



Welcome to Universidad Carlos III de Madrid

- **Doctoral Studies. What is a Ph.D.?** Page 1
- **Enrollment.** Page 2
- **UC3M online services for Ph.D. students.** Page 5
- **Doctoral training. Monitoring and development.** Page 7
- **Thesis defense.** Page 10
- **Thesis videodefense during the COVID-19 emergency period.** Page 12

DOCTORAL STUDIES

Doctoral studies at UC3M focus on the development of skills and abilities to undertake autonomous execution of high-quality research work. Our studies are organized in Ph.D. Programs, in which doctoral candidates articulate their thesis project based on scientific and technical work under the supervision of experts in their field.

The thesis is the intended outcome of the Ph.D., an unpublished scientific work that meets the quality standards established by the Academic Committee of the Ph.D. Theses are defended in a public session and are subjected to assessment by a committee of experts. Students with a favorable assessment obtain an official Ph.D. degree certificate by Universidad Carlos III de Madrid. An additional Doctorado Internacional distinction is awarded to students meeting a number of specific requirements during their doctoral training.

ENROLLMENT

How to process the enrollment

Enrollment is carried out on our [Ph.D. Management](#) platform. Enter the application with your ID (DNI, NIE or passport number) and the four-digit password provided upon initial registration. *Forgot your password?*

Enrollment period

First semester:

Enrollment period: September 1st through 30th (11:59 pm, CET)

Start date of studies: 15th of November

Second semester:

Enrollment period: March 1st through 31st (11:59 pm, CET)

Start date of studies: 30th of March

Start date of studies will be used to establish the duration of your Ph.D.

As a continuing student, the enrollment period for subsequent years is September 1st through 30th (11:59 pm, CET).

What modules should I register on my application?

The following modules must be registered in your application:

-Ph.D. Monitoring for your doctoral training year. Required. It will be registered by default in your application.

-Complementary training subjects. Only applicable if the Academic Committee of your Ph.D. requires these subjects in their resolution for admission, in which case these must have been stated in your admission letter. These subjects will be registered by default in your application.

If further activities of your Ph.D. require an enrollment, this will be processed at the Doctoral School Office.

Please note: Upon completion of your Ph.D., enrollment on both the Ph.D. Monitoring of the academic year of your thesis defense and the module *Ph.D. Thesis Defense and Assessment* is required in order to defend your thesis.

Ph.D. Fees

I. Academic fees

- Tuition fees per academic year.

Ordinary fee (full-time, starting first semester): 390 €.

Reduced fee* (full-time, starting second semester): 234 €.

Reduced fee (part-time, starting first or second semester): 234 €.

**Full fees will apply in further years.*

- Complementary training (when applicable): 49,84 € or 69,93 € per credit, according to the field of research.
- Specific training (when applicable): 49,84 € or 69,93 € per credit, according to the field of research.
- Cross-curricular or research skills courses (when applicable): 49,84 € per credit. For courses carried out at institutions, enrollment at UC3M is also required. A 25% fee will apply in these cases (12,46 € per credit).
- Thesis defense. 143,15 €
- Ph.D. Degree Certificate. 229,86 €

II. Administrative fees

- Registrar's Office expenses. 6,11 €
- Academic record initial proceedings (only for new students). 27,54 €
- Student card (TUI) (only for new students). 6,11 €

- III. **School insurance.** 1,12 €. Only applicable to Spanish or international students under 28 years of age residing legally in Spain.

Failure to fulfill the payment of these fees will result in the cancellation of the enrollment.

Further information on tuition fees

Enrollment validation

Upon completion and payment of your enrollment, the Doctoral School will set an appointment to provide the original documents and validate your enrollment validated, except for former UC3M Master's students, in which case the Doctoral School will carry out the validation based on the information in their records.

If your access degree for Ph.D. has been awarded by a Spanish University or from a member state of the European Higher Education Area (EHEA), the required documents are:

- Access degree certificate for Ph.D. (Master's degree or equivalent) or receipt of payment of issuance fees.
- Grade certificate of access degree to Ph.D. (Master's degree or equivalent).

If your access degree for Ph.D. has been awarded by a University located outside of the European Higher Education Area (EHEA), the required documents are:

- Access degree certificate for Ph.D. (Master's degree or equivalent) or receipt of payment of issuance fees.
- Grade certificate of access degree to Ph.D. (Master's degree or equivalent).

These documents must have been previously legalized through diplomatic channels (the Apostille of The Hague Convention, when applicable). Please bear in mind that this procedure must be carried out from the home country. Therefore, it is strongly recommended to do it well in advance.

Find which legalization procedure applies to your country: [Legalization of Foreign Degrees](#)

UC3M ONLINE SERVICES FOR Ph.D. STUDENTS

➤ **Activate your UC3M e-mail account**

Once your enrollment has been validated, you are **required** to activate your UC3M e-mail account, as this will be the main communication channel with the institution. Notifications will be sent to you by e-mail with relevant information about your doctoral training and administrative procedures. You can redirect your messages from uc3m to your personal account.

To activate your account, use the four-digit password provided upon initial registration (the same used to process your enrollment).

Forgot your password? | Other UC3M e-mail features

Your UC3M e-mail credentials (username and password) will give you access to all online services at Universidad Carlos III de Madrid during your Ph.D. studies

➤ **Ph.D. Management platform**

You can access your **Ph.D. Management platform** with your UC3M credentials at any time to view the information about your doctoral training. This platform allows you to perform, among others, the following tasks:

- **Enrollment.** Annual renewal.
- **Ph.D. monitoring.** Register your Research Plan and doctoral activities for the annual assessment by the Academic Committee of your Ph.D. The evaluation results are available here for consultation.
- **Academic record.** View your list of subjects, credits and grades. Also personal data and information about previous degree(s).

➤ **Aula Global**

The virtual classrooms of our Aula Global platform facilitates your communication with your Ph.D. supervisors. Get access to notifications, teaching material, and instructions from professor and coordinators.



➤ TUI Student Card

TUI (Tarjeta Universitaria Inteligente) is our University student card. It is free-of-charge and gives access to, among others, the following services:

- Identification as a member of the UC3M community.
- Use of library service.
- Use of computer classrooms.
- Access to buildings and spaces for specific groups of the University community.
- Discounts at cultural activities.



How to get the TUI Virtual Card

- Activate your UC3M e-mail account.
- Upload your picture. If you do not have one, please go this [page](#).
- Download the [UC3M App](#).

Some services may require a physical TUI card. Further details [here](#).

DOCTORAL TRAINING: MONITORING AND DEVELOPMENT

What is the duration of a Ph.D.?

The regular duration of a full-time Ph.D. program is 3 years. This period can be extended up to 5 years.

The regular duration of a part-time Ph.D. program is 5 years. This period can be extended up to 8 years.

Applications for an extension or a leave of absence, for justified reasons, must be addressed to the Academic Committee of the Ph.D. This request must be endorsed by the tutor/advisor.

Further information

How to apply for a part-time enrollment?

You can state your part-time enrollment upon admission or, once you have initiated your Ph.D., submit a request for justified reasons to the Academic Committee of the Ph.D. This request must be endorsed by the tutor/advisor.

PLEASE NOTE: It is **REQUIRED** to submit the pertaining [application](#) for a change of enrollment status. Any change which has not been specifically requested and authorized by the Academic Committee will not be considered valid.

How are my Ph.D. supervisors appointed?

Tutors are appointed by the Academic Committee upon admission. Tutors must hold a Ph.D. degree and be associated with the Ph.D. They are also required to have at least a verified six-year tenure in research (or proof of equivalent qualifications).

The Committee will appoint a Ph.D. advisor within the first three months from initial enrollment on the program. Advisors must hold a Ph.D. degree and have at least a verified six-year tenure in research (or proof of equivalent qualifications), as well as specific research experience in the field of your thesis. Advisors may be based at any university, center or institute in Spain or abroad. A professor may be appointed as both tutor and advisor of a Ph.D. student.

The Academic Committee can change these designations during your Ph.D. for justified reasons.

How is the progress of my research evaluated?

The Academic Committee will evaluate the progress of your research project on an annual basis in the month of June. Their evaluation will be based on the following aspects:

- **Research Plan.** *Not to be mistaken for the research proposal submitted in your application for admission.* This Research Plan is elaborated at the beginning of your Ph.D. and serves as a tracking tool of your project, listing the objectives and methodology of your research as well as a timeline for estimated goal achievements. This Plan must be validated by your tutor or advisor in order to be submitted for assessment to the Academic Committee. This Plan will be updated in subsequent years.
- **Registration of doctoral activities** carried out during the academic year: seminars, meetings, conferences, publications, international fellowship programs, etc. Certificates or papers are required as proof of completion.

Industrial Ph.D. candidates are required to provide additionally:

- **A report of the industrial research or experimental development project** in which the company or Public Administration participate, signed by the UC3M tutors and advisors and the supervisor appointed by the company or Public Administration.
- **A copy of the employment or commercial contract** by the company or Public Administration in which the project is carried out.

Students with an unfavorable assessment by the Academic Committee in June will be subjected to a second evaluation in December.

TWO CONSECUTIVE UNFAVORABLE ASSESSMENTS (JUNE AND DECEMBER) WILL RESULT IN THE CANCELLATION OF YOUR ENROLLMENT IN THE Ph.D. PROGRAM



Is there any other training required in addition to my research work?

Yes. Your Ph.D. may include three different types of additional training:

- **Complementary training.** Applicable only if the Academic Committee requires this training based on your academic background, in which case the subjects will be listed in their resolution of admission. You will be notified in order to register these subjects in your enrollment. As a general rule, this training must be taken during the first year.
- **Specific training.** Each Ph.D. requires some specific activities related to their field of research: seminars, meetings, conferences, courses, etc. Consult with your tutor or advisor about the contents of your specific training program.
- **Cross-curricular / Research skills training.** Some Ph.D. programs require some training focused on abilities common to all disciplines: communication, academic writing, stress management, etc. These credits can be completed at UC3M or other institutions. They require an enrollment at UC3M and the approval of your tutor or advisor in all cases. Check the specific requirements of your Ph.D. for this type of training.

Can I carry out an international research visit during my Ph.D.?

Yes. Additionally, undertaking a period of research abroad is a requirement for *Doctorado Internacional* distinction eligibility. Among other requirements, your visit must have a minimum duration of three months and the outcomes report must be written in one of the languages of scientific dissemination in your field of research (different from any of the official languages in Spain). The approval of your tutor/advisor and the Academic Committee of your Ph.D. is required. The Committee will evaluate the outcomes of your visit and, if approved, submit your eligibility for the *Doctorado Internacional* distinction to the Doctoral School.

THESIS DEFENSE

The thesis must be validated by your tutor and advisor and meet the quality and format requirements established by the Academic Committee of the Ph.D.

As a general rule, a minimum 24-month period of enrollment on the Ph.D. program is required to initiate the thesis defense proceedings. The thesis is defended in a public event in front of a jury of experts.

I have the approval to proceed to the thesis defense. What stages are there to consider?

Once you get the approval for your thesis defense by your tutor, advisor, and Academic Committee, it is recommended to initiate the proceeding at least 8 weeks in advance (excluding holidays) before the prospective date of defense to go through the following stages:

1. Plagiarism management
2. Thesis deposit
3. Approval of thesis defense and appointment of Thesis Committee
4. Organization of the session
5. Thesis defense

What is plagiarism management?

To ensure compliance with the Code of Good Practice for Managing Plagiarism of Ph.D. Theses of the Doctoral School, all theses must be subjected to a plagiarism management procedure prior to the defense proceedings.

The Academic Committee of the Ph.D. will submit a pdf file of the thesis to the Doctoral School. The School and the Library Service will perform the plagiarism management procedure, the results of which will be sent back to the Academic Committee. The Committee will subsequently issue a report that has to be validated by the Dean of Doctoral School. The results of this study will be at the disposal of the members of the Thesis Committee.

What is the thesis deposit?

The deposit enables UC3M professors of your research field to review your work before the defense. The period of deposit is 15 calendar days (excluding August), after which all comments and observations by the experts will be reported to the Academic Committee and yourself.

Further information

How is the thesis defense authorized? How is the Thesis Committee appointed?

After the deposit, and once the thesis has successfully passed the plagiarism management procedure, the Academic Committee of the Ph.D. will submit, prior validation of the tutor and advisor, their proposal for defense and appointment of Thesis Committee members to the Dean of Doctoral School.

The Thesis Committee consists of three Ph.D. experts in the field of the thesis. The majority of members must be from external institutions; therefore, only one of them can be from Universidad Carlos III de Madrid. *Further information*

How is the defense session organized?

The President of the Thesis Committee will set the date and venue of the session and notify the rest of Committee members and yourself. The Doctoral School will be in charge of the announcement and logistics of the session.

15 working days in advance, the Doctoral School will send a pdf file of the thesis to each member of the Committee. *Further information*

Do I have to pay any fees before the defense?

Yes. The payment of thesis defense fees must be fulfilled in advance. Additionally, payment of enrollment fees for the academic year in which the defense takes place must be up to date.

How is my thesis evaluated?

After the thesis has been defended, the Thesis Committee will announce their global assessment: No Apto (Fail), Aprobado (Pass), Notable (Good) or Sobresaliente (Excellent). This will be registered in the defense report.

Theses with a Sobresaliente grade are eligible for the *cum laude* distinction, in which case the Committee members will subsequently cast a secret vote in a separate session. If all votes are favorable, the Committee will submit their proposal to the Rector for the thesis to be awarded the distinction. The Committee will also cast a secret vote for eligibility to the [Outstanding Thesis Awards](#) by Universidad Carlos III de Madrid.

How can I apply for my Ph.D. certificate?

Application for the official Ph.D. degree certificate is submitted [online](#). The reception of the certificate may take a few months. Until then, you may apply for a temporary certificate as proof of completion of your Ph.D. studies as of the date of your defense.

Where is my Ph.D. thesis published?

Your thesis will be published in our online repository [e-archivo](#) and in the [Teseo](#) thesis database of Spain's Ministerio de Educación. Any partial or temporary restrictions pertaining to the publication of your thesis must be reported to the university.

THESIS VIDEODEFENSE DURING THE COVID-19 EMERGENCY PERIOD

Can the thesis defense be carried out during the COVID-19 emergency period?

A special [instruction](#) has been approved to that effect by the Dean of the Doctoral School. Based on said instruction, the Director of each PhD Program will assess the timeliness and convenience of a videoconference, taking into consideration the position and availability of all parties involved.

What are the requirements for a videodefense during COVID-19 period?

1. That the members of the Committee have declared their availability to carry out the defense by this means of communication.
2. That the members of the Committee and the doctoral student have stated that they have sufficient technical equipment to participate in the evaluation process.
3. That the members of the Committee have stated that they understand the functioning of the computer application for the secret vote of the possible Cum Laude distinction.
4. That some member of the Committee [or, failing that, a thesis advisor, a tutor, a member of the ACPD or any other member of the program's faculty] has verified the identity of the doctoral student prior to the start of the defense. If this verification of the doctoral student's identity is not carried out by any member of the Committee, whoever performs it must previously declare that they have sufficient means to participate in the videoconference.
5. That the technical person responsible for conducting the videoconference has declared that the secret deliberations of the members of the Committee are guaranteed.

How to request a videodefense during COVID-19 period?

The PhD candidate can submit their [application](#), which must be signed by the Director of the PhD Program and subsequently authorized by the Dean of the Doctoral School.

What is the procedure to follow during the organization of the videodefense?

The administrative manager of the PhD Program will contact all parties involved in the defense to ensure that they have sufficient technical means and will set an appointment in advance to do some tests.

Then the manager will set a day and time that is convenient for all parties.

The act will be recorded for quality assurance purposes, except for the deliberation, which will take place in a private virtual session. All participants will be informed of this.

Once the act has been finished, the Secretary of the Committee will issue and submit electronically the grade report (acta), the cum laude distinction report, if applicable, and the vote pertaining to the thesis eligibility for the Outstanding Thesis Award. The members of the Committee will be provided with anonymous survey tools for this purpose.

The President of the Committee will announce in open session the result of their evaluation.