



## Welcome to Universidad Carlos III de Madrid

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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. *Forgot your code?* 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:**  
Enrollment period: September 1 to October 30 (23:59., Spanish peninsular time)  
Start date: November 15
  
- **Second semester\*:**  
Enrollment period: March 1 to March 31 (23:59 h., Spanish peninsular time)  
Start date: March 30

\*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** (23:59 h., Spanish peninsular time) 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 in your admission letter. These credits will be registered by default in your application.

If other activities of your doctoral training require enrollment, this will be processed at our Postgraduate Information Offices:

- **Specific training:** Activities included in the syllabus of your Ph.D. program.
  
- **Research Skills training:** Required by some Ph.D. programs (6 credits minimum for the entire doctoral training).

*Further information on training credits on page 15.*

**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 my tuition fees for the entire Ph.D. training period?

### 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.** (only for activities or courses requiring enrollment). 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 residing legally in Spain 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, the following documents (the first two were already attached to your application for admission). Certified copies are required in some cases; if you cannot have your documents certified in advance, provide these along with the originals at the Office and our administration staff will do it for free.

Submission Deadlines: **November 30** (first semester) and **April 15** (second semester).

- **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.*
- **Certified copy** of the certificate issued by your former university or institution stating that your previous degree grants access to PhD-level studies. *Not required for students from Spanish universities.*
- *If these three documents are issued by a foreign institution, they must be provided in either **English or Spanish** (with an official translation attached if necessary).*
- *If your former institution is located outside the European Higher Education Area (EHEA), you are required to submit both your **degree certificate and academic transcript** legalized via diplomatic channels or the Apostille of The Hague Convention (when applicable). Please bear in mind that this procedure must be done **at the country of origin**; therefore, **it is strongly recommended to do it well in advance.***

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

- **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.
- **Ph.D. tutor and/or advisor designation\***. This document must be signed as well by all parties involved.

*Templates for the last two documents will be provided upon notification of your admission to the program. Otherwise, you may request these at your Postgraduate 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 communication channel 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.

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? | Other uc3m e-mail features*

**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 e-mail 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.



During high-demand periods of TUIs (such as entries of new students or professors at the beginning of each term), instant card-issuance campaigns are carried out on all of our campuses. These campaigns are properly advertised and only take place for a limited period of time.

The rest of the year, applications for TUI cards involve different procedures according to campus:

**Getafe and Leganés.** Cards are immediately issued upon request at the on-campus branches of Banco Santander:

#### GETAFE:

C/ Madrid, 126, Building 15 (López Aranguren), Ground Floor (Central Area)  
Monday –Thursday 8:30 am – 4:30 pm; Friday 8:30 am – 2:00 pm

#### LEGANÉS:

Betancourt Building (next to the printing/photocopying Service and the travel agency)  
Monday –Thursday 8:30 am -4:30 pm; Friday 8:30 am - 2.00pm

**Colmenarejo and Puerta de Toledo.** Applications must be submitted through our website:

[TUI Card Application Form](#)

### ➤ 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.

It is **MANDATORY** to fill out the pertaining application for any request of change in enrollment status. Any change which has not been specifically requested and authorized by the Committee will not be validated. Download the form here: [Change of enrollment status](#).

### 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.

Industrial Ph.D. candidates must additionally provide:

- **A detailed 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 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.* Some 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 thesis must be validated by your tutor and advisor and meet the quality and format standards established by the Academic Committee of the program.

As a general rule, you must have been enrolled on your Ph.D. program for at least 24 months before initiating thesis defense proceedings. The Academic Committee of the program establishes their own requirements for thesis defense and makes their proposal for Thesis Committee members. The Dean of Doctoral School is responsible of approving this proposal and authorizing the thesis defense. The thesis is to be defended in any of the languages commonly used for scientific dissemination in the field.

### **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 the following stages:

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

### **What is plagiarism management?**

To ensure compliance with the principles established in 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 authorization of the defense.

Once the Academic Committee of your Ph.D. program determines that your research period is done and your thesis is ready for deposit, a pdf file of the thesis will be submitted to the Doctoral School.

Both the Doctoral School and the Library Teaching Support Service are in charge of the plagiarism management procedure, the results of which are to be sent back to the Academic Committee of the program. The Committee will subsequently issue a recommendation 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, should they be requested.

### **What is the thesis deposit?**

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

### **Who approves the defense? Who can be a member of the Thesis Committee?**

Once the deposit period is ended and the thesis has successfully passed the plagiarism management procedure, the Academic Committee of the program will submit 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 the Universidad Carlos III de Madrid faculty. *Further information*

### **How is the defense session organized?**

The defense is defended in public session in any of the languages commonly used for scientific dissemination in the field.

The President of the Thesis Committee will set the date and venue of the session and notify the rest of Committee members and yourself.

15 working days in advance, the Postgraduate Office will submit a pdf file of the thesis to each member of the Committee.

The Postgraduate Office is in charge of the reservation of the venues and the announcement of the session to all members of the university. The session will ordinarily take place in the Universidad Carlos III de Madrid premises. *Further information*

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

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

### **How is my thesis assessed?**

After the thesis has been defended, the Thesis Committee will emit their global assessment: No Apto (Fail), Aprobado (Pass), Notable (Good) or Sobresaliente (Excellent), which will be registered on the defense minutes.

Theses with a Sobresaliente grade are eligible for the cum laude distinction, in which case the Committee members will subsequently cast their votes via separate secret ballot in closed session. If all votes are favorable, the Committee will submit their proposal to the Chancellor for the thesis to be awarded the cum laude distinction. Additionally, the Committee will cast their

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 Awards* 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, is submitted [online](#).

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* (online repository of Universidad Carlos III de Madrid) and *Teseo* (Ministerio de Educación, Cultura y Deporte's thesis database). Any partial or temporary restrictions pertaining to the publication of your thesis must be reported to the university.

