

PROCEDURE FOR APPLYING TO CHANGE THE DEDICATION REGIME IN DOCTORAL STUDIES AT THE UNIVERSIDAD POLITÉCNICA DE MADRID

BOUPM of January 10, 2023

Consolidated text, last modification published in BOUPM of March 22, 2024

PREAMBLE¹

Article 3 of Royal Decree 99/2011, of 28 January, regulating official doctoral studies (consolidated text of 18 July 2023) includes the possibility of carrying out doctoral studies full-time or part-time.

At the Universidad Politécnica de Madrid (hereinafter, UPM), and in accordance with the provisions of Royal Decree 99/2011, the general criteria for the dedication regime are included in the Regulations of Permanence in Doctoral Studies, approved by the Consejo de Gobierno on 27 October 2022 and modified by the Consejo de Gobierno on 29 February 2024. In accordance with the provisions of those regulations, this procedure sets out the protocol to be followed to apply for and authorise changes of the dedication regime in doctoral studies at the UPM.

1. TYPES OF DEDICATION REGIMES

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.
3. The maximum duration of the doctoral studies will depend on the basis for dedication:
 - a) Under the regime for **full-time dedication**, the **ordinary period** for carrying out the thesis will be **a maximum of four years** from the effective date of the first enrolment until the date of the application to submit the thesis. On a request from the doctoral student, an extension period of one year may be authorised.
 - b) Under the regime for **part-time dedication**, the **ordinary period** for carrying out the thesis will be **a maximum of seven years** from the effective date of the first enrolment until the date of the application to submit the thesis. On a request from the doctoral student, an extension period of one year may be authorised.

¹ This document uses the grammatical masculine to refer to posts and members of the university community irrespective of gender.

2. CHANGE OF DEDICATION REGIME IN DOCTORAL STUDIES

2.1. GENERAL CRITERIA

1. On a request from the doctoral student, the Steering Committee of the International Doctoral School (hereinafter, EID) may authorise a single change of the dedication regime in doctoral studies if there is a justified reason and a report in favour from the Doctoral Programme Academic Commission.
2. The change of dedication regime must be requested from June 1 to 30 of each academic year and, if granted, will take effect from the beginning of the next academic year.
3. The doctoral student may only request the change to the basis for dedication 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.

2.2. PROCEDURE FOR CHANGING THE DEDICATION REGIME

On a request from the doctoral student, the EID Steering Committee may authorise a change of dedication with effect from the start of the following academic year.

The application procedure is as follows:

1. The doctoral student submits the *Application to change the dedication regime* to the Doctoral Programme Academic Commission, attaching the justification documentation. The application must be submitted from June 1 to June 30 of each academic year.
2. The doctoral thesis supervisors will issue a non-binding report on the application.
3. The Doctoral Programme Academic Commission will assess the change in dedication and issue a report (favourable or unfavourable) within 30 calendar days from the day following the date of submission of the application. In the event the report is unfavourable, this must be reasoned.
4. The Doctoral Programme Academic Commission will process the application for change of dedication before the EID Steering Committee, attaching the justification documents and its own report, within 7 calendar days from the issue of the report.



5. The EID Steering Committee, having seen the application and the reports provided, will decide if it is appropriate to authorise the change of dedication within a maximum of 30 calendar days from receipt of the documentation provided by the Doctoral Programme Academic Commission. In the event the change is authorised, the start date for the new basis for dedication will be set on record. In the event the authorisation is refused, this must be reasoned.
6. The EID Steering Committee will notify the resolution adopted –electronically and within 7 calendar days– to the interested party, to the doctoral thesis supervisors and the Doctoral Programme Academic Commission. The lack of a decision and notification within the deadline will have the effect of rejection.
7. In the event the change to the basis for dedication is authorised, the EID will record the change of dedication on the doctoral student’s file, for the appropriate purposes.

TRANSITIONAL PROVISION

The doctoral students whose application to change the dedication regime is in progress, and whose application date was prior to approval of this procedure, do not need to make the application again.

ENTRY INTO FORCE

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

FORM

Application to change the dedication regime in doctoral studies

Doctoral student's details:

Name and surname(s)			
ID / Passport			
Doctoral Programme			
Doctoral Area			
Date of commencement of doctoral studies			
Current dedication regime			

Details of the Doctoral Thesis Supervisors (Name and surname(s)):

Name and surname(s)	
Name and surname(s)	

Justification for changing the dedication regime

Justification documents attached to this application

Date: [day] [month] 20.....

Signed: The Doctoral student	Approval of the Supervisor(s)
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Addressed to: CAPD on