

PROCEDURE FOR DOCTORAL PROGRAMME TRAINING COMPLEMENTS

Royal Decree 99/2011, of 28 January, regulating official doctoral studies, states in article 7 that admission to doctoral programmes may include the requirement for specific training complements. For the purposes of public fees and the awarding of grants and study aids, these specific training complements will be considered as doctoral level training and the time taken for their completion will not be counted as part of the duration of doctoral studies established in article 3.2 of said Royal Decree.

For the completion of these training complements, the Doctoral School of the University of Alcalá has established the following procedure.

1. Admission and prescription of training complements.

During the admission process, the Academic Committees may admit applicants who do not meet any of the training requirements set out in the entry profile, provided that they take the necessary complementary training courses from among those listed in the degree's Verification Report.

In this process, the subjects to be taken by the applicant will be clearly defined, with their corresponding credits and the degrees in which they can take them.

2. Matriculation.

After admission, the applicant will register for academic supervision at the Doctoral School, paying the corresponding public fees. In addition, at the time indicated in the calendar of the relevant complementary training subjects, the applicant must enrol and pay the fees as specified for the degree programmes teaching the subjects.

3. Completion of training complements.

Students will have a maximum of three academic terms to complete the training complements. The complements taken will be recorded in the student's activities document (DAD) and the Academic Committee will monitor the completion of the complements in the annual evaluation of the activities carried out. If the student does not pass the training complements within the established time, he/she will be removed from the doctoral programme.

Aprobado en sesión ordinaria de 21/02/2022
Comisión de Estudios Oficiales de Posgrado y Doctorado

4. Modification to time of permanence.

In accordance with Article 7 of *Royal Decree 99/2011, of 28 January, regulating official doctoral studies*, the completion of complementary training will not count towards the limit of the duration of doctoral studies, so the time available will be increased by one month for every 6 ECTS or fraction thereof.