



REGULATIONS OF PERMANENCE IN DOCTORAL STUDIES AT THE UNIVERSIDAD POLITÉCNICA DE MADRID

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PREAMBLE

Article 3 of Royal Decree 99/2011, of 28 January, regulating official doctoral studies (consolidated text of 3 June 2016), establishes the maximum period for doctoral studies depending on the basis of dedication. Therefore, the second paragraph of that article states: "The duration of the doctoral studies will be a maximum of three years, full-time, counted from the doctoral student's admission onto the programme until submission of the doctoral thesis. Notwithstanding the foregoing, and with prior authorisation from the academic commission responsible for the programme, doctoral studies may be carried out part-time. In this case, the studies may have a maximum duration of five years from admission onto the programme until submission of the doctoral thesis. If, once the aforementioned three-year period has passed and the application to submit the doctoral thesis has not been received, the commission responsible for the programme may authorise an extension to the period of one more year, which, exceptionally, may be extended by a further year, under the conditions provided for in the relevant doctoral programme. In the case of part-time studies, the extension may be authorised for two more years which, furthermore, exceptionally, may be extended by a further year. For the purposes of calculating the above period absences due to illness, pregnancy or any other cause provided for in the current regulations will not be taken into account. Furthermore, the doctoral student may apply for temporary leave from the programme for a maximum period of one year, which may be extended for a further year. The application must be addressed and justified to the academic commission responsible for the programme, which will make a decision on whether it is appropriate to agree to the doctoral student's application."

Moreover, article 11 of Royal Decree 99/2011 sets out the doctoral student's obligations and failure to comply with them will cause definitive removal of the doctoral student from the doctoral programme.

The Regulations of Permanence in Doctoral Studies at the Universidad Politécnica de Madrid (hereinafter, UPM), approved by the Consejo de Gobierno on 25 June 2020, include the grounds for definitive de-registration of a student on a doctoral programme, as well as the conditions and the procedure for a doctoral student who has been removed to apply to enrol on another doctoral programme. However, the regulations do not regulate temporary leave, change of dedication or extensions. Furthermore, it is considered appropriate to separate the regulatory aspects of application procedures. The introduction of the International Doctoral School (EID) at the UPM can be added to the above considerations as this involves changes in the collegiate bodies responsible for processing applications.



As a result, with the aim of unifying the regulations of permanence in a single document, it is appropriate to approve new regulations of permanence in doctoral studies.

These Regulations of Permanence in Doctoral Studies at the UPM regulate the duration of the doctoral studies and situations of permanence, while the procedure for processing applications –whether change of dedication, extensions, leave (temporary or permanent) or a change of doctoral programme– will be included in the document for the relevant procedure.

Royal Decree 576/2023, of July 4, which modifies Royal Decree 99/2011, of January 28, regulating official doctoral studies, has introduced modifications in the regulation of doctoral studies that affect, among others, permanence situations. These modifications are included in the present regulations.

Furthermore, after a year of application of the regulations of permanence in doctoral studies, published in the BOUPM of January 10, 2023, it is confirmed that the modality of change of the doctoral programme in the first year of the thesis has no special reception (because it affects time calculation) and is redundant, since it is always possible to opt for the modality of starting a new thesis in another doctoral programme. Likewise, it is considered advisable to adjust the deadline for requesting a change of dedication.

CHAPTER 1 – GENERAL PROVISIONS

Article 1. Scope of application

1. These regulations are applicable to all students on doctoral programmes at the UPM regulated in accordance with Royal Decree 99/2011.

Article 2. Permanence in doctoral studies

1. A doctoral student at the UPM is considered to be whoever, having accredited the access requirements, has been admitted onto a doctoral programme at the UPM and is actively enrolled¹ on it.
2. The doctoral students retain that status as long as their enrolment on the doctoral programme is formalised in each academic year and until the defence of their doctoral thesis, unless they cause permanent termination on the programme for any of the reasons referred to in Chapter 5 of these regulations.
3. A doctoral student with permanent termination on a doctoral programme at the UPM may not reapply for admission onto that doctoral programme during the five years following the permanent termination date on the programme.

¹ A student is actively enrolled for the current academic year when they have formalised the enrolment and paid the relevant fees within the deadlines set for that purpose, unless they are exempt from enrolment for some specific reason.



Article 3. Duration of the doctoral studies

1. The doctoral studies may be done full-time or part-time.
2. The **ordinary period** for carrying out the thesis will be a maximum of four years full-time or seven years part-time, starting from the effective date of the first enrolment² until the date of the application to submit the thesis.
3. An **extension** period for carrying out the thesis may be authorised, under the conditions and with the deadlines included in Chapter 3 of these regulations.
4. For the purpose of calculating the maximum term of duration of the doctoral studies, the periods of temporary leave provided for in Chapter 4 of these regulations –or any other circumstance provided for in the doctoral studies regulations at the UPM– will not count.
5. If the doctoral student was admitted with training supplements, the following will be taken into account:
 - a. Those admitted with training supplements of 15 ECTS or less will have 3 months' full time dedication to carry them out –or 6 months in the event of part-time dedication– which will not count in calculating the doctoral studies' duration; and
 - b. Those admitted with training supplements of 15 ECTS training supplement will have 6 months' full time dedication to carry them out –or 12 months in the event of part-time dedication– which will not count in calculating the doctoral studies' duration.
6. In the case of people with a degree of disability equal to or greater than 33 percent, the ordinary period of development of the thesis will be a maximum of six years full-time and nine years part-time.

CHAPTER 2 - DEDICATION REGIME

Article 4. Commitment regime

1. As a general rule, admission and enrolment on a doctoral programme are formalised on a full-time basis.
2. The Doctoral Programme Academic Commission may admit students on a part-time basis where employment or personal circumstances arise that advise it, and as long as the conditions contained in the verification report are fulfilled.

Article 5. Change of dedication regime

1. Once the doctoral studies have begun, the doctoral student may change the dedication regime once only. The change must be justified and will require a favourable report from the Doctoral

² Effective date of the first enrolment: 1 October or 1 March of the academic year in which the student is admitted and enrolls for the first time.



Programme Academic Commission.

2. The change of dedication regime must be requested before the start of the enrolment period and, if granted, will take effect from the start of the next academic year.
3. The doctoral student may only request the change of dedication regime before the start of their last year in the ordinary period.
4. For the purposes of calculating the maximum term for thesis submission, it will be considered that one day part-time is equal to 0.6 days full-time.
5. The change of dedication will modify the maximum deadline for submitting the thesis as follows: when changing from full-time to part-time, the remaining ordinary period will be the result of multiplying the remaining days in the ordinary period by 5/3; when changing from part-time to full-time, the remaining ordinary period will be the result of multiplying the remaining days in the ordinary period by 3/5.

CHAPTER 3 - EXTENSION TO THE DEADLINE FOR THESIS SUBMISSION

Article 6. Extension period

1. If, prior to the end of the ordinary period referred to in Article 3, the doctoral student has not submitted the thesis, they may apply to extend the maximum deadline for thesis submission. In the event it is granted, the extension will last for one year.
2. For the purposes of calculating this deadline, temporary leave, or any other cause provided for in the regulations governing doctoral studies at the UPM, will not be taken into account.
3. When beginning the procedure to apply for an extension, the student must be up-to-date with payment of all the annual payments for academic tutelage enrolment since joining the doctoral programme.
4. The application for an extension must be submitted at least 120 calendar days before the date when the ordinary period ends.

Article 7. *[deleted]*

CHAPTER 4 - TEMPORARY LEAVE FROM THE DOCTORAL PROGRAMME

Article 8. Types of temporary leave

1. The doctoral student may apply for temporary leave from the doctoral programme in the following situations:
 - a) Temporary leave for supervening reasons: situations of temporary disability, birth, adoption, custody for adoption purposes, foster care, risk during pregnancy, risk during breastfeeding and gender violence or any other situation contemplated in the current



regulations.

- b) Discretionary temporary leave: the doctoral student may apply for a one-off discretionary temporary leave, for a justified reason (employment or personal grounds) for a maximum period of one year, which may be extended for a maximum of a further year.

Article 9. Temporary leave for supervening reasons

1. The doctoral student may apply for temporary leave for supervening reasons at any time during the thesis development period.
2. The application for temporary leave for supervening reasons must have documentary proof and must be submitted within 30 calendar days from the leave start date.
3. In the event that temporary leave is authorised, its effective duration will be that shown in the justification documentation.
4. The period for temporary leave for supervening reasons that has been authorised by the EID Steering Committee will not count for the purposes of calculating the limit date for thesis submission.
5. Temporary leave for supervening reasons will not give the right to a refund of the academic supervision fee.

Article 10. Discretionary temporary leave

1. The doctoral student may apply for just one discretionary temporary leave for a period of one calendar year and with justified reason (employment or personal grounds). On request from the doctoral student, the leave may be renewed for an additional year following the first one.
2. Discretionary temporary leave may not be taken during the first year of enrolment on the doctoral programme. The doctoral student may only apply for discretionary temporary leave with an effective date beginning after the first year on the doctoral programme. For authorisation of discretionary temporary leave, it is a requirement that the doctoral student has the "Doctoral student's Commitment to Training and Supervision" signed by all parties and that they have submitted all the relevant Research Plans.
3. Applications for discretionary temporary leave will never, in any case, be admitted during the extension period.
4. In the event of simultaneous leave, the leave periods are not added together. That is to say, during a discretionary leave period, leave for supervening causes may not be chosen.
5. The doctoral student will specify the effective start date for the leave in their application.
 - a. If temporary leave is requested for the whole of the following academic year (from 1 October until 30 September of the following year) the student will be exempt from enrolling for academic tutelage in that year and, therefore, will not have to submit a research plan for that year.
 - b. If the start of the temporary leave does not coincide with the start of the academic year,



the leave will partially affect two academic years and the student must be actively enrolled and submit a research plan for both years. If the student is not actively enrolled when rejoining the doctoral programme, they will have 15 days to formalise the enrolment.

6. The period for discretionary temporary leave that has been authorised by the EID Steering Committee will not count for the purposes of calculating the limit date for thesis submission.
7. Discretionary temporary leave will not give the right to a refund of the academic supervision fee.
8. Any activity carried out by the doctoral student during the discretionary temporary leave period will not be taken into account as a part of their doctoral education, and will not be included in the doctoral student's activities document.
9. If the cause motivating it ends, the student may apply to rejoin the doctoral programme prior to the date the leave ends. In this case, it is not possible to opt to renew the leave granted or apply for new leave.

CHAPTER 5 - PERMANENT TERMINATION OF THE DOCTORAL PROGRAMME

Article 11. Permanent termination on administrative or academic grounds

1. The doctoral student will cause permanent termination of the doctoral programme for any of the following administrative or academic reasons:
 - a) Not having formalised enrolment in an academic year within the period provided for it, or the enrolment has been annulled due to total or partial non-payment of the academic supervision fee, unless they are exempt from enrolling for the year in accordance with the UPM's doctorate regulations.
 - b) Not having submitted the annual report on the research plan, in accordance with the UPM's doctorate regulations and within the period provided for it, or having obtained two successive negative assessments of the report. In the event that the Doctoral Programme Academic Commission detects significant shortcomings in the research plan report, or in the activities document, it will request the doctoral student to submit an amended report within a maximum of six months. In the case that the shortcomings continue to appear, the Doctoral Programme Academic Commission must issue a second, reasoned report and the doctoral student will cause permanent termination of the programme.
 - c) The maximum deadline for permanence in doctoral studies has passed and the thesis has not been submitted.
 - d) Having submitted the thesis and not having defended it within a maximum of six months from the submission application date.
 - e) Having been sanctioned with a disciplinary file with a decision on disassociation from the doctoral programme.
 - f) Having obtained a global classification of "fail" in the thesis defence.



- g) Any other grounds provided for in the current regulations.
2. Where any of the grounds in section 1 of this article occurs, the EID Steering Committee – on the request of the Doctoral Programme Academic Commission or on its own initiative – will pass the decision on permanent termination and notify the decision to the doctoral student and their thesis supervisors, and the Doctoral Programme Academic Commission.
3. Permanent termination of the doctoral programme will not give the right to a refund of the academic supervision fee.
4. Doctoral students who have caused permanent termination for any of the grounds included in paragraphs a), b), c), d) and g) may not rejoin the same doctoral programme for the five years following the permanent termination, but they may, just once, apply for admission to another doctoral programme at the UPM under the conditions provided for in Chapter 6 of these regulations.
5. Doctoral students who have caused permanent termination on the grounds included in paragraphs e) and f) may not rejoin any doctoral programme at the UPM.

Article 12. Permanent termination on request from the doctoral student

1. The doctoral student may apply for permanent termination of the doctoral programme at any time during the thesis preparation period.
2. Permanent termination of the doctoral programme will not give the right to a refund of the academic supervision fee.
3. The doctoral student who has caused permanent termination of a doctoral programme of their own free will may not be admitted onto the same doctoral programme for the five years following the permanent termination date.

CHAPTER 6 – CHANGE OF DOCTORAL PROGRAMME

Article 13. *[deleted]*

Article 14. *[deleted]*

Article 15. Start of a new thesis on another doctoral programme

1. A person who has permanently terminated a doctoral programme at the UPM may, just once, apply for admission to another doctoral programme at the UPM to do a new thesis, as long as none of the following circumstances occur:
 - a) They have a disciplinary file with a decision for partial or complete disassociation from the original doctoral programme.
 - b) They have obtained a global classification of "fail" in the thesis defence on the original programme.



2. In the event that the start of a new thesis on another doctoral programme at the UPM is authorised, the student may apply for admission to the doctoral programme under the same terms as any other new incoming students, in which case the destination Doctoral Programme Academic Commission will decide if their admission is appropriate.

ADDITIONAL PROVISION

References to people who, in these regulations, appear in the masculine grammatical gender as a form in line with linguistic rules, must be understood, in context, to be equally valid for both genders and not give rise to any discrimination whatsoever.

TRANSITIONAL PROVISION

These regulations are applicable to all students who carry out studies on doctoral programmes at the UPM regulated in accordance with Royal Decree 99/2011.

The doctoral students whose application to change doctoral programme is in progress, and whose application date was prior to the date of entry into force of these regulations, do not need to make the application again. Those applications will be processed in accordance with the previous permanence regulations.

REPEALING PROVISION

When these Regulations come into force, the previous Regulations of Permanence in Doctoral Studies at the UPM, approved by the Consejo de Gobierno on 25 June 2020, are repealed. Furthermore, any provisions of equal or lower rank that are in conflict with the provisions of these Regulations are hereby repealed.

FINAL PROVISION

These regulations will enter into force the day after they are published in the Universidad Politécnica de Madrid Official Gazette.