

REGULATIONS FOR ENTRANCE, ADMISSION, ENROLMENT AND CONTINUANCE IN DOCTORAL PROGRAMMES

Approved by the Governing Council on 10 April 2025

TITLE I

Entrance, admission and enrolment in Doctoral Programmes

Article 1. Entrance requirements and admission criteria

1. The requirements for entrance to a doctoral programme are established in the regulations governing official doctoral studies.
2. Once the entrance requirements have been met, in order to be admitted to a doctoral programme, two components will generally be taken into account: admission criteria and the requirement for an endorsement from a researcher at the University of Alcalá. Admission criteria may differ between programmes.

The requirements will be the same for full-time and part-time students.

The Doctoral School (EDUAH) will publish the entrance requirements and admission criteria for all doctoral programmes on its website, together with the admission profile and specific additional training, if applicable.

Article 2. Additional training

1. Admission to the doctoral programme may include a requirement for specific additional training.
2. During the admission process, if an applicant is missing any of the training requirements established in the admission profile, the Academic Committees may admit them on the condition that they take the necessary additional training, either from the training indicated in the degree verification report or from similar training deemed appropriate by the Academic Committee. In this process, the subjects the applicant must take will be clearly specified, with their corresponding credits and the degree programmes through which they can be completed.
3. Doctoral students will have one year from the date of their enrolment in the doctoral programme to complete the additional training. This deadline may be extended in exceptional cases where the student enrolls in the doctoral programme partway through a term and, for organisational reasons, is unable to complete the additional training until the end of that term in the following academic year.
4. The additional training taken will be recorded in each doctoral student's Activity Document, and the Academic Committee will supervise its completion through its annual evaluation. If the student fails to complete the additional training in the established timeframe, they will be withdrawn from the doctoral programme.
5. After admission, the applicant will register for academic advising at the Doctoral School, paying the corresponding public fees. In addition, at the appropriate time according to the calendar of the subjects established in the additional training, the student must enrol in the subjects defined in the additional training, in accordance with the fees established for the degrees in which they are taught.

Article 3. Call for applications

Each academic year, the calendar for admission to doctoral studies, the procedure for submitting applications and the documentation that must accompany them will be published on the Doctoral School's website.

Article 4. Application for admission

Interested applicants must complete the pre-registration process through the electronic means established by the EDUAH for this purpose. You may apply for admission to a maximum of two doctoral programmes, indicating your order of preference. When applying, applicants must attach documentation verifying that they meet the entrance requirements, as well as the merits and requirements to be assessed in the admission process as established by the corresponding programmes. The applicant can only be admitted to one doctoral programme during a single admission process. For this reason, the application will be evaluated by the first-choice programme, and if the student is admitted, the second-choice Academic Committee will not evaluate the application. However, students may be admitted to a different programme, for simultaneous studies, by submitting a new application for admission in subsequent academic years.

Article 5. Simultaneous studies

1. The EDUAH's Steering Committee may authorise simultaneous doctoral studies in two programmes within the UAH or with another university, subject to a favourable report from the respective Academic Committees of both doctoral programmes, provided that the subject of the doctoral research in each programme is different.
2. Simultaneous studies must be taken part-time.

Article 6. Selection of candidates

1. The Academic Committees of the doctoral programmes will select candidates in accordance with the criteria set out in Article 1 of these regulations. The EDUAH Doctoral Programmes will reserve a minimum of 5% of the places offered for students who have a recognised degree of disability equal to or greater than 33%, as well as for students with permanent special educational needs.
2. EDUAH will also reserve the percentage of places established by the Community of Madrid for students who are recognised as high-level or high-performance athletes, in accordance with the requirements determined by the Community.
3. The reserved places that are not filled will be added to those offered by the University under the general system in each call for applications. Reserved places will be ranked and awarded in accordance with the assessment criteria applicable to each doctoral programme.

Article 7. Admission of candidates

1. Once the candidate has been admitted by the doctoral programme's Academic Committee, they must present to the Doctoral School the original documentation certifying that they meet the entrance requirements submitted during the application process. Additionally, the commitment document must be signed by all parties involved in the process. Once this documentation has been received, the Doctoral School will inform the PhD student of their definitive admission to the programme.

2. This offer of admission will lose its validity if the enrolment is not formalised within the corresponding period or if payment is not made.

Article 8. Complaints

1. Candidates who are not admitted to the doctoral programme may submit complaints to the programme's Academic Committee within three days of notification of the decision. After reviewing the allegations made by the candidate, the Academic Committee will submit a report to the Doctoral School within a maximum period of five days to resolve the complaint.

2. If the student is notified of non-admission by the Doctoral School, thereby exhausting all administrative remedies, they may appeal for reconsideration within one month from the day following the date of notification, or they may file an appeal directly with the contentious-administrative courts.

Article 9. Enrolment and academic advising in the doctoral programme

1. Every academic year, including the year in which the student applies to submit their thesis, all students admitted to a doctoral programme must enrol within the period established by the EDUAH and pay the academic advising fee set by the Community of Madrid, regardless of whether they are full-time or part-time students.

2. Failure to enrol or to pay the academic advising fee will result in the loss of their status as a student at the University of Alcalá, and the student will be permanently withdrawn from the doctoral programme.

3. In the event that the doctoral student requests permanent withdrawal from the doctoral programme for duly justified reasons after enrolment has been finalised, they will be entitled to a refund of the academic supervision fee (but not the secretary's fees or student insurance) if they request withdrawal within one month from the date of enrolment. If the permanent withdrawal request is submitted after the deadline indicated above, the enrolment fee will not be refunded.

4. Students who are on an authorised temporary leave for a full academic year do not need to enrol for academic advising during that academic year.

TITLE II

Duration of doctoral studies and continuance Article

10. Full-time doctoral studies

1. The maximum duration of doctoral studies is four years, starting from the time the doctoral student first enrolls in the programme until they submit their thesis to the Academic Committee for approval and deposit.

2. In the case of a person with a degree of disability equal to or greater than 33%, the duration of full-time doctoral studies shall be a maximum of six years.

Article 11. Part-time doctoral studies

1. With prior authorisation from the Academic Committee responsible for the programme, doctoral studies may be pursued on a part-time basis for duly justified reasons. In this case, the maximum duration of such studies is seven years, from the date of enrolment in the programme to the date the thesis is submitted to the Academic Committee for approval and deposit.

2. In the case of a person with a degree of disability equal to or greater than 33%, the duration of part-time doctoral studies shall be a maximum of nine years.

Article 12. Change of study mode

1. A change from one mode of study to another can only be made annually when enrolment is renewed. No mode change may be requested during the extension period.

2. Any change of study mode must be authorised by the programme's Academic Committee, upon the doctoral student's justification of the reasons for the change. Where deemed appropriate, the Academic Committee may request approval from the thesis supervisors and tutors.

3. The doctoral programme's Academic Committee will send the Doctoral School its decision so that it may be recorded in the student's academic record.

4. Students who switch from full-time to part-time studies, or vice versa, will have five years from enrolment in the programme to submit their doctoral thesis.

Article 13. Extensions

1. If the thesis has not been submitted for deposit before the end of the normal duration of studies, the Academic Committee responsible for the programme may, at the request of the doctoral student, extend this period by one additional year and will notify the Doctoral School so that it can be recorded in the student's academic record.

2. The request for the extension must be made within three months and at least one month before the end of the normal duration of the programme.

Article 14. Temporary leave from the programme due to unforeseen circumstances

1. Situations of temporary disability, birth, adoption, guardianship for the purpose of adoption, foster care, risk during pregnancy, risk during breastfeeding and gender-based violence or any other situation set forth in the regulations in force during the programme will interrupt the calculation of the time limit for the duration of the doctoral studies.

2. This request must be made and justified to the Academic Committee responsible for the programme, which will decide whether to grant the student's request. Once the Academic Committees have been informed of the request for leave, they must send it, together with the supporting documentation, to the Doctoral School for processing.

Article 15. Temporary voluntary leave from the programme

1. Students may request periods of temporary voluntary leave from the programme for up to a total of two years. If a student requests several shorter temporary leave periods, the sum of the temporary leave periods may not exceed two years. This request must be made and justified to the Academic Committee responsible for the programme, which will decide whether to grant the student's request.

2. Periods of authorised temporary leave shall not be taken into account for the purposes of calculating the established length of the programme.

3. A positive evaluation in the first academic year of the programme of the programme is a prerequisite for requesting a voluntary temporary leave of absence. For students in their first year of

the programme, a temporary voluntary leave of absence may only be requested on an exceptional basis and provided that the Research Plan and Personal Training Plan have been approved.

4. If at the end of the temporary leave period indicated by the Academic Committee, the doctoral student does not request the activation of their status as student, they will be permanently withdrawn from the doctoral programme.

5. Students will be exempt from enrolment only when the duration of the temporary leave of absence covers a full academic year and begins at the start of the academic year. In any event, the doctoral student will only be assessed on their work during the period of the academic year in which they were not on leave.

Article 16. Permanent withdrawal from the programme

1. Permanent withdrawal from the programme will occur for any of the following reasons:

a) At the express request of the doctoral student, submitted to the Doctoral School with a copy sent to the doctoral programme's Academic Committee.

b) Failure to complete the enrolment process and pay the academic advising fee within the established deadlines.

c) If enrolment in the academic year is not completed within the established deadlines.

d) If the additional training required by the Academic Committee is not completed in the established timeframe.

e) If the Research Plan and Personal Training Plan have not been approved by the doctoral programme's Academic Committee within one year from the date of first enrolment.

f) If the doctoral student receives a second consecutive negative evaluation from the doctoral programme's Academic Committee.

g) If the doctoral student reaches the end of the period stipulated for completing the programme without having submitted their doctoral thesis for deposit.

h) If at the end of the voluntary leave period granted by the doctoral programme's Academic Committee, the student does not request activation of their status as student.

i) Failure by the doctoral student to comply with the obligations set out in the Commitment to Good Practices document. This situation will be reviewed by the Doctoral School, after consultation with the programme's Academic Committee.

2. Permanent withdrawal will imply withdrawing from the Activities Document, the Research Plan and the Personal Training Plan, and the loss of their status as a student at the EDUAH.

3. After hearing from the student in question, the decision to withdraw them from the programme shall be taken by the directors of the EDUAH. This decision exhausts all administrative remedies and may be appealed directly to the contentious-administrative courts, without prejudice to the possibility of lodging an appeal for reconsideration.

Article 17. Re-entry to the same doctoral programme

In the event that a student has left the programme permanently and subsequently wishes to re-enter the same programme, the following must be taken into account:

1. If the permanent withdrawal corresponds to sections a), c) and h) of the previous point and the doctoral student's last evaluation was positive or they were never evaluated, they may reapply for admission in

the

same programme after three academic years have passed. This period may be shorter in duly justified cases, if approved by the EDUAH Steering Committee.

However, the student may be admitted to another programme at the University of Alcalá before the above period has elapsed.

2. Students who left the programme for the reason referred to in section b) of the above article may reapply for admission to the programme in subsequent academic years.

Article 18. Handling of leaves during the evaluation period

1. A person who is on leave during the annual evaluation process will be exempted from the annual evaluation for that year. However, any period not included in the duration of the leave and that is pending evaluation will be evaluated in the next annual evaluation. Under no circumstances may the thesis be submitted to the Academic Committee for approval and deposit without a positive evaluation in the last year and a half.

2. In the event that voluntary leave is requested after the evaluation period has begun, the doctoral student must complete their Activity Document before finalising the request for leave. This allows the people tutoring and/or directing the student to complete their report and enables the Academic Committee of the doctoral programme to carry out the annual evaluation.

Repeal provision

These regulations repeal the “Rules for continuing in doctoral programmes regulated by Royal Decree 99/2011”, approved by the Commission for Official Postgraduate and Doctoral Studies on 10 December 2012 and by the Governing Council on 13 December 2012 and amended by the Commission for Official Postgraduate and Doctoral Studies on 15 May 2014, 14 July 2014, 13 December 2016 and 9 May 2017, and by the Governing Council on 29 May 2014, 24 July 2014 and 26 January 2017.

Transitional provision

The duration of the studies, as well as the system of extensions for people enrolled in doctoral programmes prior to the 2023-2024 academic year, will be governed by the “Rules for continuing in doctoral programmes regulated by Royal Decree 99/2011”, approved by the Governing Council on 26 January 2017, which shall remain in force at the EDUAH until the new regulations come into effect with respect to the articles concerning study duration.

Final provision

These regulations shall enter into force on the day following their publication in the UAH Official Gazette.