

REGULATIONS FOR THE PERMANENCE OF STUDENTS IN THE PhD PROGRAM

Article 15. Duration of the PhD studies

A) MAXIMUM DURATION

1. **Full-time studies:** The length of full-time PhD studies will be a maximum of three years, from the candidate's admission until PhD thesis submission.

If, after the cited three years, the application to deposit the thesis has not been presented, the Academic Committee responsible for the programme may authorize a one-year extension, extendable to another extra year. The Coordinator must communicate the decision to EIDUAL.

2. **Part-time studies:** Subject to authorization from the Academic Committee responsible for the programme, a part-time PhD may be carried out for duly justified reasons. In this case, such studies can have a maximum duration of five years, from the time of admission onto the programme until the PhD thesis presentation.

If, after the cited five years, the application to deposit the thesis has not been presented, the Academic Committee responsible for the programme may authorize a two-year extension to this term, extendable to a further additional year. The Coordinator must communicate the decision to EIDUAL.

3. **Change of dedication-type schedule:** The PhD student may request a change of schedule within the deadlines established by EIDUAL. Said request must be addressed to the Coordinator of the PhD programme, with the approval of the supervisor and co-supervisors, and justified before the programme's Academic Committee, who will oversee its approval, and the coordinator must communicate the adopted decision to EIDUAL.

The change from part-time to full-time dedication will be automatically granted.

To change from full-time to part-time dedication, documentary justification must be provided for one of the following situations:

- a) To be employed, self-employed or have a training contract (not considering research contracts for carrying out the PhD thesis). The duration of the contracts must be more than 6 months, overlapping with the enrolment period.
- b) Severe or prolonged illness of close relatives.
- c) Having some kind of special capacity that would justify the need to increase the PhD period.
- d) Pregnancy.
- e) Maternity or paternity leave.
- f) Caring for a child under 3 years of age or having a large family.
- g) Having people over 65 years of age in your charge.
- h) To be studying official education that amounts to more than 8 hours per week of received classes or be performing voluntary work with identical time demands.
- i) To be a high-level, high-performance or elite athlete.

The part-time schedule will be calculated from the date of the PhD student's initial enrolment.

B) MINIMUM DURATION

Reaching the initial procedures pertinent to the presentation and defence of the thesis will require a minimum of two years from the student's admission date into the PhD programme.

EIDUAL may be asked for exemption from this minimum two-year period in the following cases:

- 1) When the PhD student has an Advanced Studies Diploma or Research Sufficiency Diploma and it is proven that the PhD thesis can be defended in a shorter period because the work is at a very advanced stage.
- 2) When the PhD student has completed a minimum of two years on an equivalent teaching course to the complementary PhD training implemented by EIDUAL.
- 3) When the PhD student been studied on a prior UAL PhD programme, provided that no more than two years has elapsed since that time.
- 4) When the student meets the PhD thesis submission requirements in Form A (Compendium of Published Articles Thesis), set out in Art. 24 of these rules.

The request for exemption from the minimum two-year term must be reported by the Academic Committee of the corresponding programme, with the approval of the supervisor and co-supervisors; the Coordinator must send said report to EIDUAL, which will oversee the authorization, where appropriate, of such a time-limit extension.

Article 16. Absence of leave from the PhD programme

1. Temporary absence of leave from the PhD programme

a) The student may request a temporary absence of leave from the programme when they fulfil one of causes provided for in CHAPTER A.3 of the previous article. The absence of leave will be a maximum period of one year, extendable for a further year. Such a request must be addressed to the Coordinator, with the approval of the supervisor and co-supervisors, and justified before the programme's Academic Committee, which will be responsible for the approval and communication of the decision to EIDUAL.

Applications must be submitted one month before the end of the enrolment period for each course. Absence of leave approval will exempt the student from the enrolment obligation.

Applications filed after that date will only be taken into account if they arise from situations that have already occurred, and provided they are justified in documentary form. In the latter case, or when their period is less than a year, the enrolment fees that have already been paid will not be returned, nor will the student be exempt from the requirement to enrol in the academic year in which the absence of leave occurs.

b) When the PhD student does not make the enrolment payment for the academic year or does not pay the amount corresponding to the academic tutelage, not being under the absence of leave terms set out in the above section, the time spent on this course will be calculated for all purposes, without undermining the obligation to pay the fees for the affected period.

2. Definitive removal from the PhD programme in the following cases:

a) By one's own request, submitted to the programme Coordinator.

- b) When the enrolment process is not completed within the specified time limits over a period of two consecutive academic years.
- c) When the enrolment process is not concluded within the academic year's deadlines, and the supervisor and co-supervisors renounce the thesis supervision.
- d) In the case that a second negative evaluation is given by the Academic Committee in the same course.
- e) If the maximum PhD study time period is exceeded.