

**APPLICATION FOR TEMPORARY OR PERMANENT WITHDRAWAL
FROM DOCTORAL STUDIES. RD 99/2011****PHD STUDENT**

Surname and First Name: _____	NIF / Passport No. : _____
Telephone/(s): _____	E-mail: _____
PhD Programme: _____ Department: _____	

REQUESTS temporary withdrawal from the Programme due to:

- ☐ *For supervening reasons (situations of temporary disability, birth, adoption, foster care, risk during pregnancy, risk during breastfeeding and gender violence. These absences must be justified to the Academic Committee.*

Indicate starting and ending or approximate period: _____

- ☐ **Voluntary withdrawal from the programme** (For a maximum period of 2 years).
In the case of several applications for temporary leave of lesser duration, the sum of the periods of temporary leave may not exceed two years. It will be an indispensable condition for applying for voluntary temporary leave to have obtained a positive evaluation in the first academic year of stay in the programme. When you are in your first year on the programme, you may only apply for voluntary temporary leave on an exceptional basis and provided that the Research Plan and Personal Training Plan have been approved.

Indicate start and end period _____

- ☐ **Permanent withdrawal from the programme** at the express request of the doctoral student.

Reasons (give reasons, if applicable):

Alcalá de Henares, ____ de ____ de ____

Vº Bº Thesis supervisor

Signature of the PhD student

Fdo.: _____

Fdo.: _____

ACADEMIC COMMITTEE OF THE DOCTORAL PROGRAMME IN _____

For the purposes of calculating the length of stay, leaves of absence due to illness, pregnancy or any other cause provided for in the regulations in force will not be taken into account. These absences must be justified to the Academic Committee.

ACADEMIC COMMITTEE RESOLUTION

The Academic Committee of the programme, in view of the application and, where appropriate, of the documentation presented, agrees:

- ☐ Take a favourable decision, as it considers the request to be duly justified.
- ☐ Resolve unfavourable

Reasons:

Alcalá de Henares, ____ de _____ de ____

Programme Coordinator

Fdo: _____

DIRECTOR OF THE DOCTORAL SCHOOL

*The personal data collected will be processed by the University of Alcalá for the purpose of managing applications for changes of mode, extensions and temporary or definitive cancellation of doctoral studies, as well as for statistical purposes. The legitimate basis for this processing is the execution of the application, legal obligations in educational matters, as well as your express consent. The data will be passed on to the competent public bodies and personnel. We also inform you that the data may be, if the management of the request requires it and with the appropriate security measures, transferred internationally. Beyond these cases, the data will not be transferred except in the cases provided for by law and will be kept for the legally established period of time and for the time necessary to fulfil the purpose described. The body responsible for data processing is the General Secretariat of the University, before whom the corresponding rights may be exercised, by writing to the Data Protection Delegate (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801 Alcalá de Henares. Madrid) or by e-mail (protecciondedatos@uah.es), attaching a copy of the DNI or equivalent. In the event of a conflict, an appeal may be lodged with the Spanish Data Protection Agency. For more detailed information, please consult the **Privacy Policy of the University of the University**.*

**EDUAH/75
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