

NCG163/4: Modification of UGR Continuance Regulations for Doctoral Programmes

Approved in an ordinary session of the Governing Council on 18 December 2020

Approved by the Advisory Council for Doctoral Schools (CAED) on 14 December 2020

UGR Continuance Regulations for Doctoral Programmes established in accordance with Royal Decree 99/2011.

These regulations provide further explanation on the academic progress requirements established in Royal Decree 99/2011 of 28 January (Official State Gazette [BOE] 11/2/2011) and in the UGR Regulations on Official Doctoral Studies and Doctoral Degree Certificates (approved in an ordinary session of the Governing Council on 30 October 2013). Both Regulations establish that doctoral programmes may be completed on a full-time basis or, exceptionally, on a part-time basis.

1. Full-time doctoral studies.

Doctoral studies will last a maximum of three years, covering the period between the admission of the doctoral student to the programme and the submission of the application to deposit the thesis. Upon request of the doctoral student, the Doctoral Programme Academic Committee may authorise an ordinary extension of this period for one more year, which may be exceptionally extended for another additional year (extraordinary extension), under the conditions established in the corresponding doctoral programme. The second extension must be approved by the Management Committee of the Doctoral School.

2. Part-time doctoral studies.

The Doctoral Programme Academic Committee may, exceptionally and for duly justified reasons, admit part-time students, provided that the programme has made provisions for the aforesaid circumstance in the validation report. In this case, studies may last a maximum of five years, covering the period between the admission of the doctoral student to the programme and the submission of the application to deposit the thesis. After these five years, and upon request of the doctoral student, the Doctoral Programme Academic Committee may authorise an ordinary extension for two more years and, exceptionally, for another additional year (extraordinary extension) under the conditions established in the corresponding doctoral programme. The second extension must be approved by the Management Committee of the Doctoral School.

3. Changes in full- or part time study.

Changes between full- and part-time study can only be made annually, when the academic supervision of the corresponding academic year is renewed. Changes from a part-time to a full-time mode of study will take place automatically, when renewing registration for academic supervision. Changes from a full-time to a part-time mode of study must be authorised by the Doctoral Programme Academic Committee, following justification from the doctoral student regarding the reasons for the change. The Academic Committee will request, when it deems appropriate, a favourable report from the thesis supervisor and tutor. The duration of studies will be calculated taking into account the academic years that the doctoral student has spent in full- and part-time study and by applying the duration established for these modes by Royal Decree 99/2011.

Students can only apply to change between full- and part-time study during the first three years of the programme. When one or two academic years have been spent full-time and one or more have been spent part-time, the maximum period allowed to complete the doctoral programme in a full-time mode will increase proportionally.

How the conversion for the basic years (without extensions) is calculated:

1 month full-time is equivalent to 1.7 months part-time.

1 month part-time is equivalent to 0.6 months full-time.

4. Temporary leave from the doctoral programme.

a) The doctoral student may request temporary leave from the programme for a maximum period of one year, which may be extended for a further year. The request must be addressed to, and justified before, the Doctoral Programme Academic Committee, which will make a reasoned decision regarding it and inform the Management Committee of the corresponding Doctoral School, which will authorise, where appropriate, the temporary leave.

b) For both full-time and part-time students, the following will be taken into account when calculating the duration of

studies on the doctoral programme: sick leave, maternity or paternity leave, serious or prolonged illness of first-degree relatives, relevant financial or work-related issues, situations involving serious injuries affecting the student's academic life, or any other cause provided for in the regulations in force, as long as the Academic Committee of the programme considers the documentary evidence presented as relevant. In all instances, the Academic Committee of the programme will issue a reasoned report.

5. Permanent withdrawal from the doctoral programme.

- a) The doctoral student may permanently withdraw from the doctoral programme at their own request.
- b) The doctoral student will be permanently withdrawn from the doctoral programme if the enrolment or renewal of enrolment is not completed, and if payment of the academic supervision fees is not made within the established deadlines, without just cause within a period of two years.
- c) In accordance with the provisions of article 11.7 of Royal Decree 99/2011, in order to continue in the programme, it is essential that the Academic Committee of the doctoral programme issues an annual positive assessment of the doctoral thesis proposal and the activity document, together with the relevant reports issued for this purpose by the tutor and thesis supervisor. In the event of a negative assessment, which will be duly motivated, the doctoral student must be assessed again within six months. If the evaluation is negative a second time in a row, the doctoral student will be permanently withdrawn from the programme.
- d) The doctoral student will be permanently withdrawn from the doctoral programme once the maximum deadlines established for the completion of the doctoral thesis have passed.

Permanent withdrawal makes it impossible for the doctoral student to continue in the programme in which they were enrolled, entailing the closing of their academic record and making it impossible for them to reapply for admission to the doctoral programme until three academic years have elapsed, with the status of a new doctoral student. However, they may be admitted to, and may enrol on, another doctoral programme at the University of Granada, with the status of a new doctoral student.

6. Registration for academic supervision.

Each academic year, and until the Doctoral School's approval of the proposed board of examiners, both full-time and part-time doctoral students admitted to a programme must enrol before the established deadline, paying the amount corresponding to academic supervision, which is determined each year by the Regional Government of Andalusia. This will not be applicable to doctoral students who are on temporary leave, for the period during which said leave has been authorised.

If, in an academic year, the doctoral student does not formally enrol and does not pay the amount corresponding to academic supervision without any justification, the elapsed time will be included for the purposes of the provisions of sections 1 or 2 of these Regulations, as applicable.

7. Complementary training.

If the doctoral programme considers that the doctoral student needs to take specific complementary training prior to their admission to the programme, the time required to pass said training will not count with regard to the limit established in article 3.2 of Royal Decree 99/11 and in sections 1 and 2 of these regulations. The calculation of the time indicated in the first section will begin as of the academic year following the completion of the aforementioned complementary training. Doctoral students will enrol in the credits related to the complementary training preferably in the first academic year for full-time students or in the first two academic years in the case of part-time students. As indicated in article 12 of the UGR Regulations on Official Doctoral Studies and Doctoral Degree Certificates, complementary training will be considered as doctoral-level training for the purposes of fees and the awarding of grants and scholarships.

8. Registration requirements regarding academic supervision for the doctoral thesis public defence.

Students admitted to a doctoral programme at the University of Granada may not start the procedures related to the presentation and defence of the thesis until a minimum of two years have elapsed since the date of their admission to the doctoral programme. A reasoned request may be made to the Management Committee of the corresponding Doctoral School for an exemption from this minimum period, with the approval of the thesis supervisor, tutor and the Academic Committee of the Doctoral Programme.

When initiating the procedures related to the thesis submission, the doctoral student must be up to date with the payment of the annual tuition fees for academic supervision since they joined the doctoral programme. If the doctoral student does not comply with this requirement, they may regularise their situation by applying for readmission to the doctoral programme and paying the outstanding amount.

9. Changing doctoral programmes.

Once admitted to a doctoral programme and after defending the doctoral thesis proposal, the doctoral student may apply to change doctoral programmes via the Academic Monitoring Portal for Doctoral Students ('Portal de Seguimiento Académico de Doctorandos'). In the request to transfer, the doctoral student must state the reasons for their decision and provide the documents that justify it. The corresponding Doctoral School will request reports from the academic committees of the student's current programme and the programme to which the student wishes to transfer, as well as

from the initially assigned supervisor, where appropriate, who will indicate whether the requested change is appropriate. The final decision will be made by the Management Committee of the corresponding Doctoral School. The time spent on the original programme will be included for the purposes of calculating the duration of studies and, consequently, for the thesis submission deadline.

The Academic Committee of the doctoral programme to which the student is transferring will decide if the doctoral thesis proposal needs to be publicly defended for final approval.