



## PROCEDURE FOR APPLYING FOR TEMPORARY LEAVE FROM DOCTORAL STUDIES AT THE UNIVERSIDAD POLITÉCNICA DE MADRID

BOUPM of January 10, 2023

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### PREAMBLE<sup>1</sup>

Article 3 of Royal Decree 99/2011, of 28 January, regulating official doctoral studies (consolidated text of 18 July 2023) includes the regime for temporary leave from doctoral studies.

At the Universidad Politécnica de Madrid (hereinafter, UPM), and in accordance with the provisions of Royal Decree 99/2011, the general criteria for temporary leave 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 temporary leave from doctoral studies at the UPM.

## 1. 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

## 2. TEMPORARY LEAVE FOR SUPERVENING REASONS

### 2.1. GENERAL CRITERIA

1. On a request from the doctoral student, the International Doctoral School (EID) Steering Committee may authorise temporary leave from doctoral studies due to supervening reasons, as long as the application for leave has documentary proof and is submitted within 30 calendar days of the date the leave began.

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



2. The duration of the leave will be that arising from its cause. All authorisations for leave have a leave start date and an end date, which will be the re-entry date, or review date in the case of medium and long-term leave<sup>2</sup>.
3. 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.
4. Temporary leave for supervening reasons will not give the right to a refund of the academic supervision fee.
5. Application for temporary leave from the doctoral programme does not exempt a doctoral student who is working from submitting the relevant sickness certificate from their place of work, or from any other related legal obligation.

## 2.2. PROCEDURE FOR APPLYING FOR TEMPORARY LEAVE FOR SUPERVENING REASONS

The EID Steering Committee may authorise temporary leave from doctoral studies at the request of the doctoral student at any time during the thesis preparation period.

The application procedure is as follows:

1. The doctoral student submits the *Application for Temporary Leave for Supervening Reasons* to the EID Steering Committee, indicating the start date and end date for the leave, or, in the case of medium or long-term leave with no known end date, the date of the next planned medical check-up. The application must have documentary proof attached and must be submitted as soon as possible, which must always be within 30 calendar days from the leave start date.
2. The leave will be proven with the official doctor's certificate of temporary incapacity or, in default, with the relevant official medical proof. In the event that the documentary proof does not indicate the leave end date, it must indicate the date of the next review and the sign-off must be submitted to the EID Steering Committee within the 10 days following its issue.
3. The EID Steering Committee, having seen the application and the documentation provided, will decide if it is appropriate to authorise temporary leave for supervening reasons within a maximum of 30 calendar days of the day following the date of the submission of the application. The authorisation for leave will show the start date and end date for it, which will be the sign-off date or the date of the next check-up. In the event the authorisation is refused, this must be reasoned.

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<sup>2</sup> Medium and long-term leave will be considered to be sick leave with an estimated duration of more than 30 calendar days.



4. The EID Steering Committee will notify the resolution adopted –electronically and within 15 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.
5. Once temporary leave has been authorised, the EID will record the temporary leave on the doctoral student’s file, for the appropriate purposes.
6. In the event that the cause of the leave prolongs, the doctoral student must apply for it to be renewed, submitting the relevant documentation and following this same procedure. The renewal must be applied for within a maximum of 30 calendar days from the end of the previously authorised leave period and with a maximum of 10 days from the date of medical sign-off, whichever is first.

### 3. DISCRETIONARY TEMPORARY LEAVE

#### 3.1. GENERAL CRITERIA

1. On a request from the doctoral student, the EID Steering Committee may authorise **one** discretionary temporary leave from doctoral studies, **for a period of one year**, as long as the justification for the temporary leave has documentary proof. On request from the doctoral student, the temporary leave may be renewed for an additional year following the first one.
2. Discretionary temporary leave may not be authorised 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. In order to opt for discretionary temporary leave, the doctoral student must have the "Doctoral student's Commitment to training and supervision" signed by all parties and must 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. The doctoral student may not include any activity carried out during the discretionary temporary leave in their activities document. That is to say, the doctoral student may not include on their file a research stay carried out during the leave period, or an article sent for review during the leave period, or an educational activity carried out during the leave period, etc.,.
9. The application for temporary leave does not exempt the student from applying for the extension, following the procedure provided for in the UPM's doctorate regulations and with the minimum advance notice set in the procedure.
10. 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.

### 3.2. PROCEDURE FOR APPLYING FOR DISCRETIONARY TEMPORARY LEAVE

On a request from the doctoral student, the EID Steering Committee may authorise one discretionary temporary leave from doctoral studies, for a year of duration, which may be extended for a further year following the first one.

The application procedure is as follows:

1. The doctoral student submits the *Application for discretionary temporary leave from the doctoral programme* to the Doctoral Programme Academic Commission, attaching documentary justification. They should indicate the planned start date for the leave. The application must be submitted at least 60 calendar days in advance of the planned start date for the leave.
2. The doctoral thesis supervisors will issue a non-binding report on the application.
3. The Doctoral Programme Academic Commission will assess the application for discretionary temporary leave 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 discretionary temporary leave before the EID Steering Committee, attaching the justification for the leave and its own report, within 7 calendar days from the issue of its report.



5. The EID Steering Committee, having seen the application and the reports provided, will decide if it is appropriate to authorise discretionary temporary leave within a maximum of 30 calendar days from receipt of the documentation provided by the Doctoral Programme Academic Commission. In the event the leave is authorised, the start and end date for it 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 temporary leave is authorised, the EID will record the temporary discretionary leave on the doctoral student’s file, for the appropriate purposes.

### 3.3. PROCEDURE FOR RENEWING DISCRETIONARY TEMPORARY LEAVE

On a request from the doctoral student, the EID Steering Committee may authorise renewal of the discretionary temporary leave from doctoral studies for a period of one year.

The application procedure is as follows:

1. The doctoral student on discretionary temporary leave submits the *Application for renewal of discretionary temporary leave* to the Doctoral Programme Academic Commission, attaching documentary justification. The renewal must be applied for at least 60 calendar days prior to the end of the current discretionary leave.
2. The doctoral thesis supervisors will issue a non-binding report on the application.
3. The Doctoral Programme Academic Commission will assess the application for renewal of the discretionary temporary leave 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 renewal for renewal of the discretionary temporary leave before the EID Steering Committee, attaching the justification for the leave and its own report, within 7 calendar days from the issue of its report.
5. The EID Steering Committee, having seen the application and the reports provided, will decide if it is appropriate to authorise renewal of the discretionary temporary leave within a maximum of 30 calendar days from receipt of the documentation provided by the Doctoral



Programme Academic Commission. In the event the renewal is authorised, the end date for it 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 temporary leave is authorised, the EID will record the renewal of the temporary discretionary leave on the doctoral student’s file, for the appropriate purposes.

### 3.4. PROCEDURE FOR EARLY REJOINING FROM DISCRETIONARY TEMPORARY LEAVE

On a request from the student, the EID Steering Committee may authorise them to rejoin the doctoral programme prior to the previously authorised discretionary temporary leave end date.

The application procedure is as follows:

1. The student on discretionary temporary leave submits the *Application to rejoin the doctoral programme early* to the EID Steering Committee, attaching documentary justification. The application must be submitted at least 30 calendar days in advance of the rejoining date applied for.
2. The EID Steering Committee, having seen the application and the documentation provided, will decide if it is appropriate to authorise the student on discretionary temporary leave to rejoin early within a maximum of 30 calendar days of the day following the date of submission of the application. In the event rejoining is authorised, the date for it will be set on record. In the event the authorisation is refused, this must be reasoned.
3. 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.
4. In the event early rejoining of the doctoral programme is authorised, the EID will record the early rejoining on the doctoral student’s file, for the appropriate purposes.

### TRANSITIONAL PROVISION

The doctoral students whose application for temporary leave is in progress, and whose application



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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 for temporary leave for supervening reasons**

**Doctoral student's details:**

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

**Details of the leave for supervening reasons:**

Leave start date	
Sign-off date or, in default, date of the next planned medical check-up	

**Justification documents attached to this application**

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

Signed: The Doctoral student

This application, duly filled in and signed, should be sent to [doctorado@upm.es](mailto:doctorado@upm.es) with the following documents attached:

<input type="checkbox"/>	1. Official doctor's certificate of temporary incapacity or relevant official medical proof
<input type="checkbox"/>	2. Sign-off document or certificate indicating the date of the next planned medical check-up
<input type="checkbox"/>	3. Other supporting documentation (specify in each case)

Addressed to: The International Doctoral School Steering Committee at the UPM





**FORM**  
**Application for discretionary temporary leave**

**Doctoral student's details:**

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

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

**Planned leave start date:**

**Justification for the discretionary leave**

**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 .....



**FORM**

**Application for renewal of discretionary temporary leave**

**Doctoral student's details:**

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

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

**End date of the current discretionary temporary leave:**

**Justification for the renewal of the discretionary leave**

**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 .....



**FORM**

**Application for early rejoining from discretionary temporary leave**

**Doctoral student's details:**

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

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

**End date of the current discretionary temporary leave:**

**Justification for early rejoining from the discretionary leave**

**Justification documents attached to this application**

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

Signed: The Doctoral student

Addressed to: The International Doctoral School Steering Committee at the UPM