

APPLICATION PROCEDURE FOR AN EXTENSION TO SUBMIT THE DOCTORAL THESIS

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 applying for an extension of the deadline for submission of the doctoral thesis.

At the Universidad Politécnica de Madrid (hereinafter, UPM), and in accordance with the provisions of Royal Decree 99/2011, the general criteria for the extension to submit the doctoral thesis 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 the extension of the deadline for submitting a doctoral thesis at the UPM.

1. GENERAL CRITERIA

1. If, prior to the end of the ordinary period, 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.

¹ Disclaimer: The English version is a translation of the original in Spanish for information purposes only. In case of a discrepancy, the Spanish original will prevail.

2. EXTENSION APPLICATION PROCEDURE

The Doctoral Area Committee of the International Doctoral School (Escuela Internacional de Doctorado, hereinafter referred to as EID) may grant an extension of the deadline for the submission of the doctoral thesis to doctoral students who are up to date with the payment of the academic supervision fee for all academic years since joining the doctoral programme. The extension will have a duration of one year.

The application procedure is as follows:

1. The doctoral student submits the *Application for extension for the submission of the doctoral thesis* to the Doctoral Programme Academic Commission. The application must be submitted at least 120 calendar days before the thesis submission deadline.
2. The doctoral thesis supervisors will issue a non-binding report on the application.
3. The Doctoral Programme Academic Commission will assess the extension application 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 an extension before the corresponding Doctoral Area Committee, attaching the justification for the extension and its own report, within 15 calendar days from the issue of the report.
5. The Doctoral Area Committee will evaluate the extension application and will decide whether the extension should be granted within 30 calendar days from the day following receipt of the application from the Doctoral Programme Academic Commission. In the event of refusal of the ordinary extension, the Doctoral Area Committee will issue a reasoned report.
6. The Doctoral Area Committee will notify the resolution adopted –electronically and within 15 calendar days– to the interested party, to the Doctoral Programme Academic Commission and to the Academic Secretariat of the International Doctoral School.

FIRST TRANSITORY PROVISION

Doctoral students who have applied for an extension prior to the approval of this procedure need not reapply.

ENTRY INTO FORCE

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



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FORM
APPLICATION FOR EXTENSION FOR THE SUBMISSION OF THE DOCTORAL
THESIS

Doctoral student's details:

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|--|--|--|--|
| Name and Surname(s) | | | |
| ID / Passport | | | |
| Title of the thesis | | | |
| Doctoral Programme | | | |
| Doctoral Area | | | |
| Date of commencement of doctoral studies | | | |
| Dedication regime | | | |

Details of the doctoral thesis tutor (Name and surname(s)):

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

Justification of extension

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In Madrid, on 20....

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