another programme of the University of Alcalá, being then considered a new doctoral candidate.