



Guide for incoming PhD students International Doctoral School University of Extremadura

Doctoral studies regulated by Royal Decree 99/2011, of January 28 (BOE of February 10) amended by Royal Decree 43/2015, of February 2 (BOE of February 3) and by Royal Decree 576/2023, of July 4 (BOE of July 18) and by the UEx regulations, (DOE of December 28, 2021) are articulated in doctoral programs whose requirements for access, admission, enrollment and development are set out in this guide, regardless of possible updates that will be added to the website of the Service. <http://www.unex.es/doctorado>

In order to enrol in a doctoral programme, students must first apply for admission to the programme, for which they must comply with certain access and admission requirements:

1. REQUIREMENTS FOR ACCESS TO DOCTORAL STUDIES

The requirements for access to doctoral programmes in accordance with the regulatory regulations are:

1.- In general, in order to access an official doctoral programme it will be necessary to hold an official Spanish Bachelor's degree or equivalent, and a Master's degree or equivalent, provided that at least 300 ECTS credits have been passed in these two courses together.

2.- Access will also be open to those who are in any of the following situations:

a) Being in possession of official university degrees or equivalent Spanish degrees provided that they have passed, at least, 300 ECTS credits in the set of these teachings and accredit a level 3 of the Spanish Qualifications Framework for Higher Education.

b) Holding a degree obtained in accordance with foreign education systems belonging to the European Higher Education Area (EHEA), without the need for homologation, which certifies level 7 of the European Qualifications Framework, provided that this degree entitles the holder to access doctoral studies in the country in which it was issued. This admission will not imply, in any case, the homologation of the previous degree held by the interested person nor its recognition for purposes other than that of access to doctoral studies.

c) Holding a degree obtained in accordance with foreign education systems outside the European Higher Education Area (EHEA), without the need for official recognition, after verification by the university that this accredits a level of training equivalent to that of the official Spanish university Master's degree and that it entitles the holder to access doctoral studies in the country where the degree was awarded. This admission will not imply, under any circumstances, the homologation of the

previous qualification held by the interested party or its recognition for purposes other than access to doctoral studies.

d) Hold another doctorate or doctorate degree.

e) Access is also open to university graduates who, after obtaining a place in training in the corresponding entrance exam for specialised health training places, have passed with a positive evaluation at least two years of training in a programme for obtaining an official qualification in one of the specialties in Health Sciences.

The Academic Committee may assign prerequisite courses to graduates whose profile does not correspond to the preferential entry profile established in the report of the Doctoral Programme to which they have applied for access.

Where a certificate of correspondence to Level 3 of the Spanish Framework of Qualifications for Higher Education is required, it can be obtained by accessing the following address of the Ministry of Education

<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=617>

<https://youtu.be/mjCal8k5GIs> (TUTORIAL)

2. ADMISSION TO THE DOCTORAL PROGRAMME

Every doctoral programme may have specific admission requirements, depending on the lines of research it offers. The specific admission requirements can be viewed in the programme report, available on the [EDUEx website](#).

Any questions in this regard should be addressed to the Coordinator of the programme's Academic Committee.

3. PRE-REGISTRATION AND ENROLMENT

Pre-registration

Students will complete an application for admission via the doctoral [pre-enrolment application](#), together with the documentation that will be indicated on the website of the Doctoral Service.

This documentation must be accompanied by the specific documentation required by every programme.

Any queries related to the programme (lines of research, teaching staff, doctoral training, etc.) should be addressed to the programme coordinator.

The list of those admitted/not admitted and excluded will be published on the Service's website, with a deadline for claims.

The Academic Committee will assign each admitted student:

- Tutor and Line of Research.
- Director and, if applicable, co-directors.
- Dedication (full time/part time).
- Prerequisite courses, if necessary, depending on the access profile.

Enrolment

Enrolment will mainly be done on-line ([self-enrolment](#)) by the admitted applicants, using their credentials (IDUEX and PINWEB) which must be managed by the student at the following address:

[\(https://siue.unex.es/catalogo-servicios-tic/gestion-de-identidades/gestion-de-credenciales/\)](https://siue.unex.es/catalogo-servicios-tic/gestion-de-identidades/gestion-de-credenciales/)

In certain cases, such as foreign students from non-European countries, or students who must take prerequisite courses, enrolment may be carried out by the administrative service.

Enrolment in doctoral studies includes academic supervision, the research plan and a series of administrative items established by the applicable regulations (opening of a dossier, identification card and school insurance (under 28 years of age).

In addition to the concepts of the previous paragraph, in the case of students who have been assigned prerequisite courses, the corresponding taxes will be added..

IMPORTANT

You must submit the Doctoral Commitment Form within a maximum of 3 months from the date of enrolment.

After the first year, students must renew their registration for academic tutoring annually, in the period established, provided that:

- They have obtained a positive evaluation of the activities document and the research plan.
- They have passed the prerequisite course, when needed.

4. DEVELOPMENT OF DOCTORAL STUDIES

Concepts and Definitions

↔ *Research Plan: (IP)*

Before the end of the first year, starting from the date of enrollment, the doctoral student, with the assistance of his or her director and tutor, will prepare a document that includes a research plan and a personal training plan. The research plan will include at least the methodology to be used and the objectives to be achieved, as well as the resources and the time schedule to achieve them. The personal training plan of the doctoral student will contain a forecast of the different training activities that will be developed during the doctoral thesis (courses, seminars, mobility actions, etc.). This document may be improved and detailed throughout the stay in the program and must be backed by the director and the tutor.

To do so, the student will access the web RAPI, <https://eid.unex.es/informacion-academica/web-rapi/>. Each academic year the student will generate the Research Plan. From the second academic year onwards, the plan generated will be a copy of the previous one, on which the student may make the necessary changes, which will be reviewed by the directors and subsequently evaluated by the Academic Committee of the program that evaluates the academic year.

↔ *Activity Document: (ACD)*

It is the individualised record of activities carried out by the student in accordance with the activities included in the Doctoral Programme and as established by the Academic Committee. They will be recorded in the web RAPI.

<https://eid.unex.es/informacion-academica/web-rapi/>

It is regularly reviewed by the tutor/director and evaluated annually by the programme's Academic Committee.

↔ **Doctoral Commitment Document**

This is a document that sets out the supervisory functions of each doctoral student and includes the conditions for the completion of the doctoral thesis, as well as the rights and duties of each student, their tutor and the supervision of the doctoral thesis.

It also includes matters relating to the confidentiality of doctoral research, the resolution of conflicts between the agents involved in the development of the programme or those arising from intellectual or industrial property. It must be signed by the doctoral student, tutor, director/co-director, programme coordinator and submitted to the Doctoral Department within a maximum period of 3 months from the date of enrolment. The model is available on the Service's website.

↔ **Evaluation**

A positive evaluation by the Academic Committee is a necessary condition for renewal of enrolment in the following academic year. In the case of a negative evaluation, which will be duly motivated, the PhD student will be re-evaluated within a maximum period of six months. In order to obtain a positive evaluation by the Academic Committee, the thesis supervisor's favorable report on the work carried out is required.

In the event of a new negative evaluation, the student will be definitively withdrawn from the programme, by Resolution of the Director of the School, following a reasoned report from the Academic Committee and a hearing with the interested party.

↔ **Permanence**

The PhD student must deposit the thesis within the following deadlines, counting from the date of first enrolment:

- Four years for full-time studies
- Seven years for part-time students
- Six years for full-time studies when the PhD student has accredited a degree of disability equal to or greater than 33%.
- Nine years for part-time studies when the doctoral student has accredited a degree of disability equal to or greater than 33%.

↔ **Extensions**

Before the end of the deadlines mentioned in the previous section, if the thesis has not been deposited, the academic committee responsible for the programme, at the student's request, may authorise the extension of this period for a further year. The application form can be found on the website.

↔ *Temporary leave of absence*

Students may request temporary leave of absence from the programme for up to a total of two years. This request must be addressed and justified to the academic committee responsible for the programme, which will decide whether it is appropriate to grant the student's request.

The models for requesting leave periods can be found on the website.

↔ *Interruptions to the count*

Students may request an interruption in the calculation of the deadline for the duration of their doctoral studies when they are in a situation of temporary disability, birth, adoption, foster care, foster care, risk during pregnancy, risk during breastfeeding and gender violence or any other situation contemplated in the regulations in force.

The forms to request the interruption of the calculation can be found on the website.

↔ *Thesis depository*

A thesis is considered to be deposited when the Academic Committee of the doctoral programme has authorised its admission for processing, in accordance with the established procedure. The website of the International Doctoral School contains all the information on the different procedures for depositing theses.

↔ *RAPI*

The web RAPI is the official computer system designed to be the link between students, thesis directors, tutors and academic committees. Its main purpose is to centralise and optimise the interaction in the process of elaboration, revision and evaluation of the Research Plan and the Activity Document.

All the information and access to the platform can be found at:
<https://eid.unex.es/informacion-academica/web-rapi/>

5. ACADEMIC AND ADMINISTRATIVE STRUCTURE

↔ *Tutor*

The tutor is responsible for ensuring that the training and research activity is in line with the principles of the programmes and, where appropriate, of the Doctoral Schools. He/she will be responsible for ensuring the student's interaction with the Academic Committee. The tutor may or may not coincide with the Director of the doctoral thesis.

↔ Director

The thesis supervisor is the person ultimately responsible for conducting all the research work of the PhD student.

↔ Codirector

The Academic Committee may assign co-directors when there are reasons of an academic or thematic interdisciplinary nature or when the programmes are developed in national or international collaboration.

↔ Doctoral Programme Academic Committee

It is the body responsible for:

- Establishing the specific admission requirements and selection criteria for the Doctoral Programme and deciding on applications for admission in accordance with them.
- Determining, where appropriate, the training complements and the non-regulated transversal training activities that the doctoral student must undertake and monitoring them.
- To assign the student a tutor from among the lecturers on the Doctoral Programme and a supervisor for the doctoral thesis. Both functions may be concurrent in the same PhD student on the Programme.
- Resolve applications for temporary withdrawal, extensions, change of supervisor, inclusion of co-supervisor, in the Programme.
- To carry out the annual monitoring and evaluation of each Research Plan, in accordance with the established calendar and procedure.
- To authorise the presentation and deposit of the doctoral thesis and to ensure its formal quality prior to its presentation and the continuous improvement of the final document of the doctoral thesis.
- Propose and report on co-supervision agreements and their development.

↔ Doctoral Service

The Doctoral Service is the administrative unit in charge of managing all administrative and academic aspects related to doctoral studies. On the service's website you will find all the information about these procedures. <https://eid.unex.es/>

Its main functions include:

- Information and guidance: Providing detailed information on doctoral programmes,

access requirements, applicable regulations and administrative processes.

- Pre-enrolment: Manage the pre-enrolment process, reception and validation of applications, as well as the monitoring of admission procedures to doctoral programmes.
- Enrolment: Manage the annual enrolment process for doctoral students, including the management of fees and the necessary documentation.
- Academic file management: Maintain and update the individual files of each doctoral student, recording their academic progress, training activities, evaluations and thesis deposits.
- Certifications and documentation: Issuing academic certificates (of enrolment, grades, programmes, etc.) and any other official documentation required by doctoral students.
- Thesis deposit and defence: Supervise and manage the process of depositing the doctoral thesis, the constitution of the thesis tribunals, and coordinate the defences.
- Issuance of degrees: Processing the issuance of doctoral degrees once the thesis defence process has been completed and approved.
- Processing applications for the equivalence of foreign doctoral degrees.

↔ **Management team**

The management team is responsible for ensuring the smooth running, quality and strategic development of doctoral studies. It is headed by the Director of the International Doctoral School, who is the highest authority of the International Doctoral School and its main responsible. The functions of the Director are:

- Representation: represents the International Doctoral School before the university and external bodies.
- Management: defines and supervises the implementation of the School's strategic objectives and lines of action.
- Coordination: coordinates the activity of the different doctoral programmes and support services.
- Institutional relations: fosters collaboration with other universities, research centres and companies, both nationally and internationally.
- Approval of agreements presides over and approves the agreements of the School's collegiate bodies.

The Director is assisted by Deputy Directors to be determined, an Academic Secretary and a Quality Manager.