



Welcome to Universidad Carlos III de Madrid

In this guide you will find information regarding every stage of your doctoral training

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DOCTORAL STUDIES

Doctoral studies at uc3m aim at excellence in training of new leading researchers within the strategic framework and lines of research of the University. Each of our programs has been designed to provide our students with the skills and abilities required to undertake independent, high-quality research work under the supervision of top experts in their fields.

The Ph.D. thesis is the intended outcome of the doctoral training period. The thesis must give account of the student's scientific work and meet the quality standards established by the Academic Committee of the program. Theses are defended in a public dissertation event, where they are subjected to assessment by an independent committee. A favorable assessment enables students to apply for their official Ph.D. degree certificate issued by the Spanish Ministerio de Educación, Cultura y Deporte. An additional *Doctorado Internacional* distinction is awarded to students who met a number of specific requirements during their training period.

ENROLLMENT

How to enroll

Our [Ph.D. Management](#) service allows you to submit your enrollment data online. To access the application, just enter your ID or passport number and the four-digit password generated by our system upon initial registration. You will need to print out your proof of enrollment and tuition fees invoice, when applicable.

When to enroll

As a new student, you can choose when to start your Ph.D. training period. Enrollment periods vary according to your starting semester of choice:

- **First semester:**
Start date: November 15
Enrollment period: September 1 to October 30

- **Second semester*:**
Start date: March 30
Enrollment period: March 1 to March 31

*In these cases, students benefit from a reduced tuition fee, applicable only for first-year enrollment.

Your start date will determine the length of your Ph.D. training period.

As a continuing student, enrollment period is **October 1 to October 30** in all cases.

What modules should I register on my application?

You must select the following modules of your enrollment application:

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

- **Complementary credits.**
Only applicable if the Academic Committee of your program established these credits as obligatory in its admission resolution, in which case you have been properly notified. These credits will be registered by default in your enrollment application.

Other activities of your doctoral training may not require enrollment. If so, our Postgraduate Offices are in charge of the registration process:

- **Specific training:** Activities included in the syllabus of your Ph.D. program.

- **Research Skills training:** Required for students of all Ph.D. programs (6 credits minimum for the entire doctoral training period).

Further information on training credits on page 9.

Please note: Upon completion of your Ph.D. training, it is required to be enrolled in both the Ph.D. monitoring of the academic year of your thesis defense and the *Ph.D. thesis Defense and Assessment* module in order to defend your thesis.

What are the costs of tuition fees?

I. Academic fees

- Academic monitoring of Ph.D. training 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 subsequent years.*

- **Complementary training** (only for students whose admission resolution establishes these credits as required for admission). 49,84 € or 69,93 € per credit, according to the field of research.
- **Specific training** (only for activities or courses requiring enrollment). 49,84 € or 69,93 € per credit, according to the field of research.
- **Research Skills Training courses**. 49,84 € per credit. For research skills credits earned at other institutions, enrollment at uc3m is required. A 25% fee will apply in these cases (12,46 € per credit).
- Thesis defense. 143,15 €
- Ph.D. Degree Certificate issuance. 229,86 €

II. Administrative fees

- Registrar's Office expenses. 6,11 €
- Academic record proceedings (first-year students only). 27,54 €
- Student card issuance (TUI) (first-year students only). 6,11 €

- III. School insurance.** 1, 12 €. Applicable to Spanish or international students (legal residents) under 28 years of age.

Students who fail to fulfill the payment of these fees will be dismissed from the Ph.D. program.

Further information on tuition fees

Validate your first-year enrollment

After submitting your enrollment form, you must fulfill the payment of tuition fees and submit to the Postgraduate Office, either in person or through regular postal mail, certified copies of the following documents (the first two were already attached to your online application for admission). If you cannot certify any document in advance, provide your copy along with the original at the Office and we will certify it for free.

Submission Deadline: **November 30.**

- **Certified copy** of your previous degree certificate (Master's or equivalent), or issuance receipt. *Not required for former uc3m students.*
- **Certified copy** of academic transcript of your previous degree (Master's or equivalent) with grades. *Not required for former uc3m students.*

Degrees from international institutions and related documents must be provided in English (original or translation).

- **Certified copy** of documents stating your exemption from tuition fees, when applicable. For instance, proof of financial aid programs or other deductions recognized by the Spanish Administration: Large Family status card, Disabled Identification Card, proof of exemption for victims of terrorist attacks (including their spouses and children) or children of civil and military servants who perished in the line of duty.
- **Ph.D. Written Agreement**, a document approved by all parties involved in the development of your thesis project (tutor, advisor, Academic Committee, and yourself) stating the fundamental rights and responsibilities within the framework of your project as well as any specific terms (such as confidentiality or copyright clauses, use of research results, conflict-resolution procedures, etc.), that may be relevant for the correct execution of your research. Subsequent annexes may be attached to the original document throughout your doctoral training period if necessary.

Document template available only at our Postgraduate Information Office.



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 most important channel of communication with the institution. Notifications will be sent to you via e-mail with relevant information for your doctoral training or instructions on how to manage your records. You may redirect your messages from uc3m to your personal account if you wish.

To activate your account, enter the four-digit code generated by our system upon initial registration (the same you used to submit your enrollment application).

Forgot your code?

Your e-mail username and password will give you access to all online services at Universidad Carlos III de Madrid throughout your Ph.D. training period

➤ **Online services for Ph.D. students**

You may access your doctoral training data at any time through our Ph.D. Management service. To log in, just enter your uc3m username and password.

This service allows you to manage, among others, the following tasks:

- **Enrollment.** Submit your annual application for enrollment at the beginning of each academic year.
- **Ph.D. monitoring.** Register your Research Plan and activity report for annual assessment by the Academic Committee of your program and check the evaluation results.
- **Academic record.** Check your courses and credits earned. View your personal data and info about previous degree(s).

➤ **Aula Global**

Our online platform Aula Global aims at making communication easier for you and your Ph.D. supervisors and coordinators. Get access to notifications, teaching material, and guidelines in our Student Classrooms online.



➤ TUI Student Card

TUI is the Spanish acronym for our free-of-charge Intelligent University Card. It grants access to a wide variety of services in and out of uc3m.

- Identification as a member of the uc3m university community.
- Use of library services.
- Use of computer classrooms.
- Access to buildings and spaces as a member of a specific group of the university community.
- Discounts at museums, movie theaters and other cultural venues.



Get your TUI card at the sites listed below:

Incoming and International School students

Getafe Campus:

Room 11.2.24: September 4 to October 6. Hours: 9:00 to 14:00

Room 11.2.17: September 4 to September 15. Hours: 9:00 to 14:00

Leganés Campus:

Room 2.0.C15: September 4 to October 6. Hours: 9:00 to 14:00

Rest of students

Getafe Campus:

Room 11.2.24: September 6 to October 6. Hours: 9:00 to 14:00

Room 11.2.17: September 6 to September 15. Hours: 9:00 to 14:00

Leganés Campus:

Room 2.0.C15: September 4 to October 6. Hours: 9:00 to 14:00

Colmenarejo Campus:

PIC (Punto de Información de Campus): September 4 to September 15. Hours: 9:00 to 14:00

Madrid – Puerta de Toledo Campus:

Room 1.B.08: September 18 to October 6. Hours: 13:00 to 18:00

➤ App uc3m-TUI

Connect your TUI card to the uc3m-TUI app and get access to news, event schedules, directory, library search tool, academic calendar, grades, relevant sites, discounts and many more features available soon. [Download here](#)

DOCTORAL TRAINING: MONITORING AND DEVELOPMENT

Application forms for the procedures detailed below are available in our website.

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.

You may apply, for justified reasons, for either an extension or a leave of absence from your Ph.D. training period to the Academic Committee of your program. Your request must be endorsed by your tutor/advisor. *Further information*

How to apply for a part-time enrollment status?

You can state your part-time enrollment status upon admission or, once you have initiated your training period, by submitting a request for justified reasons to the Academic Committee of your program. Your request must be endorsed by your tutor/advisor. *Further information*

How are my Ph.D. supervisors appointed?

Ph.D. tutors and advisors are advanced members of the uc3m faculty or other research institutions who serve as mentors of your research work and keep track of your progress. They also facilitate your communication with the Academic Committee of the program.

Tutors are appointed by the Committee upon your admission. Tutors must hold a Ph.D. degree and have ties with the program, as well as a proven track record in research of at least six years (or proof of equivalent qualifications).

The Committee will also appoint an advisor within three months from initial enrollment on the program. Thesis advisors must hold a Ph.D. degree and have a proven track record in research of at least six years (or 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 may change these designations throughout your doctoral training period for justified reasons.

How is the progress of my research evaluated?

The Academic Committee of your program will evaluate the progress of your research project and activity report on an annual basis in the month of June. Grounds for evaluation are to be registered in the following documents:

- **Research Plan.** *Not to be mistaken for the research proposal submitted when applying for admission.* As a new Ph.D. student, you must elaborate an initial Research Plan within the first year of your doctoral training period. This plan will serve as a tracking tool of your project, listing the objectives and methodology of your research as well as a comprehensible timeline stating the periods estimated for the achievement of each goal. It must have attached your tutor or advisor's evaluation report in order to be submitted for assessment to the Academic Committee of your program.

An annual update of this Plan must be submitted in subsequent years, with the corresponding tutor or advisor's evaluation report, so that all parties involved in your doctoral training can track and assess your progress.

- **Activity Report.** In addition to your Research Plan (initial or updated), it is also required to register any activity relevant to your Ph.D. research: courses, seminars, meetings, conventions, publications, international fellowship programs, etc. Be sure to have attached all certificates and/or work papers as proof of completion.

In the event of an unfavorable assessment by the Academic Committee, you will be subjected to evaluation again in December.

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



Must I take any other training in addition to my research work?

Yes. There are three different types of additional training to be taken during your Ph.D.:

- **Complementary training.** *Maximum: 40 ECTS credits.* Applicable only to students whose terms of admission state this training as required. The Academic Committee will determine the credit-based courses or subjects in the admission resolution. As a general rule, this training must be taken during the first year.
- **Specific training.** Students are also expected to participate in a number of activities relevant to their field of research: seminars, meetings, conferences, courses, etc. These activities may require prior enrollment at uc3m. Your tutor or advisor will confirm the contents of your specific training program.
- **Research Skills training.** *Minimum: 6 ECTS credits.* All Ph.D. programs at uc3m require some training in research skills (or *formación transversal*) focused on abilities common to all disciplines (communication, academic writing, stress management, etc.). These credits can be earned at either uc3m or other institutions and require formal enrollment at uc3m in all cases, as well as the approval of your tutor or advisor.

Can I join an international research visit program?

Yes. 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; also, the report of activities and outcomes of your research at the host institution must be written in one of the languages used for scientific dissemination in your field of research (different from any of Spain's official languages). Prior approval by your tutor/advisor and the Academic Committee of your program is required. The Committee will evaluate your visiting research reports and, if approved, submit your candidacy for the *Doctorado Internacional* distinction to the Doctoral School Board.

THESIS DEFENSE

The Ph.D. thesis is the intended outcome of the doctoral training period. The thesis must give account of the student's scientific work and meet the quality standards established by the Academic Committee of the program. Theses are defended in a public dissertation event, where they are subjected to assessment by an expert committee.

As a general rule, Ph.D. candidates must have been enrolled on their program for a minimum period of 24 months before initiating thesis defense proceedings.

I have approval to proceed to the thesis defense. What are the stages of this process?

Once you get approval for your thesis defense by your tutor, advisor, and Academic Committee, a minimum span of 8 weeks (excluding holiday periods) is usually required to go through these prior stages:

1. Public review of thesis (deposit). Three weeks.
2. Approval of thesis defense and evaluation committee by the Dean of Doctoral Studies. Two weeks.
3. Dissertation event logistics. Three weeks.
4. Thesis defense.

What is the public review of the thesis?

The public review (or deposit) of your thesis enables doctors and scholars of your field to review your work before the defense. The period for public review is 15 days (excluding August), after which all comments and observations by the experts will be reported to the Academic Committee and yourself.

Who is in charge of approving the defense? Who can be a member of the evaluation committee?

Once the process of public review is completed, the Academic Committee of the program, upon favorable assessment by the tutor/advisor, will submit their proposal for defense and appointment of evaluation committee members to the Dean of Doctoral Studies.

This committee consists of three experts in the field of research of the Ph.D. candidate, two of which must be based outside uc3m.

Do I have to pay any fees prior to the defense?

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

How are defense logistics managed?

Once all authorizations are signed, the thesis committee's Secretary will appoint a date for the defense. The Postgraduate Office on campus will be in charge of the logistics of the event (room reservations, technical equipment, etc.) and the travel procedures of the committee members, when applicable.

How is my thesis assessed?

All Committee members must receive a copy of the thesis 15 days prior to the defense event.

Once the Ph.D. candidate completes his/her dissertation, the Committee can provide feedback or pose questions. Their global assessment will be given in terms of Fail (No Apto), Pass (Aprobado), Good (Notable) or Excellent (Sobresaliente).

Theses with an Excellent (*Sobresaliente*) grade are eligible for the *cum laude* distinction. The committee members will subsequently cast their votes via separate secret ballot in closed session. Only if all votes are favorable will the committee submit their proposal for the thesis to be awarded the *cum laude* distinction to the university Chancellor. In this case, each member of the committee will finally cast their vote, anonymously and in a sealed envelope, for the thesis to be considered for the [Outstanding Thesis Award](#) by Universidad Carlos III de Madrid.

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

Your application for the official Ph.D. degree certificate, issued by the Ministerio de Educación, Cultura y Deporte of Spain, and the payment of the corresponding fees is managed by the university's administration.

Issuance of your certificate may take 6 to 12 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 thesis defense.

Where is my Ph.D. thesis published?

Your thesis will be published in [e-archivo](#), the open online repository of Universidad Carlos III de Madrid, and [Teseo](#) the Ph.D. database managed by the Ministerio de Educación, Cultura y Deporte. In the event of partial or temporary restrictions pertaining to the publication of your thesis, you must report them to the university.

