

PROCEDURE FOR APPLYING TO CHANGE DOCTORAL PROGRAMME AT THE UNIVERSIDAD POLITÉCNICA DE MADRID

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PREAMBLE¹

Article 3 of Royal Decree 99/2011, of 28 January, regulating official doctoral studies (consolidated text of 18 July 2023) establishes the maximum period for permanence on a doctoral programme.

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

1. TYPES OF CHANGE OF DOCTORAL PROGRAMME

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2. CHANGE OF DOCTORAL PROGRAMME DURING THE FIRST YEAR

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3. START OF A NEW THESIS ON ANOTHER DOCTORAL PROGRAMME

3.1. GENERAL CRITERIA

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.

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

2. If the EID Steering Committee authorises the start of a new thesis on another doctoral programme at the UPM, the student may apply for admission to the 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.

3.2. PROCEDURE FOR APPLYING TO CHANGE DOCTORAL PROGRAMME TO START A NEW THESIS

Applications for admission of former doctoral students to a new doctoral programme must follow the following procedure:

1. The applicant must submit the *Application to start a new thesis on another doctoral programme* to the EID Steering Committee, attaching the following documentation:
 - a. Copy of published articles (if any).
 - b. Description of the new thesis.
 - c. Other merits (optional). Other merits of the applicant's doctorate studies may be recorded in the application.
2. EID management personnel will analyse the documentation submitted, and will:
 - a. The documentation in point 1 will be sent to the supervisors assigned to the doctoral student in the doctoral programme which they left, requesting a report in which they will state the possible relationship between the research that they were directing with the new thesis proposal, as well as any other comments that they deem appropriate.
 - b. The original Doctoral Programme Academic Commission will be requested for a free-format report on the acquisition of skills by the doctoral student, training supplements, if any, and the degree of development of their thesis, as well as any other comments deemed relevant, with a favourable or unfavourable recommendation on the change of programme to start the new thesis.
 - c. The documentation in paragraphs 1, 2.a and 2.b above will be sent to the destination Doctoral Programme Academic Commission, requesting a report (favourable or unfavourable) on the application to change doctoral programme to start the new thesis.
3. The EID Steering Committee will assess the application and decide if it is appropriate to authorise the start of a new thesis. The EID Steering Committee may request the doctoral student for such additional documentation as it thinks appropriate and will respond to the application within a maximum of 30 calendar days after the day following receipt of the documentation requested in paragraphs 2.a, 2.b and 2.c.
4. The EID Steering Committee will notify the resolution adopted –electronically and within 15 calendar days– to the interested party, to the original and destination Doctoral Programme Academic Commissions.



5. In the event the change of doctoral programme is authorised, the student may pre-enrol on the destination doctoral programme, in which case the Doctoral Programme Academic Commission, taking into account its prior report on admission of the doctoral student and the considerations expressed by the EID Steering Committee, will:
 - a. Decide on the student's admission and, in the affirmative, appoint a tutor and a supervisor.
 - b. All or part of the training supplements, work carried out and/or competencies acquired previously should be recognised, although scientific production by the doctoral student that has been published or sent for publication before the admission date on the programme may not be recognised as a part of the new thesis.

TRANSITIONAL PROVISION

The doctoral students whose application to change doctoral programme 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 start a new thesis on another Doctoral Programme**

Doctoral student:

Title of the previous thesis:

Original Doctoral Programme:

Doctoral Area:

Thesis development period:

Previous thesis supervisor(s):

UPM department or institution:

In relation to the thesis described previously, the signatories declare that they are aware of the regulations relating to permanence in a doctoral programme at the UPM and, therefore,

STATE:

(Include reasons why you want to start a new thesis and, if appropriate, reasons why the previous thesis was not completed)

THEY APPLY FOR (indicating new doctoral programme and, if appropriate, proposed thesis supervisor):

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

Signed: The Doctoral student	Approval of the Supervisor(s)
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This application, duly filled in and signed, should be sent to doctorado@upm.es with the following documents attached:

<input type="checkbox"/>	1. Copy of published articles (if any)
<input type="checkbox"/>	2. Description of the new thesis
<input type="checkbox"/>	3. Other documents (optional)

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